

# Agenda

**Group/Meeting Name:** Economic Opportunity Council (EOC) Business Meeting

**Date:** 9/14/2017 **Time: From:** 6:00 PM **To** 9:00 PM

**Location:** 1470 Civic Ct. Suite 200, Concord 207

**Meeting Leader:** Ajit Kaushal, Chair

**Purpose:** To Conduct EOC Monthly Meeting

*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.*

**Desired Outcome: By the end of this meeting, we will:**

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Discuss unfinished business so that the members are aware and informed.
Review and approve the June 8, 2017 Business Meeting minutes.
Ratify the recommendation of the approved prospective EOC candidate(s) so that the members are fully informed.
An overview of Executive Committee roles and responsibilities and hold EOC Executive elections so we have the 2017-2018 Executive Committee.
Discuss the 2017 Economic Opportunity Council Orientation for members so that staff can move forward with preparations.
Review and approve the 2018-2019 Community Action Plan so staff can send edited version to the Department of Community Services and Development (CSD).
Presentation of the 2017 Organizational Standards so that the members are informed.
Debrief on the 2017 Community Action Partnership convention in Philadelphia, Pennsylvania.
Receive the Community Services Bureau (CSB) Director's Report, EOC Chair, Administrative and EOC member's reports so that we are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines. Update on the Planning Calendar.
Evaluate the meeting.

Agenda			
What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Unfinished Business	Present Draft Check for Agreement	Staff/Group	10 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
<b>4. Action:</b> ➤ Review and approval of the June 8, 2017 Business Meeting minutes	Present Draft Check for Agreement	Secretary	5 Minutes
<b>5. Action:</b> ➤ Ratify the recommended approval of prospective EOC candidate(s)	Present Clarify Check for Agreement	Group	10 Minutes
<b>6. Review:</b> ➤ Review Executive roles and responsibilities <b>Action:</b> ➤ 2017-2018 Executive Committee Election	Present Clarify Check for Understanding Check for Agreement	Staff EOC Members	35 Minutes
<b>7. Present:</b> ➤ Date of Orientation: Saturday, Oct. 28, 2017, 9:00 am–2:00 pm ➤ Draft EOC orientation agenda -Goals of orientation -What we hope to achieve -Feedback	Present Clarify Check for Understanding	Staff	35 Minutes
<b>8. Action:</b> ➤ Presentation and Approval of 2018- 2019 Community Action Plan Revision 9.14.17	Present Clarify Check for Understanding	Staff	10 Minutes
<b>9. Present:</b> ➤ 2017 Organizational Standards	Present Clarify Check for Understanding	Staff	20 Minutes
<b>10. Debrief:</b> ➤ Community Action Convention in Philadelphia, PA.	Present Clarify Check for Understanding	Group	5 Minutes
<b>11. Reports:</b> <ul style="list-style-type: none"> <li>• EOC Chair               <ul style="list-style-type: none"> <li>- Please refer to Subcommittee List</li> </ul> </li> <li>• Fiscal-Actual               <ul style="list-style-type: none"> <li>➤ <b>Action:</b> 2017 Unspent funds</li> </ul> </li> <li>• CSB Staff</li> <li>• EOC Members               <ul style="list-style-type: none"> <li>○ Policy Council updates</li> </ul> </li> </ul>	Present	Group	5 Minutes 5 Minutes 5 Minutes 5 Minutes
<b>12. Next steps</b> -Planning Calendar	Present Clarify Check for Understanding	Group	20 Minutes
<b>13. Evaluate the Meeting</b>	Plus/Delta	Group	5 Minutes