



Economic Opportunity Council Business Meeting Minutes

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



Date: 7/14/2016 **Time Convened:** 6:15 PM **Time Terminated:** 8:15 PM **Recorder:** Renee Zeimer

Attendees: Matthew Bacinkas, Bhupen Amin (Private/Non-profit Alternate), Ajit Kaushal, Armando Morales, Doria Mueller-Beilschmidt, Devlyn Sewell, Kaila Vidal, Renee Zeimer, Cesar Zepeda (6:25 PM)

Staff: Nancy Sparks, Christina Reich

Guest Presenter: Grace Boda (Strategic Planning Consultant), Joseph Partansky (ADA Advocate)

Absentees: Jelani Killings (excused), Theresa Kula (excused)

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Kaushal called the meeting to order at 6:15 PM. Amin read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None.
Introduction of Grace Boda, Consultant	<ul style="list-style-type: none"> Reich introduced Grace Boda to the EOC. She is known to the County for her work with advisory bodies and staff in the County Health Dept, EHSD as well as First Five Contra Costa. CSB has engaged Boda to assist the EOC in development of the strategic plan, which will bring the EOC into compliance. Since the Strategic Plan is overdue, staff filed and submitted an implementation plan to the State. Boda shared her background from serving high-risk children earlier in her career to working with the County and non-profits in policy planning and systems development. EOC members asked questions about the Strategic Planning Retreat on Saturday, August 27th regarding the structuring of the retreat process, gaining clarity on the objectives and deliverables for the day, review of existing planning materials in preparation for the retreat work and how best to include subcontractors and other partners in the discussion. Boda clarified that the retreat will not produce a written plan. The pre-work will link to the retreat work and then to the after-work in order to get the strategic plan written and further linked to whatever happens next. Boda will next meet with members of the Executive Committee who are also on the Governance Committee tasked with overseeing the work of the strategic plan. Reich referenced the handout, "Strategic Planning 101" which provides the roadmap along with five organizational standards as it applies to the strategic plan that clarifies what's expected in the final product. Mueller-Beilschmidt requested incremental guidance and digestible assignments in preparing for the Strategic Planning Retreat. Sewell asked for clarification on what will be realized with the strategic plan. Boda's intention was to make every key decision needed to go into the strategic plan. The staff will compile the plan with postwork and put it into a format

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	<p>acceptable to the State.</p> <ul style="list-style-type: none"> • There will be a brief feedback loop for the EOC to review and adopt the Strategic Plan. • Boda will seek clarification before the retreat on decision-making authority. Who informs the decisions and who actually makes the decisions?
<p>Action: Review and Approval of the Draft May 19, 2016 and June 9, 2016 Business Meeting Minutes</p>	<ul style="list-style-type: none"> • A motion was made by Amin and seconded by Vidal to approve the May 19, 2016 Business Meeting Minutes as written. • The motion passed with EOC members voting as follows. Ayes: Bacinkas, Amin, Kaushal, Morales, Mueller-Beilschmidt, Sewell, Vidal, Zepeda, Zeimer Nays: None Abstentions: None Absent: Killings, Kula • Amin (Alternate, voting as Private/Non-profit) • A motion was made by Amin and seconded by Vidal to approve the June 9, 2016 Business Meeting Minutes as written. • The motion passed with EOC members voting as follows. Ayes: Amin, Kaushal, Morales, Mueller-Beilschmidt, Sewell, Vidal, Zeimer Nays: None Abstentions: Bacinkas, Zepeda Absent: Killings, Kula • Amin (Alternate, voting as Private/Non-profit)
<p>Action: Approval of appropriation for CSB Contract 16F-5525</p>	<ul style="list-style-type: none"> • Zeimer referred to the CSB Proposed Budget for Contract 16F-5525. The additional money from the State totals \$17,000 for training and capacity building. It must be expended by December 31, 2016. • The CSB proposal was presented as follows: Strategic Planning Consultant (\$5,000), Travel to CAP Conference in Austin, TX @ \$2,000 x 3 (\$6,000) and ROMA Training (\$6,000). • Zeimer reported that the recommendation of the Fiscal Committee was to charge the CAP Conference expenses of 1 attendee totaling \$2,000. Kaushal and Zepeda confirmed that recommended action. • Zeimer proposed the distribution of funds reflect the Fiscal Committee's recommendation with \$2,000 for Travel to CAP Conference, \$5000 for the Strategic Planning Consultant and \$10,000 for ROMA and Other Training. • Based on staff's concern that ROMA training may not be offered before the December 31, 2016 expiration date, Zeimer added that the Training line item be broadened to include "Other Capacity-Building Training." • A motion was made by Zeimer and seconded by Zepeda to <u>approve as amended</u> the Contract 16F-5525 appropriation of additional CSBG funds for training and capacity building. • The motion passed with EOC members voting as follows. Ayes: Bacinkas, Amin, Kaushal, Morales, Mueller-Beilschmidt, Sewell, Vidal, Zepeda, Zeimer Nays: None Abstentions: None Absent: Killings, Kula • Amin (Alternate, voting as Private/Non-profit)
<p>Review of EOC Working Bylaw Document</p>	<ul style="list-style-type: none"> • Zeimer presented the working draft of the Bylaws to the EOC. She explained that the Governance Committee had made major revisions to the document and was eager to engage the group a discussion on the work product thus far. • The Governance Committee began by clarifying the authority and scope of responsibilities in order to incorporate language from Federal CSBG Act into the document and align the EOC Bylaws with Coats Human Services Reauthorization Act of 1998 and the tasks we are responsible for doing in accordance with the law. • Committee members and staff had talked previously about revisiting the length of terms and attendance requirements, and the need to fix a loophole in current attendance policy. The proposed changes emphasize the essential requirement of meeting attendance and participation on the EOC, and also reflect the resonableness of the volunteer commitment after

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	<p>reviewing actual attendance patterns and lengths of service.</p> <ul style="list-style-type: none"> • Sections were added on Committees and Standards of Conduct. The latter included sections on how we are going to handle poor attendance or conduct, remediation steps, termination, and an appeals process. The Governance Committee reviewed County staff disciplinary processes as a basis for our recommendations. • The Committee is looking for feedback from EOC members on any or all of these changes. • Zepeda asked if there is language on expectations of participation and attendance on the committees. Reich responded that it was discussed by the Governance committee. She will make a note to identify where in the document it is stated. Zepeda emphasized the importance of attendance on committees as there are times when difficulty achieving quorum has crippled our ability to function. • Kaushal agreed that committee attendance is important. • Zeimer noted that the Committee was cautious about being too prescriptive. We wanted to give ourselves the flexibility to alter committee structure or change assignments. • Zeimer noted the section on Alternates now clarifies when an Alternate can vote. A placeholder was added for a section on Reimbursements similar to that of the Policy Council. Transportation costs especially may make it difficult for some EOC members to fully participate. • Vidal noted typos under Terminations and Conduct. Reich clarified that the version presented is very rough. • A Google doc was created and will be shared with all EOC members. • Reich explained that the most recent EOC Bylaws were uploaded to meet a CSD reporting requirement. It was noted that we are in the process of revising them. • Zepeda would like to see more of a process for addressing issues of conduct. What is the process by which the person gets removed? Are they first talked to? What are the steps? The section jumps from being removed from a meeting to termination. He recommended changing the word “shall” to “may” in the last sentence, which gives the Chair some discretion. Second, if an EOC member is removed from a meeting and their removal counts as an absence, how does that affect votes that were already made by the EOC member? By creating a designation “removed from meeting,” the time of removal would be noted and from that time forward, quorum and any votes taken would be accessed based on that person’s absence. Steps “will be offered” rather than “shall” do something definitive. What if it is staff conduct, what is the recommendation that the EOC makes? • Guest, Joseph Partansky commented that within the body of the Brown Act speech is protected because your speech has First Amendment guarantee. He stated that speech couldn’t be the basis for termination. • Zeimer asked that the EOC continue to provide input on the Google doc.
Organization Standards	<ul style="list-style-type: none"> • Sparks explained that the Organization Standards is part of the planning and operating requirements. CAA’s are required to meet 50 standards from meeting schedules, audits, bylaws. Staff are required to upload documents that demonstrate how the 50 Organization Standards are being met. The deadline is July 22. • Sparks walked EOC members through the uploaded reporting document. • Zeimer questioned the mis-match in spans of various planning documents. Reich noted that the Strategic Plan is required to be reviewed annually as is the Bylaws. • Zepeda made a motion to extend the meeting to 8:15PM.
Reports:	<u>EOC Chair</u>

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<ul style="list-style-type: none"> - EOC Chair - Fiscal - Actuals - CSB Staff - EOC Members 	<ul style="list-style-type: none"> • Kaushal passed to save time. <p><u>Fiscal:</u></p> <ul style="list-style-type: none"> • Zeimer reported that at the last Fiscal Committee meeting, staff member Mendoza went over CSBG YTD actuals from Jan-May, which represents 42% of budget, and Year-end projections anticipated at 100% of budget. • Zeimer called attention to Program Costs - Operating Expenses, the line item for Training & Registration which shows an over-budgeted amount of \$392. To address this shortfall, the Fiscal Committee recommended that the cost for our EOC member to attend the CAP Convention in August be funded with the new training and technical assistance grant as it is an allowable expense. Staff will follow up on how to make the transfer. This will result in a net positive in the Training & Registration line item. • Staff is anticipating that all subcontractors will spend 100% of their funds although only a small amount of those funds have been expended to date. The lag is due to delays in the execution of their contracts. • Amin asked, what happens to that unspent money in the operating budget? Zeimer explained that it could be used elsewhere as long as it does not exceed 10% of budget. • Amin again requested that a column be added with YTD –dollar variance. • Zeimer reviewed the May 2016 fiscal report for weatherization programs. She noted one correction and one addition both under 4. 2016 LIHEAP WX. On line 4, “Amount” is incorrect. It is \$903,178. Second, the number of dwellings in progress was added to the report at the request of the EOC. It is 141. Next month, the report will include a breakdown of clients served by region or city to better understand need and/or utilization of the weatherization programs. Fiscal Committee members also asked about the administrative costs for the weatherization programs. Staff reported that they are under 10% and is shared with Building Inspection. <p><u>CSB Staff:</u></p> <ul style="list-style-type: none"> • Reich reported that staff has a requirement to share with the EOC the new Staff Whistleblower Policy. Copies were circulated. • CSB received a new grant of \$1.6 million for Early Head Start services. Congressmen De Saulnier and Thompson presented the check for \$4.5 million, the total for Head Start programs including the new money, at a Martinez Child Care Partner site. Both Congressmen have been staunch advocates of “the Earlier, the Better.” • CSB Director, Rand was asked to make a presentation to the Regional Office on CSB’s Head Start slot planning process in terms of where child care sites are located so that it is responsive to the community. • Reich was invited to share the presentation to the California Head Start Association at their conference. • Head Start and Early Head Start had their final review, last of 5 in the last 18 months. The final report is pending but the remarks from the reviewer were all very positive. • Kaushal asked that EOC members are informed beforehand so that they can attend such events. <p><u>EOC Members:</u></p> <ul style="list-style-type: none"> • Morales reported that recent police events have affected children in his community. They are scared. He is planning to involve his Head Start men’s group in playing a role to improve police-community relations and invited the EOC to support the effort. Kaushal said that the situation is unfortunate and that the EOC will lend its support and that he personally will help in any way possible. • Zeimer reported that the Contra Costa County Libraries have a summer lunch program for children at 8 library locations.

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	<p>For more information on locations and times, log onto ccclib.org/summer.</p> <ul style="list-style-type: none">• On Sunday, July 17th as part of the National Park Service Centennial there will be an event commemorating the explosion at Port Chicago and efforts to exonerate the Port Chicago 50.• Zepeda made a motion, seconded by Zeimer, to extend the meeting for 10 minutes. The motion failed. Kaushal asked Sparks to send the group "Next Steps." The meeting was adjourned at 8:15 PM.