



Economic Opportunity Council (EOC) Executive Meeting Minutes

Location: Zoom Call



Date: 10/6/2022

Time Convened: 12:03 pm

Time Terminated: 1:01 pm

Recorder: Desiré Medlen

Conference Call attendees: Renee Zeimer, Desiré Medlen, Devlyn Sewell*(12:32), Ajit Kaushal*12:21.

Absentees: None.

Staff: Christina Reich, Amrita Kaur, Nicholas Bryant.

Quorum: Yes

*= Arrived after meeting called to order.

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none">• Chair Zeimer called the meeting to order at 12:03 pm.• Medlen read the desired outcomes.
Public Comment	<ul style="list-style-type: none">• None present.
Action: <ul style="list-style-type: none">➤ Review and Approve September 1st, 2022, EOC Executive Meeting minutes	<ul style="list-style-type: none">• The group reviewed the draft of the September 1st, 2022, Executive Meeting minutes. <p>A motion to approve the draft September 1st, 2022, Executive Meeting minutes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Medlen. Nays: None Abstentions: None Absent: Sewell</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft September 8th, 2022, EOC Business meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft of the September 8th, 2022, Business Meeting minutes. <p>A motion to approve the September 8th, 2022, Business Meeting minutes with no changes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Medlen. Nays: None Abstentions: None Absent: Sewell</p>
<ul style="list-style-type: none"> ➤ Discuss on-site subcontractor monitoring visits timeline, sign-ups, and next steps. 	<ul style="list-style-type: none"> • Reich explained the on-site monitoring forms are being reviewed to make sure they are correct. • The goal is to have all subcontractor visits completed by November 15th. • This year’s visit can be hybrid (online) or in-person. • Last year’s forms were not complete due to all visits being virtual. • Staff will be making notes and the EOC must make sure their notes are complete.
<ul style="list-style-type: none"> ➤ Discuss CSBG Contracts amendment timeline, content, and budget. 	<ul style="list-style-type: none"> • Kaur clarified the CSBG contract renewal verbiage. Staff discussed any extensions or new items would need to go through contract amendments. • Current contacts expiring on February 28th, 2023, will be automatically renew the current contracts for another 12-month period. • This will allow funding to continue while paperwork toolkits are changed over to the 2-year contract model. • Kaur communicated any changes to contracts would be subject to new state regulations. • All renewal packets will go out in October. • Zeimer asked for new contract wording to be put in front of the main EOC board at the business meeting.
<ul style="list-style-type: none"> ➤ Discuss Contra Costa Board Training for Governance and Ethics held September 20, 2022, with Consultant Lucy Hernandez. 	<ul style="list-style-type: none"> • Reich relayed Lucy Hernandez’s recommendation to recite the Community Action Promise at the beginning of every EOC Business Meetings to remind everyone why we are all here. • Medlen said it would be a good idea to ground the group before proceeding with business. • Kaushal thought it was good to remind everyone of our responsibility to the community. • Zeimer recommended the Governance subcommittee review the proposal and decide to bring to the full EOC board.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> ➤ Review and Approve Ana Marie Guinto Bustos's EOC Application 	<ul style="list-style-type: none"> • Ana Marie Guinto Bustos's EOC Board Member Application needs to be approved to be on Business Meeting agenda. • Member would be filling the role of an alternate.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft October 13th, 2022, EOC Business Meeting agenda. 	<ul style="list-style-type: none"> • The group reviewed the draft of the October 13th, 2022, Business Meeting agenda. • Zeimer wanted to add an item to introduce the new Director, Nicholas Bryant. • Adding action item to approve the additional discretionary funds. • Adding new subcontractor site visit form to packet and agenda. <p>A motion to approve the October 13th, 2022, Business Meeting agenda with no changes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Medlen, Sewell. Nays: None Abstentions: None Absent: None</p>
<p>Next Steps</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Kaur will make adjustments to agenda and add monitoring form. <p>Kaur will schedule Governance subcommittee meeting.</p>
<ul style="list-style-type: none"> ➤ Evaluate the Meeting 	<ul style="list-style-type: none"> • We did it!