

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Group/Meeting Name: Joint Program Services and Governance Subcommittee Meeting of the Economic Opportunity Council

Date: Aug. 4, 2022 **Time: From:** 6 pm **To** 8pm

Location: Video Conference Meeting

ZOOM call:

- Visit: <https://cccouny-us.zoom.us/j/85386011728?pwd=RmE5S2xWNXFsc1NoZi9veEZKOFh5UT09>
- Click Join meeting and enter the following ID #: 853 8601 1728
- You will be prompted to enter *your name* and the following password: 851764
- Wait for host to join

Call-in:

- Dial 1-888-278-0254 (US Toll Free)
- Enter Conference code: 812185

Meeting Leader: Monisha Merchant

Purpose: To complete a draft of the 2022-2027 CSBG Strategic Plan

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact staff at least 24 hours before the meeting at creich@ehsd.cccounty.us

Opportunities for Public Comment: *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to creich@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes. All votes taken during a teleconference will be by roll call.*

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.
Your patience is appreciated.*

Desired Outcome: By the end of this meeting, we will:

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Receive results of the Survey Monkey so that our work is grounded in our core values, vision, mission, and overarching statement.
Determine and develop the goals and objectives for the next five years.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

Agenda			
What	How	Who	Time
Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
Public Comment	Present	Members of the Public	2 Minutes

Agenda

What	How	Who	Time
Survey Results	Present Clarify Check for Understanding	Christina Reich	15 Minutes
Develop Goal and Objectives <ul style="list-style-type: none">• Review SWOT and Goals Identified at 6/29/2022 Meeting.• Select and Develop Goals/Objectives	Present Clarify Check for Understanding	Monisha	135 Minutes
Next Steps	Present Clarify Check for Understanding	Group	3 Minutes
Meeting Evaluation	+/ Δ	Group	2 Minutes



Strategic Planning Training

Lucy Hernandez, MBA, CCAP & NCRT
Community Action Consultant



- **Preparing a Community Action Strategic Plan**
- **Mission, Vision & Core Values**
- **S.W.O.T. Analysis**
 - Strengths, Weaknesses, Opportunities & Threats
- **Identifying Goals, Strategies & Actions**
- **Next Steps**

Agenda

Welcome!

External Requirements

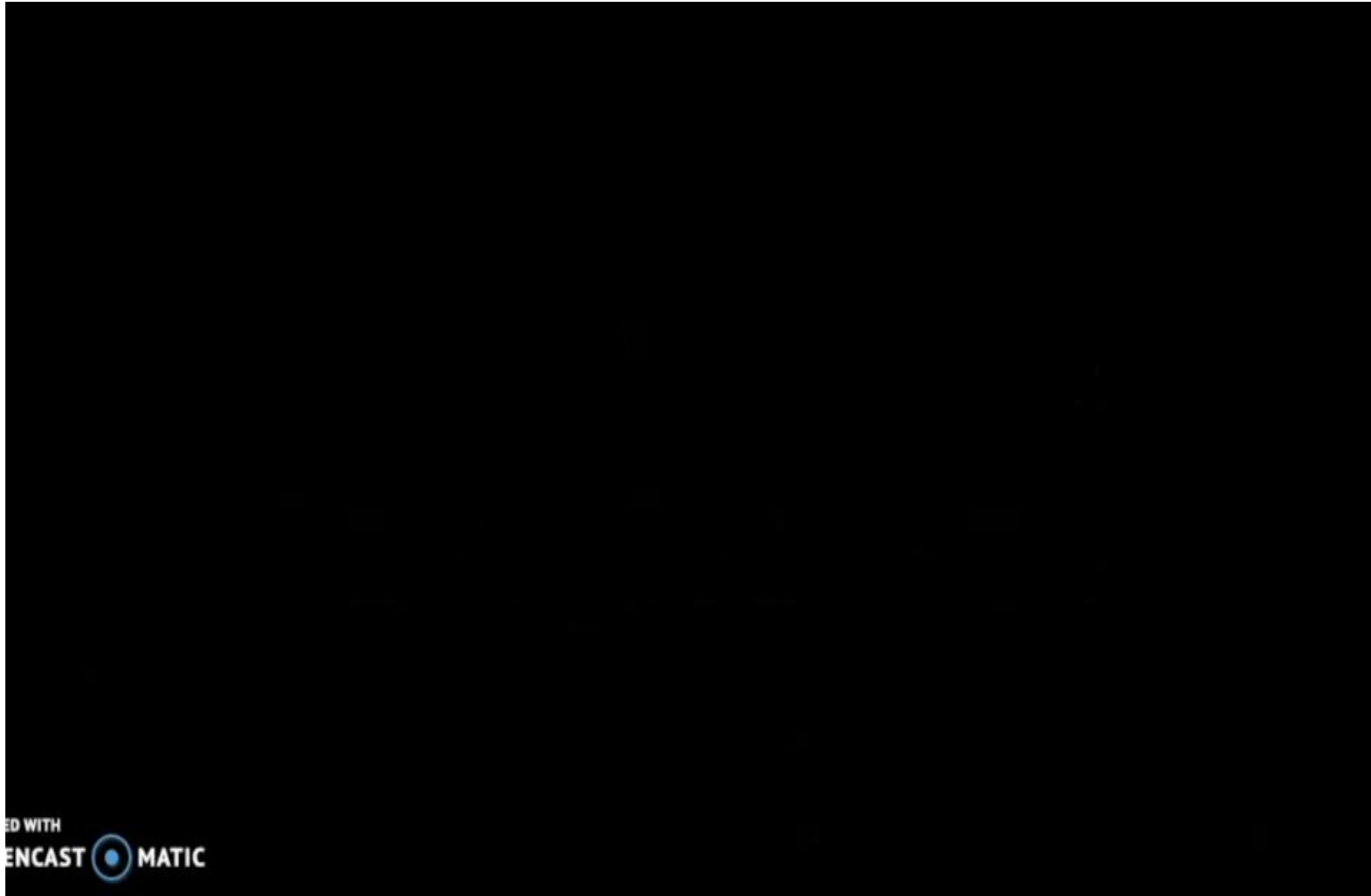
CSBG requirements & funder monitoring

- CSBG Reporting
- Self-Assessment & Agency Readiness
- CSBG IM 82 Board Governance
- Organizational Performance Standards (50+)
- R.O.M.A. Model Goals
- CAP Planning & Community Engagement/Input
- Next R.O.M.A. Generation: Change in Focus, Reporting & Data Collection Systems

Preparing a Strategic Plan-Framework

R.O.M.A. Model

What is Community Action?



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The National Community Action Network Theory of Change

Community Action Goals

Individuals and families with low incomes are stable and achieve economic security.

Communities where people with low incomes live are healthy and offer economic opportunity.

People with low incomes are engaged and active in building opportunities in communities.



Services and Strategies

(Some examples from the network)



Community Action Core Principles

- Recognize the complexity of the issues of poverty
- Build local solutions specific to local needs
- Support family stability as a foundation for economic security
- Pursue positive individual, family and community level change
- Maximize involvement of people with low incomes
- Engage local community partners and citizens in solutions
- Leverage state, federal and community resources
- Advocate for systemic change

Performance Management

How Well Does the Network Operate?

What Difference Does the Network Make?

Network Excellence

- Local Organizational Standards
- State and Federal Accountability Measures
- Results Oriented Management and Accountability System

Robust Results

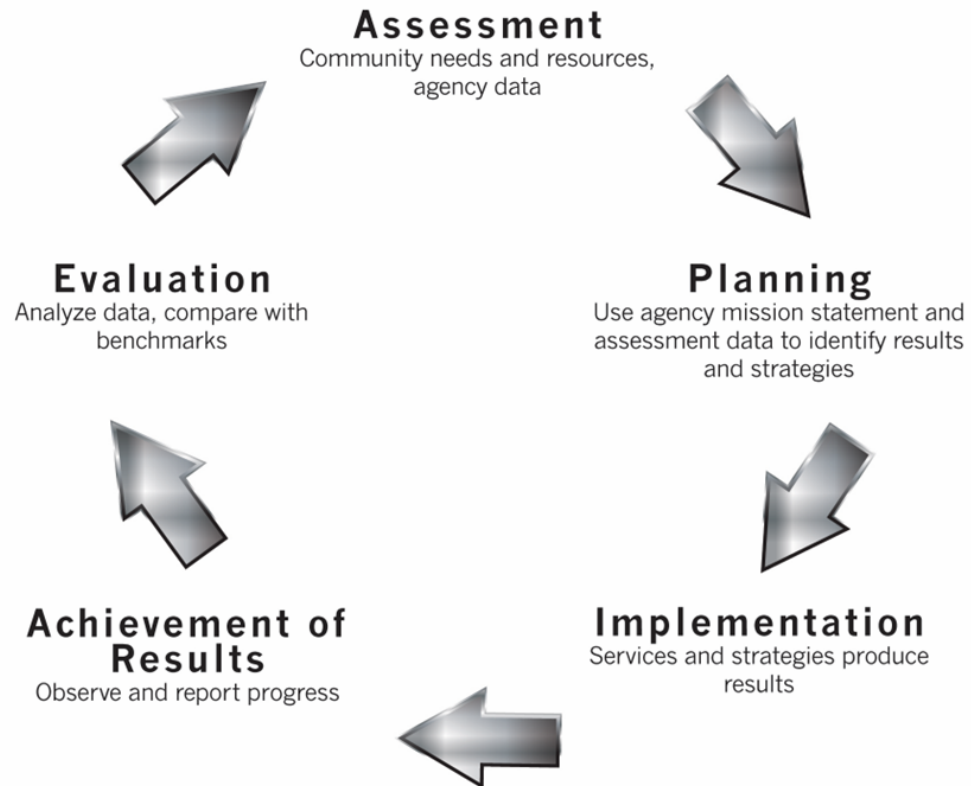
- National Performance Indicators for Individuals and Families
- National Performance Indicators for Communities

A national network of over 1,000 high-performing Community Action Agencies, State Associations, State offices, and Federal partners supported by the Community Services Block Grant (CSBG) to mobilize communities to fight poverty.

To learn more, check out the Community Action Theory of Change Report. www.nascsp.org



The Results Oriented Management and Accountability Cycle



Three National ROMA Goals

Goal 1: Individuals and families with low incomes are stable and achieve economic security.

Goal 2: Communities where people with low incomes live are healthy and offer economic opportunity.

Goal 3: People with low-incomes are engaged and active in building opportunities in communities.



4 Core Elements needed

1. Target Population we are serving is identified
2. Relationship between Agency & Target Population is described
3. Services provided (what do we do)
4. Outcome of our impact (what did we change)

As an Agency what CORE Values do we display? Operate under? Work in a unified approach?



Go to www.menti.com and use the code 3582 1683

S.W.O.T.

Strengths, Weaknesses,
Opportunities & Threats of our
Community Action Agency



SWOT Analysis

	Helpful (to achieving the objective)	Harmful (to achieving the objective)
Internal origin (attributes of the organization)	(S) Strengths	(W) Weaknesses
External origin (attributes of the environment)	(O) Opportunities	(T) Threats

Simple Rules for a successful SWOT analysis:

- Be realistic, be specific. Avoid grey areas.
- Distinguish between where the organization is today and where it will be in the future.
- Analyze in relation to competition (better or worse than)
- Keep it short and simple as long as it shows fitness for purpose
- Avoid unnecessary complexity and over analysis



Strengths & Weaknesses

Go to www.menti.com and use the code **2758 6269**

One area at a time

Opportunities & Threats

Go to www.menti.com and use the code **5848 8382**

Strategic Planning Process I



Goal

What is the agency's priority

- Agency Goals/Focus
- Community priorities (CAP Plan)
- Leveraging of Assets & Resources Maximized



Objective

Action driven statement

What do you seek to achieve (success)

Road Map Purpose



ROMA Goals

Results Oriented Management
& Accountability Goal

=

that aligns to your identified
Agency Goal

Strategic Planning Process II

(Continued)



Action Steps To
Meet the
Objective

Progress



Resources & Support
Needed
Internal Assets
Develop Capacity
Professional
Development



Staff Responsible
Delegation of
Authority
Responsibility
Strengths-based

Strategic Planning Process III

(Continued)



Due Dates
Deadlines
Reporting on Time



Expected Outcome
Meeting expectation
Compliance



Measurements
Methods
Tracking

Strategic Planning Tool (ROMA)

Agency: _____ Term/Period of Plan: _____

STRATEGIC PLANNING DOCUMENT	Project Name:	Discussion Date:
Goal:	Objective(s):	Group/Attendees:

ROMA GOALS:	Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green: 80%+ Yellow: 51%+ Red: 0-50%
Strategy 1	Action 1:					
	Action 2:					
	Action 3:					
Strategy 2	Action 1:					
	Action 2:					
	Action 3:					
Strategy 3	Action 1:					
	Action 2:					
	Action 3:					



Break Out Rooms

Next Steps



Samples

https://www.canva.com/design/DAFEvICuDFw/PfenZKoIWYLS7BFmg2b3EA/edit?utm_content=DAFEvICuDFw&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

https://www.canva.com/design/DAFBqKzu8Jk/VFv35oR53DhW-g4KzEgfEQ/edit?utm_content=DAFBqKzu8Jk&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton



Thank You

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Core Values 1



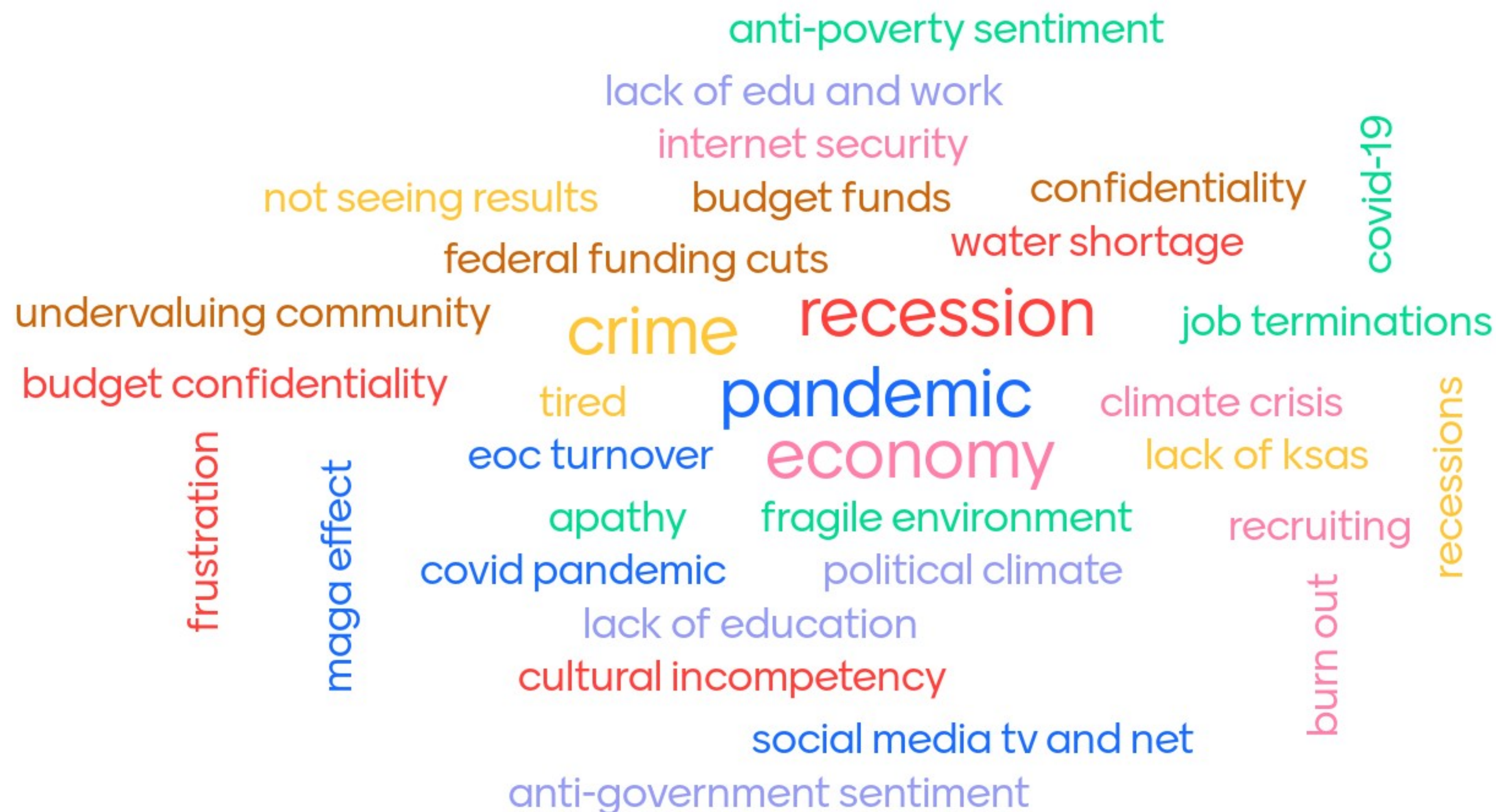
FINAL CORE Values



Opportunities



Threats



Strengths



Weaknesses



CAP Agency Name: Contra Costa County **Term/Period:** 2022-2027

STRATEGIC PLANNING DOCUMENT	Project Name:	Discussion Date: June 29, 2022
Goal: Agency/Capacity (External)	Objective(s): With sub-contractors and Agency partners, strengthen services & resources	Group/Attendees: Group #2 - Amrita, Renee, Noe, Desire

ROMA GOALS:		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
Strategy 1 Serve as a convener for sub-contractors and other partners	Action 1: Dr. A's monthly meetings						
	Action 2: Annual service-provider roundtable						
	Action 3: Discussions during site visits						
Strategy 2 Increase profile of CSBG provider network services and programs	Action 1: Create talking points for EOC and partners						
	Action 2: Include information in existing EHSD & other County dept.'s communications (written and online). Distribute at all points where services are delivered.						
	Action 3: Provide articles and posting to partners at scheduled intervals to include in their communications						

Strategy 3 Improve information exchange and coordination of relevant & timely County programs, services & activities	Action 1:						
	Action 2:						
	Action 3:						

Strategic Plan Term/Period:

3 yrs _____

5 yrs XXX

Agency Goal Priorities:

- 1.

CAP Agency Name: Contra Costa County Term/Period: 2022-2027

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ROMA GOALS:		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
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	Action 3: Provide articles and posting to partners at scheduled intervals to include in their communications						

Strategy 3 Improve information exchange and coordination of relevant & timely County programs, services & activities	Action 1:						
	Action 2:						
	Action 3:						

Strategic Plan Term/Period:

3 yrs _____

5 yrs XXX

Agency Goal Priorities:

- 1.

CAP Agency Name: Contra Costa CAA_CSBG Entity/EOC **Term/Period:** 2022-2027

STRATEGIC PLANNING DOCUMENT		Discussion Date:
Goal: To develop the internal capacity of staff, board and interns through a cultural equity lens.	Objective(s): Cultural equity will be a driving force and motivation for all staff, board and interns thereby creating and environment of belonging and inclusion grounded in mutual respect.	Group/Attendees: Ajit, Devlyn, Christina, Amanda, Monisha

ROMA GOALS:		Resources & Support Needed	Staff Responsible	Due Date	Expected Outcome	Measurements Methods of Tracking	Status: Green 80%+ Yellow: 51%+ Red: 0-50%
Strategy 1: Establish and annual event to further our learning and inspire us to grow our cultural equity competency.	Action 1:						
	Action 2:						
	Action 3:						
Strategy 2: To fully utilize	Action 1:						

CAVO for staff and board training, especially cultural equity related learning.	Action 2:						
	Action 3:						
Strategy 3: To create an intern alumni program to affirm their experiences and advance their achievement and utilize this as an opportunity to enhance the training outcomes of current interns.	Action 1:						
	Action 2:						
	Action 3:						

Strategic Plan Term/Period: Decision is

3 yrs

5 yrs

Agency Goal Priorities: **Individual/Families** --- **Agency Capacity** --- **Community Impact & Engagement (3 Goal Levels)**

1. **Agency Capacity**: Sub-contractor contingency plan/knowledge sharing/capacity building/ increase efficiency
2. **Agency Capacity**/Board Development: Sustainability and capacity building; build up profiles, invest in low-income EOC members' development; leadership development/opportunities.
3. **Agency Capacity**: Partnerships to strengthen & leverage services/resources
4. **Agency Capacity**: Staff/Interns supported & developed; Establish stronger connections with former CSBG interns; learn about their career development; find ways for them to stay connected with EOC (maybe EOC members can connect them/family members?); building community - our fmr interns are part of our efforts to break poverty cycle!
5. **Agency Capacity**: Economic Equity, Deeper EOC community connection/awareness, Connections between economic and environmental equity
6. **Community**: Living wage jobs created,
7. **Individual/Families**: Basic needs met first (Maslow's Hierarchy of needs)

Goals: (Prioritized)

- 1) **Agency Capacity**: subcontractor, board, partnerships, staff/interns & cultural equity/connections.

Group 1: **Agency Capacity (internal)** --- Staff/Interns, Board & Cultural equity lens

Group 2: **Agency Capacity (external)** --- sub-contractors & Partnerships to strengthen our services/resources