

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Group/Meeting Name: Economic Opportunity Council Business Meeting

Date: 12/8/2022 **Time: From:** 6:00 PM **To** 7:30 PM

Location: Video Conference Meeting

ZOOM call:

- Visit: <https://us06web.zoom.us/j/86432418469?pwd=WndBRFRiZnNyZi9tYnp3Y1hQWU9BQT09>
- Click Join meeting and enter the following ID #: **864 3241 8469**
- You will be prompted to enter *your name* and the following password: **989146**
- Wait for host to join

Call-in:

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: **989146**

Meeting Leader: Renee Zeimer, Chair

Purpose: To Conduct EOC Business Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact staff at least 24 hours before the meeting at AKaur@ehsd.cccounty.us

Opportunities for Public Comment: *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments AKaur@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes.*

All votes taken during a teleconference will be by roll call.

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.
Your patience is appreciated.*

By the end of this meeting, we will:

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community’s concerns and/or interests for potential inclusion on future agenda.
Review and approve the draft November 10, 2022 EOC Business Meeting minutes for official record.
Receive updates on Fiscal reports so that members are fully informed.
Discuss on-site subcontractors monitoring visit updates.
Receive reports so that members are informed of activities and have identified appropriate next steps.
Celebrate the end of the year and recognize Board Members for their service.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

Agenda

What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action <ul style="list-style-type: none"> • Review and approve the draft November 10, 2022 EOC Business Meeting minutes 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports <ul style="list-style-type: none"> • CSBG October 2022 Expenditure Report 	Present Clarify Check for Understanding	CSB staff	15 Minutes
5. Discuss <ul style="list-style-type: none"> • On-site subcontractor monitoring visit updates (includes key highlights) 	Present Clarify Check for Understanding	CSB staff	15 Minutes
6. Reports <ul style="list-style-type: none"> • CSB Director • CSB Staff (training opportunities, Annual Report) • Chair • Ajit Kaushal CalCAPA (First Vice President) • Other member reports 	Present Clarify Check for Understanding	Group	20 Minutes
7. Celebration <ul style="list-style-type: none"> • End of year wrap up • Recognize current Board Members for service 	Present Clarify Check for Understanding		20 Minutes
8. Next Steps	Present Clarify Check for Understanding	Group	5 Minutes
9. Meeting Evaluation	+/-	Group	5 Minutes



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 11/10/2022 **Time Convened:** 6:03 pm **Time Terminated:** 7:33 pm **Recorder:** Desiré Medlen

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

Absentees: Renee Zeimer.

Staff: Amrita Kaur, Christina Reich, Michael Morris, Nicholas Bryant.

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none">• Vice Chair Sewell called the meeting to order at 6:03 pm.• Morris read the desired outcomes.
Public Comment	<ul style="list-style-type: none">• None present.
Action: <ul style="list-style-type: none">➤ Interview EOC Board Member Applicant Delphine A. Smith➤ Discuss and vote for EOC Board Member Applicant Delphine A. Smith	<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 Smith.• Smith answered questions and asked one to the board.• Board deliberated confirming Smith before moving forward with the vote. <p>A motion to approve Delphine A. Smith as a new EOC Board Members was made by Peoples-Stokes and seconded by Campbell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Peoples-Stokes, Kaushal, Navarro, Campbell, Medlen. Nays: None Abstentions: None Absent: Zeimer</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Introduction of new CSB Interim Director Nicholas Bryant</p> <ul style="list-style-type: none"> ➤ CSB Interim Director Report 	<ul style="list-style-type: none"> • Reich introduced CSB Interim Director Nicholas Bryant. • Bryant went over his work history and experience relevant to public service. • EOC Members introduced themselves to Bryant.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft October 27, 2022 Rescheduled EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft October 27th, 2022, Business Meeting minutes. <p>A motion to approve the draft with no edits October 27th, 2022, Business Meeting minutes was made by Kaushal and seconded by McKee.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: Campbell Absent: Zeimer</p>
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> ➤ 2020 CSBG CARES Final Close-out expenditure report ➤ CSBG September 2022 expenditure report ➤ Discuss unspent training funds 	<ul style="list-style-type: none"> • Morris went over CARES Final Expenditure report. • Some sub-contractors did not expend all their discretionary funds on this special contract. • Morris presented CSBG September 2022 report. • Morris stated expenses are on track for fully spending contract funds. • Kaushal discussed training funds that were not spent for CalCAPA conference.
<p>Discuss: On-site Subcontractor Monitoring</p> <ul style="list-style-type: none"> ➤ Update on-site subcontractor monitoring visits ➤ Recruit volunteer for Student Intern Program 	<ul style="list-style-type: none"> • Reich shared updates of the four completed on-site visits. • Reich shared highlights from a few of the visits. • Sewell discussed a site visit for Rising Sun.
<p>Discuss: Annual Report</p> <ul style="list-style-type: none"> ➤ Receive input for Annual Report due December 1, 2022, and update draft 	<ul style="list-style-type: none"> • Reich went over the Annual Report that goes to the Board of Supervisors that outlines the work completed by the EOC. • Reich shared the draft and opened the floor for additions or changes to the report.
<p>Reports:</p> <ul style="list-style-type: none"> • CSB Director 	<p><u>CSB Director</u></p> <ul style="list-style-type: none"> • None.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> • CSB Staff • EOC Chair • EOC Members 	<p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich did a recap of AmeriCorps meeting and connections with sub-contractors. • Merchant added that the meeting went very well. <p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • None. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Kaushal gave updates about CalCAPA. • April 17th and 18th will be the next CalCAPA legislation days. • Kaushal outlined bills supported by local officials and CalCAPA.
<p>Next Steps</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Any input on the annual report must be emailed to Reich by Monday the 14th. • Staff will update EOC with training opportunities next month. • More site visits will be shared next month. • Kaushal and Staff will send out a save the date flyer for CalCAPA. • Board of Supervisors will review approval of candidate Smith. • Staff will schedule orientation for new member Campbell. • Reich reminded EOC to email both Reich and Kaur for any communications. • Reich will distribute homeless backpacks to any members who wish to hand them out.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • Good job, everyone.

Community Services Block Grant												
Monthly Expenditures												
2022 Contract # 22F-5007												
Term: Jan 1, 2022 through May 31, 2023												
			47%	53%	59%	65%	71%	76%	82%	28%	72%	
Line		Original	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD		
Item	Description	Budget	2022	2022	2022	2022	2022	2023	2023	Total	Balance	% Spent
<u>ADMINISTRATIVE COSTS:</u>												
1	Salaries and Wages	15,818	1,342	1,960	1,617	-	-	-	-	4,920	10,898	31%
2	Fringe Benefits	11,547	861	1,258	1,038	-	-	-	-	3,157	8,390	27%
3	Other Costs-Indirect Costs	70,500	6,531	15,567	-	-	-	-	-	22,097	48,403	31%
	Total Administrative Costs	97,865	8,734	18,785	2,655	-	-	-	-	30,174	67,691	31%
<u>PROGRAM COSTS:</u>												
1	Salaries and Wages	246,255	25,282	26,767	20,766	-	-	-	-	72,814	173,441	30%
2	Fringe Benefits	115,167	8,472	8,897	3,445	-	-	-	-	20,814	94,353	18%
3	Operating Expenses	5,682	-	194	856	-	-	-	-	1,050	4,632	18%
4	Out-of-State Travel	-	-	-	-	-	-	-	-	-	-	-
5	Subcontractor Services	409,000	-	34,225	95,624	-	-	-	-	129,850	279,151	32%
1	Opportunity Junction, Inc	36,000	-	15,000	-	-	-	-	-	15,000	21,000	42%
2	GRIP	26,000	-	-	13,061	-	-	-	-	13,061	12,939	50%
3	The Contra Costa Clubhouse Inc	35,200	-	-	-	-	-	-	-	-	35,200	0%
4	CC Interfaith (Hope Solutions)	36,200	-	-	18,483	-	-	-	-	18,483	17,717	51%
5	White Pony Express	37,000	-	15,425	3,085	-	-	-	-	18,510	18,490	50%
6	Bay Area Legal Aid (BALA)	29,000	-	-	18,959	-	-	-	-	18,959	10,041	65%
7	STAND!	33,000	-	-	4,412	-	-	-	-	4,412	28,588	13%
8	Loaves and Fishes of Contra Costa	27,000	-	3,800	7,980	-	-	-	-	11,780	15,220	44%
9	Monument Crisis Center	33,200	-	-	-	-	-	-	-	-	33,200	0%
10	St. Vincent de Paul	26,200	-	-	17,538	-	-	-	-	17,538	8,663	67%
11	Lao Family Community Development	32,200	-	-	1,847	-	-	-	-	1,847	30,353	6%
12	Bay Area Community Resources	30,000	-	-	3,297	-	-	-	-	3,297	26,703	11%
13	Rising Sun Center For Opportunity	28,000	-	-	6,962	-	-	-	-	6,962	21,038	25%
	Total Program Costs	776,104	33,754	70,083	110,493	-	-	-	-	214,329	561,775	28%
	Total Expenditures	873,969	42,488	88,868	113,148	-	-	-	-	244,504	629,465	28%



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.