

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.

Agenda

<b>Group/Meeting Name:</b>	EOC Executive Subcommittee Meeting
<b>Date:</b>	1/5/2023
<b>Time: From:</b>	12:00 p.m.
<b>To:</b>	1:00 p.m.
<b>Location:</b>	Teleconference/ Video Meeting (Zoom)
<b>Online:</b>	<ul style="list-style-type: none"> <li>• Visit: <a href="https://us06web.zoom.us/j/86945237980?pwd=cDhnVFZ0b2hneXk5VFhQWG11dUlnZz09">https://us06web.zoom.us/j/86945237980?pwd=cDhnVFZ0b2hneXk5VFhQWG11dUlnZz09</a></li> <li>• Click Join meeting and enter the following ID #: <b>869 4523 7980</b></li> <li>• You will be prompted to enter <i>your name</i> and the following password: <b>039283</b></li> <li>• Wait for host to join</li> </ul>
<b>Call in:</b>	Dial 1-669-900-9128 (San Jose) Enter Passcode: <b>039283</b>
<b>Meeting Leader:</b>	Renee Zeimer- Chair
<b>Purpose:</b>	To set the agenda for the next 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](mailto: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 to [AKaur@ehsd.cccounty.us](mailto: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 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 so that meeting participants accomplish 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 December 1, 2022 EOC Executive Subcommittee Meeting minutes.
Review and approve the draft December 8, 2022 EOC Business Meeting minutes.
Discuss the draft 2023 Planning Calendar.
Discuss the 2023 Public Hearings Schedule.
Discuss EOC recruitment efforts and available seats.
Discuss 2023 Training Opportunities.
Review and approve the draft January 12, 2023 EOC Business Meeting agenda.
Identify next steps necessary to move the process forward.
Evaluate the meeting.

## Agenda

What	How	Who	Time
1. Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
2. Public Comment	Present	Members of the Public	3 Minutes
<b>3. Action:</b> <ul style="list-style-type: none"> <li>• Review and approve the draft December 1, 2022 EOC Executive Subcommittee Meeting minutes</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
<b>4. Action:</b> <ul style="list-style-type: none"> <li>• Review and approve the draft December 8, 2022 EOC Business Meeting minutes</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. Discuss: <ul style="list-style-type: none"> <li>• Draft 2023 Planning Calendar</li> </ul>	Present Clarify Check for Understanding	CSB Staff	10 Minutes
6. Discuss: <ul style="list-style-type: none"> <li>• 2023 Public Hearings Schedule</li> </ul>	Present Clarify Check for Understanding	CSB Staff	5 Minutes
7. Discuss: <ul style="list-style-type: none"> <li>• EOC recruitment and available seats</li> </ul>	Present Clarify Check for Understanding	CSB Staff	5 Minutes
8. Discuss: <ul style="list-style-type: none"> <li>• 2023 Training Opportunities</li> </ul>	Present Clarify Check for Understanding	CSB Staff	10 Minutes
<b>9. Action:</b> <ul style="list-style-type: none"> <li>• Review and approve the draft January 12, EOC Business Meeting agenda</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
10. Discuss: <ul style="list-style-type: none"> <li>• Next Steps</li> </ul>	Present Clarify Check for Understanding	CSB Staff	3 Minutes
11. Meeting Evaluation	+/\u0394	Group	2 Minutes



### Economic Opportunity Council (EOC) Executive Meeting Minutes

Location: Zoom Call



**Date:** 12/1/2022      **Time Convened:** 12:00 pm      **Time Terminated:** 1:14 pm      **Recorder:** Desiré Medlen

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

**Absentees:** None.

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

**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 12:00 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 November 3<sup>rd</sup>, 2022, EOC Executive Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft of the November 3<sup>rd</sup>, 2022, Executive Meeting minutes.</li> </ul> <p><b>A motion to approve the draft November 3<sup>rd</sup>, 2022, Executive Meeting minutes was made by Sewell, seconded by Medlen.</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 the November 10<sup>th</sup>, 2022, EOC Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft of the November 10<sup>th</sup>, 2022, Business Meeting minutes.</li> </ul> <p><b>A motion to approve the November 10<sup>th</sup>, 2022, Business Meeting minutes with no changes was approved by unanimous consent.</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>
<ul style="list-style-type: none"> <li>➤ Discuss on-site subcontractors monitoring updates</li> </ul>	<ul style="list-style-type: none"> <li>• Reich gave highlights from on-going subcontractors site visits.</li> <li>• Sewell enjoyed visiting Rising Sun.</li> <li>• Medlen shared thoughts on visiting Opportunity Junction.</li> <li>• Zeimer also shared thoughts on site visits.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Discuss EOC Annual Report final submission</li> </ul>	<ul style="list-style-type: none"> <li>• Reich and Kaur shared final draft of Annual Report.</li> <li>• Reich went over updated to the Annual Report from previous years' reports.</li> <li>• Reich highlighted achievements of the EOC and of individual members.</li> <li>• Added the EOC's full support of continuing meetings via Zoom.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Discuss EOC upcoming resignations, new members, and vacant seat recruitment strategies</li> </ul>	<ul style="list-style-type: none"> <li>• Kaur recapped what EOC members are from each sector and fill each seat.</li> <li>• Kaur went over current and upcoming vacancies.</li> <li>• Some pending members will be moved to full time seats instead of alternate positions.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Discuss Public Hearings 2023 scheduling, client incentives, and next steps</li> </ul>	<ul style="list-style-type: none"> <li>• Reich stated St. Vincent de Paul would like to host a public hearing.</li> <li>• Public hearings can be hybrid in person and via Zoom.</li> <li>• Public hearings will also be held at Policy Council</li> <li>• Discussed other locations such as GRIP or public libraries.</li> <li>• Reich went over the incentive messenger bags staff is preparing.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and approve the draft December 8<sup>th</sup>, 2022, EOC Business Meeting agenda</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft of the December 8<sup>th</sup>, 2022, Business Meeting agenda.</li> <li>• Reich discussed new training opportunities that will be added to the agenda.</li> <li>• LIHEAP/Weatherization reports will be moved to the January business meeting.</li> <li>• Moved new applicant to the EOC to the January meeting in hopes all other members will be confirmed first.</li> </ul> <p><b>A motion to approve the December 8<sup>th</sup>, 2022, Business Meeting agenda with noted changes was approved by unanimous consent.</b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Sewell</b></p>
<p>➤ <b>Next Steps</b></p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Reich will provide updates on site monitoring visits.</li> <li>• Kaur will include Annual Report in Business Meeting packet.</li> <li>• Kaur will adjust member titles and check status on pending EOC members.</li> <li>• Staff will prepare list of dates and locations for Pubic Hearings and assemble messenger bags.</li> <li>• Kaur will adjust agenda and move items to January meeting.</li> </ul>
<p>➤ <b>Evaluate the Meeting</b></p>	<ul style="list-style-type: none"> <li>• We did it.</li> </ul>

DRAFT



## Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



**Date:** 12/8/2022      **Time Convened:** 6:04 pm      **Time Terminated:** 7:33 pm      **Recorder:** Desiré Medlen

**Conference Call attendees:** Renee Zeimer, Devlyn Sewell, Desiré Medlen, Monisha Merchant, Ajit Kaushal, Sofia Navarro, LaTonia Peoples-Stokes, Brendan Foley, Patricia Campbell, Tim Barrow, Pamela Henderson.

**Absentees:** Alison Mckee.

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

**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 6:04 pm.</li> <li>Medlen 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 the draft November 10<sup>th</sup>, 2022, EOC Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed the draft November 10<sup>th</sup>, 2022, Business Meeting minutes.</li> </ul> <p><b>A motion to approve the draft with no edits November 10<sup>th</sup>, 2022, Business Meeting minutes was made by Kaushal and seconded by Sewell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes:</b> Zeimer, Sewell, Kaushal, Navarro, Campbell, Henderson  <b>Nays:</b> None  <b>Abstentions:</b> Barrow  <b>Absent:</b> Merchant, Peoples-Stokes</p>
<p><b>Fiscal Reports:</b></p> <ul style="list-style-type: none"> <li>➤ CSBG October 2022 expenditure report</li> </ul>	<ul style="list-style-type: none"> <li>Morris presented CSBG October 2022 report.</li> <li>As of October, spending is on track.</li> <li>Kaur presented an unofficial report showing more up to date expenditures.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Discuss:</b> On-site Subcontractor Monitoring</p> <ul style="list-style-type: none"> <li>➤ Update on-site subcontractor monitoring visits</li> </ul>	<ul style="list-style-type: none"> <li>• Reich shared updates of on-site visits so far. Currently two visits remain.</li> <li>• Reich shared highlights from the visits and shared any compliance issues.</li> <li>• EOC Members discussed their experiences at the site visits.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>CSB Director</b></li> <li>• <b>CSB Staff</b></li> <li>• <b>EOC Chair</b></li> <li>• <b>EOC Members</b></li> </ul>	<p><b><u>CSB Director</u></b></p> <ul style="list-style-type: none"> <li>• Reich gave update on behalf of CSB Director. Federal review of programs ended with stellar results.</li> </ul> <p><b><u>CSB Staff</u></b></p> <ul style="list-style-type: none"> <li>• Reich went over available conferences for future training opportunities.</li> <li>• Reich went over the final draft of the Advisory Body Annual Report.</li> </ul> <p><b><u>EOC Chair</u></b></p> <ul style="list-style-type: none"> <li>• Holding comments for the End of Year Wrap Up.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>• Kaushal gave updates about CalCAPA.</li> </ul>
<p><b>Discuss:</b> Celebration</p> <ul style="list-style-type: none"> <li>• End of year wrap up</li> <li>• Recognize current Board Members for service</li> </ul>	<ul style="list-style-type: none"> <li>• Reich welcomed former members of the EOC.</li> <li>• Zeimer thanked the former and departing members.</li> <li>• Zeimer went over accomplishments of the EOC board and members.</li> </ul>
<p><b>Next Steps</b></p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>•</li> </ul>
<p><b>Evaluate the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Good job, everyone. Stay healthy and safe.</li> </ul>

## 2023 Community Action Planning Calendar-DRAFT

2022 Planning Calendar	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
EOC	1.12 Business Mtg.	2.9 Business Mtg.	3.9 Business Mtg.	4.13 Business Mtg.	5.11 Business Mtg.	6.8 Business Mtg.	7.13 Business Mtg.	8.10 Business Mtg.	9.14 Business Mtg.	10.12 Business Mtg.	11.9 Business Mtg.	12.14 Business Mtg.
	1.5 Fis/Exec. Mtg.	2.2 Fis/ Exec. Mtg.	3.2 Fis/Exec. Mtg.	4.6 Fis/Exec. Mtg.	5.4 Fis/Exec. Mtg.	6.1 Fis/Exec. Mtg.	7.6 Fis/Exec. Mtg.	8.3 Fis/Exec. Mtg.	9.7 Fis/Exec. Mtg.	10.5 Fis/Exec. Mtg.	11.2 Fis/Exec. Mtg.	12.7 Fis/Exec. Mtg.
	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services	TBD: Prog. Services
	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach	TBD: Outreach
	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance	TBD: Governance
*BOS meetings are held Tues. @ 9am			1st- PY 2023-2024 CSBG contracts begin	Review and submit renewal term Board Orders for member terms ending June 30, 2023	31st - Some grant agreements expire		1st- Renewal terms start for some members, update rosters as needed in-house and CSD forms		2023-2024 Executive Committee Elections if applicable		Present 2023 Annual Report draft to EOC	
			2024-2025 RFI/RFP Planning Process (grant award amounts released in Nov 2023 by CSD); release bid announcement spring 2023 with tentative funding clauses	EOC reviews received proposals, rating phase, determine award amounts, inform EOC of winners with notices sent to CBOs in spring 2023	EOC reviews received proposals, rating phase, determine award amounts, inform EOC of winners with notices sent to CBOs in spring 2023			Start contract negotiations for PY 2024-2025 CSBG contracts based on winning bids, submit contracts to EHSD summer/fall 2023			Revenue Agreement 2024-2025 funds expected for release Nov 2023 by CSD	Update PY 2024-2025 SPs via CG-10 to edit revenue agreement #s and allocation based on CSD awarded amount as needed.
Events		Feb 8-12- NCAF Leadership Conference New Orleans, LA	Mar 27-29th - Housing CA Conference San Diego, CA	Apr 16-18th- CALCAPA Legislative Conference Sacramento, CA	2023 EHSD CSB Roundtable Event with CBOs/network for CA Month							
			Mar 14-17th, 2023 NCAF Annual Conference, Washington DC	Schedule 2023 Public Hearings as needed for CAP due June 30, 2023	May 4-5 The Center for Population, Inequality, and Policy Demography Conference Irvine, CA	Strategic Planning Retreat?		Aug 21-22nd Pre-Convention Training, 23-25th Convention. Annual Convention Atlanta Georgia	EOC Annual Orientation?		CALCAPA ANNUAL CONF?	
					CA Month BOS presentation with B.O., video if applicable, presented in May 2023 to BOS							



## 2023 Community Action Planning Calendar-DRAFT

<b>Reports /</b>	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report	CSBG Monthly Fiscal Report
		15th: Annual Report CSBG due to CSD, includes reports from CBOs due prior to 15th to insert data into software		1st- Form 700 due to COB (for EOC and staff)		30th- 2024-2025 CSBG Community Action Plan (CAP) & Community Needs Assessment (CNA)		31st- Organizational Standards due if applicable				1st - EOC Annual Report due to COB
<b>CSD Require-ments</b>												
	Wx reports due Q3 (July 2022-Sept 2022)	Wx reports due Q4 (Oct 2022-Dec 2022)		Wx reports due Q1 (Jan 2023-Mar 2023)			Wx reports due Q2 (Apr 2023-June 2023)				Wx reports due Q3 (July 2023-Sept 2023)	Request Wx reports due Q4 (Oct 2023-Dec 2023) to put into Jan 2024 EOC fiscal subcommittee meeting
	20th: Bi-Monthly Expenditure due to CSD Nov-Dec		20th: Bi-Monthly Expenditure due to CSD Jan-Feb		20th: Bi-Monthly Expenditure due to CSD Mar-Apr		20th: Bi-Monthly Expenditure due to CSD May-June		20th: Bi-monthly Expenditure due to CSD July-Aug		20th: Bi-Monthly expenditure due to CSD Sept-Oct	
			31st: 2022 Close Out Report due to CSD			30th: Close-out report due to CSD						

**We address today's challenges faced by low-income residents by working away from "poverty maintenance" and towards self-sufficiency & sustainability**



The Economic Opportunity Council (EOC) is an anti-poverty advisory board to the Contra Costa County Board of Supervisors. In partnership with the community, we work together to address the needs of the low-income population through advocacy and action.

Currently, the EOC is seeking dedicated and passionate individuals to serve on the board. The EOC meets every 2nd Thursday of the month from 6:00pm—8:00pm. Meetings are virtual but may resume in Concord in-person beginning in March 2023.

**PLEASE CALL OR EMAIL FOR MORE INFORMATION OR AN APPLICATION!**

**Amrita Kaur or Christina Reich**  
**1470 Civic Court Suite 200**  
**Concord, CA 94520**  
**(925) 681-6331 or (925) 681-6345**  
**[AKaur@ehsd.cccounty.us](mailto:AKaur@ehsd.cccounty.us) or [creich@ehsd.cccounty.us](mailto:creich@ehsd.cccounty.us)**



Contra  
Costa  
County

To: Board of Supervisors  
From: Mary Ann Mason, County Counsel  
Date: December 13, 2022

Subject: Continuing Teleconference Meetings (AB 361, Government Code § 54953(e))

**RECOMMENDATION(S):**

1. FIND that the Board of Supervisors has reconsidered the circumstances of the Statewide state of emergency proclaimed by the Governor on March 4, 2020, and the Countywide local emergency proclaimed by the Board of Supervisors on March 10, 2020.
2. FIND that the following circumstances exist: (a) the Statewide state of emergency and the Countywide local emergency continue to directly impact the ability of the Board of Supervisors in all its capacities, its committees, and its advisory bodies to meet safely in person because the highly transmissible Omicron variant of COVID-19 and its subvariants are present in the County; and (b) the County Health Officer's recommendations for safely holding public meetings, which recommend virtual meetings and other measures to promote social distancing, are still in effect.
3. AUTHORIZE the Board of Supervisors, in its capacity as the governing board of the County, the Contra Costa County Fire Protection District, the Housing Authority of the County of Contra Costa, the Contra Costa County Flood Control and Water Conservation District, and the Contra Costa County In-Home Supportive Services Public Authority, and its subcommittees, to continue teleconference meetings under Government Code section 54953(e) for the next 30 days.
4. AUTHORIZE all advisory bodies, committees, and commissions established by the Board in all its capacities, including but not limited to municipal advisory councils and the Measure X Community Advisory Body, to continue teleconference meetings under Government Code section 54953(e) for the next 30 days.
5. REQUIRE advisory bodies, commissions, and committees whose jurisdiction extends into all Supervisorial

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **12/13/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

ABSENT: John Gioia, District I  
Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: December 13, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Cynthia A. Schwerin, Assistant  
County Counsel, (925) 655-2200

By: June McHuen, Deputy

districts ("Countywide bodies") that hold in-person meetings to conduct these meetings in a "hybrid" format that permits members of the Countywide body, staff, and members of the public to access the meetings both remotely and in person.

6. ENCOURAGE advisory bodies whose jurisdiction does not extend into all Supervisorial districts ("limited jurisdiction bodies") to conduct any live meetings in a "hybrid" format that permits members of the limited jurisdiction body, staff, and members of the public to access the meetings both remotely and in person.

## RECOMMENDATION(S): (CONT'D)

7. REQUEST that the Planning Commission, Merit Board, and Assessment Appeals Board consider holding teleconference meetings under Government Code section 54953(e) for the next 30 days or holding meetings in a "hybrid" format that permits members of the body, staff, and members of the public to access the meetings both remotely and in person.

8. DIRECT the County Administrator/Clerk of the Board and staff to the various Board advisory bodies to take all actions necessary to implement the intent and purpose of this Board order, including conducting open and public meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act.

9. DIRECT the County Administrator/Clerk of the Board to return to the Board acting in all its capacities, no later than 30 days after this Board order is adopted, with an item to reconsider the state of emergency and whether to continue authorizing virtual meetings under the provisions of Government Code section 54953(e) and to make required findings as to all bodies covered by this Board order.

### FISCAL IMPACT:

This is an administrative action with no direct fiscal impact.

### BACKGROUND:

On October 5, 2021, the Board adopted Resolution No. 2021/327, which authorized the Board, in all its capacities, and certain subcommittees and advisory bodies, to conduct teleconferencing meetings under Government Code section 54953(e). This section of the Brown Act, which was added by Assembly Bill 361, allows a local agency to use special teleconferencing rules during a State declared state of emergency. When a legislative body uses the emergency teleconferencing provisions under Government code section 54953(e), the following rules apply:

- The agency must provide notice of the meeting and post an agenda as required by the Brown Act and Better Government Ordinance, but the agenda does not need to list each teleconference location or be physically posted at each teleconference location.
- The agenda must state how members of the public can access the meeting and provide public comment.
- The agenda must include an option for all persons to attend via a call-in or internet-based service option.
- The body must conduct the meeting in a manner that protects the constitutional and statutory rights of the public.
- If there is a disruption in the public broadcast of the meeting, or of the public's ability to comment virtually for reasons within the body's control, the legislative body must stop the meeting and take no further action on agenda items until public access and/or ability to comment is restored.
- Local agencies may not require public comments to be submitted in advance of the meeting and must allow virtual comments to be submitted in real time.
- The body must allow a reasonable amount of time per agenda item to permit members of the public to comment, including time to register or otherwise be recognized for the purposes of comment.
- If the body provides a timed period for all public comment on an item, it may not close that period before the time has elapsed.
- AB 361 sunsets on January 1, 2024.

Under Government Code section 54953(e), if the local agency wishes to continue using these special teleconferencing rules after adopting an initial resolution, the legislative body must reconsider the circumstances of the state of emergency every 30 days and make certain findings. The agency must find that the state declared emergency continues to exist and either that it continues to directly impact the ability of officials and members of the public to meet safely in person, or that state or local officials continue to impose or recommend measures to promote social distancing.

The Board last considered these matters on November 29, 2022, made the required findings and authorized continued use of special teleconferencing rules. The Board can again find that the Statewide state of emergency continues to exist, that the state and Countywide local emergencies continue to directly impact the ability of the

Board of Supervisors in all its capacities, and its subcommittees, and advisory bodies to meet safely in person, and that state or local officials continue to impose or recommend measures to promote social distancing.

The Public Health Officer has advised that the highly transmissible Omicron variant of COVID-19 and its subvariants are present in the County. In addition, on December 7, 2022, the County Health Officer again issued recommendations for safely holding public meetings that included recommended measures to promote social distancing as the current trends, as of December 7, 2022, of COVID-19 case rates, test positivity, hospitalizations, and wastewater surveillance are increasing (See Attachment A, Health Officer's Recommendations). Among the Health Officer's recommendations: (1) on-line meetings (teleconferencing meetings) are encouraged as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19; (2) if a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended when possible to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person; (3) a written safety protocol should be developed and followed, and it is recommended that the protocol require social distancing - i.e., six feet of separation between attendees; (4) seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times; and (5) all meeting attendees should be strongly encouraged to wear masks and to be up to date on their COVID-19 vaccine.

CONSEQUENCE OF NEGATIVE ACTION:

The Board, in all its capacities, and its subcommittees and advisory bodies, would no longer conduct teleconferencing meetings under Government Code section 54953(e).

ATTACHMENTS

Attachment A, Health Officer's Recommendations

## **Conferences for EOC**

### **IN STATE:**

- CalCAPA Legislative Conference: April 16-18, 2023 Sacramento, CA
- Housing California Conference: March 27-29, 2023 San Diego, CA
- The Center for Population, Inequality, and Policy Demography Conference: May 4-5, Irvine, CA

### **OUT OF STATE:**

- NCAF Leadership Conference: New Orleans, LA, Feb 8-12, 2023
- NCAF Annual Conference: Washington DC, March 14-17, 2023
- Community Action Annual Convention: Atlanta Georgia, August 23-25, 2023

*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.*

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**Group/Meeting Name:** Economic Opportunity Council Business Meeting

**Date:** 1/12/2023      **Time: From:** 6:00 PM      **To** 7:30 PM

**Location:** Video Conference Meeting

**ZOOM call:**

- Visit: <https://us06web.zoom.us/j/85374678719?pwd=NU9TMEIxMDNzaHY3VWgyRmZWk1F0QT09>
- Click Join meeting and enter the following ID #: **853 7467 8719**
- You will be prompted to enter *your name* and the following password: **925869**
- Wait for host to join

**Call-in:**

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: **925869**

**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](mailto: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](mailto: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 December 8, 2022 EOC Business Meeting minutes for official record.
Receive updates on Fiscal reports (includes LIHEAP/Weatherization) so that members are fully informed.
Discuss and approve 2023-2024 CSBG Revenue Agreement budget line items.
Discuss the draft 2023 Planning Calendar.
Discuss Public Hearings Schedule for 2023.
Discuss EOC recruitment and available seats.
Receive reports so that members are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.



<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
<b>3. Action:</b> <ul style="list-style-type: none"> <li>Review and approve the draft December 8, 2022 EOC Business Meeting minutes</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports: <ul style="list-style-type: none"> <li>CSBG November 2022 Expenditure Report</li> <li>Summary of demands received, pending, paid</li> <li>LIHEAP/Weatherization reports: <ul style="list-style-type: none"> <li>2<sup>nd</sup> Quarter: April 2022-June 2022</li> <li>3<sup>rd</sup> Quarter July 2022-September 2022</li> </ul> </li> </ul>	Present Clarify Check for Understanding	CSB staff	20 Minutes
<b>5. Action:</b> <ul style="list-style-type: none"> <li>CSBG 2023-2024 Revenue Agreement Budget line items</li> </ul>	Present Clarify Check for Understanding Check for Approval		20 Minutes
6. Discuss: <ul style="list-style-type: none"> <li>Draft 2023 Planning Calendar</li> </ul>	Present Clarify Check for Understanding		10 Minutes
7. Discuss: <ul style="list-style-type: none"> <li>Public Hearings 2023 Schedule</li> </ul>	Present Clarify Check for Understanding		5 Minutes
8. Discuss: <ul style="list-style-type: none"> <li>EOC recruitment and available seats</li> </ul>	Present Clarify Check for Understanding		5 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
9. Receive Reports: <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• CSB Staff (training opportunities)</li> <li>• Chair</li> <li>• Ajit Kaushal CalCAPA (First Vice President)</li> <li>• Other member reports</li> </ul>	Present Clarify Check for Understanding	Group	15 Minutes
10. Discuss <ul style="list-style-type: none"> <li>• Next Steps</li> </ul>	Present Clarify Check for Understanding	Group	3 Minutes
11. Meeting Evaluation	+/ $\Delta$	Group	2 Minutes

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