



## Economic Opportunity Council Business Meeting Minutes

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



**Date:** 11/10/2016    **Time Convened:** 6:10 PM    **Time Terminated:** 8:00 PM    **Recorder:** Nancy Sparks

**Attendees:** Matthew Bacinskas, Bhupen Amin, Ajit Kaushal, Armando Morales, Devlyn Sewell, Juan Pablo Benavente, Renee Zeimer, Cesar Zepeda, Jelani Killings  
**Staff:** Nancy Sparks

**Absentees:** Doria Mueller-Beilschmidt, Kaila Vidal, Theresa Kula (excused)  
**Staff:** Camilla Rand, Christina Reich, Mele Tupou Lolohea (excused)

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Chair Kaushal called the meeting to order at 6:10 PM.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None.</li> </ul>
<b>Action:</b> Review and Approval of the Draft October 13, 2016 Business Meeting Minutes	<ul style="list-style-type: none"> <li><b>A motion was made by Amin and seconded by Zeimer to approve the October 13, 2016 Business Meeting Minutes with the following correction to the minutes.</b> <ul style="list-style-type: none"> <li>“Beilschmidt” was spelled incorrectly and needs to be corrected to “Beilschmidt”</li> </ul> </li> <li><b>The motion passed with EOC members voting as follows.</b>  <b>Ayes: Bacinskas, Benavente, Zepeda, Morales, Sewell, Amin, Zeimer, Kaushal</b>  <b>Nays: None Abstentions: Killings Absent: Kula, Vidal, Mueller-Beilschmidt</b></li> </ul>
Update on the Request for Information (RFI) Session	<ul style="list-style-type: none"> <li>Sparks reported that nine (9) different agencies were in attendance at the RFI Information Session on Tuesday, November 8<sup>th</sup> at 40 Douglas in Martinez. The attendees mainly focused their questions on the new subrecipient requirements reported by Fiscal Compliance Officer, Alicja Hermanson.</li> <li>Hermanson explained that the RFI 610 is identified as a Federal Sub award passed through Employment and Human Services Department (EHSD) therefore subjected to an extra layer of federal subrecipient requirements.</li> <li>Along with the new requirements, updates on the new fiscal monitoring requirements by The Department of Community Services and Development (CSD) were shared with the group. CSD will be requiring for all demands to include supporting documentation when submitting their monthly CSD 425 forms.</li> <li>Subcontractors will be given more information in the weeks to follow.</li> </ul>
2 <sup>nd</sup> phase of the Strategic Plan	<ul style="list-style-type: none"> <li>Sparks shared the results of the Strategic Plan Survey Monkey. The summary of the results is as follow. 5 Housing/Shelter; 3 Employment/Jobs; 3 Food/Nutrition. Staff asked for volunteers to be team leaders for the 3 priority areas and monitor</li> </ul>

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	<p>the progress being made.</p> <ul style="list-style-type: none"> <li>• Zepeda recommended having co-leaders for each priority area to share the leadership responsibilities.</li> <li>• Staff will review the survey monkey to obtain the choice of each member and contact members to see who is interested in being a team leader.</li> <li>• Staff recommended holding off on starting the teams and monitoring once the members have finished awarding the subcontractors and 2017 budget.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>· EOC Chair <ul style="list-style-type: none"> <li>○ Joint Training debrief</li> </ul> </li> <li>· Fiscal-Actual</li> <li>· CSB Staff <ul style="list-style-type: none"> <li>○ CSD Onsite Monitoring update</li> </ul> </li> <li>· EOC Members</li> <li>Policy Council updates</li> </ul>	<p><u>EOC Chair:</u></p> <ul style="list-style-type: none"> <li>• Chair Kaushal reported that the Joint Training provided good information. All but two (2) Board of Supervisors were in attendance.</li> <li>• Amin shared with the members that the teambuilding exercise, led by Jaime Harris from Interaction Associates, was very effective. He appreciated being able to interact with members of the Policy Council and supervisors while creatively searching for ways to find a solution to the exercise.</li> <li>• Zeimer also enjoyed the team building exercise but expressed the need for more interaction and networking opportunities during the Joint Training.</li> <li>• Chair Kaushal reported that he revisited the subcommittee list and although every EOC member belongs to at least one subcommittee, there is still a lack of participation from some of the members.</li> <li>• He recommended that each member be a part of two subcommittees on the board. The list of subcommittee and its members will be sent out to the board for feedback. Members are expected to agree to be part of at least one subcommittee.</li> <li>• Chair Kaushal proposed having project based groups for certain tasks such as budget development that occurs once each year.</li> <li>• Sparks reminded the members that the Governance subcommittee is still working on the subcommittees section in the bylaws.</li> </ul> <p><u>Fiscal:</u></p> <ul style="list-style-type: none"> <li>• Zeimer reported on the YTD actuals (January-September) which is 75% of budget.</li> <li>• Summary is as follows. As of September-administrative costs YTD for salaries and wages \$11,523.00; fringe benefits \$6,868.61; other cost \$32,716.71. Total YTD Administrative cost is \$51,108.31.</li> <li>• Zeimer reported that during the fiscal subcommittee meeting, staff was asked to report the cost of supporting the Assistant Trainee program and a breakdown of the assistant trainees' fringe benefits at the next fiscal subcommittee meeting.</li> <li>• The cost for the 2016 Joint Training will be included in line item 2479 and will be reflected in the October expenditure report.</li> <li>• Subcontractor's services are on target to fully expend their grant award.</li> <li>• Total Expenditure YTD \$440,830.41 and Projected Year End \$846,362.00.</li> <li>• Zeimer updated the members that there will not be a weatherization report this month as it was agreed during the Fiscal subcommittee meeting that the weatherization reports would be available to the members on a quarterly basis.</li> <li>• Zeimer reported on the YTD actual (June-September) for the discretionary contract 16F-5525.</li> <li>• Summary is as follows. As of September-a total of \$6,045.11 has been spent for the 2016-17 Strategic Plan consultant and</li> </ul>

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	<p>Out-of-State Travel.</p> <p><u>CSB Staff:</u></p> <ul style="list-style-type: none"> <li>Sparks updated the members on the CSBG Triennial Onsite Monitoring visit from The Department of Community Services and Development (CSD) which took place from October 31, 2016 – November 4, 2016. During her weeklong visit, Field Representative, Cha Xiong reviewed fiscal and internal files and interviewed a student worker in the Clerical Assistant Trainee program. Ms. Xiong paid a visit to White Pony Express and RYSE, Inc., and met with volunteers and program coordinators at each site. The weeklong visit concluded at the exit conference where it was reported that there were no findings. Ms. Xiong pointed out that there are two (2) vacancies on the board under low-income sector that are considered observations. Beginning in January, a quarterly report will be submitted explaining the progress in filling those two (2) vacancies.</li> </ul> <p><u>EOC Members:</u></p> <ul style="list-style-type: none"> <li>Zeimer shared that she had the opportunity to meet Tracy Rattray from Contra Costa Health Services and author of <i>Health Indicators and Environmental Factors Related to Obesity for Antioch, Bay Point, and Pittsburg</i>. The study reported that for every \$8 dollar in social services available to a low-income person in West County, a low-income person in East County has access to \$1 dollar of the same services.</li> <li>Zeimer recommended using the information in the study when building the 2018 -19 Community Action Plan.</li> <li>Zeimer circulated the report to the members during the meeting.</li> </ul>
<p><b>EOC Subcommittees</b></p> <ul style="list-style-type: none"> <li>- Fiscal (See above)</li> <li>- Governance (JPA Update)</li> <li>- Outreach</li> <li>- Program Services</li> </ul>	<p><u>Fiscal:</u></p> <ul style="list-style-type: none"> <li>See above.</li> </ul> <p><u>Governance:</u></p> <ul style="list-style-type: none"> <li>Killings updated the group on the Joint Power of Authority (JPA). Work on the JPA was at a standstill due to the election season but work will resume in the upcoming weeks and the new language will be included as part of the Bylaws.</li> </ul> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> <li>None at this time.</li> </ul> <p><u>Program Services:</u></p> <ul style="list-style-type: none"> <li>Zepeda expressed his concern for families who are at risk of losing their health care as a result of the presidential elections. He asked the board to consider health care as a priority area in 2018-2019.</li> <li>Benavente agreed with Zepeda and asked the board to start preparing to assist in the health care area in the event that families lose their health care.</li> <li>Zeimer mentioned that there are different agencies in the county that provide special legal health care services and that partnering with these agencies may be something to consider.</li> </ul>
<p>Next Steps</p>	<ul style="list-style-type: none"> <li>Staff will circulate the CSBG 16F-5525 expenditure report containing the new contract term to the members.</li> <li>Staff will conduct outreach in regards to the team leaders for the 3 priority areas.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Kaushal will send out the list of subcommittees to the members for feedback.</li> <li>• Zeimer will send out the <i>Health Indicators and Environmental Factors Related to Obesity for Antioch, Bay Point, and Pittsburg</i> link to the board.</li> <li>• Staff will send copies of the completed Site Evaluation forms to the subcontractors.</li> </ul>
Evaluation of the Meeting	<ul style="list-style-type: none"> <li>• Fantastic meeting</li> <li>• Ended on time</li> </ul>