



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

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

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ Strategic Planning Process and Consultant Lucy Hernandez involvement and support</li> <li>➤ Confirm planning session dates and times</li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer and Kaur presented the overview for the Strategic Planning session.</li> <li>• Dr. Lucy Hernandez will go over ROMA (Result Oriented Management and Accountability) with the group.</li> <li>• Zeimer told the group to mark their calendars for the June 29<sup>th</sup> meeting and to look out for an email with preparation documents.</li> </ul>
<ul style="list-style-type: none"> <li>➤ NCAP Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>CSB Director</b></li> <li>• <b>EOC Chair</b></li> <li>• <b>CSB Staff</b></li> <li>• <b>EOC Members</b></li> </ul>	<p><b><u>CSB Director</u></b></p> <ul style="list-style-type: none"> <li>• Dr. Aaron Alarcon-Bowen could not attend.</li> </ul> <p><b><u>EOC Chair</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>CSB Staff</u></b></p> <ul style="list-style-type: none"> <li>• Kaur reminded the group July meetings are cancelled and we will resume in August.</li> <li>• Staff is backlogged on demands requested due to inefficient documentation from the subcontractors.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p><b>Next Steps</b></p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Morris will look into leftover allocated funds from the Roundtable Event.</li> <li>• Morris will also see if current contracts can cover costs for NCAP Conference.</li> <li>• Cleveland and Zeimer will work together to edit videos from the Roundtable and links to share to EOC and subcontractors.</li> <li>• Reich will send out links from DeSaulnier regarding mental health.</li> <li>• Staff will update EOC recruitment strategies.</li> <li>• Staff will email preparation documents for Strategic Planning session.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Evaluate the Meeting</b></li> </ul>	<p>We did great.</p>