



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



Date: 10/27/2022 **Time Convened:** 6:02 pm **Time Terminated:** 8:06 pm **Recorder:** Desiré Medlen

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen, Monisha Merchant, Ajit Kaushal, Sofia Navarro, LaTonia Peoples-Stokes, Alison McKee, Brendan Foley.

Absentees: None.

Staff: Amrita Kaur, Christina Reich, Michael Morris.

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 6:02 pm. • Medlen read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> • None present.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Interview EOC Board Member Applicant Pamela L. Henderson ➤ Interview EOC Board Member Applicant Timothy L. Barrow ➤ Discuss and vote for EOC Board Member Applicant Pamela L. Henderson and Timothy L. Barrow 	<ul style="list-style-type: none"> • EOC Members went over and divided up interview questions for new member interview. • EOC Members discussed their history on the board before asking questions to Henderson and Barrow. • Henderson and Barrow answered questions and asked one to the board. • Board deliberated confirming Henderson and Barrow before moving forward with the vote. <p>A motion to approve Pamela L. Henderson and Timothy L. Barrow as a new EOC Board Members was made by Foley and seconded by Peoples-Stokes.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: None</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ September 8th, 2022, EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft June 9th, 2022, Business Meeting minutes. • Medlen pointed information from a previous set of minutes was on the current minutes and needs to be edited out. <p>A motion to approve the draft with noted edits September 8th, 2022, Business Meeting minutes was made by Kaushal and seconded by Medlen.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: None</p>
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> ➤ 2020 CSBG CARES expenditure report ➤ CSBG August 2022 expenditure report 	<ul style="list-style-type: none"> • Morris went over 2020 CSBG Expenditure Report as of August 2022. • The contract is now officially closed. Budget was only expended to 94%. • Morris stated the new contract will not have any problems reaching 100%. • One subcontractor did not spend discretionary funds due to their financial reporting errors. • Newest CSBG contract is only updated as of August. At the next meeting there will be much more information to present. • Kaur added that payment delays have occurred because of subcontractor’s insurance renewal compliance. Payments will only be distributed if insurance is current.
<p>Action: CSBG Revenue Agreement Amendment #2 Discretionary Funds</p> <ul style="list-style-type: none"> ➤ Approve additional CSBG discretionary funds and budget line items 	<ul style="list-style-type: none"> • Reich presented a budget \$8,945 to add to discretionary funds. • The money will be divided into two categories: Training (attending 2022CalCAPA Conference) \$1,600.00 and Incentives (Steps to Success Messenger Bags for low-income population at public hearings) \$7,345.00. <p>A motion to approve CSBG Revenue Agreement Amendment #2 Discretionary Funds was made by Kaushal seconded by Navarro.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Zeimer, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Peoples-Stokes (dropped call)</p>
<p>Discuss:</p> <ul style="list-style-type: none"> ➤ Contra Costa County Single Audit 	<ul style="list-style-type: none"> • The EOC has received the Contra Costa County Single audit. • There were no findings of note for the county.

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<p>Discuss: On-site Subcontractor Monitoring</p> <ul style="list-style-type: none"> ➤ On-site subcontractor monitoring visits sign-up schedule ➤ Review program monitoring onsite visits forms for use 	<ul style="list-style-type: none"> • Reich went over schedule for the on-site subcontractor monitoring visits. • The date for Monument Crisis center changed from November 11th to November 2nd. • Reich went over the updated site monitoring forms and tools. • Reich also showed what forms the staff will be filling out for their file reviews.
<p>Discuss: CSBG Contract Renewals</p> <ul style="list-style-type: none"> ➤ CSBG Contracts renewals timelines, budgets, and content changes ➤ New demand Attestation Form for sub recipients to use 	<ul style="list-style-type: none"> • Kaur went over new verbiage added to CSBG Contract Renewals. • Verbiage includes Funding Disclaimer, Program Monitoring, Attestation Form from financial compliance officer, and Quarterly Report Deadlines. • All subcontractors must include signed Attestation Form with demands for funding. • County Council needs to review and make final approval of wording.
<p>Reports:</p> <ul style="list-style-type: none"> • CSB Director • CSB Staff • EOC Chair • EOC Members 	<p><u>CSB Director</u></p> <ul style="list-style-type: none"> • Reich spoke for the Director saying the department is doing a corrective action plan for the Head Start Program. In November they are expecting a federal review of all corrections. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich stated data must be presented to EOC periodically. • Reich presented 2022 Homeless Point-In-Time Count & Survey • In all areas homelessness has increased since 2019 across the county. • The only positive from the report was 71% of survey participants have received their COVID-19 vaccine. • Reich presented letter from Opportunity Junction where they outlined how important PPE was to continuing their programs. <p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reminded people about being vaccinated and health care open enrollment. • Zeimer spoke about secondary student loan pot of money through Public Service Loan Forgiveness Form. • Zeimer quoted numbers showing childcare in the area seems to be stabilizing. • Zeimer encouraged everyone to vote in November. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Kaushal spoke about money available through the City of Concord for non-profits.

TOPIC	RECOMMENDATION / SUMMARY
Next Steps	<u>Next Steps</u> <ul style="list-style-type: none">• Staff will take care of next steps.
Evaluate the Meeting	<ul style="list-style-type: none">• We did it.