



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



Date: 1/5/2023 **Time Convened:** 12:03 p.m. **Time Terminated:** 1:11 p.m. **Recorder:** Amrita Kaur

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

Absentees: Desire Medlen

Staff: Christina Reich, Amrita Kaur.

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 12:03 pm. Zeimer read the desired outcomes. Zeimer added to discuss EOC Subcommittee assignments during the 2023 EOC Planning Calendar and 2023 Public Hearing Schedule.
Public Comment	<ul style="list-style-type: none"> None present from the public.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft December 1, 2022 EOC Executive Subcommittee Meeting minutes 	<ul style="list-style-type: none"> The group reviewed the draft of the December 1, 2022, Executive Meeting minutes. <p>A motion to approve the draft December 1, 2022, Executive Meeting minutes was made by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell acclamation by unanimous consent. Nays: None Abstentions: None Absent: Medlen.</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft December 8, 2022 EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft of the December 8, 2022 Business Meeting minutes. <p>A motion to approve the December 8, 2022, Business Meeting minutes was made by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell with acclamation by unanimous consent. Nays: None Abstentions: None Absent: Medlen.</p>
<ul style="list-style-type: none"> ➤ Discuss 2023 Planning Calendar draft 	<ul style="list-style-type: none"> • Kaur covered the 2023 Planning Calendar based on various sections involved for EOC, CSBG, and Reports. • Kaur made adjustments for some timeframes pertaining to the Form 700 (send reminders in February 2023), EOC Orientation for new members, EOC Annual Refresher training, 2023 Public Hearings, BOS Board Orders for EOC member renewals (send reminders in February 2023), Community Action Month planning/event, CSBG grants expiring, CSBG RFI/RFP planning, CSBG subcontractor site visits in October-November 2023 and other EOC/CSBG related items. • Reich stated to have future EOC Annual Refresher trainings in January starting in 2024. For 2023, will schedule a refresher training later in the year. • Zeimer and Reich said the Outreach Subcommittee must meet in February 2023 to prepare for Public Hearings and Community Action Month for 2023. • Zeimer said to finalize the EOC Subcommittee assignments in the January 2023 EOC Business Meeting and begin scheduling applicable subcommittee meetings as needed. • Zeimer said EOC Subcommittees should be reviewed each January for the calendar year moving forward. • Zeimer requested EOC Board Members to attend other county-wide events that tie to Community Action, including BOS Meetings to understand governance. • Reich said some community events/trainings should be identified and help with the CSBG Organizational Standards regarding knowledge exchange. • Kaur stated not to include EOC Board Members or CSB staff off/out due to medical reasons on the Planning Calendar due to HIPAA/privacy/confidentiality concerns. • Zeimer said the 2023 Planning Calendar is a work in progress and will require adjustments throughout the calendar year.

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<ul style="list-style-type: none"> ➤ Discuss 2023 Public Hearings Schedule draft 	<ul style="list-style-type: none"> • Reich covered information about the 2023 Public Hearings Schedule. Host agencies (CSBG providers and other public organizations) are confirmed and tentatively scheduled with dates and times identified between the end of March 2023-April 2023. • Reich said once the CAP draft is available, another Public Hearing is required to host in June 2023 (tentative), to seek input/feedback from the public, CSBG providers, and prior attendees of previous Public Hearings. • Zeimer said she is unavailable from April 11, 2023-May 10, 2023 and will require an EOC Outreach Subcommittee member to chair the Public Hearings in her absence. • Reich said she is unavailable for some weeks in March 2023. • Reich will work with Zeimer to finalize the 2023 Public Hearing Schedule.
<ul style="list-style-type: none"> ➤ Discuss EOC recruitment and available seats 	<ul style="list-style-type: none"> • Kaur shared the current EOC Roster, discussed current vacancies, and seat changes. • Kaur said the low income seat nomination for Delphine Smith was approved by EOC, still requires Policy Council meeting to approve January 18, 2023. • Kaur said Private/Non-profit seat vacancy to replace Brendan Foley has a Board Order to declare the vacancy with the BOS. • Kaur said the Alternate seat held by EOC Board Member Tim Barrow may result in a seat change to Private/Non-profit based on what is approved in the January 2023 Business Meeting. • Reich said the Public Sector District 5 seat will remain the same for EOC Board Member Sofia until further notice. • Zeimer and Reich will reach out to others in the community to fill in some EOC vacancies. • Kaur covered the BOS Teleconferencing Board Order dated from December 2022, it impacts the EOC meetings to continue as hybrid in 2023 and recruitment efforts.
<ul style="list-style-type: none"> ➤ Discuss 2023 Training Opportunities 	<ul style="list-style-type: none"> • Zeimer said not to send anyone for trainings in February 2023 due to travel concerns, COVID concerns, and timelines involved for approval of paperwork. • Zeimer emphasized it is important for Outreach Subcommittee to meet instead in February 2023, hence to avoid travel. • Reich said to discuss the CalCAPA Legislative conference in April 2023 for the EOC February 2023 meeting based on costs involved and who to send.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft January 12, EOC Business Meeting agenda 	<ul style="list-style-type: none"> • Kaur covered the EOC Business Meeting Agenda sections and made adjustments based on input from the group. • Zeimer said the agenda passed with acclimation by unanimous consent.

TOPIC	RECOMMENDATION / SUMMARY
<p>➤ Next Steps</p>	<ul style="list-style-type: none"> • Kaur will send Zeimer the EOC E-Binder table of contents for view in preparation of the EOC New Member Orientation scheduled on January 19, 2023. Kaur will send Zeimer the meeting invite. • Kaur will check with the Clerk of the Board about Form 700 reminder emails. • Zeimer and Reich will finalize the 2023 Public Hearing Schedule and identify a chair for sessions Zeimer is unavailable. • Kaur will schedule the Outreach Subcommittee Meeting once the EOC Assignments are approved at the EOC Business Meeting in January 2023. • Kaur will update EOC Rosters. • Kaur will process BOS Board Orders for seat changes on the EOC once confirmed at the EOC Business Meeting in January 2023. • Reich will identify a refresher training dates and trainers for the 2023 calendar year. • Kaur will update the CSBG/EOC Planning Calendar. • Reich will provide a cost allocation plan about the CalCAPA Legislative April 2023 conference (covering fees) and present information at the next EOC Meeting. • Reich will send Kaur some items for the January 2023 EOC Business Meeting packet to cover under her staff report.
<p>➤ Evaluate the Meeting</p>	<ul style="list-style-type: none"> • Good job covering all the Agenda items.