

*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** 7:30 p.m.

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

**On-line/Call-in**

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.

ZOOM: [https://cccouny-us.zoom.us/j/88458811170?pwd=Q3IyZlNUbk01a2ZPRnhYMhQZ0UvZz09](https://cccouny.us.zoom.us/j/88458811170?pwd=Q3IyZlNUbk01a2ZPRnhYMhQZ0UvZz09)  
Password: 897961  
Call In: 1-888-278-0254  
Conference Code: 812185  
Password: 897961

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 [creich@ehsd.cccounty.us](mailto:creich@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 [creich@ehsd.cccounty.us](mailto:creich@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:**

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| 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. <b>Action:</b> Review and Approve the 2024-25 Community Action Plan   |
| 8. Review the Fiscal Year 23-24 Planning Calendar  |
| 9. Discuss EOC Public Meeting Guidance   |
| 10. Receive CSB staff and EOC Member reports.  |
| 11. Identify next steps and new business.  |
| 12. 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. 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	10 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	10 Minutes
7. <b>Action:</b> Approved the 2024-25 Community Action Plan	Present Clarify Check for Understanding Check for Approval	Group	20 Minutes
8. Review FY 23-24 Planning Calendar	Present Clarify Check for Understanding	CSB Staff	5 Minutes
9. Discuss EOC Public Meeting Guidance	Present Clarify Check for Understanding	Group	10 Minutes
10. 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
11. Next Steps and New Business	Present Clarify Check for Understanding	CSB staff	3 Minutes

12. Meeting Evaluation	+/-Δ	Group	2 Minutes
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*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) 608-8819*

*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 offer to share her wisdom about being a woman in the trades. Sewell handed out her business cards. Sewell stated, “It was very gratifying and reaffirming of our mission.”</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 pull 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



<b>Community Services Block Grant</b>															
<b>Monthly Expenditures</b>															
<b>2022 Contract # 22F-5007</b>															
<b>Term: Jan 1, 2022 through May 31, 2023</b>															
<b>Report for April 2023</b>															
				47%	53%	59%	65%	71%	76%	82%	88%	94%	78%	22%	
Line	sub	Original	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	YTD			
Item	Description	object	Budget	2022	2022	2022	2022	2022	2023	2023	2023	2023	Total	Balance	% Spent
<b><u>ADMINISTRATIVE COSTS:</u></b>															
1	Salaries and Wages	1011	15,818	1,342	1,960.35	1,617.29	1,895.86	1,372.24	2,264.20	2,058.36	3,458.05	-	15,969	(151)	101%
2	Fringe Benefits		11,547	861	1,257.84	1,037.73	1,026.00	912.30	1,505.33	1,412.29	2,344.93	51	10,409	1,138	90%
3	Other Costs-Indirect Costs		70,500	6,531	15,566.73	-	17,824.28	-	1,993.47	-	3,414.25	12,513	57,842	12,658	82%
<b>Total Administrative Costs</b>			<b>97,865</b>	<b>8,734</b>	<b>18,784.92</b>	<b>2,655.02</b>	<b>20,746.14</b>	<b>2,284.54</b>	<b>5,763.00</b>	<b>3,470.65</b>	<b>9,217.23</b>	<b>12,564</b>	<b>84,220</b>	<b>13,645</b>	<b>86%</b>
<b><u>PROGRAM COSTS:</u></b>															
1	Salaries and Wages	1011	252,922	16,809	26,766.73	17,320.55	12,860.60	13,803.13	17,267.14	19,030.62	16,221.45	16,063.27	156,143	96,779	62%
2	Fringe Benefits		120,033	8,472	8,896.90	3,445.17	4,310.58	5,558.72	7,999.05	6,916.90	6,108.90	8,105	59,814	60,219	50%
3	Operating Expenses		14,662	-	193.75	856.23	23.77	178.27	219.81	68.92	5,966.75	1,274.46	8,782	5,880	60%
4	Out-of-State Travel			-	-	-	-	-	-	-	-	-	-	-	
5	Subcontractor Services		409,000	-	34,225.21	95,624.29	60,852.48	47,362.98	36,456.60	17,470.52	32,794.00	60,540	385,326	23,674	94%
1	Opportunity Junction, Inc	2310	36,000	-	15,000.00	-	6,000.00	-	-	-	-	-	21,000	15,000	58%
2	GRIP	2310	26,000	-	-	13,061.48	6,530.74	6,407.78	-	-	-	-	26,000	-	100%
3	The Contra Costa Clubhouse Inc	2310	35,200	-	-	-	-	12,372.91	4,919.18	-	14,086.79	3,821	35,200	-	100%
4	CC Interfaith (Hope Solutions)	2310	36,200	-	-	18,483.26	2,254.31	2,320.04	3,338.23	5,496.85	-	4,307	36,200	-	100%
5	White Pony Express	2310	37,000	-	15,425.00	3,085.00	-	-	12,340.00	3,085.00	-	3,065	37,000	-	100%
6	Bay Area Legal Aid (BALA)	2310	29,000	-	-	18,959.00	3,980.00	1,531.00	1,422.00	1,034.00	1,224.00	-	28,150	850	97%
7	STAND!	2310	33,000	-	-	4,411.94	2,275.05	1,783.92	5,830.82	1,027.35	-	17,671	33,000	-	100%
8	Loaves and Fishes of Contra Costa	2310	27,000	-	3,800.21	7,980.04	5,378.25	-	-	-	-	8,092	25,251	1,749	94%
9	Monument Crisis Center	2310	33,200	-	-	-	23,240.00	6,640.00	-	3,320.00	-	-	33,200	-	100%
10	St. Vincent de Paul	2310	26,200	-	-	17,537.50	-	8,662.50	-	-	-	-	26,200	-	100%
11	Lao Family Community Development	2310	32,200	-	-	1,846.88	1,631.28	4,701.89	4,121.15	-	-	19,899	32,200	-	100%
12	Bay Area Community Resources	2310	30,000	-	-	3,297.17	5,350.52	-	-	3,507.32	11,924.67	-	24,080	5,920	80%
13	Rising Sun Center For Opportunity	2310	28,000	-	-	6,962.02	4,212.33	2,942.94	4,485.22	-	5,558.54	3,685	27,846	154	99%
<b>Total Program Costs</b>			<b>796,617</b>	<b>25,282</b>	<b>70,082.59</b>	<b>117,246.24</b>	<b>78,047.43</b>	<b>66,903.10</b>	<b>61,942.60</b>	<b>43,486.96</b>	<b>61,091.10</b>	<b>85,983.17</b>	<b>610,065</b>	<b>186,552</b>	<b>77%</b>
<b>Total Expenditures</b>			<b>894,482</b>	<b>34,016</b>	<b>88,867.51</b>	<b>119,901.26</b>	<b>98,793.57</b>	<b>69,187.64</b>	<b>67,705.60</b>	<b>46,957.61</b>	<b>70,308.33</b>	<b>98,547.01</b>	<b>694,284</b>	<b>200,198</b>	<b>78%</b>

<b>Community Services Block Grant</b>												
<b>Monthly Expenditures - DISC</b>												
<b>2022 Contract # 22F-5007 DISC</b>												
<b>Report for April 2023</b>												
				<b>71%</b>	<b>76%</b>	<b>82%</b>	<b>88%</b>	<b>94%</b>	<b>100%</b>	<b>90%</b>	<b>10%</b>	
Line		sub	<b>Original</b>	<b>Dec</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>YTD</b>		
Item	Description	object	<b>Budget</b>	<b>2022</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>2023</b>	<b>Total</b>	<b>Balance</b>	<b>% Spent</b>
	<b><u>ADMINISTRATIVE COSTS:</u></b>											
	<b><u>PROGRAM COSTS:</u></b>											
<b>4</b>	<b>Out-of-State Travel</b>		<b>5,000</b>	<b>1,060</b>	<b>774</b>			<b>-</b>	<b>-</b>	<b>1,834</b>	<b>3,166</b>	<b>37%</b>
<b>5</b>	<b>Subcontractor Services</b>		<b>26,000</b>	<b>-</b>	<b>17,336</b>	<b>4,334</b>	<b>-</b>	<b>4,330</b>	<b>-</b>	<b>26,000</b>	<b>-</b>	<b>100%</b>
	White Pony Express	2310	26,000	-	17,336.00	4,334	-	4,330	-	26,000	-	100%
	<b>Total Program Costs</b>		<b>31,000</b>	<b>1,060</b>	<b>18,110</b>	<b>4,334.00</b>	<b>-</b>	<b>4,330.00</b>	<b>-</b>	<b>27,834</b>	<b>3,166</b>	<b>90%</b>
	<b>Total Expenditures</b>		<b>31,000</b>	<b>1,060</b>	<b>18,110</b>	<b>4,334.00</b>	<b>-</b>	<b>4,330</b>	<b>-</b>	<b>27,834</b>	<b>3,166</b>	<b>90%</b>

**2023-24 CSBG Demand Tracking as of 6/2/23**

<b>GRANT #23F-4007</b>					
	<b>BUDGET LIMIT</b>	<b>BILLED TO CCC (all demands received and on hold included)</b>	<b>REMAIN BAL / NO DEMANDS RECEIVED</b>	<b>PAID BY CCC A/C</b>	<b>NOTES (INCLUDES ON HOLD AK OR PENDING INITIALS CR/DIR NIC)</b>
<b>BACR</b>	30000	\$0	\$30,000.00	\$0	E-copy contract received.
<b>BALA</b>	29000	\$7,295	\$21,705	\$0	E-copy contract received.
<b>CC CLUB</b>	35200	\$0.00	\$35,200.00	0	no ecopy contract.
<b>MCC</b>	33200	\$0	\$33,200	\$0	E-copy contract received.
<b>OJ</b>	36000	\$3,000	\$33,000	\$0	Ecopy contract received.
<b>HOPE</b>	36200	\$4,672.78	\$31,527.22	\$0.00	E-copy contract received.
<b>GRIP</b>	26000	\$6,809.36	\$19,191	\$0.00	E-copy contract requested
<b>LAO</b>	32200	\$2,428.76	\$29,771.24	\$0.00	Ecopy contract received.
<b>LF</b>	\$27,000	\$0.00	\$27,000.00	\$0.00	no ecopy contract
<b>RISE</b>	\$28,000	\$5,656.79	\$22,343.21	\$0.00	no ecopy of contract
<b>STV</b>	26,200	\$16,856	9343.74	\$0.00	Ecopy contract received.
<b>STAND</b>	\$33,000	0.00	\$33,000.00	\$0.00	no ecopy contract
<b>WPE</b>	\$37,000	\$0	\$37,000	\$0	no ecopy contract
<b>TOTAL</b>	<b>409000</b>	<b>\$37,730</b>	<b>\$371,269.80</b>	<b>\$0</b>	
	<b>AWARDED TO CBOS</b>	<b>CLAIMED BY CBOS</b>	<b>UNCLAIMED BY CBOS</b>		

**STANDARD AGREEMENT - AMENDMENT**

AGREEMENT NUMBER <b>23F-4007</b>	AMENDMENT NUMBER <b>1</b>	PURCHASING AUTHORITY NUMBER (if applicable)
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1. This Agreement is entered into between the State Agency and the Contractor named below

STATE AGENCY NAME

**Department of Community Services and Development**

CONTRACTOR NAME

**Contra Costa Employment & Human Services Department/Community Services Bureau**

2. The term of this Agreement is : **January 1, 2023 through May 31, 2024**

3. The maximum amount of this Agreement is: **Total \$936,015.00**

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:

i. The maximum amount of this Agreement payable to Contractor by the State has changed from \$927,194.00 to \$936,015.00, reflecting an increase of \$8,821.00

ii. Articles 6, 7 and 10 are deleted in their entirety and replaced with the attached articles 6 and 7

Documents can be accessed at <https://providers.csd.ca.gov/>.

All other terms and conditions shall remain the same.

**IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.**

<b>CONTRACTOR</b>				<b>CALIFORNIA Department of General Services Use Only</b>	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> <b>Contra Costa Employment &amp; Human Services Department/Community Services Bureau</b>					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP <b>40 Douglas Drive, Martinez, CA 94553</b>					
PRINTED NAME OF PERSON SIGNING			TITLE		
CONTRACTOR AUTHORIZED SIGNATURE			DATE SIGNED		
<b>STATE OF CALIFORNIA</b>					
CONTRACTING AGENCY NAME <b>Department of Community Services and Development</b>					
CONTRACTING AGENCY ADDRESS <b>2389 Gateway Oaks Drive, Suite 100</b>		CITY <b>Sacramento</b>	STATE <b>CA</b>	ZIP <b>95833</b>	
PRINTED NAME OF PERSON SIGNING <b>Chris Vail</b>		TITLE <b>Chief Financial Officer</b>			
CONTRACTING AGENCY AUTHORIZED SIGNATURE			DATE SIGNED		
<input type="checkbox"/> Exempt per _____					

I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.



Attachment A

State of California  
Department of Community Services and Development  
2023 CSBG Allocation  
CAAs

County	Agency	Contract Number	First Release (8/30/22)	Second Release (4/12/23)	Total 2023 Contract	CAA 25% Advance (Automatic)	CAA-DISC 25% Advance (Upon Request)	PROJECT BUDGETS		
								CAA	CAA - Discretionary	Total 2023 Contract
Alameda	Berkeley Community Action Agency	23F-4001	293,705	15,602	309,307	74,125	3,201	296,500	12,807	309,307
Alameda	City of Oakland, Human Services Department	23F-4002	1,294,234	107,602	1,401,836	326,637	23,822	1,306,548	95,288	1,401,836
Alpine	Inyo Mono Advocates for Community Action, Inc.	23F-4003	1,333	12	1,345	0	0	1,345	0	1,345
Amador/Tuolumne	Amador-Tuolumne Community Action Agency	23F-4004	273,800	28,605	302,405	69,101	6,500	276,405	26,000	302,405
Butte	Community Action Agency of Butte County, Inc.	23F-4005	389,584	19,972	409,556	98,322	4,066	393,291	16,265	409,556
Calaveras/Mariposa	Calaveras-Mariposa Community Action Agency	23F-4006	293,704	8,967	302,671	74,124	1,543	296,498	6,173	302,671
Colusa	SEE GLENN COUNTY									
Contra Costa	Contra Costa Employment & Human Services Dept/CSB	23F-4007	927,194	8,821	936,015	234,003	0	936,015	0	936,015
Del Norte	Del Norte Senior Center, Inc.	23F-4008	40,903	26,389	67,292	10,323	6,500	41,292	26,000	67,292
El Dorado	El Dorado County Health and Human Services Agency	23F-4009	323,884	5,684	329,568	0	650	326,965	2,603	329,568
Fresno	Fresno County Economic Opportunities Commission	23F-4010	1,999,960	19,026	2,018,986	504,746	0	2,018,986	0	2,018,986
Glenn/Colusa/Trinity	Glenn County Community Action Department	23F-4011	273,087	28,599	301,686	68,921	6,500	275,686	26,000	301,686
Humboldt	Redwood Community Action Agency	23F-4012	320,381	3,048	323,429	80,857	0	323,429	0	323,429
Imperial	Campesinos Unidos, Inc.	23F-4013	382,943	3,643	386,586	96,646	0	386,586	0	386,586
Inyo/Mono	Inyo Mono Advocates for Community Action, Inc.	23F-4014	268,784	28,558	297,342	67,835	6,500	271,342	26,000	297,342
Kern	Community Action Partnership of Kern	23F-4015	1,756,701	16,713	1,773,414	443,353	0	1,773,414	0	1,773,414
Kings	Kings Community Action Organization, Inc.	23F-4016	280,367	31,372	311,739	0	7,176	283,034	28,705	311,739
Lake/Mendocino	North Coast Opportunities, Inc.	23F-4017	559,482	31,324	590,806	141,201	6,500	564,806	26,000	590,806
Lassen/Plumas/Sierra	Plumas County Community Development Commission	23F-4018	265,243	28,524	293,767	66,941	6,500	267,767	26,000	293,767
Los Angeles	Foothill Unity Center, Inc.	23F-4019	346,301	21,882	368,183	87,399	4,646	349,596	18,587	368,183
Los Angeles	Long Beach Community Action Partnership	23F-4020	699,993	114,707	814,700	176,663	27,011	706,653	108,047	814,700
Los Angeles	County of Los Angeles Dept. of Public Social Services	23F-4021	6,149,474	135,626	6,285,100	0	19,280	6,207,978	77,122	6,285,100
Los Angeles	City of Los Angeles Community Investment for Families Dept.	23F-4022	6,361,802	445,041	6,806,843	1,605,579	96,131	6,422,319	384,524	6,806,843
Madera	Community Action Partnership of Madera County, Inc.	23F-4023	312,051	10,220	322,271	78,755	1,812	315,020	7,251	322,271
Marin	Community Action Marin	23F-4024	293,637	18,677	312,314	74,107	3,971	296,430	15,884	312,314
Mariposa	SEE CALAVERAS COUNTY									
Mendocino	SEE LAKE COUNTY									
Merced	Merced County Community Action Agency	23F-4025	494,821	30,707	525,528	124,882	6,500	499,528	26,000	525,528
Modoc/Siskiyou	Modoc-Siskiyou Community Action Agency	23F-4026	273,071	28,598	301,669	68,917	6,500	275,669	26,000	301,669
Mono	SEE INYO COUNTY									
Monterey	Monterey County Community Action Partnership	23F-4027	489,515	30,657	520,172	123,543	6,500	494,172	26,000	520,172
Napa	Community Action Napa Valley	23F-4028	274,358	28,610	302,968	69,242	6,500	276,968	26,000	302,968
Nevada	Nevada County Dept. of Housing & Community Services	23F-4029	292,893	21,111	314,004	0	4,581	295,680	18,324	314,004
Orange	Community Action Partnership of Orange County	23F-4030	3,135,610	29,831	3,165,441	791,360	0	3,165,441	0	3,165,441
Placer	Project GO, Inc.	23F-4031	414,183	3,941	418,124	104,531	0	418,124	0	418,124
Plumas	SEE LASSEN COUNTY									
Riverside	Community Action Partnership of Riverside County	23F-4032	3,006,351	28,601	3,034,952	758,738	0	3,034,952	0	3,034,952
Sacramento	Sacramento Employment and Training Agency	23F-4033	2,089,669	19,880	2,109,549	527,387	0	2,109,549	0	2,109,549

# Staff Proposal for CSBG Amendment #1: \$8,821

Attend National Community Action Conference in Atlanta, GA – August 22-24, 2023

Send 4 People: Nic, Christina, and to EOC members.

Room Rate	\$714.00
Registration	\$955.00
Airfare	\$500.00
PerDiem	\$185.00
Ground Transportation	\$125.00
TOTAL	\$2,479.00
Send 4 People	\$9,916.00

Remaining \$1,095 to come from Head Start Training Budget for Nic's attendance.

# 2023 ANNUAL CONVENTION

*Reimagining The Future: Advancing Equity and Sustaining Innovation*

## ABOUT THE EVENT

The Annual Convention is designed to provide Community Action professionals and board members with the latest in policy and programmatic updates, as well as management and governance tools.

## DATES

Pre-Convention Training: August 21–22

Convention: August 23–25

## LOCATION

Atlanta Marriott Marquis  
265 Peachtree Center Avenue NE  
Atlanta, Georgia 30303



# 24-25 Community Action Plan

## Current Mission Statement:

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.

## Suggested Change:

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 **“open the doors to opportunity”**, full participation and self-sufficiency.



## Current 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.

### **Rename “Overarching Statement?” – Declaration, Decree, Proclamation, Pronouncement????**

#### **Suggested Change to Overarching Statement:**

The Economic Opportunity Council concludes that the main factors of poverty in Contra Costa County are: 1. lack of affordable housing, shelters, and rental assistance; 2. food insecurity; 3. mental health access; and 4. underemployment.

These priority areas have increased in scale and intensity resulting in difficulties accessing services, negative stereotyping, fragmentation of care and loss of CoVID19, safety-net protections and supports that expired in early 2023.

The EOC also recognizes the organizational disruption within the county and among agency partners who are working to rebuild capacity and service delivery systems in the aftermath of the pandemic.

#### **Recommended Actions**

- 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.

**Ensure the CAP includes our work to meet and exceed the organizational standards like maximum feasible participation, etc.**

**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

2023-2024 DRAFT  
EHSD Community Services Bureau  
Program Planning Calendar

ACTIVITY	CITATION(S)	ADD'L SPONSOR(S)	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
<b>Nicholas Bryant</b>														
Board of Supervisors: Communication	Best Practice		Plan for Head Start Awareness Month			Head Start Awareness Month Acknowledgement				Plan for Community Action Month	Attend BOS Meeting for PDJPP Layoffs		Community Action Month BOS Proclamation	
	HSPPS Achieving Program Goals									Meet with individual Board members for HSPPS, governance and Eligibility training and updates				
	HSPPS Eligibility Training													
Board of Supervisors: Reports	County Requirement				*FHS Committee Presentation						*Invite Board Members to Centers for Week of the Young Child			
	Best Practice		Monthly Report to BOS/CAO											
	HSA Agency Powers & Functions													
Communication: Staff	HSPPS Achieving Program Goals		Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter			Quarterly Staff Newsletter		
Communication: Regional Office (RO)	Best Practice		Quarterly Staff Newsletter			SAM Quarterly Report			SAM Quarterly Report			SAM Quarterly Report		
Planning: Strategic Planning	HSA Training & Technical Assistance	Monique Young-Edwards	Monthly Calls with the RO; Child Restraint System annual waiver due by July 1		School Readiness (SR) Visit for RO	Semi-Annual 171A-PDC Check In Meeting						School Readiness (SR) visit for RO	Semi-Annual 171A-PDC Check In Meeting	
	HSPPS Achieving Program Goals				Revisit 2021 Proposed Strategic Initiatives	Strategic Plan Updates to Staff and PC	Finalize Strategic Plan, Changes Including Timeline, Outcomes, and Measurements						Report Progress on CSB Strategic Plan	
<b>Christina Reich for Amanda Cleveland</b>														
Community Assessment (*Year 5- Major Update)	HSPPS Determining Community Strengths & Needs		Prepare Community Assessment Updates Narrative for Continuation Grant		Submit Executive Summary with HS/HS Continuation Grant					Researching Community Assessment Updates- Year 5 (Connector- Diane Godard)		Finalize Community Assessment	Prepare presentation for PC, CSB teams, and others as needed	Action: Present Community Assessment Executive Summary Report for PC, BOS, EOC, and Staff
Planning Calendar	Best Practice					Host Meeting w/ Leads to brainstorm ideas for Planning calendar format		Request Planning Calendar Updates from Senior Management leads (As Assigned/Up-Date assignments)		Leads Review and Update Sections		Send to SAM for Review by the 15th	Action: Request PC approval of Planning Calendar Action: BOS Approval	Present Updates to Staff
Policies & Procedures Biennially; Full Update 2022/2023	HSPPS Personnel Policies		Distribute Hard Copies to Centers/ Administrative Offices. Post on the Intranet. Conduct Annual Staff Training on Service Plans and P&P's							Check-in w/ SAM regarding addendums needed	Distribute Assignments to Senior Manager/CS Managers Review Team	Senior Managers/ Managers Send Updates to the Analyst	Analyst Gets SAM Approval	Action: Submit to PC and BOS for Approval / Order Copies of Approved P&P's for Centers/Administration and Post on CSB Intranet
Annual Report	HSPPS Achieving Program Goals- Reporting		Finalize Annual Report	Annual Report Final Approval from SAM	Present/Distribute Annual Report to PC and BOS/CAO	Disseminate/ Distribute Annual Report to Public and Staff								Begin Annual Report Process and Gather Content from Sr. Mgrs. and CSMs
Self Assessment Activities	HSA Administrative Requirements & Standards			Begin Self-Assessment Process Planning	Form Self-Assessment Teams for Review at CSB and Delegate Agency Sites	Recruit PC Self-Assessment Sub-Committee for 22/23 Program Year								Begin Self-Assessment Process Planning
	HSPPS Achieving Program Goals- Ongoing Assessment			Present Process to PC and Broaden Subcommittee Membership	Train Community Volunteers/PC Subcommittee Members	Conduct Self-Assessment (CSB/ Delegate/ Partners)								Present Process to PC and Broaden Subcommittee Membership
					Identify Sites and Classrooms for Self-Assessment and Instruments	Link any Self-Assessment Findings to G&O's for Continuation Grant and T & TA Plan	Action: Submit Final Report and Obtain Approval of Corrective Action Plans as Necessary (M/PC/BOC/CSB Director)							
Recruitment			Ongoing recruitment at One-Stops and Community Fairs			Career Intro Career Fair				Outreach fair at Loma Vista Adult Center	Recruitment CCC, DVC & Los Medanos College job fair	Recruitment DVC	Recruitment Solano Community College job fair	Career Intro Career Fair (May)
	Best Practice									Mills College Tabling Career Event		Pittsburg CoC & Pittsburg USD CareerLink Fair	Mount Diablo USD Career Fair	West Bay USD Career Fair (being researched)
<b>Amy Wells</b>														
Communication: Families	HSPPS Family Engagement					Community Work Days (may be suspended or postponed due to COVID-19)						Community Work Days (may be suspended or postponed due to COVID-19)		
Communication: Families	HSPPS Parent Activities Promoting Child Learning		Early Closure Letter/Curriculum Input Letter			Back to School Nights (may be suspended or postponed due to COVID-19)		Fall/Holiday Letters						Year-end celebrations
Communication: Staff	Best Practice		Monthly Cluster meetings		Quarterly All Cluster meetings			Quarterly All Cluster meetings				Quarterly All Cluster meetings		Quarterly All Cluster meetings
Required Training												Child Abuse & Domestic Violence Awareness Training at time of hire and after every 2 years		
<b>Sung Kim</b>														
Recordkeeping & Reporting: Equipment and Files	County Requirement		Annual County Equipment Inventory Report Confirmation			Program Year prior to Last Program Year Drop Files to Warehouse for Storage								Release Files Past Destruction Date to County for Shredding
	HSPPS Record Retention		Prior Program Year Archived Files Stored at Sites for One Year											
<b>Christina Reich</b>														
Community Services Block Grant: CSD Meetings and Trainings	Best Practice			2023 CAP Annual Convention- Atlanta, GA Aug 22-25										
	ACF CSBG Guidance		Quarterly CSBG Service Providers Meeting				Quarterly CSBG Service Providers Meeting			Quarterly CSBG Service Providers Meeting			Quarterly CSBG Service Providers Meeting	
Community Services Block Grant: EOC Meetings/Events	ACF CSBG Guidance		Monthly EOC Business Meetings			Election of EOC Executive Committee Officers 2023-2024			Present the 2023 Board of Supervisors Annual Report to EOC			Submit Board Materials for CA Month	Form 700 due to Clerk of BOS	Community Action Month: EOC Outreach Event
	ACF CSBG Guidance													
Community Services Block Grant: Subcontractors	ACF CSBG Guidance		Annual CSBG Roundtable	EOC RFP Process for 2023-2024 CSBG Funding	Subcommittee to Review CSBG Proposals for 2024-25 Subcontractor Contracts	2024-25 Awarded Subcontractors and CSBG Budget presented to the EOC								

2023-2024 DRAFT  
EHSD Community Services Bureau  
Program Planning Calendar

Community Services Block Grant: Reporting/Audits	ACT CSBG Guidance		20th: Bi-Monthly Expenditure Due to CSD (May & June)		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)		
	ACT CSBG Guidance														
Contracts: CSBG	County Requirement/Timeline			Begin Request for Information (RFI) for CSBG Contract w/ CSD for FY 2024-25	RFI information session for potential subcontractors	Begin executing 2023-24 CSBG contracts				1st: CSBG Information System (IS) Report due to CSD (Jan-Dec 2023)			31st: 2022-23 CSBG Close Out Report Due to CSD		
Amy/ADS/Ed Team/Deborah															
Communication: Regional Office (RO)		Education Team				Child Outcomes Year-End Report to RO via CAO report (No report due to COVID-19; requirement waived)							Child Outcomes Baseline Report to RO via CAO report		Child Outcomes Mid-Year Report to RO via CAO report
Family Engagement- pending approval from Amy	HSPPS Parent Activities Promoting Child Learning	Education Team	Ed Team develop SR Goals and PFEI Goal based on aggregate data from last year assessments. Plan Take Home Activities	Order for September/ prep materials	HS/EHS: Take home family activities	Order for December	Prep materials	HS/EHS: Take home family activities	Order for March	Prep materials	HS/EHS: Take home family activities	Order for June. Order Kindergarten backpacks	Prep materials	HS/EHS: Take home family activities and Kindergarten backpacks	
Partnerships: Communication	HSPPS Community Partnerships & Coordination	Deborah	Granite and YMCA/Delegate Quarterly Meeting			Granite and YMCA/Delegate Quarterly Meeting			Granite and YMCA/Delegate Quarterly Meeting			Granite and YMCA/Delegate Quarterly Meeting		Granite and YMCA/Delegate Quarterly Meeting	
		?				Community Based Partnerships MOU Status Check									
		Deborah/Julia/CSAMS	Annual Federal Partner Meeting	Annual State Partner Meeting	Pedestrian Safety Training Required				Begin Kindergarten Transitions/ Trainings				Child Abuse/DV Prevention Training Required		Granite and YMCA/Delegate Quarterly Meeting
Planning: CS Desk review	Best Practice	Nic/Julia/Deborah	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Pedestrian Safety Training Required	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Bi-weekly Partner and YMCA/Delegate Check-in	Fees/9400 Trainings for State Partners
Michelle & Partners			CS Desk Guide and Forms review (Every 2 years - 2023)												
EHSD PERSONNEL - NIC BRYANT															
Tracking	CSA Staffing Qualifications			Monthly Personnel Tracking reports: WC/PMLA/LOA Performance Review - every other month Staff & Center Roster Status/Filled Report											
Monitoring	County Requirement			Ongoing Personnel File Monitoring including partners											
PD/PY	HSPPS Governing Body			Performance Review notices	Performance Review notices	Performance Review notices	Positions Control Review	Performance Review notices	Performance Review notices	Performance Review notices	Performance Review notices	Performance Review notices	Performance Review notices	Performance Review notices	Personnel Budget review.
	County/Labor Requirement			Return-To-Work Letter to Layoff PD/PY staff (August 1st)	PD/PY Employees return							Action: Board Order to Layoff PD/PY Staff	Action: PD/PY layoff approval by PC	Order of Layoff PD/PY Staff	Summer closure & PD/PY Staff Layoff
Reporting				Program Information Report	LIC 500 to Licensing			LIC 500 to Licensing	Risk Management Loss Control Report - Share w/Senior Mgmt.			LIC 500 to Licensing			LIC 500 to Licensing
Required Training	CDE Staffing Qualifications			Ongoing Sexual Harassment Awareness Training (line staff every 3 years and supervisor every 2 years)	National Voter Registration Act Training (Annually July/Aug.)	Chronological Supervision & Progressive Discipline Training		Civil Rights Training (Every 2 years Jan./Feb.)				Preventive Health & Safety (EHSA) (At time of hire once or twice per year)	Confidentiality Training (Annually Apr./May)	Business and Injury Prevention Plan Review	
Labor	County/Labor Requirement			Local 1 presentation at NEO (monthly)	Labor - Management Meeting			Labor - Management Meeting				Meet & Confer Layoff PD/PY Staff Warning Letter to Layoff PD/PY staff	Labor - Management Meeting	Annual Bid	Labor - Management Meeting
AMY WELLS															
Family Engagement	HSPPS Parent Activities Promoting Child Learning	Education Team	SEE ABOVE												
Special Events	Best Practice	Education Team & Cluster ADS								"Dual Language Learner" Celebration Feb 21-25	Dr. Seuss Birthday March 2	Week of the Young Child	Teachers Appreciation Week May 2-6	International Mud Day June 29	
Head Start/Early Head Start Assessments					EHS/HS Fall assessment due for Full-day programs		HS Fall Part-day assessments due	EHS/HS Winter assessment due for Full-day programs	HS Winter Part-day assessments due				EHS/HS/Part-day HS Spring assessment due for Full-day programs		
Contracts: ELCD/CCDD Contracts					1st DRDP Assessments due for part-day State only	Complete ECERS/ITERS by 10/31	Complete DRDP Summary of Findings by 11/30		Collect Desired Results Parent Surveys from families	Programs create Parent survey summary of findings	2nd DRDP assessments due for part-day State only	Submit all PSE docs by April 1st. Complete Agency Summary of Findings	Review Parent Survey Results & Share with Senior Mgmt., BOS, and PC. Submit Report to Analyst		
School Readiness: Reports	HSPPS Child Screening & Assessments	Education Team		Present Final Update of SR Goals from Previous Year to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					Present Baseline SR goals to PC Prog Svs Subcomm. and Sr. Mgmt. (Baseline assessment data)	Present Baseline SR goals to PC, BOS and staff	Present Mid-Year SR Updates to PC Prog Svs Subcomm. and Sr. Mgmt.	Present Mid-Year SR Updates to PC, BOS, and staff			
School Readiness: Transitions: Into, Throughout & Out of Program	HSPPS Achieving Program Goals	Education Team/Amanda Cleveland?		Final DRDP Outcomes Report to PC Program Svs subcomm., PC, BOS, Sr. Mgmt., and staff					First DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt.	First DRDP Outcomes Report for Current Program Year to PC, BOS and staff	2nd DRDP Outcomes Report for Current Program Year to PC Prog Svs Subcomm. and Sr. Mgmt.	2nd DRDP Outcomes Report to PC, BOS and staff			
	HSPPS Teaching & the Learning Environment	Education Team		In-Service for Full-day teachers & Pre-Service for PD/PY Teachers			PITC Training for EHS staff	PITC Training for EHS staff	Kindergarten Readiness: Parent Meetings, BMTs	Kindergarten Readiness: Registration information to Parents and Visits to Kinder Classes		PITC Training for EHS staff	PITC Training for EHS staff	Prepare Kindergarten Transition Packets	Distribution of SR Packets/backpacks (Transition to Kindergarten)
Michelle Mankewich															
Communication: Families	HSPPS Family Engagement	Ana Araujo			Family Newsletter				Family Newsletter with Winter Safety						Family Newsletter with Summer Safety
Communication: Families	HSPPS Parent Activities Promoting Child Learning	Amy/Ed Team		Monthly Parent Meetings- Site Supervisors		PD/PY Calendar Given to Families		PD/PY 1 Week Winter Break					PD/PY 1 Week Spring Break (Aligned with Local School Districts)		
Parent Communication Preference Survey	Best Practice	CS Team				Survey parents on communication preference									
Communication: Families	HSPPS Family Engagement			Provide Family Handbooks to Families		Pedestrian Safety Training Required			Begin Kindergarten Transitions/ Training			Begin Family Handbook Addendum (Full update Every 2 years, 2023-2025)	Family Readiness Training Required (Child abuse prevention)		
								Give Kids a Smile Day (EKSD)	Give Kids a Smile Day Preparation	Give Kids a Smile Day Event					

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<b>GIVE KIDS A SMILE DAY</b>	<a href="#">HSPPS Community Partnerships</a>	Catherine Lucerco						Planning Meeting with Children's Oral Health Program	Site Implementation of OHSU Pilot email to staff	Friday of the Month of February)										
<b>La Clinica and Life Long Dental Vans</b>	<a href="#">HSPPS Community Partnerships</a>	Catherine Lucerco	Monthly at Selected Sites (as vans are available)																	
<b>Hearing and Vision Certification/Training</b>	<a href="#">HSPPS Community Partnerships</a>	Catherine Lucero	CSB & CHDP Hearing & Vision Training for CSB and Local Health Providers (as needed)																	
<b>Healthy and Active Lifestyle</b>	<a href="#">HSPPS Family Engagement</a>		Monthly Parent Meetings / Trainings				National Food Day - October 24th COPP Roundtable Conference	Family Nutrition Meeting		"Pride in Food Service Week" - First week in February	National Nutrition Month	National CACFP Conference				National Fruit and Veggie Day (June 27th is Eat All Your Veggies Day)				
<b>Family Engagement</b>	<a href="#">HSPPS Parent Activities Promoting Child Learning</a>	Education Team & Site Supervisors					Fall Harvest Festivals				Collect WOTYC Plans for Centers	WOTYC Celebrations	Collect Year-End Celebration Plans for the Center			Year-End Celebrations				
	<a href="#">HSPPS Parent Activities Promoting Child Learning</a>	Education Team & Site Supervisors											Open House							
	<a href="#">HSPPS Parent Activities Promoting Child Learning</a>	Education Team	SEE ABOVE					EHS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals					EHS PFCE Home Family Activities to support SR PFCE Goals							
	<a href="#">HSPPS Parent Activities Promoting Child Learning</a>	Education Team	SEE ABOVE					HS PFCE Prep/Planning Home Family Activities to support SR PFCE Goals					HS PFCE Home Family Activities to support SR PFCE Goals							
	<a href="#">HSPPS Community Partnerships</a>	Catherine Lucero					Health & Nutrition Services Advisory Committee Meeting						Health & Nutrition Services Advisory Committee Meeting							
		Rita Loza		Wellness Check in (Camp Service site based events with families)									Wellness Check in (Camp Service site based events with families)							
	<a href="#">HSPPS Family Engagement</a>																			
	<a href="#">HSPPS Community Partnerships</a>	Ana Araujo																	Make Parenting A Pleasure Curriculum (12 session program)	
	<a href="#">HSPPS Community Partnerships</a>	Ana Araujo																	Family Financial Fitness Workshops	
	<a href="#">HSPPS Family Engagement</a>	Site Supervisors																	ESL Opportunities offered in Friday Flyers	
<a href="#">HSPPS Family Engagement</a>	Ana Araujo																	Literacy Workshops (year round)		
<a href="#">HSPPS Family Engagement</a>	Ana Araujo																	Male Involvement Events (year round)		
<b>Planning: CS Desk review</b>		Michelle	CS Desk Guide and Forms review (Every 2 years - 2023)																	
<b>Policy Council: PC Meetings and Trainings</b>	<a href="#">HSPPS Policy Council Committees</a>	Ana Araujo		Recognition of Outgoing PC Members	PC Orientation (off-site) on Saturday September (TBD) and Election of New PC Executive Committee		Recruitment, Election & Finalization of Subcommittee											PC/BOS Joint Meeting	PC Orientation Planning Begins	
	<a href="#">HSPPS Training</a>	Ana			PC Orientation	Make-Up PC Orientation	Leadership Training TBD	Ethics/Brown Act Video Training Due	Exec team attend NHA PFCE conference									Form 700 due to Clerk of the Board		
	<a href="#">HSA Powers &amp; Functions of HS Agencies</a>																			
	<a href="#">HSPPS Policy Council</a>	Ana		Monthly PC Meeting (except July and December)																
	<a href="#">HSPPS Achieving Program Goals</a>	Ana		Monthly Subcommittee Meetings (except July, September and December)																
<b>Monica DeVera</b>																				
<b>Human Resources: Monitoring</b>	<a href="#">1302 211 Staff Qualifications</a>		Monitor transcripts TAT	Ongoing Permit expiration notices to staff			Monitor transcripts TAT											Monitor transcripts TAT		
<b>Human Resources: Required Training</b>	<a href="#">1303 211 Training &amp; Professional Development</a>		Ongoing new employee orientation	Licensing Orientation (At time of hire for SS)	First Aid CPR (Every 2 years ongoing)	Integrated Pest Management Training (Annually Segal/DCL)	Mandated Reporter (At time of hire)- ESD				CSB Standards of Conduct							CSB Protocol for Hourly Head Count and Transition training for staff	15 Hours of Professional Development (Ongoing)	
<b>Monique Young Edwards</b>																				
<b>Communication: Staff</b>	<a href="#">Best Practice</a>		Update external calendar meetings				Vacation Request due for 4th Quarter											Vacation Request Due for 1st Quarter	Vacation Request Due for 2nd Quarter	Vacation Request Due for 3rd Quarter
<b>Donn Matsuzaki</b>																				
<b>Federal Reports</b>	<a href="#">Title 45: Federal Regulations</a>	Fiscal Team			Budget Input in HSES Due to ACF for Next Program Year		County Single Audit begins	Head Start & Early Head Start Fiscal Year Begins	Baseline Budget (BPM) and Budget Narrative Due	County Performance Report Due	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Report the Results of Prior Year Single Audit to PC	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	
	<a href="#">HSA Powers &amp; Functions of HS Agencies</a>	Fiscal Team	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	Fiscal Reports to PC & BOS every month	
	<a href="#">HSA Records &amp; Audits</a>	Fiscal Team		County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office	Complete Risk Assessment for Each Subrecipient		Single Audit Certification of Subrecipients	Cut-off for Encumbrance of HS/EHS Funds	Personnel Cost Forecasting (PCF) Report due				Site Review of Delegate Agency Due							
<b>Federal Reports (cont.)</b>	<a href="#">CDE Program Instructions</a>	Fiscal Team	SF-425 Semi-Annual Financial Status Report Due to ACF		Finalize 2021 Operational and T & TA Budget for HS/EHS; 2021 Budget for PC Discussion and Approval		SF-425 Annual report for CFP2 due to ACF	SF-429 Real Property Status report due to ACF	Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAD			Subrecipient & Contractor Determination Checklist			Internal Control Checklist on Cash and Petty Cash due to Auditor's Office				
	<a href="#">CDE Program Instructions</a>	Fiscal Team	County Year-End Close-Out Begins: Cut Off for Encumbrance Adjustment Deposit Permit	Operating Information in the Comprehensive Annual Financial	Schedule of Expenditures of Federal Awards Due to Auditor Controller's Office		SF-425 Annual report for CFP2 due to ACF	SF-429 Real Property Status report due to ACF	Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAD			Subrecipient & Contractor Determination Checklist			Internal Control Checklist on Cash and Petty Cash due to Auditor's Office				
	<a href="#">ACF CSBG Guidance</a>	Michael		CSBG Report Due to CSO (bi-monthly due on the 20th)			CSBG Report Due to CSO (bi-monthly due on the 20th)		CSBG Report Due to CSO (bi-monthly due on the 20th)	Mid-year Projections Due to CAD	CSBG Report Due to CSO (bi-monthly due on the 20th)	CSBG IS Form Due 3/1	CSBG Report Due to CSO (bi-monthly due on the 20th)			CSBG Report Due to CSO (bi-monthly due on the 20th)				
<b>State Reports</b>	<a href="#">County Requirement/TimeLine</a>	Fiscal Team	State/County Fiscal Year Begins July 1st	County Year-End Close-Out Continues: Submission of Journals, Accruals, and Deferrals to Auditor's Office					Current Year's Budget Adjustments Due to Auditor Controller's Office	Mandatory & Discretionary List to CAD						State/County Fiscal Year Ends June 30th				
	<a href="#">CDE Fiscal Guidance</a>		CDE 4th Quarterly Report Due				CDE 1st Quarterly Report Due		CDE 2nd Quarterly Report Due				CDE 3rd Quarterly Report Due							
			4th qtr QRS report to Contra Costa County Office of Education (CCCCOE)				1st qtr QRS report CCCCQE		2nd qtr QRS report CCCCQE				3rd qtr QRS report CCCCQE							
		Rose	Child Development Audit documentation begins	Child Development Audit-Interim phase	Child Development Audit Begins	Child Development Audit Year-end	Child Development Audit submission to CDE (which can be extended till February 2021)													

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	<a href="#">CDE Fiscal Guidance</a>	Rose/All	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	Stage 2 & CAPP Reports Due to CDE (20th of each month)	
		All	CACFP CMFPS Submitted						Indirect Cost Rate Proposal Due to US Dept. of Health & Human Services						Year-end Appropriation Adjustments	
<b>Nelly Ipe</b>																
<b>CalWORKS Stage 2/Alternative Payment Program: Families</b>	<b>Best Practice</b>													Review and Update Stage 2/CAPP Program Handbook (if applicable)	Distribute Stage 2/CAPP Program Handbook (if updates made)	
<b>CalWORKS Stage 2/Alternative Payment Program: Audit</b>	<a href="#">ACF: LIHEAP Regulations</a>			Fiscal Audit												
<b>CalWORKS Stage 2/Alternative Payment Program: Meetings/Conferences</b>	<b>Best Practice</b>		Monthly CSAM & Unit Meetings		CAPPA & EveryChild California Annual Conference			CLOUDS Annual Conference								
<b>Contracts: ELCD/CCDD Contracts</b>	<a href="#">ACF: LIHEAP Regulations</a>	Tracy Lewis			Management Bulletin for CDE Refunding Application			Application Due for CDE Refunding Application For Next Fiscal Year						Draft Self-Evaluation Action Plan	Submit Self-Evaluation to CDE/CDSS on June 1st.	
<b>LIHEAP/Dept of Energy: Monitoring/Review</b>	<a href="#">ACF: LIHEAP Regulations</a>		Monthly Quality Control Review of Utility Assistance		CSD Console Bi-Annual On-Site Monitoring Visit			Quarterly Quality Control Review with DCD (3rd Thursday)			Prepare, Distribute and Collect Parent Survey for Alternative Payment Programs		Complete Parent Surveys (All Programs)	Review Parent Survey Results & Share with Senior Mgmt, BOS, and PC.	FY 2022-2023 Contract Renewal for All Program Types	
<b>LIHEAP/Dept of Energy: Meetings/Conferences</b>	<a href="#">ACF: LIHEAP Regulations</a>		Monthly Utility Assistance Meeting		Quarterly Local Service Provider Meeting			Quarterly Local Service Provider Meeting			Quarterly Quality Control Review with DCD (3rd Thursday)		Quarterly Local Service Provider Meeting	Quarterly Quality Control Review with DCD (3rd Thursday)	CSD Annual On-Site Monitoring Visit	
<b>Ongoing Monitoring: Monitoring</b>	<a href="#">HSPPS Achieving Program Goals: Monitoring</a>		1st Period Monitoring Begins: Center, Curriculum Fidelity, ERS, File Review											CLASS Monitoring	End Monitoring	
<b>Ongoing Monitoring: Reports</b>	<a href="#">HSPPS Governing Body</a>				Semi-Annual Child Safety Checklist											
	<a href="#">HSPPS Governing Body</a>		Review Slot Map Plans and Update for New Period Schedule for Center Monitoring and Sample Size Calculation for Files and Classrooms		Root Cause Analysis & Implementation of Corrective Action Plan											
	<a href="#">HSPPS Governing Body</a>															
<b>Sarah Reich</b>																
<b>Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Eligibility/ Enrollment</b>	<a href="#">HSA Standards Monitoring</a>	Tracy Lewis	Monthly Enrollment Report and Center Status Report Due via HSES by the 7th		Weekly 30-day Full Enrollment Checks and Reports						New Federal Income Guidelines Issued				12-month HS/EHS Underenrollment Period Ends	PD/PPY Classes End
	<a href="#">HSPPS Determining Eligibility</a>	Tracy Lewis	New State Income Guidelines Issued		PD/PPY Classes Begin	Eligibility training for PC								Eligibility Refresher Training	Eligibility & Enrollment Clinics	
<b>Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Recruitment</b>	<a href="#">HSPPS Recruitment of Children</a>	Tracy Lewis									Review/ Revise Recruitment Materials	Begin Major Recruitment Drive		Continue Recruitment Drive		
		Tracy Lewis	Monthly - Purge Waitlist	Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports									Submit Request for Flyers to be Mailed with Public Benefit Quarterly Reports	Disperse recruitment flyers to elementary schools		
<b>Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Selection</b>	<a href="#">HSA Powers &amp; Functions of HS Agencies</a>	Tracy Lewis						Hold Selection Criteria Meeting with Staff, Parents, and Program Services Subcommittee			Action: PC Approves Selection Criteria and Recruitment Plan	Action: BOS Approves Selection Criteria and Recruitment Plan	Establish Procedure and Timelines for Rollout		Purge Over-Income Walker List	
	<a href="#">HSA Powers &amp; Functions of HS Agencies</a>															
	<a href="#">HSPPS Selection Process</a>															
<b>Eligibility, Recruitment, Selection, Enrollment, Attendance (ERSEA): Attendance &amp; Planning</b>	<a href="#">HSA Powers &amp; Functions of HS Agencies</a>		Monthly Attendance Report for BOS/PC					Slot Planning for Next FY			Finalized Slots Map for Next FY				Distribute Slots Map for Next FY	
<b>Contract: CDE</b>	<b>State program</b>	Tracy Lewis						Management Bulletin for CDE Refunding Application			Application Due for CDE Refunding Application For Next Fiscal Year				Submit Program Narrative to request approval for CDE service changes	
<b>GRANTS: HS/EHS/ERS-CCP Grants (09CH10862) (formerly 09CH9115 and 09HP000111)</b>	<a href="#">ACF Application Instructions</a>	Haydee Ilan	Receive Funding Guidance Letter, Conduct Grant Writing Process with Assigned Team Members, including Goals & Objectives (G&O)	Action: Request PC and BOS Approval for Submission of Grant, Budgets and Goals & Objectives.	Action: Upload Grant Documents and Submit Through HSES	Present Grant Cycle Process Overview to PC at Orientation									Share Grantee Timeline Tasks with Delegate	
			Program G/O Updates Semi-Annual Report	Disseminated G/O to Staff, Department Director, PC, and BOS							Program G/O Updates Semi-Annual Report Disseminated to Staff, Department Director, PC, and BOS				Announce Continuation Grant Cycle to PC, including Year-End Monitoring Results (CSB Director's Report)	
	<a href="#">ACF Program Instructions</a>	Haydee Ilan	SF-425 Semi-annual report due to ACF		Action: Upload Budget by object total and justification through HSES						SF-425 Annual Report due to ACF				SF-425 Final Report due to ACF	
<b>Recordkeeping &amp; Reporting: Program Information Report</b>	<a href="#">HSPPS Achieving Program Goals</a>		Quarterly Meeting CSB and Delegate Agency	Upload PIR by August 31st	Submit to BOS in CAO Report; Present at SAM, Sr. Mgmt, and Cluster Mgmts.	Quarterly Meeting CSB and FBHS	Present PR to PC				Quarterly Meeting CSB and FBHS				Quarterly Meeting CSB and FBHS	
<b>Sung Kim</b>																
<b>Business Systems: E-Rate</b>				E-Rate BEAR (Billed Entity Applicant Reimbursement) /472				E-Rate RFI	E-Rate Form 470		E-Rate Form 471		USAC PIA Review	E-Rate/USAC PIA Review		
				Involving USAC/Service Provider for Reimbursement				RFI for Next Year's Technology Needs	RFI for Tele-Communication/Internet/Internal Connection		USAC Conference	Action: BOS Approval for Incoming Funds	Review Prior Years E-Rate Form 471 Grant Application	E-Rate Form 486		
<b>Business Systems: CLOUDS</b>	<b>Best Practice/County Requirement</b>		CLOUDS User Group Meeting			CLOUDS User Group Meeting	CLOUDS User Conference								CLOUDS User Group Meeting	CLOUDS Renewal
<b>Business Systems: Facilities/Center Health and Safety</b>	<a href="#">HSPPS Safety Practices</a>		Quarterly Deep Cleaning EHS & Kitchen	Annual Deep Cleaning HS	Certification for Playground Safety Inspector (Expires Every 4 Years)	Quarterly Deep Cleaning EHS & Kitchen					Quarterly Deep Cleaning EHS & Kitchen				Quarterly Deep Cleaning EHS & Kitchen	
	<b>County Requirement</b>		Health & Safety Officer Committee Meeting			Health & Safety Officer Committee Meeting					Health & Safety Officer Committee Meeting				Health & Safety Officer Committee Meeting	
	<b>Best Practice</b>					Emergency Preparedness Training and Great Shake Out Seismic/Earthquake Drill										
			Begin CARES Act Contract with CSD	Begin ARPA Contract with CSD	Continuation of CARES Act Contract with CSD	Begin LIHEAP Contract with CSD for FY 2022	End of CARES Act Contract with CSD									

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			Continuation DOE Contract with CSO for FY 2020											End of FY 2020 DOE Contract
Low Income Home Energy Assistance Program/Department of Energy Reports	<a href="#">ACP- LINCAP Regulations</a>	All/Sung	20th: EARS Monthly Report											
<b>Theodore Trinh</b>														
Contracts: Partnerships	<a href="#">Solid Nutrition</a> <a href="#">Community Partnerships</a> <a href="#">County Admin Bulletin GDS 4</a>		CACFP Contract	Begin RFP and Contract process for CSBG Contracts Due in March		Begin Contract Renewals for Contracts Due in December and January*with the exception of CSBG contracts	Action: BOS Approval of Contracts		Begin Contract Renewals for Contracts Due in July (Pending Slots) *with the exception of CSBG contracts)				Action: BOS Approval of Contracts	

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## Summary of May 4, 2023 Teleconferencing Guidance Memo from County Counsel

- AB 2449 established new teleconferencing rules to the Brown Act to add allowances for advisory body members under two conditions:
  - Just Cause – Can only be used two times per calendar year and only if a quorum is established at the in-person meeting location
  - Emergency Circumstances – Can only be used two times per calendar year and only if a quorum is established at the in-person meeting location
- Just Cause may be used for any of the following circumstances:
  - 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.
- Emergency Circumstances means a “physical or family medical emergency that prevents a member from attending in person.” The following steps need to take place:
  - 1) The member must make the request as soon as possible by providing a general description of the need to appear remotely that does not exceed 20 words and does not include any personal medical information
  - 2) The body must take action at the meeting to approve the request; if there is not enough time to add the item to the agenda, the body can take a vote at the beginning of the meeting and it must be by majority vote (the person requesting does not vote)
- Reasonable accommodation other than just cause or emergency circumstances has NOT been approved by County Counsel based on an opinion issued by the California Attorney General (84 Ops.Cal.Atty.Gen. 181 (2001).)