



Economic Opportunity Council (EOC) Special-Called Executive Meeting Minutes

Location: Zoom Call



Date: 8/16/2022

Time Convened: 6:18 pm

Time Terminated: 7:58 pm

Recorder: Desiré Medlen

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen, Ajit Kaushal, Monisha Merchant.

Absentees: Sofia Navarro, Alison McKee, LaTonia Peoples-Stokes, Brendan Foley, Noe Gudino.

Staff: Amrita Kaur, Christina Reich, Michael Morris.

Quorum: No – Convereted Business Meeting to Special Executive Meeting to meet quorum and take care of action items.

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none">• Zeimer called the meeting to order at 6:18 pm.• Zeimer read the desired outcomes.
Public Comment	<ul style="list-style-type: none">• None present.
Action: <ul style="list-style-type: none">➤ June 9th, 2022, EOC Business Meeting minutes and June 29th, 2022, EOC Special Business Meeting minutes	<ul style="list-style-type: none">• Reich and Zeimer conferred that we cannot approve the previous meeting minutes without full EOC.• Zeimer tabled Business Meeting and Special Business Meeting minutes until the next standard Business Meeting in September.

TOPIC	RECOMMENDATION / SUMMARY
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> ➤ 2020 CSBG CARES expenditure report ➤ 2021 CSBG May 2022 expenditure report 	<ul style="list-style-type: none"> • Closed CSBG Contract showed 98% funds spent as of May. Some funds remained due to lack of demands on the side of the subcontractors. • Morris clarified that the remaining funds cannot be used. • Zeimer spoke about a new system to be in place to make sure this doesn't happen in the future. Reich added that Kaur has been working on a system to track funds internally rather than relying on Fiscal who may be behind on payouts. • Kaur and Reich also have done training with subcontractors to ensure subcontractors apply for funds correctly, so all funding is used. It will be presented to the EOC in a future Business Meeting. • Morris presented 2021 CARES May report. The spent amount is much higher on newer reports. • 2021 CARES June 2022 reports will be made available in the September 2022 meeting. • Sewell commented future RFI rating sheets should include if the applicant had unused funds from previous years. • Merchant added the EOC may want to consider funding fewer subcontractors moving forward to help the flow of paperwork and funding protocols.
<p>Action: Proposal to extend next year's CSBG base contracts</p> <ul style="list-style-type: none"> ➤ Term extension for 2023-2024 ➤ No RFI for 2023-2024 ➤ 2-year contracts for 2025-2027 	<ul style="list-style-type: none"> • Reich went over background information on why the EOC usually works on a 1-year CSBG contract format. Zeimer said the purpose of the single year system was due to the small number of subcontractors seeking funding in the past. • The state audit strongly recommended switching to a 2-year format to make funding process easier for the EOC and for subcontractors. • As the EOC currently has a single year contract, the EOC must extend the contract terms for upcoming RFIs. • Reich clarified if a subcontractor is not adhering to their contract they can be removed from their contract and unspent funds can go to a different subcontractor. <p>A motion to approve the 2-year CSBG Contract terms was made by Medlen and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Medlen. Nays: None Abstentions: None Absent: None</p>
<p>Corrective Action Report</p>	<ul style="list-style-type: none"> • Reich presented Corrective Action report from the state audit. • All items have been addressed and fixed according to the state's recommendations. • Currently the EOC is no longer allowing use of gift cards for subcontractors. • Reich reported several people will hopefully be applying to the EOC soon.

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<p>On-Site Subcontractor Monitoring Visits</p> <ul style="list-style-type: none"> ➤ Discuss planning and timelines ➤ Training needs 	<ul style="list-style-type: none"> • Reich went over updated forms for reviewing subcontractor’s files. One form focused on CSBG Client File Requirements. • Reich said on-site subcontractors monitoring visits are going to be scheduled soon so all visits will be completed by October.
<p>Action: Strategic Planning</p> <ul style="list-style-type: none"> ➤ Discuss Next Steps with Consultant Lucy Hernandez ➤ Strategic Plan Approval ➤ Organizational Standards Approval ➤ EOC Board Members Recruitment strategy 	<ul style="list-style-type: none"> • Reich went over the Strategic Plan the EOC came up with during previous planning sessions. • Reich read the working draft of the Agency Level, Community Level, and Individual/Family Goals along with strategies to achieve said goals. <p>A motion to approve the new EOC Strategic Plan was made by Medlen and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Medlen. Nays: None Abstentions: None Absent: None</p>
<ul style="list-style-type: none"> ➤ Reports 	<ul style="list-style-type: none"> • No reports.
<ul style="list-style-type: none"> ➤ Next Steps 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Rename meeting to Special Executive Meeting instead of Business Meeting. • Let Fiscal Subcommittee know about future funding issues to ensure all contract funds are spent. • Send out email with EOC vacancy flyer for EOC members to share amongst personal networks. • Reich will email Site Visit information to EOC members. • Reich will email out e-card for Dr. A.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • We got it done.