



**Economic Opportunity Council (EOC) Executive Meeting Minutes**  
Location: Zoom Call



**Date:** 9/1/2022      **Time Convened:** 12:09 pm      **Time Terminated:** 1:00 pm      **Recorder:** Desiré Medlen

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

**Absentees:** None.

**Staff:** Christina Reich, Amrita Kaur.

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> <li>• Chair Zeimer called the meeting to order at 12:09 pm.</li> <li>• Zeimer read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• None present.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and Approve August 4<sup>th</sup>, 2022, EOC Executive Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft of the August 4<sup>th</sup>, 2022, Executive Meeting minutes.</li> </ul> <p><b>A motion to approve the draft August 4<sup>th</sup>, 2022, Executive Meeting minutes was made by Zeimer.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Medlen, Sewell.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and Approve August 16<sup>th</sup>, 2022, EOC SPECIAL Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft August 16<sup>th</sup>, 2022, EOC Special Business Meeting minutes.</li> </ul> <p><b>A motion to approve the draft August 16<sup>th</sup>, 2022, Business Meeting minutes was made by Zeimer.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and approve the draft September 8<sup>th</sup>, 2022, EOC Business meeting agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Reich went over the agenda, pointing out many items need to be ratified due to the special meeting that took place in August. Meeting minutes, extension of contracts, and CSB Strategic Plan need to be ratified.</li> <li>• A prospective board member applied so the board will review, interview, and vote on applicant Patricia J. Campbell. Needs to be an action item on the agenda and moved to the beginning of the meeting.</li> <li>• Medlen inquired if there has been more EOC applicants. Reich reported there are two other prospective members that need to submit application for the vacant low-income seats.</li> <li>• Zeimer and Reich decided EOC recruitment strategies should be under CSB Staff reports.</li> <li>• Reich went over voting protocols for the EOC Executive committee election.</li> <li>• Kaur recapped the order change for agenda items.</li> </ul> <p><b>A motion to approve the September 8<sup>th</sup>, 2022, Business Meeting agenda with noted changes was made by Zeimer.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and Approve Patricia J. Campbell's EOC Application</li> </ul>	<ul style="list-style-type: none"> <li>• Patricia J. Campbell's EOC Board Member Application needs to be approved to be on Business Meeting agenda.</li> </ul> <p><b>A motion to approve new EOC Board Member Application was made by Sewell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>➤ Discuss EOC Board recruitment strategies.</li> </ul>	<ul style="list-style-type: none"> <li>• Reich discussed new recruitment strategies for the vacant EOC seats.</li> <li>• Focus has been put more heavily on West Contra Costa County as there is a lack of representation for that region.</li> <li>• More social media postings for the vacant seats.</li> </ul> <p>Medlen suggested posting to Indeed.com for volunteers and the Rainbow Community Center in Concord.</p>
<ul style="list-style-type: none"> <li>➤ Discuss contract amendment priorities for 2-year contract cycles.</li> </ul>	<ul style="list-style-type: none"> <li>• Kaur brought up new information about reclassifying sub-contractors and vendors. The changes will make paperwork easier to process.</li> <li>• Reich will update the board when more information is available.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Discuss on-site subcontractor monitoring visits timeline, sign-ups, and next steps.</li> </ul>	<ul style="list-style-type: none"> <li>• Reich explained site visit signups will be at the Business Meeting.</li> <li>• Each site will have at least one member of the EOC and one member of staff visiting.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Discuss CSB Strategic Planning next steps.</li> </ul>	<ul style="list-style-type: none"> <li>• Reich spoke about creating a document that outlines the EOC as a whole. This includes pictures of the EOC, the mission statement, and core goals.</li> <li>• There will also be core training for the members of the EOC at another Strategic Planning session.</li> <li>• Reich and Zeimer went over possible dates for the next Strategic Planning session.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Next Steps</b></li> </ul>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Kaur will make adjustments to agenda.</li> <li>• Staff will give update on new subcontractor requirements.</li> <li>• Reich will send out a sign-up genius for site visits.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Evaluate the Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• We did it.</li> </ul>