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## Agenda

**Group/Meeting Name:** EOC Executive Subcommittee Meeting

**Date:** 6/1/2023 **Time: From:** 12:00 p.m. **To:** 1:00 p.m.

**Location:** **In-person:** 1470 Civic Court, Suite 200, Conf. Room #221, Concord

PUBLIC ACCESS: The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below. For Public Comment Instructions, please refer to the bottom of this agenda.

**Online/Call-in:** **HOW TO JOIN THE MEETING VIA ZOOM:**  
Link: <https://cccouny-us.zoom.us/j/83114108066?pwd=OWNscDVjOCTVeWtFQklKeUloMmM4QT09>

Password: 966844

**HOW TO JOIN THE MEETING VIA CALL-IN:**

- **Zoom meeting Dial-In-Number:** +1-888 278 0254
- **Conference code:** 812185
- **Meeting ID:** 831 1410 8066
- **Password:** 966844

**HOW TO PROVIDE PUBLIC COMMENT:** refer to the bottom of this agenda.

**Meeting Leader:** Renee Zeimer, Chair

**Purpose:** 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) or [reich@ehsd.cccounty.us](mailto:reich@ehsd.cccounty.us).*

*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) or [reich@ehsd.cccounty.us](mailto:reich@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:**

1. Understand the desired outcomes and ground rules.
2. Receive any public comments.
3. Review and approve the draft May 11, EOC Business Meeting minutes.
4. Review work of Community Action Plan Ad Hoc Committee
5. Debrief Community Action Month
6. Review and approve the draft June 8, 2023 EOC Business Meeting agenda.
7. Review Planning Calendar
8. Identify next steps.
9. Evaluate the meeting.

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
3. <b>Action:</b> Review and approve the draft May 11, 2023 EOC Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Review work of the Community Action Plan Ad Hoc Committee	Present Clarify Check for Understanding	CSB staff	10 Minutes
5. Debrief 2023 Community Action Month	Present Clarify Check for Understanding	Group	15 Minutes
6. Review the Planning Calendar	Present Clarify Check for Understanding	Group	10 Minutes
7. <b>Action:</b> Review and approve the draft June 8, 2023 EOC Business Meeting agenda	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
8. Next Steps	Present Clarify Check for Understanding	CSB staff	2 Minutes
9. Meeting Evaluation	+/\u0394	Group	3 Minutes

*HOW TO PROVIDE PUBLIC COMMENT:*

*Persons who wish to address the EOC during public comment on matters within the jurisdiction of the EOC that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the "raise your hand" feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.*

*All public comments will be limited to 2 minutes per speaker.*

*For assistance with remote access contact: (925) 681-6345*

*Public comments may also be submitted before the meeting by email at [creich@ehsd.cccounty.us](mailto:creich@ehsd.cccounty.us) or by voicemail at (925) 681-6345. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting*



**Economic Opportunity Council (EOC) Business Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200, Conf. Room #221, Concord



**Date:** 5/11/2023      **Time Convened:** 6:19 pm      **Time Terminated:** 8:28 pm      **Recorder:** Christina Reich

**Meeting attendees:** Renee Zeimer, Devlyn Sewell, Ajit Kaushal, Monisha Merchant, LaTonia Peoples-Stokes, Patricia Campbell, Tim Barrow, Delphine Smith, Matt Rogers

**Absentees:** Desire Medlen, Sofia Navarro, Allison McKee

**Staff:** Christina Reich, Nic Bryant, Michael Morris

**Guest:** Steve Langsam

**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 6:19 pm.</li> <li>• Kaushal read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• None</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Interview a prospective EOC Board Member</li> <li>➤ Discuss and make recommendations for a prospective EOC Board Member</li> </ul>	<ul style="list-style-type: none"> <li>• Applicant Stephen Langsam of Pacheco was interviewed by the EOC members present.</li> <li>• Reich reported that there is currently a vacancy in the District 5 Public seat as Sofia Navarro has requested to be an alternate due to the demands of her job. The EOC can vote to recommend Mr. Langsam to Supervisor Glover for appointment. Reich will coordinate with Glover’s office.</li> </ul> <p><b>A motion to approve the recommendation of Stephen Langsam to Supervisor Glover for appointment to District 5 Public seat was made by Merchant and seconded by Peoples-Stokes.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes:</b> Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers  <b>Nays:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> None</p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Approve the agenda as it currently reads as the Executive Committee did not meet to approve it.</li> </ul>	<ul style="list-style-type: none"> <li>The agenda was approved by unanimous consent.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve the draft April 7, 2023 EOC Executive Subcommittee Meeting minutes</li> </ul>	<p><b>A motion to approve the Executive Subcommittee minutes of April 7, 2023 as presented was made by Sewell and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Review and approve the draft April 13, 2023 EOC Business Meeting minutes.</li> </ul>	<ul style="list-style-type: none"> <li>There were three errors noted in the minutes on Page 1 of 4: under Public Comment, the word Refuse is to be replaced with Refuge three times.</li> </ul> <p><b>A motion was made to approve the minutes as corrected by Kaushal and seconded by Smith.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>
<p><b>Fiscal Reports:</b></p> <ul style="list-style-type: none"> <li>CSBG March 2023 Expenditure Report for Grant #22F-5007</li> <li>CSBG Discretionary Expenditure Report for March 2023 for Grant #22F-5007</li> <li>Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007.</li> <li>CSD amended revenue agreement for Spring 2023</li> </ul>	<ul style="list-style-type: none"> <li>Morris presented the expenditure report for Grant #22F-5007, and reported that we are 67% spent will many demands and expenditures still with auditors.</li> <li>Morris presented the expenditure report for the Discretionary Grant #22F-5007 reported we are 76% spent as of February and there are still expenses set to hit the books. We should be in good shape.</li> <li>Reich presented the demands spreadsheets showing all but \$165.03 spend by subcontractors. Operating expenses are set to hit the budget this month.</li> <li>Reich reported that the state indicated that we will be getting discretionary funding when the Contra Costa delegation went to the Legislative Conference in Sacramento in April. Nothing has come in yet but she anticipates to report on it in June.</li> <li>Reich thanked Amrita for leaving a legacy to Community Action in the development of the demand spreadsheets. She will be missed.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Approve the budget modification for Grant #22F-5007</li> </ul>	<ul style="list-style-type: none"> <li>Morris reported that Amrita submitted a budget modification to move the \$165.03 unspent from contractors to operating expenses.</li> </ul> <p><b>A motion was made to approve the budget modification to move \$165.03 from contracts to operating expenses by Merchant and seconded by Smith.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>Discuss County fiscal and administrative processes to understand impacts of delayed contracts and invoices for payment</li> </ul>	<ul style="list-style-type: none"> <li>As requested by the EOC, staff reported that 6 of the 13 CSBG contracts that were submitted in October 2022 are still in the process of being executed. Bryant indicated that there is a new system that is working now with newly submitted contracts but that older ones are still mired in the old system. He will report back to the EOC in June with a status update.</li> <li>Zeimer spoke about the hard work the staff and the EOC put in to creating systems to make sure or contracts were ready to be executed and that timelines were restructured to allow for the 6 month time period necessary to get them executed by the March 1 start date.</li> <li>Zeimer says this feels different this time. Things are really not running smoothly and there is a need for accountability.</li> <li>Kaushal added that the travel arrangements have been very disorganized in the past year. It is taking too long to get approvals. In one case, the approval came through the night before the conference started, leaving him no time to get coverage for his business. In two instances, he had to stay in hotels that were not where the conference was taking place. He is asking for accountability here too.</li> <li>Bryant said he will personally see to it that the travel arrangements are done correctly and timely.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>Approve EOC member nominations for Family and Human Services and review open seats</li> </ul>	<ul style="list-style-type: none"> <li>Reich reported that Merchant has requested to become an alternate due to her work demands so staff are recommending that the EOC approve her for the Alt #2 position, and move Rogers to Private/Non-Profit seat #4 from Alt 1. In addition, Navarro is also asking to be an alternate to we will ask Supervisor Glover to terminate her from Public Seat #5 so we can move her to the Alt #2 seat. Then, we will move Barrow from Alt Seat #2 to Private/Non-Profit Seat #2 and place Navarro in Alt Seat #2.</li> </ul> <p><b>A motion was made to appoint Merchant to Alt Seat #1, Navarro to Alt. Seat #2, Barrow to Private/Non-Profit Seat #2, and Rogers to Private/Non-Profit Seat 4 was made by Smith and seconded by Peoples-Stokes.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Kaushal, Merchant, Peoples-Stokes, Campbell, Barrow, Smith, Rogers</b>  <b>Nays: None</b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>Abstentions: None</b>  <b>Absent: None</b></p>
<p><b>Legislative Conference:</b></p> <ul style="list-style-type: none"> <li>• Debrief CalCAPA Legislative Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Reich reported that the conference was very good. The training and information sharing on the first day was well done.</li> <li>• Kaushal reported that the visits went well and reminded folks that when you are selected to events, you need to fully participate in the agenda.</li> <li>• Kaushal reported that CalCAPA changed their By-Laws during this conference and that now, in order to be on the board, you must be a Tripartite Board Chair or the Executive Director of the Community Action Agency. For him, this means that he will no longer be eligible to be on the board. Kaushal would like to have dialogue at a later time about how we can create a second chair position or come up with some other solution in our ByLaws.</li> </ul>
<p><b>Public Hearings:</b></p> <ul style="list-style-type: none"> <li>• Receive updates on 2023 Public Hearings</li> </ul>	<ul style="list-style-type: none"> <li>• Reich reported that feedback from the Public Hearings is in the meeting packet.</li> <li>• There will be a doodle going out for the Governance subcommittee to meet to begin determining priorities for the Community Action Plan, which is due June 30, 2023.</li> <li>• Reich will send out the 2023-25 Community Assessment that was just received from the demographer.</li> </ul>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>• Discuss May 2023 Community Action Month planning</li> </ul>	<ul style="list-style-type: none"> <li>• Reich reported that she is using the National Community Action Partnership Toolkit to create a social media campaign and to check out CSB’s Facebook Page to see the posts.</li> <li>• Sewell reported that she had the opportunity to attend the graduation of the all-women cohort at Rising Sun Center for Opportunity as part of Community Action Month. Reich also attended and reported that Sewell was able to speak to the graduates and share her wisdom about being a woman in the trades. Sewell handed out her business cards.</li> <li>• Reich reported that she had reserved time on the Board of Supervisors agenda for a presentation during the resolution on May 16, but there was a communication issue and the Executive Director had placed the item on the consent calendar so there will be no presentation. A graduate from Rising Sun was supposed to speak as well.</li> <li>• Zeimer stated she will put the item from consent and speak on it during public comment and will introduce the graduate after a few words.</li> <li>• Bryant indicated that the EOC can get time on the agenda in the future to address the board with a presentation.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• CSB Staff</li> <li>• EOC Chair</li> <li>• EOC Members</li> </ul>	<ul style="list-style-type: none"> <li>• In the interest of time, reports were tabled.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<b>Next Steps</b>	<u>Next Steps</u> <ul style="list-style-type: none"> <li>• Nic will report out on the new system for accountability with contract timelines at next meeting.</li> <li>• Nic will provide oversight of EOC travel arrangements to ensure fairness, timeliness and accuracy.</li> <li>• Reich will send out Community Assessment.</li> <li>• Reich will schedule Governance Subcommittee by end of May.</li> </ul>
<b>Evaluate the Meeting</b>	<ul style="list-style-type: none"> <li>• Pluses – lots of information, good to have Nic here</li> <li>• Deltas – went way over allotted time</li> </ul>

DRAFT


ACTIVITY	<a href="#">CITATION(S)</a>	ADD'L SPONSOR(S)	JULY	AUGUST
<b>COMMUNITY ACTION</b>				
<b>Community Services Block Grant: CSD Meetings and Trainings</b>	<b>Best Practice</b>			2023 CAP Annual Convention- Atlanta, GA, Aug 22-25
	<a href="#">ACF CSBG Guidance</a>		Quarterly CSBG Service Providers Meeting	
<b>Community Services Block Grant: EOC Meetings/Events</b>	<a href="#">ACF CSBG Guidance</a>		Monthly EOC Business Meetings	
	<a href="#">ACF CSBG Guidance</a>			EOC RFI Process for 2023-2024 CSBG Funding
<b>Community Services Block Grant: Subcontractors</b>	<a href="#">ACF CSBG Guidance</a>		Annual CSBG Roundtable	
<b>Community Services Block Grant: Reporting/Audits</b>	<a href="#">ACF CSBG Guidance</a>		20th: Bi-Monthly Expenditure Due to CSD (May & June)	Organizational Standards due to CDE 8/31
	<a href="#">ACF CSBG Guidance</a>			Begin Request for Information (RFI) for CSBG Contract w/ CSD for PY 2024-25
<b>Contracts: CSBG</b>	<b>County Requirement/Timeline</b>			



SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
		Quarterly CSBG Service Providers Meeting			Quarterly CSBG Service Providers Meeting			Quarterly CSBG Service Providers Meeting	
							Submit Board Materials for CA Month		
Election of EOC Executive Committee Officers 2023-2024			Present the 2023 Board of Supervisors Annual Report to EOC				Form 700 due to Clerk of BOS	Community Action Month: EOC Outreach Event	
Subcommittee to Review CSBG	2024-25 Awarded Subcontractor								
20th: Bi-Monthly Expenditure Due to CSD (Jul & Aug)	Year-End Budget Modification Developed w/Fiscal Subcommittee to CSD	20th: Bi-Monthly Expenditure Due to CSD (Sept & Oct)		20th: Bi-Monthly Expenditure Due to CSD (Nov & Dec)	20th: Annual Programmatic Reports due to CSD	20th: Bi-Monthly Expenditure Due to CSD (Jan & Feb 2023)		20th: Bi-Monthly Expenditure Due to CSD (Mar & Apr)	
		15th: Last day to Submit Budget Modification to CSD (If necessary)			1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2022)			31st: 2022-23 CSBG Close Out Report Due to CSD	
RFI Information session for potential subcontractors	Begin executing 2023-24 CSBG contracts								

**Office of the County Counsel**  
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Martinez, CA 94553

Contra Costa County  
Phone: (925) 655-2200  
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*Date:* May 4, 2023  
*To:* Staff to Advisory Bodies  
*From:* Thomas L. Geiger, County Counsel   
*Re:* **Teleconferencing Guidance**

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This memo provides guidance for advisory body members on how to participate in meetings remotely under traditional Brown Act teleconferencing rules and under new Brown Act teleconferencing rules established by Assembly Bill 2449. The new AB 2449 rules allow advisory body members to participate in meetings remotely for “just cause” reasons or under “emergency circumstances.” This memo also describes the different quorum requirements for the two types of teleconferencing, and provides examples of when advisory body members may and may not use the new AB 2449 rules at a meeting that is being conducted under traditional Brown Act teleconferencing rules.

A chart showing the rules for each teleconferencing method is attached. Please refer to the February 23, 2023, memo from the Clerk of the Board to advisory body staff for more information on teleconferencing and hybrid meetings.

In addition, some advisory board members have asked whether they may request and receive a reasonable accommodation that would allow them to participate remotely in an advisory board meeting from a non-publicly posted location, like their home. This memo explains that the County is not required to provide that accommodation, based on an opinion issued by the California Attorney General.

### **1. Teleconferencing Under Traditional Brown Act Rules**

Advisory body members may participate in meetings remotely under the traditional Brown Act teleconferencing rules. Under these rules:

- The meeting agenda must be posted at all teleconference locations.
- Each teleconference location must be shown on the meeting agenda.
- Each teleconference location must be open and accessible to the public.
- The agenda must provide an opportunity for public comment at each teleconference location.

**Quorum requirement for traditional Brown Act teleconferencing:** At least a quorum of the Board must participate from locations in the County.

## 2. Teleconferencing Under AB 2449 Rules

**“Just Cause.”** If a member needs to attend a meeting remotely for a “just cause” reason:

- The member must notify the body at the earliest possible opportunity, up to and including the start of a regular meeting, of the need to participate remotely.
- The member must provide a general description of at least one of the following “just cause” circumstances necessitating the remote appearance:
  - (1) A childcare or caregiving need for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires remote participation.
  - (2) A contagious illness that prevents the member from attending in person.
  - (3) A need related to a physical or mental disability that is not otherwise accommodated for.
  - (4) Travel while on official business of the legislative body or another state or local agency.
- A member may not use a “just cause” reason to appear remotely for more than two meetings per calendar year.
- The advisory body does not need to take any action to allow the member to attend virtually for “just cause.”

**“Emergency Circumstances.”** If a member needs to attend a meeting remotely due to an emergency circumstance:

- The member must make the request to participate remotely as soon as possible and must make a separate request for each meeting for which remote participation under the emergency circumstance option is requested.
- The member who requests to attend remotely under an emergency circumstance must provide a general description of the need to appear remotely. The description need not exceed 20 words and need not include any personal medical information.
- The body must take action on the request at a public meeting. If there is insufficient time to include the item on a posted agenda, the body may take action on the request at the beginning of the meeting and approval must be by majority vote. The member requesting the remote appearance should not vote on the item.
- The “emergency circumstances” option may not be used by a member for more than three consecutive months or more than 20 percent of the advisory body’s regular meetings per calendar year. If the body regularly meets less than 10 times a year, a member may not participate remotely for more than two meetings under AB 2449.
- “Emergency circumstances” means a “physical or family medical emergency that prevents a member from attending in person.”

**Quorum Requirement for AB 2449 Teleconferencing:** A teleconference meeting may be conducted with a member or members participating under an AB 2449 option as long as:

- (1) A quorum of the members of the body participates in person, and
- (2) The quorum meets in a single, physical location clearly identified on the agenda that is open to the public and situated in the County.

In addition, if a member is participating remotely under an AB 2449 option, the body must ensure that members of the public may remotely hear and visually observe the meeting, and remotely address the legislative body.

**Examples of when advisory body members may and may not use the new AB 2449 rules at a meeting that is being conducted under traditional Brown Act teleconferencing rules:**

#### **FIVE-MEMBER BODY, QUORUM IS THREE MEMBERS**

**Example #1:** Three members attend the meeting, with each member attending at a different location within the County. Each location is listed on the meeting agenda and is open and accessible to the public.

- Is this a valid meeting under the Brown Act?

**YES**, because a quorum is meeting at noticed locations within the County.

- Are the other two members of the body allowed to participate remotely using a “just cause” or “emergency circumstance” exception?

**NO**, because a quorum is not meeting at one location in the County.

**Example #2:** Three members attend the meeting in person at a single location within the County. The location is listed on the meeting agenda and is open and accessible to the public.

- Is this a valid meeting under the Brown Act?

**YES**, because a quorum is meeting at a noticed location within the County.

- Are the other two members of the body allowed to participate remotely using a “just cause” or “emergency circumstance” exception?

**YES**, because a quorum is meeting at one location in the County, as long as the two members have not already used the AB 2449 option the maximum number of times.

### **NINE-MEMBER BODY, QUORUM IS FIVE MEMBERS**

**Example #3:** Five members attend the meeting in person at three separate locations within the County. Of these five members, two members attend at one location, two members attend at a second location, and one member attends at a third location. Each location is listed on the meeting agenda and is open and accessible to the public.

- Is this a valid meeting under the Brown Act?

**YES**, because a quorum is meeting at noticed locations within the County.

- Are the other four members of the body allowed to participate remotely using a “just cause” or “emergency circumstance” exception?

**NO**, because a quorum is not meeting at one location in the County.

**Example #4:** Seven members attend the meeting in person at two separate locations within the County. Each location is listed on the meeting agenda and is open and accessible to the public.

- Is this a valid meeting under the Brown Act?

**YES**, because a quorum is meeting at noticed locations within the County.

- Are the other two members of the body allowed to participate remotely using a “just cause” or “emergency circumstance” exception?

**YES**, if at least five members meeting in person are at one location, because a quorum is meeting at one location in the County.

**NO**, if four members meeting in person are at one location and three members meeting in person are at the other location, because a quorum is not meeting at one location in the County.

### **3. Reasonable Accommodation Requests from Advisory Body Members**

Some advisory body members have asked whether they may request and receive a reasonable accommodation that would allow them to participate remotely in an advisory body meeting from a non-publicly posted location, like their home, when an AB 2449 option is not available to them. Based on an opinion issued by the California Attorney General, the County is not required to provide that accommodation. (84 Ops.Cal.Atty.Gen. 181 (2001).) The Attorney General concluded that counties and cities are not required to provide, as an accommodation for a disabled advisory body member who is unable to attend a regularly scheduled meeting, a teleconferencing connection at the member’s place of residence where members of the public would not be permitted to be present. Allowing an advisory body member to participate remotely in a public meeting from a location not open to the public would result in a meeting held in violation of the Brown Act.

Staff to Advisory Bodies

May 4, 2023

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Advisory body members are encouraged to contact staff for assistance in finding meeting locations where members may attend remotely in compliance with the Brown Act. The Clerk of the Board's February 23, 2023, memo to advisory body staff has a list of hybrid ready meeting locations with scheduling contacts.

TLG:

Attachment: Teleconference Meeting Options Comparison Chart

cc: Board of Supervisors  
Monica Nino, County Administrator  
Jami Morritt, Chief Assistant Clerk of the Board

H:\2023\Board of Supervisors\teleconferencing guidance - final.docx

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
<b>Applicable Timeframe</b>	<ul style="list-style-type: none"> <li>Available anytime.</li> </ul>	<ul style="list-style-type: none"> <li>Available between <u>January 1, 2023</u> and <u>January 1, 2026</u>.</li> </ul>
<b>Who May Appear Remotely and Quorum Requirements</b>	<ul style="list-style-type: none"> <li>Individual board members, if at least a quorum of the members of the body participate from locations within the jurisdictional boundaries of the body.</li> </ul>	<ul style="list-style-type: none"> <li>Individual board members if:               <ol style="list-style-type: none"> <li>a quorum of the members of the body participates in person; and</li> <li>the quorum meets in a single, physical location clearly identified on the agenda that is open to the public and situated within the agency’s jurisdiction.</li> </ol> </li> </ul>
<b>Bases for Remote Appearance</b>	<ul style="list-style-type: none"> <li>Applies when a board member is unable to attend in person.</li> </ul>	<ul style="list-style-type: none"> <li>A member may appear remotely for “Just Cause” or “Emergency Circumstances”:               <ul style="list-style-type: none"> <li>▶ <b>“Just cause”</b> is any of the following:                   <ol style="list-style-type: none"> <li>A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;</li> <li>A contagious illness that prevents a member from attending in person;</li> <li>A need related to a physical or mental disability that is not otherwise accommodated for; or</li> <li>Travel while on official business of the body or another state or local agency.</li> </ol> </li> <li>▶ <b>“Emergency circumstances”</b> is a physical or family medical emergency that prevents a member from attending in person.</li> </ul> </li> </ul>
<b>Notification and Approval Requirements</b>	<ul style="list-style-type: none"> <li>No additional requirements.</li> </ul>	<ul style="list-style-type: none"> <li>To attend remotely for:               <ul style="list-style-type: none"> <li>▶ <b>“Just Cause”</b> <ul style="list-style-type: none"> <li>The member must notify the body at the earliest possible opportunity, including at the start of a regular meeting, of the need to participate remotely.</li> <li>The member must provide a general description of the circumstances necessitating the remote appearance.</li> </ul> </li> </ul> </li> </ul>

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
		<ul style="list-style-type: none"> <li>▪ The body need not take action in response.</li> <li> <ul style="list-style-type: none"> <li>▶ <b>“Emergency Circumstances”</b></li> </ul> </li> <li>▪ The member’s request to appear remotely must include a general description of the need to appear remotely, which need not exceed 20 words, and need not include any personal medical information.</li> <li>▪ The member must make the request to participate remotely as soon as possible and must make a separate request for each meeting.</li> <li>▪ The body must take action on the request at a public meeting.</li> <li>▪ If there is insufficient time to include the item on a posted agenda, the body may take action at the beginning of the meeting.</li> <li>▪ Approval must be by majority vote.</li> </ul>
<b>Agenda and Public Access and Comment Requirements</b>	<ul style="list-style-type: none"> <li>▪ The teleconference location must be open to the public.</li> <li>▪ The agenda must be posted at all meeting locations, including the teleconference location.</li> <li>▪ The agenda must identify all meeting locations, including the teleconference location.</li> <li>▪ The agenda must provide for public comment at all meeting locations, including the teleconference location.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment.</li> <li>▪ The agenda must include an opportunity for all persons to attend and address the body via a call-in option, an internet-based service option, and at the in-person location.</li> <li>▪ The law does not require that the agency post an agenda at the remote location, include the address of the remote location, or provide for public access to the remote location.</li> <li>▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time.</li> </ul>



	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
		<ul style="list-style-type: none"> <li>▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting.</li> </ul>
<b>Voting Requirements</b>	<ul style="list-style-type: none"> <li>▪ Members must vote by rollcall.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Members must vote by rollcall.</li> </ul>
<b>Technological Requirements</b>		<ul style="list-style-type: none"> <li>▪ The public must be able to remotely hear and visually observe the meeting, and remotely address the body. Thus, the body must provide either:               <ol style="list-style-type: none"> <li>(1) a two-way audiovisual platform; or</li> <li>(2) a two-way telephonic service and a live webcasting of the meeting.</li> </ol> </li> </ul>
<b>Other Requirements</b>		<ul style="list-style-type: none"> <li>▪ If a member participates remotely, the member must also:               <ol style="list-style-type: none"> <li>(1) Publicly disclose at the meeting before any action is taken, whether any other individuals 18 years or older are in the room at the remote location with the member and the general nature of the member’s relationship with such individuals; and</li> <li>(2) Participate through both audio and visual technology.</li> </ol> </li> <li>▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency’s control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions taken on agenda items during a disruption that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1.</li> </ul>

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	AB 2449 Teleconferencing (Gov. Code, § 54953(f); becomes (e) on 1/1/24.)
		<ul style="list-style-type: none"> <li>▪ The body must have and implement a procedure for receiving and quickly resolving reasonable accommodation requests for individuals with disabilities. Any doubt should be resolved in favor of accessibility.</li> </ul>
<b>Limitations on Frequency of Remote Appearances</b>	<ul style="list-style-type: none"> <li>▪ None.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A member may participate remotely for “just cause” no more than two times per calendar year.</li> <li>▪ A member may not participate remotely for more than three consecutive months or 20 percent of the regular meetings for the local agency within the calendar year, or more than two meetings if the body regularly meets less than 10 times per year.</li> </ul>

## Notes from Conversation with EOC Chair, Renee Zeimer, on 5/24/23

Renee was the only EOC member that attended the 2024-25 Community Action Plan Ad Hoc Committee at noon on 5/24/23. The following are notes from a conversation held in lieu of the meeting:

- Lead with our overarching statement:

The Economic Opportunity Council declares that the top factors in order to lessen the effects of poverty and foster the health and well-being of all individuals in Contra Costa County are: (1) Affordable Housing & Shelter, (2) Food & Nutrition, (3) Mental Health Access and (4) employment & Job Training leading to skilled-based, “living wage” jobs. In addressing these top factors that have been compounded by the pandemic, we recognize there are overarching systemic issues to meaningful access namely service capacity limitations, delays in service response times, difficulties linking to appropriate, culturally sensitive services, and service integration. Health and well-being refers to the recognition of poverty as a public health issue and that the health and well-being of all residents is an overarching concern as it relates to all priority areas. Meaningful access refers to conditions of poorly resourced individuals who struggle with limited transportation options, inadequate or lack of electronic hardware, software and know-how to access online services, limited language access, and fear and/or difficulty producing acceptable personal identification documents needed to qualify for services. Integration refers to universal qualification metrics and seamless coordination of service delivery among programs, departments and providers.

- Access and integration were constant themes we heard at the public hearing and these need to be called out in CAP and in our RFPs. See highlighted items on public hearing feedback list.
- Clients need to know that someone will be there at the other end of the line and assisting in reducing/eliminating any barriers to services.
- Services need to be provided in the context of an integrative approach
- The current Mission Statement is:

The mission of the Economic Opportunity Council, the Community Action Agency of Contra Costa County, is to arm the community with hope, knowledge, resources, and voice. Through our advocacy, inclusion and influence, we promote pathways out of poverty to unbar the doors to full participation and self-sufficiency.



**Hearing Date:** March 29, 2023      **Location:** Concord Public Library

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

### **Consolidated list of Comments Received**

1. [\*What has changed for you since 2021? For the better and the worse?\*](#)

Homeless- NIMBU

Too few homeless shelters

No transport from shelters to jobs

Services only offered at Concord shelter, if full must resort to Pittsburgh

Services not working

2021 Good, 2023 better

Moved around a lot, different jobs, drugs in the neighborhood, need a better response

2021 loss of work, health issues

2023 hope for better services for seniors-physical, three years to get into subsidized housing

Moved to Concord, lost job

Rent increase, rents are too high, unaffordable

Got laid off, found ways to make it work

2. [\*What are the biggest challenges you and your family facing and how are you dealing with them?\*](#)

Walking paths, well lit up areas to exercise

Better, safer, well lit outdoor spaces, walkable

“Affordable housing” – Definition? is it a livable, sustainable

Developer’s/state laws building homes up to the limit

Cost of gas

Need more affordable public transportation

3. [\*What services are you using and has been the most helpful? What’s missing?\*](#)

Need tents;

shelter- Refuge Church, food pantries, people are using them all up. Amount of food portion size

Need Clothing Pantries- full services

Housing vouchers- waitlist for section 8 closed indefinitely

Improvements – graffiti abatement, public art

4. [\*We have all be through a lot, what are you most proud of?\*](#)

Finding peace; yoga

Did not give up! Show up

Proud to live in Concord

**Hearing Date:** April 5, 2023      **Location:** St. Vincent de Paul

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

*What has changed for you since 2021? For the better and the worse?*

Housing, unstable, rent increases  
Mental Health for the family  
Educational services interrupted due to COVID  
Economic Changes  
Domestic Violence  
Employment opportunities  
Food stamp decrease  
Crime increase- House broken into, van stolen  
Pandemic  
Community relations with police and their response (Pittsburgh PD)  
Feeling unsafe- 911 calls going unanswered, fireworks or gunshots? Concerning  
Sideshow increase  
Homeless impact, shelter full

1. *What are the biggest challenges you and your family facing and how are you dealing with them?*

Inflation  
Resources needed; FEMA, Emergency Services  
Victims of crime, domestic violence,  
How do you pay for something when there is no resources?  
Vision is compromised  
Social services are not responsive, not timely, understaffed  
Lack of health services; health, vision, dental, mental  
Need social workers  
Meals for seniors with dietary restrictions

2. *What services are you using and has been the most helpful? What's missing?*

Delays in appts; medical supply needs, lack of responses  
Bags of food-  
Wheelchair foundation  
Independent living  
Missing Rental Assistance Programs  
Winter Nights Safe parking

3. *We have all be through a lot, what are you most proud of?*

Alive  
Live in Contra Costa County  
A child of God  
To be a positive person

**Hearing Date:** April 6, 2023    **Location:** GRIP

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

### **Consolidated list of Comments Received**

1. *What has changed for you since 2021? For the better and the worse?*

Inflation

Not being able to contact social workers

We need an advocate

COVID- world upside down, now new apartment, new job

Seniors are not accommodated

Section 8 housing- disrepair, not available, difficult to qualify for

Prices are too high

Finding jobs

2. *What are the biggest challenges you and your family facing and how are you dealing with them?*

GRIP- needs more funding, clothing donations

Schools- provide food for students

Housing- need Section 8 back

Food stamps went down

WIC- More alternative options

Lack of shelter, lack of support, lack of family time

No homeless Action Centers, drop in centers

Housing Authority, more emergency housing

Missing service showers, charging station

Need Health services

More compassion for service providers

Police Harassment

Shelter for those with medical needs

Needs safe areas for tents

3. *What services are you using and has been the most helpful? What's missing?*

Lack of support

Finding resources

Family counseling

Lack of safe environment for kids to play

More classes on self-employment

Budgeting classes

Having a hard time staying out of jail due to lack of services

Limited resources for the undocumented, uninsured

Access to health

GRIP is needed in more places, community support services

Accessibility

Consistency of services across counties

Need ID assistance- need to lower cost

Rodeo Baptist church open more days

4. *We have all be through a lot, what are you most proud of?*

People power

Still here

There is a god

Shelter help

Woke up this morning

GRIP is open 365

**Hearing Date:** April 19, 2023      **Location:** Head Start

**Agency:** Economic Opportunity Council (EOC) - Community Services Bureau

### **Consolidated list of Comments Received**

1. *What has changed for you since 2021? For the better and the worse?*

No more mask  
Too few homeless shelters  
Daycare is expensive  
Kids have social life now  
Health care is more expensive  
High demands low supply of teachers  
People are more aware of health  
Rent increase, rents are too high, unaffordable  
Pay isn't enough to support a family

2. *What are the biggest challenges you and your family facing and how are you dealing with them?*

Transition back to normal  
Housing, rent increases, trying to support family  
Medication supply- chain issues  
Uncovered healthcare

3. *What services are you using and has been the most helpful? What's missing?*

Using; WIC, Child care, food stamps, PG & E care, Free broadband

Missing; mental health support, husband got a better job so cut off from WIC  
Less opportunity to be involved with kids schools

4. *We have all be through a lot, what are you most proud of?*

Putting daughter in therapy  
Weekends off to be with a kid  
Can make something out of nothing  
Being more connected to others and making time for that  
Helping at daughters school  
policy council



*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

**Group/Meeting Name:** EOC Business Meeting

**Date:** 6/8/2023 **Time: From:** 6:00 p.m. **To** 8:00 p.m.

**Location:** **In-person:** 1470 Civic Court, Suite 200, Conf. Room #207, Concord

PUBLIC ACCESS: The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below. For Public Comment Instructions, please refer to the bottom of this agenda.

- **UPDATE ZOOM INFO**

**On-line/Call-in** HOW TO PROVIDE PUBLIC COMMENT: refer to the bottom of this agenda.

**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) or [reich@ehsd.cccounty.us](mailto:reich@ehsd.cccounty.us).*

*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) or [reich@ehsd.cccounty.us](mailto:reich@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:

1. Understand the desired outcomes and ground rules.
2. Receive any public comments.
3. <b>Action:</b> Review and approve the draft May 11, 2023 EOC Business Meeting minutes.
4. Receive updates on fiscal reports: Grant #22F-5007: April 2023 expenditures & discretionary fund expenditures. Grant #23F-4007 demand statuses.
5. <b>Action:</b> Review and Approve Amendment #1 for Grant #23F-4007
6. <b>Action:</b> Approve attendees for 2023 National Community Action Conference in Atlanta, GA
7. Debrief Ad Hoc Meeting on Community Action Plan
8. <b>Action:</b> Review and Approve the 2024-25 Community Action Plan
9. Debrief Community Action Month
10. Discuss May Teleconference Guidance Letter
11. Receive CSB staff and EOC Member reports.
12. Identify next steps.
13. Evaluate the meeting.

## Agenda

What	How	Who	Time
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1. Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
2. Public Comment	Present	Members of the Public	3 Minutes
3. <b>Action:</b> Review and approve the draft May 11, 2023 EOC Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports: <ul style="list-style-type: none"> <li>• CSBG April 2023 Expenditure Report for Grant #22F-5007</li> <li>• CSBG Discretionary Expenditure Report for March 2023 for Grant #22F-5007</li> <li>• Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007</li> </ul>	Present Clarify Check for Understanding	CSB staff	10 Minutes
5. <b>Action:</b> Review and approve Amendment 1 for Grant #23F-4007	Present Clarify Check for Understanding Check for Approval	Group	5 minutes
6. <b>Action:</b> Approved attendees for the National Community Action Conference in Atlanta, GA	Present Clarify Check for Understanding Check for Approval	CSB staff	5 Minutes
7. Debrief Ad Hoc Committee Meeting on the Community Action Plan	Present Clarify Check for Understanding	Group	5 Minutes
8. <b>Action:</b> Approved the 2024-25 Community Action Plan	Present Clarify Check for Understanding Check for Approval	Group	20 Minutes
9. Debrief Community Action Month	Present Clarify Check for Understanding	Group	5 Minutes
10. Discuss May 2023 Teleconferencing Guidance Letter	Present Clarify Check for Understanding	Group	10 Minutes
11. Reports: <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• CSB Staff</li> <li>• Chair</li> <li>• Ajit Kaushal CalCAPA First Vice President</li> <li>• Other member reports (Tim Barrow - Measure X)</li> </ul>	Present Clarify Check for Understanding	Group	10 Minutes
12. Next Steps	Present Clarify	CSB staff	3 Minutes

	Check for Understanding		
13. Meeting Evaluation	+/ $\Delta$	Group	2 Minutes

*HOW TO PROVIDE PUBLIC COMMENT:*

*Persons who wish to address the EOC during public comment on matters within the jurisdiction of the EOC that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing \*9 on their phone.*

*All public comments will be limited to 2 minutes per speaker.*

*For assistance with remote access contact: (925) 681-6345*

*Public comments may also be submitted before the meeting by email at [creich@ehsd.cccounty.us](mailto:creich@ehsd.cccounty.us) or by voicemail at (925) 681-6345. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting*