

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:	Economic Opportunity Council Business Meeting
Date: 8/16/2022	Time: From: 6:00 PM To 7:30 PM
Location:	Video Conference Meeting
ZOOM call:	<ul style="list-style-type: none"> • Visit https://us06web.zoom.us/j/89254954497?pwd=ZGdJZGdSbXkx4VWISWENgEzTS1FjUT09 • Click Join meeting and enter the following ID #: 892 5495 4497 • You will be prompted to enter <i>your name</i> and the following password: 932001 • Wait for host to join
Call-in:	<ul style="list-style-type: none"> • Dial 1-669-900-9128 US (San Jose) • Enter Conference code: 932001
Meeting Leader:	Renee Zeimer, Chair
Purpose:	To Conduct EOC Business Meeting

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 AKaur@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 AKaur@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.
Review and approve the draft June 9, 2022 EOC Business Meeting minutes for official record.
Review and approve the draft June 29, 2022 EOC Special Business Meeting minutes for official record.
Receive updates on Fiscal reports so that members are fully informed.
Discuss and approve proposal to extend next year's CSBG base contracts.
Discuss Corrective Action Plan Submitted to State by CSBG Staff.
Discuss on-site subcontractor monitoring visits planning and timelines for consideration.
Discuss CSB Strategic Planning Next Steps with Consultant Lucy Hernandez & Approval for Strategic Planning & Organizational Standards & EOC Recruitment strategies for Board vacancies.
Receive reports so that we are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

Agenda			
What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ June 9, 2022 EOC Business Meeting minutes draft ➤ June 29, 2022 EOC Special Business Meeting minutes draft	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports ➤ 2020 CSBG CAREs expenditure report ➤ 2021 CSBG May 2022 expenditure reports ➤ Note: June 2022 reports will be made available in the September 2022 meeting	Present Clarify Check for Understanding	CSB Staff	10 Minutes
5. Action: Proposal to extend next year's CSBG base contracts ➤ Term extension for 2023-2024 ➤ No RFI for 2023-2024 ➤ 2-year contracts for 2025-2027	Present Clarify Check for Understanding Check for Approval	CSB Staff	10 Minutes
6. Corrective Action Plan ➤ Review Corrective Action Plan Submitted to State by CSBG Staff	Present Clarify Check for Understanding	CSB Staff	10 Minutes
7. On-Site Subcontractor Monitoring Visits ➤ Discuss planning and timelines ➤ Training needs	Present Clarify Check for Understanding	Group	15 Minutes
8. Action: Strategic Planning ➤ Discuss Next Steps with Consultant Lucy Hernandez ➤ Strategic Plan Approval ➤ Organizational Standards Approval ➤ EOC Board Members Recruitment strategy	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
9. Reports: ➤ CSB Director ➤ EOC Chair ➤ CSB Staff ➤ EOC members	Present Clarify Check for Understanding	Group	15 Minutes

Agenda			
What	How	Who	Time
10. Next Steps	Present Clarify Check for Understanding	Group	3 Minutes
11. Meeting Evaluation	+/ Δ	Group	2 Minutes



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 6/9/2022

Time Convened: 6:05 pm

Time Terminated: 7:30 pm

Recorder: Desiré Medlen

Conference Call attendees: Renee Zeimer (arrived after meeting began), Devlyn Sewell, Desiré Medlen, Ajit Kaushal, Sofia Navarro, Alison McKee, LaTonia Peoples-Stokes, Mandy Nelson, Brendan Foley, Noe Gudino.

Absentees: Monisha Merchant.

Staff: Amrita Kaur, Amanda Cleveland, Michael Morris.

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> Vice Chair Sewell called the meeting to order at 6:05 pm. Kaushal read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None present.
<p>Action:</p> <ul style="list-style-type: none"> ➤ May 12th, 2022, EOC Business Meeting minutes 	<ul style="list-style-type: none"> The group reviewed the draft May 12th, 2022, Business Meeting minutes with no changes. <p>A motion to approve the draft May 12th, 2022, Business Meeting minutes was made by Kaushal and seconded by McKee.</p> <p>The motion passed with EOC members voting as follows: Ayes: Gudino, Nelson, Foley, McKee, Sewell, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Merchant, Zeimer.</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> ➤ 2020 CSBG CARES expenditure report ➤ 2021 CSBG April expenditure report 	<ul style="list-style-type: none"> • Morris presented 2020 CARES Fiscal Report. • Morris presented 2021 CSBG April report. • Both reports show spending is on target. • Kaushal asked about administration costs being at 108% and expressed concerns about not having enough money to cover the amount. • Morris assured that certain lines items can go up to 110% if another category can offset that amount. • Zeimer asked if CARES contract monies could cover the trips to the NCAP Annual Conference. Morris answered that CARES could not legally cover the trip and is trying to see if monies could come from somewhere else, but at this point it seems not to be possible.
<p>Debrief:</p> <ul style="list-style-type: none"> ➤ Community Action Month and Follow-up ➤ BOS Proclamation Presentation 5/17 ➤ Roundtable Event 5/17 	<ul style="list-style-type: none"> • Zeimer debriefed the group about the events of Community Action Month Board of Supervisors Proclamation Presentation and Roundtable Event. • Staff member Amanda Cleveland showed off the framed proclamation. • McKee complimented staff on their quick pivot of turning the Roundtable Event from an in-person event to a virtual one. • Cleveland reminded the group about wanting to gather a summer reading list. • McKee said she could create a booklist on the library website once our list was compiled. • Kaushal thought the events went well. • Zeimer added that both special guest speakers had a good at the event.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review CSD Monitoring Report ➤ Review and Approve Correction Action Plan Draft 	<ul style="list-style-type: none"> • Kaur presented the monitoring report from the state’s review of the EOC’s work. • One major item noted was the number of vaccines on the EOC and the state wanted a stronger recruitment strategy. • The state said availability of minutes and timely turnarounds for the minutes were on point. • In the financial area, the state requires more timely processing of funds and expenditure reports. • Kaur clarified that the action for tonight would be approval and agreement that the states findings were within reason. • The state highlighted possible EPLS verifications with subcontractors. • Another issue was strengthening the gift card policy. Kaur and Morris detailed the controversy over gift cards and how the future use of them for subcontractors is up in the air. <p>A motion to approve the Correction Action Plan Draft was made by Foley and seconded by Navarro.</p> <p>The motion passed with EOC members voting as follows: Ayes: Gudino, Nelson, Foley, McKee, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Merchant.</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Discussion:</p> <ul style="list-style-type: none"> ➤ Strategic Planning Process and Consultant Lucy Hernandez involvement and support ➤ Confirm planning session dates and times 	<ul style="list-style-type: none"> • Zeimer and Kaur presented the overview for the Strategic Planning session. • Dr. Lucy Hernandez will go over ROMA (Result Oriented Management and Accountability) with the group. • Zeimer told the group to mark their calendars for the June 29th meeting and to look out for an email with preparation documents.
<ul style="list-style-type: none"> ➤ NCAP Annual Conference 	<ul style="list-style-type: none"> • Discussed item during the fiscal portion of the meeting. As of now there are no monies in place to pay for the trip, but staff is trying to find a way to at least send Kaushal to the conference in August.
<p>Reports:</p> <ul style="list-style-type: none"> • CSB Director • EOC Chair • CSB Staff • EOC Members 	<p><u>CSB Director</u></p> <ul style="list-style-type: none"> • Dr. Aaron Alarcon-Bowen could not attend. <p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • None. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Kaur reminded the group July meetings are cancelled and we will resume in August. • Staff is backlogged on demands requested due to inefficient documentation from the subcontractors. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • None.
<p>Next Steps</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Morris will look into leftover allocated funds from the Roundtable Event. • Morris will also see if current contracts can cover costs for NCAP Conference. • Cleveland and Zeimer will work together to edit videos from the Roundtable and links to share to EOC and subcontractors. • Reich will send out links from DeSaulnier regarding mental health. • Staff will update EOC recruitment strategies. • Staff will email preparation documents for Strategic Planning session.
<ul style="list-style-type: none"> ➤ Evaluate the Meeting 	<p>We did great.</p>



Economic Opportunity Council (EOC) Special Called Business Meeting Minutes

Location: Zoom Call



Date: 6/29/22 **Time Convened:** 5:13 pm **Time Terminated:** 5:37 pm **Recorder:** Christina Reich

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen, Ajit Kaushal, Sofia Navarro, LaTonia Peoples-Stokes, Noe Gudino, Monisha Merchant

Absentees: Brendan Foley, Allison McKee

Staff: Amrita Kaur, Amanda Cleveland, Christina Reich

Guest: Lucy Hernandez, Consultant

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> • Chair Zeimer called the meeting to order at 5:13 pm. • Kaushal read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> • None present.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Approve 2022 CSBG Discretionary Funding Expenditure Plan 	<ul style="list-style-type: none"> • Reich reported that CSB received \$31,000 in CSBG discretionary funding from CSD. • Reich reported that due to gas prices increasing, the cost of food has risen and our community is experiencing food insecurity. Staff recommends directing discretionary funding to relieve the impact. Members discussed the need to ensure that food is distributed county-wide to the communities where our clients live, not at stationary locations where transportation is required. • Kaushal requested funding to send an EOC member to training and Zeimer concurred, reminding members and staff that this was agreed to when we zeroed out the out-of-state travel in our initial budget to ensure not cut in funding to the community-based organizations. <p>A motion to approve allocating \$26,000 to White Pony Express and \$5,000 to Out-of-State Travel was made by Merchant and seconded by Peoples-Stokes.</p> <p>The motion passed with EOC members voting as follows: Ayes: Sewell, Peoples-Stokes, Kaushal, Navarro, Medlen, Merchant</p>

TOPIC	RECOMMENDATION / SUMMARY
	Nays: Zeimer Abstentions: Gudino Absent: Foley and McKee
➤ Evaluate the Meeting	Great job.

DRAFT

Community Services Block Grant															
Monthly Expenditures															
2021 Contract # 21F-4007															
Term: Jan 1, 2021 through May 31, 2022															
As of May 2022															
Line		sub	Total	4th Qtr	76%	82%	88%	5th Qtr	94%	100%	Apr-May		YTD	YTD	
Item	Description	object	Budget	Total	Jan 2022	Feb 2022	Mar 2022	Total	Apr 2022	May 2022	Total		Total	Balance	%
ADMINISTRATIVE COSTS:															
1	Salaries and Wages	1011	19,561	1,541	793	703	2,716	4,211	2,257	3,827	6,085	-	19,604	(43)	100%
2	Fringe Benefits		14,279	939	354	314	1,696	2,364	1,467	5,869	7,336	-	11,774	2,505	82%
3	Other Costs-Indirect Costs		70,500	-	-	-	-	-	47,844	22,656	70,500	-	70,500	-	100%
	Total Administrative Costs		104,340	2,480	1,147	1,016	4,412	6,575	51,568	32,352	83,920	-	101,878	2,462	98%
PROGRAM COSTS:															
1	Salaries and Wages	1011	241,211	41,894	5,733	10,217	8,156	24,106	7,089	16,561	23,650	-	225,844	31,298	94%
2	Fringe Benefits		109,173	19,666	1,195	6,248	3,476	10,919	1,482	-	1,482	-	120,028	(10,855)	110%
3	Operating Expenses		22,112	684	596	-	-	596	86	6,948	7,035	-	19,922	2,190	90%
4	Out-of-State Travel		-	-	-	-	-	-	-	-	-	-	-	-	0%
5	Subcontractor Services		409,049	71,064	37,761	18,319	30,382	86,463	16,301	133,334	149,634	-	402,572	6,477	98%
1	Opportunity Junction, Inc	2310	35,000	4,989				4,989	2,494	4,989	7,483		35,000	(0)	100%
2	Monument Impact	2310	30,333	2,533				11,128		15,566	15,566		29,227	1,106	96%
3	The Contra Costa Clubhouse Inc	2310	34,002	6,930	12,993			12,993		11,180	11,180		31,103	2,899	91%
4	CC Interfaith (Hope Solutions)	2310	27,000	5,604	1,864		7,917	9,781	2,778		2,778		27,000	0	100%
5	White Pony Express	2310	23,000	7,664	11,678			11,678		3,655	3,655		22,997	3	100%
6	Shelter Inc of Contra Costa	2310	35,077	-			2,923	2,923		32,154	32,154		35,077	0	100%
7	CC Health Services Homeless Program	2310	33,000	-			11,000	11,000	5,500	8,250	13,750		33,000	-	100%
8	Loaves and Fishes of Contra Costa	2310	33,507	13,961	2,792		2,792	5,585	2,792	2,792	5,584		33,507	0	100%
9	Monument Crisis Center	2310	30,000	8,282			2,100	2,100		3,118	3,118		29,273	727	98%
10	St. Vincent de Paul of Contra Costa County	2310	35,000	-	6,542			6,542	902	6,445	7,347		35,000	(0)	100%
11	Lao Family Community Development	2310	25,000	8,652			1,339	1,339		1,315	1,315		22,345	2,655	89%
12	Bay Area Community Resources	2310	22,130	4,646				-	124	16,746	16,870		22,181	(51)	100%
13	Rising Sun Center For Opportunity	2310	21,000	7,803	1,892	2,202	2,311	6,406		3,833	3,833		21,861	(861)	104%
14	Great Richmond Interfaith Program	2310	25,000						1,709	23,291	25,000		25,000	(0)	100%
	Total Program Costs		781,545	133,306	45,285	34,785	42,015	122,085	24,958	156,843	181,801	-	768,366	29,110	98%
	Total Expenditures		885,885	135,786	46,432	35,801	46,427	128,660	76,526	189,195	265,721	-	870,245	31,571	98%

Community Services Block Grant											
Monthly Expenditures											
2021 Contract # 21F-4408											
Term: Jan 1, 2021 through May 31, 2022											
Line		sub	Total	71%	5th Qtr	86%	100%	Apr-May	YTD	YTD	
Item	Description	object	Budget	Mar 2022	Total	Apr 2022	May 2022	Total	Total	Balance	%
PROGRAM COSTS:											
1	Salaries and Wages		1,170				1,170.00		1,170.00		100%
2	Fringe Benefits		854				854.00		854.00		100%
Subcontractor Services											
1	Opportunity Junction, Inc	2310	1,873.29		-	1,873.29		1,873.29	1,873.29	-	100%
2	Monument Impact	2310	1,873.29		-			-	-	1,873.29	0%
3	The Contra Costa Clubhouse Inc	2310	1,873.29		-		1,873.65	1,873.65	1,873.65	(0.36)	100%
4	CC Interfaith (Hope Solutions)	2310	1,873.29		-		1,873.29	1,873.29	1,873.29	-	100%
5	White Pony Express	2310	1,873.29		-	1,873.29		1,873.29	1,873.29	-	100%
6	Shelter Inc of Contra Costa	2310	1,873.29		-		1,757.07	1,757.07	1,757.07	116.22	94%
7	CC Health Services Homeless Program	2310	1,873.29	1,873.32	1,873.32			-	1,873.32	(0.03)	100%
8	Loaves and Fishes of Contra Costa	2310	1,873.29	1,873.29	1,873.29			-	1,873.29	-	100%
9	Monument Crisis Center	2310	1,873.29		-	1,873.29		1,873.29	1,873.29	-	100%
10	St. Vincent de Paul of Contra Costa County	2310	1,873.29	1,873.29	1,873.29			-	1,873.29	-	100%
11	Lao Family Community Development	2310	1,873.29	270.50	270.50	501.07	676.91	1,177.98	1,448.48	424.81	77%
12	Bay Area Community Resources	2310	1,873.29		-		1,873.29	1,873.29	1,873.29	-	100%
13	Rising Sun Center For Opportunity	2310	1,873.29		-		1,873.29	1,873.29	1,873.29	-	100%
14	Great Richmond Interfaith Program	2310	1,873.29			1,873.29		1,873.29	1,873.29	-	100%
	Total		28,250.00	5,890.40	5,890.40	7,994.23	11,951.50	17,921.73	25,836.13	2,413.93	91%

Community Services Block Grant																
Monthly Expenditures																
2020 CARES Contract # 20F-3646																
Term: MAR 27, 2020 - AUG 31, 2022																
As of May 2022																
Line Item	Description	sub object	CAA CARES Budget	AUG 2021	SEP 2021	OCT 2021	NOV 2021	DEC 2021	JAN 2022	FEB 2022	MAR 2022	APR 2022	MAY 2022	YTD Total	YTD Balance	%
ADMINISTRATIVE COSTS:																
1	Salaries and Wages	1011	30,877	2,264	834	795	747	-	793	702.50	798.09	437.05		27,669	3,208	90%
2	Fringe Benefits		22,539.00	462	373	355	333	-	449	313.81	427.03	269.88		14,565	7,974	65%
Total Administrative Costs			53,416	2,727	1,207	1,150	1,080	-	1,242	1,016	1,225.11	706.93		42,233	11,183	79%
PROGRAM COSTS:																
1	Salaries and Wages	1011	54,733.00	3,597	2,970	-	1,786	12,575	7,708	-	-	3,256.33		59,312	(4,579)	108%
2	Fringe Benefits		39,954	2,027	1,674	-	1,006	10,208	5,459	-	-	7,373.90		43,334	(3,380)	108%
3	Operating Expenses		73,092	-	-	-	-	5,744	2,336	4,419.00	462.20	-		12,961	60,131	18%
4	Subcontractor Services	2310	967,986	-	142,788	10,386	28,012	32,889	21,499	3,519.00	84,964.07	118,656.08	75,255.12	664,791	303,195	69%
1	Bay Area Community Resources		70,869		22,381		2,520	3,456		2,520			888.00	31,765	39,104	45%
2	Bay Area Legal Aid		99,999		23,987	7,463		17,117	7,224			15,120.00	23,218.00	94,129	5,870	94%
3	Contra Costa County Health Services Dept.		66,999								55,058.54	11,928.83		66,987	12	100%
4	Contra Costa Interfaith Housing		74,999							999				74,999	-	100%
5	Greater Richmond Interfaith Program		74,999									16,566.34		16,566	58,433	22%
6	Lao Family Community Development		74,999		53,571									72,621	2,378	97%
7	Loaves and Fishes of Contra Costa		66,492				15,262	3,292			5,119.13	5,816.56	24,829.98	54,319	12,173	82%
8	Monument Crisis Center		61,999		5,276			7,648			9,380.00			25,660	36,339	41%
9	Monument Impact		78,869		34,650		7,307				5,983.72			78,869	(0)	100%
10	Opportunity Junction, Inc		60,922					1,376				33,077.10	16,950.00	53,897	7,025	88%
11	Shelter Inc of Contra Costa		60,922		2,923	2,923	2,923							14,614	46,308	24%
12	St Vincent de Paul of Contra Costa County		64,999									33,219.21		33,219	31,780	51%
13	STAND! For Families Free of Violence		52,922						14,275			2,928.04	9,369.14	34,823	18,099	66%
14	The Contra Costa Clubhouses, Inc.		57,997								9,422.68			12,323	45,674	21%
Total Program Costs			1,135,765	5,623	147,432	10,386	30,804	61,416	37,002	7,938	85,426.27	129,286.31	75,255.12	780,398	355,367	69%
Total Expenditures			1,189,181	8,350	148,639	11,535	31,884	61,416	38,244	8,954	86,651.38	129,993.24	75,255.12	822,631	366,550	69%

Community Services Block Grant													
Monthly Expenditures													
2020 Contract # 20F-3646 DISC													
Term: Jan 1, 2021 through May 31, 2022													
Line	sub	Total	43%	57%	71%	5th Qtr	86%	100%	Apr-May	YTD	YTD		
Item	Description	object	Budget	Jan 2022	Feb 2022	Mar 2022	Total	Apr 2022	May 2022	Total	Total	Balance	%
Subcontractor Services													
1	Opportunity Junction, Inc	2310	2,883.57				-			-	-	2,883.57	0%
2	Monument Impact	2310	2,883.57				-			-	-	2,883.57	0%
3	The Contra Costa Clubhouse Inc	2310	2,883.57				-		2,883.57	2,883.57	2,883.57	-	100%
4	CC Interfaith (Hope Solutions)	2310	2,883.57				-		2,883.57	2,883.57	2,883.57	-	100%
5	White Pony Express	2310	2,883.57				-		2,883.57	2,883.57	2,883.57	-	100%
6	Shelter Inc of Contra Costa	2310	2,883.57				-		1,632.22	1,632.22	1,632.22	1,251.35	57%
7	CC Health Services Homeless Program	2310	2,883.57			2,884.00	2,884.00			-	2,884.00	(0.43)	100%
8	Loaves and Fishes of Contra Costa	2310	2,883.57			1,645.10	1,645.10		1,238.47	1,238.47	2,883.57	-	100%
9	Monument Crisis Center	2310	2,883.57				-		694.24	694.24	694.24	2,189.33	24%
10	St. Vincent de Paul of Contra Costa County	2310	2,883.57	1,510.27			1,510.27		688.12	688.12	2,198.39	685.18	76%
11	Lao Family Community Development	2310	2,883.57				-	540.99		540.99	540.99	2,342.58	19%
12	Bay Area Community Resources	2310	2,883.57				-			-	-	2,883.57	0%
13	Rising Sun Center For Opportunity	2310	2,883.57				-			-	-	2,883.57	0%
14	Great Richmond Interfaith Program	2310	2,883.57						1,478.28	1,478.28	1,478.28	1,405.29	51%
Total			40,369.98	-	-	4,529.10	6,039.37	540.99	14,382.04	14,923.03	20,962.40	19,407.58	52%

**Policy Proposal: CSBG RFI on 2-Year Cycle
for Presentation to the EOC on August 16, 2022**

Background:

Historically, the Economic Opportunity Council has opted to issue an RFI every year, providing an opportunity for new community-based organizations to be funded each year.

In April 2022, during the CSBG Monitoring Review, funding allocations and spending levels were discussed and field representatives from the Department of Community Services and Development questioned why our contracts are year-to-year, stating that they would be much more manageable if they were two-year contracts, aligned with the two-year Community Action Plan. They stated that this gives the subcontractor the ability to dive deep into the project and utilize the funds more easily.

In May 2022, the Employment and Human Services Contracts Manager, requested that the CSBG contract go to a two-year cycle as the administrative burden of issuing an RFI each year and executing an average of 13 contracts annually was excessive. The sheer number of contracts they have each year is rising and they strongly recommended we go to a two-year timeline. The average time for a contract to be executed is six months and due to the way the CSBG funding is issued, we are in a crunch each year. Going to a two-year award period reduces this administrative burden, elongates the time period the subcontractor has to implement and spend, and is ultimately much better for the consumer who does not have full year program fit into and abbreviated timeframe.

In June of 2022, the CSB Contractor and CSBG Specialist, Lucy Hernandez, confirmed that what the state and the contract unit was recommending was best practice and in the best interest of subcontractors and consumers, while reducing administrative burden.

Authority:

CSBG Information Memorandum #82 Tripartite Boards states that “public entities administer their CSBG program through tri-partite boards that fully participate in the development, planning, implementation, and evaluation of the program serving low-income communities.” It is in this spirit that the CSB staff come to you with a recommendation that you approve a new policy to implement a two-year grant cycle for CSBG subcontractors.

New Protocol:

The Contra Costa County Community Action Program housed in the Employment and Human Services Department Community Services Bureau, will begin issuing RFI’s for two-year grant periods to coincide with the two-year Community Action Plan, beginning with the 2024-25 grant year. For the 2023-24 grant year, the county will provide contract amendments to increase the term of those contracts from 12 months to 24 months.

Timeline:

1. August 2022: Begin communicating with current subcontractors obtain contract information.
2. September 2022: Submit contract amendments to EHSD Contracts and Grants.
3. March 2023: 2023-24 contract amendments fully executed and ready for implementation.
4. July 2023: Issue RFI for two-year grant cycle using Community Action Plan Priorities.
5. August 2023: EOC determines awardees of CSBG funds.
6. September 2023: Submit contracts requests to EHSD Contracts and Grants.
7. March 2024: 2023-25 contract amendments fully executed and ready for implementation.
8. For subsequent years: Follow steps 4 through 7 every two years.

**Contra Costa County Employment and Human Services Department Community Services Bureau (CSB)
Corrective Action Plan for the Community Services Block Grant Program
July 8, 2022**

Background: Background: On April 7, 2022 a review of CSB’s Community Action program was initiated in accordance with standard procedure requiring a compliance review every two years. The corrective action plan demonstrates CSB’s efforts to correct the findings, observations, and recommendations by the California Department of Community Services and Development (CSD).

#	Area of Concern	Corrective Action	Person Responsible	Proposed Completion Date	Evidence of Completion	Updates
1	Finding: EPLS Verification: At the time of this review, Contra Costa did not provide documentation that the following four subcontractors were not on the EPLS restricted list: (1) Contra Costa Clubhouse Inc. (2) Greater Richmond Interfaith Program (3) Loaves and Fishes of Contra Costa, and (4) Opportunity Junction. ARTICLE 4 – ADMINISTRATIVE POLICIES AND PROCEDURES, 4.21.2.2	a) CSB will update the procedure for conducting the EPLS clearance on SAM.gov using the UEI. b) During the modified monitoring review period, Contra Costa acquired EPLS verification for 3 of the 4 subcontractors on 4/14/2022. Contra Costa will conduct EPLS verification and submit a CSD 163 containing updated EPLS information for the remaining subcontractor, Loaves and Fishes.	a) Christina Reich, Division Manager b) Christina Reich, Division Manager	a) 7/8/22 b) 6/17/22	a) Revised policy for EPLS clearance b) Revised CSD 163	a) Completed; See attached. b) Completed; See attached.
2	Finding: Contra Costa did not verify Subcontractor’s Gift Card policy and controls: Subcontractor, Bay Area Community Resources (BACR), purchased Mastercard gift cards to use as an incentive for reaching specific milestones within the HEART, (Healing, Educating And Reducing Trauma), program. At the time of this review, a	a) Contra Costa will submit a revised subcontractor monitoring policy to CSD no later than 6/30/2022. Additionally, during the next CSBG monitoring, (Desk Review in 2023), Contra Costa will submit the Monitoring Evaluation/report for 2022 for Bay Area Community Resources (BACR) along with supporting documentation to show they have an established monitoring procedure including fiscal lifecycle testing.	a) Nancy Benevides, Fiscal Officer and Christina Reich, Division Manager	a) 7/8/22	a) Revised subcontractor monitoring procedure for program, including revised fiscal subrecipient monitoring policy.	a) Completed; See attached. Attachment A contains the revised Fiscal Monitoring of Subrecipient policy. Page 24 or the policy includes new item VIIQ, which references Monitoring Plan #3 included on page 54 and 55. Pages 69 -79

#	Area of Concern	Corrective Action	Person Responsible	Proposed Completion Date	Evidence of Completion	Updates
	policy regarding the purchase, use and tracking of gift cards was not in place, nor was this identified during the virtual monitoring conducted by Contra Costa of BACR on 9/14/2021.	b) Agency will submit a revised gift card policy to use for their subcontractors when the subcontractor is approved to purchase gift cards through their contract with Contra Costa County. A revised gift card policy is due to CSD no later than 6/30/2022.	b) Christina Reich, Division Manager	b) 7/8/22	b) Temporarily not allowing the use of gift cards; current CSBG contracts do not authorize the use of gift cards. Awaiting CPN issuance.	include the Onsite Monitoring Guide. b) EHSD has elected to disallow the use of gift cards until the CPN: Purchasing Tangible Goods with CSBG Funds for Distribution to Program Clients is finalized and issued. No attachment.
3	Observation: Annual Report Documentation: Contra Costa could not provide adequate documentation to support the entry of 48 individuals receiving the SRV 5a. Immunizations (COVID VACCINE)	a) Agency will remove the actual results for SRV 5a. b) Agency will provide training for employees regarding how to maintain supporting documentation and accurately report outcomes and services achieved by participants and report planned training completion date by June 30, 2022.	a) Christina Reich, Division Manager b) Christina Reich, Division Manager	a) 6/23/22 b) 7/31/22	a) Annual Report Revised in portal; screenshot b) Training Sign in Sheet of Annual Report training provided by CalCAPA.	a) Completed; see attached. b) All Staff to Complete 5 hour training provided by CalCAPA by July 31, 2022. (No attachment – will forward training records by 7/31/2022.)
4	Other: Board Vacancies: The board roster dated January 22, 2022, indicates there are currently two board vacancies in the low-income sector since 6/30/2020 and 3/11/2021. Due to the impact of COVID-19, CSD acknowledges the increased difficulty experienced by agencies attempting to recruit board	a) Contra Costa will continue to provide updates detailing the recruitment efforts to fill Board vacancies. To ensure the importance of this activity, Contra Costa County's board minutes should reflect board activities to fill the vacant board seats.	a) Christina Reich, Division Manager	a) Reports will be submitted to Field Rep. Patrick Kane on 6/30/22 and 12/31/22.	a) Reports submitted on time.	a) 6/30/2022 Report complete; see attached.

#	Area of Concern	Corrective Action	Person Responsible	Proposed Completion Date	Evidence of Completion	Updates
	/council members during the pandemic. Board vacancies occurring during the period from March 2020 through December 2022 will be documented in this report, but no new corrective action designation (Observation or Finding) will be assigned.					

**CONTRA COSTA COUNTY COMMUNITY ACTION PROGRAM
STRATEGIC PLAN 2022-2027**

1. AGENCY LEVEL GOAL

Rooted in economic and environmental equity, build capacity for and deeper connections and knowledge sharing amongst Economic Opportunity Council members, subcontractors, and community, promoting leadership development and intersectional collaboration.

Strategies:

- Engage staff, Economic Opportunity Council and subcontractors in exploring and learning about intersectionality to better understand it together and fully integrate it into our service delivery models so that our services are grounded in equity, respect, and justice.
- Transition to a two-year grant cycle for CSBG subcontractors to allow for deeper work and relationship-building resulting in greater outcomes.
- Align the work of the Contra Costa County Community Action Agency with an increased number of community partners to aid in furthering the work outlined in the Community Action Plan.
- Fully utilize the Community Action Virtual Onboarding (CAVO) eCourse system to train staff and board members, with an emphasis on leadership development for low-income sector representatives.
- Increase efficiency and transparency by sharing the Employment and Human Services Department's written policies and procedures as they relate to the work of the Community Action Agency so that we can hold ourselves and others accountable.

Alignment with National Community Action Goal: Communities where people with low incomes live are healthy and offer economic opportunity.

2. COMMUNITY LEVEL GOAL

Create living wage jobs through our subcontractors and the CSBG internship program, sharing best practices and increasing connections between them to have a bigger impact.

Strategies:

- Elevate best practices, promote sharing of best practices, invite speakers, and increase connections with the subcontractors and student interns at the Roundtable Events hosted by the EOC.
- Create an alumni program comprised of Student Intern graduates and leverage their experiences to empower and encourage current student interns.
- Integrate the work of Contra Costa County and the City of Richmond Workforce Development programs with that of the Contra Costa County Community Action Program in an effort to create more living wage jobs.
- Educate ourselves about successful job training programs and share learnings so that we can share them for replication in the community.
- Invite labor, library, and other entities that offer volunteer or paid internship and apprenticeship positions that involve skill building and lead to attainment of entry level jobs leading to living wages.

**CONTRA COSTA COUNTY COMMUNITY ACTION PROGRAM
STRATEGIC PLAN 2022-2027**

Alignment with National Community Action Goal: People with low incomes are engaged and active in building opportunities in communities.

3. INDIVIDUAL/FAMILY LEVEL GOAL

Acknowledge gaps, meet people where they are, and advocate for compassionate solutions to provide the basic needs for the most vulnerable individuals and families in Contra Costa County.

Strategies:

- Increase advocacy efforts by engaging the EOC and community partners in opportunities to contact legislators on a regular basis regarding policy issues that impact the work of Community Action and the low-income community.
- Identify gaps by conducting listening sessions with the low-income community and community partners and actively seek solutions to ensure the well-being of individuals and families.
- Increase knowledge of and gain a better understanding of systems changes and use this knowledge to help individuals and families navigate these changes through educational campaigns and appropriate methods of communication.
- Strive for equity and respect for our low-income individuals and families and be active in economic and social justice efforts.
- Keep abreast of funding coming in to the county and advocate for its use to address the gaps identified.

Alignment with National Community Action Goal: Individuals and families with low incomes are stable and achieve economic security.