



Economic Opportunity Council Business Meeting Minutes
 Location: 1470 Civic Court, Suite 200, Concord CA 94520



Date: 03/12/2015 **Time Convened:** 6:07 PM **Time Terminated:** 9:42 PM **Recorder:** Renee Zeimer

Attendees: Ahmed Burden, Ajit Kaushal, Vinod Maharaj, Armando Morales, Doria Mueller-Beilschmidt, Brent Trublood, Uche Uwahemu, Renee Zeimer, Cesar Zepeda, Matthew Bacinskas
Staff: Camilla Rand, Jagjit Bhambra, Sung Kim, Sam Mendoza, Alicia Prieto and Adriana Arceo
Public: Edi Birsan, Gayle Israel and Diane Godard

Absentees: Excused: Jelani Killings, Kathy Moniz-Narasaki, Aisha Hall Unexcused: Theresa Kula
 Staff: Nancy Sparks (maternity leave)

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Kaushal called the meeting to order at 6:07 PM. EOC Secretary Zeimer read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None Note: Birsan participated in the meeting as a member of the public. His comments are incorporated into the minutes by topic. Birsan has been recommended to the BOS by the EOC to fill an open seat. His approval is pending.
Action: Review and Consider Approval of November 13, 2014, January 29, 2015 & February 12, 2015 Business Meeting Minutes	<ul style="list-style-type: none"> EOC Secretary Zeimer presented the three sets of minutes with attachments to the EOC for review and approval. The attachments referenced in the Business Meeting minutes were not included in the agenda packet. They were scanned and projected for EOC members to review. In the February Business Meeting minutes in the section, Reports under the subheading, Fiscal, bullet #4, Zeimer recommended adding the language underlined as the detailed fiscal report was referenced in the meeting. Staff will send EOC members the detailed fiscal report, which are also attached. See Attachment A. EOC member Zepeda noted that in the February 12, 2015 Business Meeting Minutes his first name is spelled, Cesar, no second e, and that in the section, Action: Consider Approval of New EOC Candidates, bullet #7, after Vinod Maharaj's name, the word, Low be added before the word, income. A motion was made by Doria Mueller-Beilschmidt and seconded by Armando Morales to approve the minutes of November 13, 2014, January 29, 2015 & February 12, 2015 with the addition and two corrections as noted above. Ayes: Uche Uwahemu, Brent Trublood, Armando Morales, Doria Mueller-Beilschmidt, Ajit Kaushal, Vinod Maharaj, Matthew Bacinskas, Renee Zeimer Nays: None. Abstentions: Cesar Zepeda Absent: Jelani Killings, Kathy Moniz-Narasaki, Aisha Hall, Theresa Kula

TOPIC	RECOMMENDATION / SUMMARY
<p>Action: Consider approval of the number of business meetings held throughout the year</p>	<ul style="list-style-type: none"> • Zeimer requested that the EOC consider adding two additional business meetings to the 2015 calendar, one in April and the other in December. The rationale for the April meeting was to have time to evaluate the outcome of the first public hearing in March and make adjustments before the second public hearing in late April and to address some of the business that gets tabled because of meeting time constraints. The purpose of the December meeting would be to finalize the fiscal plan for the following calendar year since the allocation of funds for CSBG is received in December. • The proposed dates were April 9, 2015 and December 10, 2015. Zeimer suggested a shorter April meeting could be tagged onto the Joint Training on April 16, 2015. • Staff member, Prieto referenced the Community Action Planning Calendar and noted that April is already a busy month. December, however, is lighter. Staff also noted that the CAT graduation and networking event is scheduled in place of the December Business Meeting. • EOC member, Uwahemu didn't see the need for the additional meetings as these items could be addressed in the sub-committees. • Staff member Bhambra said there are no restrictions as to how many times a sub-committee can meet and that 9 EOC meetings are mandated per year. The April training is counted as a meeting and attendance in December typically is low. • EOC member Mueller-Beilschmidt commented that only one EOC member was on the Council when the last public hearings were conducted. In her opinion, there is value in having a variety of input and involving the whole group. She noted that often there isn't adequate time to prepare for the work we are mandated to do and sub-committee meetings were often not productive. • A motion was made by Renee Zeimer and seconded by Vinod Marahaj to schedule 2 additional meetings with the April date TBD and a December meeting with a proposed date of December 10, 2015. • A subsequent motion to consider each date separately was made by Doria Mueller-Beilschmidt and seconded by Vinod Marahaj. Members of the EOC voted as follows. <ul style="list-style-type: none"> Uche Uwahemu No No Renee Zeimer Yes Yes Brent Trublood No Yes Ahmed Burden No Yes Ajit Kaushal Yes No Vinod Maharaj Yes Yes Armando Morales Yes Yes Doria Mueller-Beilschmidt Yes Yes Cesar Zepeda Abs Yes Matthew Bacinskas No Yes <p><u>Votes for an April meeting:</u> Ayes: 5 Nays: 4 Abstentions: 1 Motion does not pass. There will be no EOC Business Meeting in April.</p>

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	<p><u>Votes for an December meeting:</u> Ayes: 8 Nays: 2 Abstentions: 0</p> <p>Motion passes. The EOC will hold a Business Meeting in December. The proposed date is December 10, 2015.</p>
<p>Reports:</p> <ul style="list-style-type: none"> - EOC Member - Fiscal - CSB Director - CSB Staff 	<p><u>EOC Members (Public Hearings):</u></p> <ul style="list-style-type: none"> • EOC member Mueller-Beilschmidt has been working on the first public hearing in Richmond. At this point, the Central Richmond Main Library is the preferred site. After consulting with Richmond EOC members Zepeda, Bacinskas, Maharaj and Uwahemu, Mueller-Beilschmidt said that Thursday, March 26 from 7-9pm is the most likely date. • Mueller-Beilschmidt commented that she received input from EOC member Hall suggesting a Saturday date for the public hearing may result in better attendance. Hall said that weekdays are difficult for many poor working families. • EOC members expressed concern about only having two weeks to plan a public hearing. Staff member Bhambra commented that he thought there was adequate time to plan the public hearing as it is largely scripted by the State. • Mueller-Beilschmidt will contact the Richmond Public Library and secure the meeting room on March 26. • Uwahemu assured the group that the Richmond team could get the word out to the Richmond community. • Zeimer asked what happens at the public hearing since most EOC members have never been involved in this process. • Prieto informed the group that she had the agenda from the 2013 public hearing, which was one hour in length and noted that a handful of people attended. • CSB Director Rand said that it is new to CSB to hold a public hearing anywhere else than the Head Start Policy Council meeting. Rand paraphrased some of the scripted questions from the State. “What are your biggest concerns?” What are your community’s strengths? If we were to provide some additional dollars in your community what would that look like? Rand said that staff and EOC members will work in partnership to give an overview of who we are and our purpose. It was further explained that the input is to inform funding decisions by asking attendees the questions. • EOC member Zepeda asked if it can be arranged for people to give input online. Staff said we could by posting questions on the County’s Facebook page and making a survey available on the County’s website. • Bhambra emphasized that the main objective today was decide on a location and date. A planning meeting of the Public Hearing Sub-committee will be scheduled immediately following the Business Meeting. • Members of the Public Hearing Sub-committee are Mueller-Beilschmidt, Hall, Kaushal, for all hearings. In addition, Zepeda, Uwahemu and Bacinskas will serve on the Sub-committee for the Richmond event. • Chair Kaushal encouraged all EOC members to participate in the public hearings. <p><u>Fiscal:</u></p> <ul style="list-style-type: none"> • Staff member Mendoza presented the 2014 CSBG budget, which reflects 100% of expenditures from January 1, 2014 - December 31, 2014. Total Administrative Costs were \$338,028. Total Program Costs were \$470,944, of which \$111,133 were grants to sub-contractors. The Total Expenditures were \$808,972, \$18,353 in excess of budget. • Birsan speaking as a member of the public asked if anyone else had a problem with spending \$338,028 in administration costs to give away \$111,133 in grants. • Mendoza explained that the staff FTE associated with the administrative expenses comes to less that 2 FTE’s. • CSB Director Rand explained that this was last year’s budget. Based on concerns and discussions there are more dollars

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	<p>going out to the community in 2015. Rand suggested that these concerns are addressed in the Fiscal Sub-committee. She also offered to schedule a separate meeting to review the CSBG budget in depth.</p> <ul style="list-style-type: none"> • EOC member Uwahemu asked what percentage of dollars spent for grants of the total budget. • Zeimer said that the grant amount relative to the total CSBG budget was 12% of the original 2014 budget. It was 14% at year end. In 2013, it was 16%. In 2015, after concerns were raised by EOC members on the budget sub-committee, the amount was raised to nearly 25%. • Zeimer suggested to staff that the ratio of dollars for direct services be raised to reflect ratios of other programs such as Head Start where 85% of dollars are used for direct services with a cap of 15% on administration. She commented that this may be a fiscal policy decision for the BOS rather than an administrative staff decision. • Mendoza said CSB would be looking at having this discussion in the development of the 2016 budget. • Mendoza commented that there aren't many charges to the 2015 CSBG budget and that 3 months are needed to make budget projections. He will take expenditures from January to April to make the projections and report them to the EOC at the May Business Meeting. • Rand noted that \$231,000 of the \$284,000 in Program Salary & Wages is for the Clerical Assistants Trainee Program. • Bacinskas commented that the cost of fringe benefits is down from 2014 to 2015. Rand explained that less was allocated in 2015 for Salaries and Wages so that the fringe benefits went down as well. It is based on a ratio. <p><u>CSB Director:</u></p> <ul style="list-style-type: none"> • CSB Director, Rand welcomed new participants on the EOC and acknowledged guest, Gayle Israel from Supervisor Candace Anderson's Office. She talked about the upcoming joint Training that occurs each April when the County Board of Supervisors, Head Start Policy Council and Economic Opportunity Council come together to learn about trends in the field. This year's program will include Rick Mockler from the California Head Start Association and Marianna Moore, Executive Director of Ensuring Opportunity who will talk about poverty in Contra Costa and efforts underway. • Rand clarified that it was too early for the EOC to set goals before having the information from the three public hearings and the community assessment. Goals will be developed mid-year. • Rand spoke about Ensuring Opportunity, a broad based community coalition to combat poverty and announced that she was invited to serve on the Leadership team of Ensuring Opportunity representing Community Services and the Economic Opportunity Council. Employment and Human Services is also involved. • Ensuring Opportunity's priorities are food security, housing security, economic security, health security, and education. These goals are aligned with the EOC's 2015 priorities. She encouraged EOC members to get involved on the sub-committees and attend the communitywide meeting on May 21, 2015. She also encouraged EOC members who are interested in any of the sub-committees to contact her or Bhambra. For more information, see attachments A & B. • Rand also announced that the EOC will be giving \$7,000 to the Ensuring Opportunity effort and taking an additional \$3,000 from non-restricted funds. She said it was a priority of the EHSD and a priority of Community Services. In return, our logo will be on the Ensuring Opportunity materials and the EOC will have an opportunity to host and facilitate meetings. It will also give the EOC an opportunity to be seen and heard by the community so they know who we are and why we exist. • When asked about where the \$7,000 is coming from, Rand shared that CSBG just received an additional \$7,000 from the State. Rand reported that back in December 2014 when the Fiscal Sub-committee met to develop the 2015 budget, staff let the Budget Sub-committee members know that they wanted to appropriate \$10,000 designated for sub-contractors to the Ensuring Opportunity campaign. Instead, she said EOC members wanted the funds budgeted for sub-contractors to be

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	<p>used for community grants.</p> <ul style="list-style-type: none"> • Zeimer shared that EOC members on the Fiscal Sub-committee were supportive of Ensuring Opportunity and wanted to look at other line items in the budget to come up with the sponsorship dollars. Ideas included use of education funds and special assignments for CAT's to participate as an in kind contribution. She said that EOC members didn't want to reduce the money for community grants and were very open to redirecting CSBG money from other places in the budget. • Birsan asked, "Who controls the finances?" "Who makes the decisions?" Rand responded that the EOC provides input into the budget but has no governing authority. Staff work in partnership with the EOC. • Birsan clarified and Rand agreed that the EOC is advisory to BOS. CSB Director Rand added that the EOC is also advisory to the EHSD Director and Rand is the EHSD Director's designee. • EOC member Uwahemu asked how many people were at Fiscal Sub-committee meeting? Chair Kaushal acknowledged that he was the only EOC member in attendance. • Zeimer asked if the designation of the \$7,000 for Ensuring Opportunity was a proposal or a decision already made. Rand said the decision was made by Chair Kaushal and staff at the Fiscal Sub-Committee meeting. • Rand continued to explain that the real work gets done at the subcommittee level. It is expected that subcommittee members typically bring the information back to the EOC. • Mueller-Beilschmidt asked if everyone understood that, according to CSB Director Rand, subcommittee meeting agendas do not need to be posted and that major decisions are made at these meetings without others necessarily knowing about it. Rand affirmed that major decisions can be made at the subcommittee meetings. There is so much work that has to be done which is why we do the work in the subcommittees. Subcommittee members only need to report those decisions at the EOC meeting. • Birsan commented that he understood but didn't agree. • Uwahemu clarified that the EOC's role on the budget is to advise. Uwahemu stated that the issue is that the EOC does not have a strong Sub-Committee and that there should be a separate Chair to the Sub-Committee. He suggested that the EOC appoint a Chair for each Sub-Committee. • Staff member Bhambra clarified that the EOC Chair is the head of all subcommittees. • Zeimer suggested that certain discussions and recommendations be made in the Sub-Committees and then brought to the full body for a full discussion. The EOC's recommendations as an advisory body are not insignificant, however, it feels like the process has been dwarfed and the EOC is not being allowed to fully exercise its role. <p><u>EOC Members & Staff:</u></p> <ul style="list-style-type: none"> • Chair Kaushal asked EOC members who was interested in going to the California Community Action Partnership Association (CalCAPA) Conference in San Diego, April 8-10. • Mueller-Beilschmidt nominated EOC member Hall saying that she had expressed interest in the past. • Member Maharaj also expressed interest. • Birsan commented that we shouldn't spend any money until we get the administrative costs down. He didn't have a problem with EOC members and staff attending the conference, just not at the public's expense. • Staff member Bhambra stated that there are two organizations that represent us and that is the California Community Action Agency and the National Community Action Agency. There is an expectation from the Community Services Bureau that there is training and technical assistance (T&TA) funding and that we utilize these two trainings. When we didn't sign up in the past we were questioned as to why we did not attend.

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	<ul style="list-style-type: none"> • After discussion about the value of the CalCAPA conference, staff proposed sending 2 EOC members and 2 staff. • When asked about the costs of the conference, staff member Kim stated that the cost per person of sending an attendee to San Diego is \$1,300 while the cost of the National Community Action Partnership Conference this summer in San Francisco is \$1,700. Kim and Rand explained that these figures included hotel and parking so that attendees could attend nighttime events and benefit from the conference experience. • EOC member Morales thought we should choose a person with EOC experience. When asked if he would like to go, Morales said he would if he was available. • Staff will email all members with conference information. Those interested were asked to contact Chair Kaushal. A decision will be made and EOC members will be informed.
EOC legal requirements	<ul style="list-style-type: none"> • Staff member Prieto reviewed the requirements of EOC members as follows: (1) New members need to watch the videos on the Brown Act and Better Government Ordinance. EOC members currently serving completed this requirement in the Fall. (2) Complete the Statement of Economic Interest form, Form 700. Due to the Clerk of the Board by April 1st. (3) Complete AB 1234 ethics training (required every two years) and submit Online Proof of Completion Certificate. • Return all paperwork to Prieto at aprieto@ehsd.cccounty.us or return to the CSB office by the end of March.
Community Assessment	<ul style="list-style-type: none"> • Diane Godard, the consultant for the Community Assessment for Head Start presented preliminary findings. The assessment concentrates on the needs of children 0-5 years old but starts with a bigger picture which looks at general population and economic data including population growth, poverty rate, employment rate, housing, commute time, health insurance coverage, community safety, etc. The information is a snapshot that tries to identify trends that could inform changes in services offered or the communities that receive services. This assessment process happens every 3 years and can be a resource to the EOC in its planning. • The results of the community assessment will be available in May.
Community Action Planning Calendar &	<ul style="list-style-type: none"> • Staff member Bhambra reviewed when and where the 3 public hearings will be held, namely, March 26th in Richmond; April, date TBD, in East County; May 20th after the Head Start Policy Council meeting in Concord. • EOC member Killings will be arranging a date and venue in East County • The 2016-2017 Community Action Plan (CAP) is due on June 30 • Bhambra encouraged EOC members to read the 2014-15 CAP posted on the EHSD website. He read the vision and mission statements and explained that the community information profile is where the findings from Godard's assessment will be used. • Zeimer requested that staff re-send the link for the 2014-15 CAP.
Next Steps	<ul style="list-style-type: none"> • Staff will (1) Send link of CAP timeline and 2014-2015 Community Action Plan (link from last month); (2) Post public hearing information online and make questions/survey available on the County's website and Facebook page for community input; (3) Bring Diane Godard back for presentation to EOC (4) Schedule a study session on CSBG budget (Not on a Tuesday night); (5) Send updated EOC Roster to all members. Add phone numbers, emails and sub-committee assignments; and (6) Check Brown Act requirements for standing sub-committees. • Camilla Rand will send Ensuring Opportunity Advisory Committee information. • Mueller-Beilschmidt will schedule the next Public Hearing Sub-committee meeting for the Richmond public hearing. • Chair Kaushal will schedule a meeting of the Outreach Sub-committee.

TOPIC	RECOMMENDATION / SUMMARY	
Meeting Evaluation	<u>Pluses (+) / Deltas (Δ)</u>	
	<ul style="list-style-type: none"> • Informative • Fun 	<ul style="list-style-type: none"> • Do presentations first • Action Items: Have staff reports and drafts of resolutions • Parliamentary discipline • Fewer items with more time for discussion • Have timed agendas and stick to allotted times • Write motions before you present it