



Economic Opportunity Council Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Concord CA 94520



Date: 2/11/2016 **Time Convened:** 6:10 PM **Time Terminated:** 8:14 PM **Recorder:** Renee Zeimer

Attendees: Matthew Bacinkas, Aisha Hall (6:57pm), Ajit Kaushal, Jelani Killings, Armando Morales, Doria Mueller-Beilschmidt, Devlyn Sewell, Uche Uwahemu, Kaila Vidal, Cesar Zepeda (6:30pm), Renee Zeimer
Staff: Camilla Rand, Christina Reich, Nancy Sparks

Absentees: Excused: Edi Birsan, Ahmed Burden, Theresa Kula, Vinod Maharaj, Mele Tupou (staff)

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Kaushal called the meeting to order at 6:10PM. Killings read the desired outcomes for the meeting.
Public Comment	<ul style="list-style-type: none"> Mueller-Beilschmidt introduced her guest, Minoos Zabihi. Uwahemu announced the loss of a Richmond police officer in Vallejo. One minute of silence was observed by the EOC.
Reports: - EOC Chair	<ul style="list-style-type: none"> Chair Kaushal presented Uwahemu a certificate and thanked him for his three years of service on the EOC. Today was his last meeting. Uwahemu stated that his time on the EOC was very productive. He complimented staff and EOC members, and reminded the group that he would continue to be of service to the community.
Action: Review and Consider Approval of January 14, 2016 Business Meeting Minutes	<ul style="list-style-type: none"> Mueller-Beilschmidt had one change on p. 3 under Outreach. In the last bullet she said that Zeimer not she mentioned getting copies of the booklet. A motion was made by Uwahemu and seconded by Killings to approve the January 14, 2016 Business Meeting minutes as amended. The motion passed with EOC members voting as follows. Ayes: Bacinkas, Killings, Morales, Mueller-Beilschmidt, Uwahemu, Vidal, Zeimer Nays: None Abstentions: Kaushal Absent: Birsan, Burden, Kula, Maharaj Not present at time of the vote: Hall, Zepeda
LIHEAP and Weatherization Presentation	<ul style="list-style-type: none"> Monica Montano, the LIHEAP Manager explained the purpose of the program, which is to provide energy assistance to low-income households by helping families one time per year with their PG&E bills. LIHEAP helps if households are behind with their payments and if service will be or is disconnected. PG&E refers customer to the program. LIHEAP also does outreach. LIHEAP assists over 5,000 families/year. Assistance can range from \$199-\$1,000. LIHEAP educates and encourages clients to apply for the PG&E Cares Program and other discounts provided by PG&E. Energy education and budget counseling are also provided. To receive assistance, clients fill out a form where they report income for past 30 days, must be a U.S. citizen or lawfully

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	<p>present, and have a current monthly bill or shut-off notice.</p> <ul style="list-style-type: none"> • Priority goes to vulnerable populations including families with children under 5, the elderly (60 or older) and disabled. • Uwahemu ask if there was a breakdown of service requests by cities or areas of the County. Montano said that need was greatest in east county, then west, and finally central county. She targets outreach to areas of greatest need by making presentations and tabling at fairs, senior centers, First Five centers, and churches. • Once a family is helped, clients are referred to the Weatherization Program to make sure homes have adequate insulation, weather-stripping, energy-efficient appliances, water heaters, etc. • LIHEAP is a State administered program which, like CSBG, is funded with Federal dollars that are passed through the State. • Intake for home energy assistance begins at the front counter. Clients are given a checklist and forms to submit. Once the intake information is completed, eligibility is calculated. If there is a shut-off bill, the County calls PG&E to pledge to cover the bill. The pledge is good for 60 days. With shut-off and late energy bills, the client contacts PG&E to let them know that they will be receiving energy assistance from the County and payment to PG&E will be paid by the State within 4-6wks. • Staff noted that LIHEAP programs are the highest appreciated programs of EHSD. • Monica Montano and Laura Glass works closely together. Once a LIHEAP application is approved for energy assistance, the application is forwarded to the Weatherization Program. The Department of Conservation and Development, which is the Building and Planning Department, contracts with EHSD to provide weatherization services to all 19 cities and unincorporated areas of the county. Laura Glass is the Weatherization Program Manager. • Glass presented a PowerPoint on the Weatherization Program including its mission, number of FY2014-15 households weatherized, the health, safety and economic benefits of the program and specific services. All improvements are free for eligible clients. • All combustion gas appliances are checked, carbon monoxide and smoke detectors are installed. The program uses outside contractors for any work requiring a permit. • Mueller-Beilschmidt asked how many renters vs. home owners are served. Glass will get that statistic for the EOC. • Glass invited EOC members who are interested to go out with assessors and work crews to see what they do. • Zeimer and Mueller-Beilschmidt requested more information about the LIHEAP and Weatherization program budgets. The item will be referred to the EOC Fiscal Sub-committee. • Mueller-Beilschmidt noted that landlords cannot raise rent for two years as a result of any improvement that the program completes. Reich noted that renters are educated to report landlord abuses to the State. The County does not monitor or address this issue.
<p>Reports:</p> <ul style="list-style-type: none"> - Fiscal - Actuals - CSB Staff - EOC Members 	<p><u>Fiscal:</u></p> <ul style="list-style-type: none"> • Zeimer reviewed the Summary of Monthly Expenditures for calendar year 2015, January 1, 2015 – December 31, 2015. • Through December 2015, total projected administrative costs are \$199,874, 107% of budget. • Total Program costs are \$598,379, 98% of budget. Expenditures for Assistant Trainees were lower due to funding uncertainty of the program. Subcontractor Services show a small amount of unexpended funds in part due to delays in executing the contract. Staff and EOC have worked to address those delays in 2016. • Total expenditures are \$798,254, 100% of budget. • Weatherization YTD Expenditures: The contract terms of 2015 LIHEAP WX and LIHEAP ECIP/EHA 16 appear to have been extended from Jan. 31, 2016 (13 months) to Sept. 30, 2016 (21 months) with slightly higher increases in contract amounts. Zeimer will explore the reason for the change and report back to the EOC.

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	<ul style="list-style-type: none"> Based on the modified terms and amounts, as of December 31, 2015, 2015 LIHEAP WX is at 68% of budget with 118 homes weatherized and 2015 LIHEAP ECIP/EHA 16 is at 87% of budget with 5,047 households assisted. <p>The 2015 Low Income WX Program (LIWP) appears unchanged with a 25-month contract of \$537,538. As of Dec. 31, 2015, 21%, \$113,684 of the budget has been expended.</p> <p><u>CSB Staff:</u></p> <ul style="list-style-type: none"> Staff are recruiting for the CAT program now. Five trainees are onboard and one just left to accept a job. The five are funded through Head Start and Early Head Start. The new CAT program will begin in March. If an EOC member is interested in serving on an interview panel, let Reich know. Staff are participating in a Community Action learning community on bundling services. The first virtual session began a couple of weeks ago. At the national Community Action conference in Austin, TX, these learning communities will be showcased and the CAT program will be featured on a panel. CalCAPA Annual Conference is in Sacramento, CA, on May 11-13, 2016. The EOC has budgeted for two EOC members to attend the in-state training conference. When it becomes available, we will want to take advantage of the early bird rate. <p><u>EOC Members:</u></p> <ul style="list-style-type: none"> Mueller-Beilschmidt gave a Policy Council (PC) update. She announced that she is looking for a replacement at the end of her term. PC is structured differently from the EOC with representatives from each Head Start site and partners including First Five, PTA, the Health Department as well as the EOC. In the last year, Head Start had three reviews within the last four months with no findings. Alignment of Head Start and EOC NPI's were discussed.
CSD S801 and 295	<ul style="list-style-type: none"> Sparks reviewed two State reporting requirement: CSD 801 and 295, which captures client characteristics. She and Reich will be working with the 2016 CSBG subcontractors to explain how to fill out these reports based on priority areas and specifically the National Performance Indicators (NPI) that relate to client and community services. Reich clarified that the NPI's report service numbers for the agency as a whole not just service levels met with CSBG funds. These NPI's are identified in the subcontractors proposals, contracts and will also appear in the CSD 801. They align with the Community Action Plan. The CSD 801 filings will be reported March-June and then March-December 2016. Reich explained that the CSD 801 report is an aggregate filing for the Community Action Agency (CAA). CSBG funded subcontractors are part of the CAA's cadre of services. The report has always been written with the Head Start aspect because it is such a major part of the CAA's program.
2016 Roundtable debrief	<ul style="list-style-type: none"> Mueller-Beilschmidt was congratulated by the EOC and staff on the first Subcontractor Roundtable. It was very successful and informative. Mueller-Beilschmidt thanked staff member Tupou, a former Clerical Assistant Trainee, for her assistance. Mueller-Beilschmidt proposed earlier and more frequent contacts with the subcontractors. She also suggested inviting the CC Health Services Homeless Program to the next EOC Business Meeting to make a short presentation about their program. They could not participate in the Roundtable due to the County's Homeless Count on the same day. A suggestion was made to send the subcontractors EOC meeting notices and agenda packets. Zeimer asked if staff sent the appendices of the Community Action Plan to the subcontractors. Reich said the link was sent.

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	<ul style="list-style-type: none"> • Mueller-Beilschmidt asked if the Roundtable was noticed. It was not. In the future, the Roundtable will be noticed as it was a meeting of the EOC and a quorum was present.
Update on proposed Bylaws Amendments	<ul style="list-style-type: none"> • A motion was made by Uwahemu and seconded by Killings to extend the meeting by 15 minutes. Motioned passed with all EOC members in agreement. • Killings reported that the Governance Subcommittee is taking a deeper dive into the Bylaws. The group is reviewing the bylaws of other County Boards and Commissions as well as looking at the structure and language of our bylaws. • Killings will be bringing proposed amendments back to the EOC in increments rather than as a whole revised document. This will give the EOC an opportunity to understand the committee's thought process and weigh in. • The specific provisions discussed at the last meeting were member attendance and termination. The group looked at using a calendar year vs. a rolling year for determining number of absences. 2. Keeping or eliminating excused vs unexcused absences. And, if keeping the distinction, creating clearer definitions of each. 3. Number of absences before action by the EOC is taken. For example, whether 2 or 3 absences in a rolling year will result in an inquiry regarding the EOC member's ability to serve and commitment. 4. The number of absences, namely after 3rd or 4th absence, that would result in an EOC recommendation to the BOS for removal. • Killings anticipates the bylaws amendments will take approximately 2 months after which the Governance committee will start working on a Strategic Plan. • Rand proposed discussing on how the group can get the work done quicker. The revisions will need to go before the County Counsel and CAO before it goes to the Board of Supervisors (BOS). He mentioned that the attendance record of all EOC members for 2015 was included in the agenda packet as a point of reference. • Zepeda asked if the committee will be discussing attendance at subcommittees.
CSD Training 3/5/2016	<ul style="list-style-type: none"> • CSD training is scheduled for Saturday, March 5th from 9am-2pm. Attendance is strongly recommended. • Hall announced that she will not be able to make the training as it is her son's birthday and she has a previous commitment. • Zeimer stressed that the staff and trainers need to hear from EOC members about what they want covered and questions you would like addressed. Having materials prior to the training also would be helpful in order to make the most of our time together. • Mueller-Beilschmidt would like to get source documents prior to the training. • Rand said that the IM's refer to the legislation, which can be copied and pasted for an Internet search.
Planning Calendar	<ul style="list-style-type: none"> • The March 5th CSD training was added. • An Outreach subcommittee meeting will be scheduled in February. Sparks will send an email out to everyone. • Killings reminded EOC members that we all need to submit the Form 700 by April 1st.
Next Steps	<ul style="list-style-type: none"> • Send EOC members weatherization information by email. (Sparks) • Invite CC Health Services Homeless Program to next EOC meeting. (Sparks) • Send Cap and Trade maps with designed low-income areas. (Mueller-Beilschmidt) • Ask trainers for materials and share with EOC prior to March 5 training. (Staff) • Resend EOC IM82 and articles of incorporation (Staff)
Meeting Evaluation	<u>Pluses (+) / Deltas (Δ)</u>
	<ul style="list-style-type: none"> • LIHEAP Presentation •

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