



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



Date: 9/8/2016 **Time Convened:** 6:22 PM **Time Terminated:** 7:12 PM **Recorder:** Renee Zeimer/Nancy Sparks

Attendees: Matthew Bacinskas, Bhupen Amin, Ajit Kaushal, Armando Morales, Devlyn Sewell, Juan Pablo Benavente, Renee Zeimer, Jelani Killings

Staff: Camilla Rand, Christina Reich, Nancy Sparks, Mele Tupou Lolohea

Absentees: Doria Mueller-Beilschmidt, Kaila Vidal, Cesar Zepeda (excused), Theresa Kula (unexcused)

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Kaushal called the meeting to order at 6:22 PM.
Public Comment	<ul style="list-style-type: none"> None.
Action: Review and Approval of the Draft July 14, 2016 Business Meeting Minutes	<ul style="list-style-type: none"> A motion was made by Amin and seconded by Killings to approve the July 14, 2016 Business Meeting Minutes as written. The motion passed with EOC members voting as follows. Ayes: Bacinskas, Benavente, Morales, Sewell, Amin, Killings, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Kula, Vidal, Mueller-Beilschmidt
Action: Approval of the 2017 Strategic Plan	<ul style="list-style-type: none"> Zeimer enjoyed the Strategic Planning Summit because it gave the EOC time to have discussions about CSBG actions and strategies without watching the clock as closely as we do at our EOC Business meetings. She noted that the strategic planning focus was limited in that it reflected only the needs and concerns of the subcontractors that were able to attend and contribute to the document. She reminded the group that the work we started is really a “catch-up” plan and a precursor of a truly strategic, Strategic Plan that will begin in the spring. Zeimer shared the changes her group made, which addressed the priority of food assistance. The group realized that the strategies listed were really actions. New strategies were developed with more specific actions and outcome measures. Reich noted that staff made similar changes to the strategy and action statements of the other two priorities, namely housing and employment/training. Chair Kaushal recognized and thanked EOC members for their hard work and the subcontractors who were in attendance. A thank you letter will be prepared by staff and signed by Kaushal. Reich reviewed the status and next steps required by the State for the CSBG strategic plan to be in compliance. Included were quarterly reporting updates to the State and the need to develop a process for EOC members to monitor and report progress. Zeimer asked EOC members to identify their priority actions to monitor progress. Staff will send a query to collect the information before the October Executive Committee meeting. CSB Director Rand suggested that 3-4 EOC members might want to work together to monitor performance indicators.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • A motion was made by Zeimer and seconded by Benavente to approve the 2017 Strategic Plan as a working document with a mechanism to be determined that tracks progress. The motion passed with EOC members voting as follows. Ayes: Bacinskas, Benavente, Morales, Sewell, Amin, Killings, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Kula, Vidal, Mueller-Beilschmindt
<p>Action: 2016-2017 Executive Committee Election</p>	<ul style="list-style-type: none"> • Nominations from the floor were taken for each office: Chair, Vice-Chair and Secretary. • EOC members voted for the following members to serve as follows. ➤ Chair: Ajit Kaushal • A motion was made by Benavente and seconded by Amin to accept Kaushal as Chair. Ayes: Bacinskas, Benavente, Morales, Sewell, Amin, Killings, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Kula, Vidal, Mueller-Beilschmindt ➤ Vice-Chair: Renee Zeimer • A motion was made by Benavente and seconded by Kaushal to accept Zeimer as Vice-Chair. Ayes: Bacinskas, Benavente, Morales, Sewell, Amin, Killings, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Kula, Vidal, Mueller-Beilschmindt ➤ Secretary: Armando Morales • A motion was made by Benavente and seconded by Kaushal to accept Morales as Secretary. Ayes: Bacinskas, Benavente, Morales, Sewell, Amin, Killings, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Kula, Vidal, Mueller-Beilschmindt • Chair Kaushal acknowledged and thanked Killings for his service as Vice-Chair and Zeimer for her service as Secretary. He thanked the group for electing him as Chair for another term and congratulated the new executive members.
<p>Action: Approval of Project Homeless Connect Expenditure</p>	<ul style="list-style-type: none"> • At the September 6 Fiscal Subcommittee, Zeimer reported that staff made a request on behalf of Project Homeless Connect, that the EOC cover the cost of breakfast at their Antioch event on October 13, 2016. The cost would be \$592.74 for cereal, milk and utensils. • The Fiscal Committee determined that there are funds available in the CSBG program budget and that the expenditure is consistent with our housing priority. Further, the EOC discussed at an earlier Business meeting that we wanted to have a presence at this event. • A motion was made by Zeimer and seconded by Kaushal to approve the expenditure of \$592.74 to underwrite the cost of breakfast at the Project Homeless Connect. • The motion passed with EOC members voting as follows. Ayes: Bacinskas, Benavente, Morales, Sewell, Amin, Killings, Zeimer, Kaushal Nays: None Abstentions: None Absent: Zepeda, Kula, Vidal, Mueller-Beilschmindt
<p>Reports: · EOC Chair · Fiscal-Actual Action: The change of scope of our existing capacity building contract</p>	<ul style="list-style-type: none"> • Meeting was adjourned at 7:12 PM due to a loss of quorum. The remaining agenda items were tabled.

TOPIC	RECOMMENDATION / SUMMARY
Action: Recommended Scope of Work for amended contract 16F-5525 · CSB Staff · EOC Members Voter Registration updates Policy Council updates	
Review Site Monitoring	Tabled
EOC Subcommittees - Fiscal (See above) - Governance (Bylaws) - Outreach - Program Services	Tabled
Next Steps -Planning Calendar	Tabled