



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



Date: 10/13/2016 **Time Convened:** 6:30 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
Staff: Camilla Rand, Christina Reich, Nancy Sparks, Mele Tupou Lolohea

Absentees: Doria Mueller-Beilschmidt, Kaila Vidal, Jelani Killings, 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 6:30 PM.
Public Comment	<ul style="list-style-type: none"> None.
Action: Review and Approval of the Draft September 8, 2016 Business Meeting Minutes	<ul style="list-style-type: none"> A motion was made by Zeimer and seconded by Amin to approve the September 8, 2016 Business Meeting Minutes as written. The motion passed with EOC members voting as follows. Ayes: Bacinskas, Benavente, Zepeda, Morales, Sewell, Amin, Zeimer, Kaushal Nays: None Abstentions: None Absent:, Kula, Vidal, Mueller-Beilschmidt, Killings
Action: Extension request for CSBG contract 16F-5007	<ul style="list-style-type: none"> Zeimer clarified that this extension is for the Community Services Block Grant (CSBG) operating budget contract 16F-5007. This step was deliberately taken by the Economic Opportunity Council (EOC) to ensure that the subcontractors have a full 12 month cycle to provide services and are reimbursed in accordance with their contracts. Zeimer explained that the service period for all Community Services Block Grant (CSBG) contracts is from 3/1/2016 through 2/28/2017 however, the operating contract 16F-5007, provided by the state, was written from 1/1/2016 through 12/31/2016 therefore the reason for the extension. A motion was made by Zeimer and seconded by Zepeda to approve the extension request for CSBG contract 16F-5007. The motion passed with EOC members voting as follows. Ayes: Bacinskas, Benavente, Zepeda, Morales, Sewell, Amin, Zeimer, Kaushal Nays: None Abstentions: None Absent: Kula, Vidal, Mueller-Beilschmidt, Killings

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<p>Action: CSBG 16F-5525 Discretionary Funds contract</p>	<ul style="list-style-type: none"> • Zeimer updated the members on the additional funding and extension of CSBG discretionary funds contract 16F-5525. • Zeimer explained that the Program Services and Fiscal subcommittees are recommending that the additional \$15,078 be used towards the housing/shelter priority area which is consistent with the Scope of Work in the discretionary funds contract. • A motion was made by Zeimer and seconded by Benavente to approve the proposal for discretionary funds for capacity building-training and housing/homeless programs. The motion passed with EOC members voting as follows. Ayes: Bacinskas, Benavente, Zepeda, Morales, Sewell, Amin, Zeimer, Kaushal Nays: None Abstentions: None Absent: , Kula, Vidal, Mueller-Beilschmidt, Killings
<p>Action: 2016 Joint Training</p>	<ul style="list-style-type: none"> • Chair Kaushal stated the significance of participating in the Joint Training event on Wednesday, November 2nd with Policy Council (PC) and the Board of Supervisors (BOS). • Chair Kaushal explained that the recommendation for the EOC to participate in the Joint Training is from the Executive Committee. • Reich pointed out to the members that the Joint Training program was included in the meeting packet for the members perusal. • Members expressed their concerns over the date and time of the Joint Training and that some members would not be able to participate due to work obligations. Staff explained that the date and time was chosen based on the availability of the BOS. • Zeimer suggested recording the Joint Training to give members an opportunity to watch the Joint Training on their own and hear what was shared during the event. • A motion was made by Kaushal and seconded by Amin to approve funding to participate in the 2016 Joint Training • The motion passed with EOC members voting as follows. Ayes: Bacinskas, Benavente, Zepeda, Morales, Sewell, Amin, Zeimer, Kaushal Nays: None Abstentions: None Absent: Kula, Vidal, Mueller-Beilschmidt, Killings
<p>Site Monitoring Evaluation Forms</p>	<ul style="list-style-type: none"> • Sparks recognized and thanked the members for their hard work in visiting the subcontractors and completing their site monitoring evaluation forms. She updated the members on 10 of the 11 subcontractors whose site monitoring evaluations forms have been completed and submitted. • Sparks reported that the subcontractors are on target with meeting their goals as stated in their contractual agreements. A few of the subcontractors have already surpassed their goals based on the number of clients they are serving in the community. • Zeimer asked for staff to reach out to the members who have not completed their site monitoring to ensure it is completed on time. • New members will have the opportunity to shadow a seasoned member during the site monitoring visits in 2017.

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	<ul style="list-style-type: none"> Reich emphasized on the importance of having all of the site evaluation forms completed prior to Program Services subcommittee meeting as the members must reach a decision to move forward with an Request For Information (RFI) or with awarding the 2016 subcontractors for second year.
<p>Reports:</p> <ul style="list-style-type: none"> · EOC Chair · Fiscal-Actual · CSB Staff <ul style="list-style-type: none"> ○ Strategic Plan Results ○ Planning Calendar · EOC Members Policy Council updates 	<p><u>EOC Chair:</u></p> <ul style="list-style-type: none"> Chair Kaushal informed the members that the Community Action Convention in Austin was productive and provided an opportunity to network with other Community Action agencies in the country. Chair Kaushal thanked the members for approving him for another year as Chair on the EOC and welcomed Armando Morales as Secretary and Renee Zeimer as Vice-Chair. <p><u>Fiscal:</u></p> <ul style="list-style-type: none"> Zeimer reported on the YTD actuals (January-August). Summary is as follows. Administrative costs YTD for salaries and wages \$9,437.09; fringe benefits, \$5,686.50; other cost \$32,716.71. Total YTD Administrative cost is \$47,840.30. Zeimer pointed out that Other Costs, under Administrative costs, is the largest expenditure and that during the fiscal subcommittee meeting, the members asked for the breakdown of Other Costs-<i>Breakdown of CSB Indirect Costs- Attachment A</i>. Zeimer encourages the members to review the attachment as it clearly states each expense. Program cost YTD for salaries and wages \$124,156.39; fringe benefits \$61,904.81; assistant trainees \$51,241.45; operating expenses \$10,450.00; out-of-state travel \$3,098.92; subcontractors \$103,171.77. Total Program costs \$302,782.03; Total Expenditure YTD \$350,622.33. Zeimer reported on the EOC quarterly report on the weatherization programs. Summary is as follows. 2015 LIHEAP WX and 2015 LIHEAP ECIP/EHA 16 contracts are from Jan. 1-2015 through Sep. 30-2016. Both contracts have been 100% expended. In the quarterly report, Mendoza indicated that 198 homes were weatherized at the end of the contract. A breakdown of the number of homes weatherized in East, Central, and West County is indicated in the report. 2015 LIHEAP ECIP/EHA indicated that the number of Clients Assisted is 5,928. 2015 Low-Income WX program indicated 195 homes that were weatherized to date. 2016 LIHEAP WX indicated the 284 Dwellings (Work-in-progress). LIHEAP ECIP which runs through the end of Jan. 2017 indicated 2,415 number of Clients Assisted. <p><u>CSB Staff:</u></p> <ul style="list-style-type: none"> Staff presented the results of the 2016-17 Strategic Plan Survey Monkey sent to the members. The survey asked for the members to select 1 priority area to assist with in ensuring that the goals in the Strategic Plan are met. Copies of the results were circulated to the members. 5 selected Housing/Shelter; 3 selected Employment/Jobs; 1 selected Food/Nutrition. Amin asked staff to place him in the priority area with the least number of members. Staff will send out the survey monkey to the remaining members who have not responded to ensure the involvement of

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	<p>the entire EOC.</p> <ul style="list-style-type: none"> Sparks went over the planning calendar with the members stating that November and December were going to be busy months in preparation for the 2018-2019 Community Action Plan (CAP). The outreach subcommittee will meet in the upcoming weeks to begin planning the public hearings throughout the county with ample time to work on the CAP and submit to the state at the end of June. Reich updated the members on the onsite monitoring visit from The Department of Community Services and Development (CSD) which has been rescheduled to Monday, October 31, 2016 through Friday, November 4, 2016. Field Representative, Cha Xiong, will be here to visit 3 different programs funded under CSBG and reviewing files. Staff will invite Cha Xiong to attend the Joint Training on November 2nd. <p><u>EOC Members:</u></p> <ul style="list-style-type: none"> Zepeda along with his neighborhood council organized the Food Emporium event on October 28, 2016 at the Hilltop Lake Park. The Food Emporium event will have live music, food trucks, and games for kids. Proceeds from the event will be going to local pet rescue centers. Staff will send out information on the event to the CSBG subcontractors and to the EOC. Reich asked staff to coordinate with the Head Start recruitment manager to ensure that CSB has a table during the event. Morales shared his volunteer experience during the Homeless Project Connect event held at the Antioch Fairgrounds earlier in the day. The event was a huge success with service providers assisting clients on-site with breakfast, identification cards, haircuts, dental services, medical care, voter registration, and more. Morales assisted with handing out breakfasts to the clients and Zeimer assisted clients with voter registration. Chair Kaushal thanked staff for recommending the EOC to fund the breakfast during the event and also thanked Morales and Zeimer for their volunteer efforts in serving their community. <p>Policy Council updates</p> <ul style="list-style-type: none"> Sewell attended the PC orientation on October 24, 2016 at the Crown Plaza in Concord. She shared material from the orientation with the members. The Head Start reviews went well and Head Start has gained more children slots and an increase in the Head Start budget. Sewell reported that her interest letter was accepted for a 1-year term on the PC. Rand stated that it's great to have Sewell as part of the PC and Chair Kaushal thanked her for her dedication and for her EOC representation on the PC. Zeimer asked Sewell if she can think of a way that the EOC and PC can work together on future projects. Sewell will provide some ideas as she becomes better acquainted with the inner workings of the PC. If there is any information that the EOC would like to share with PC, Rand recommended that the members provide Sewell that information so that she can share it with the PC during their meeting.
<p>EOC Subcommittees</p> <ul style="list-style-type: none"> - Fiscal (See above) - Governance (JPA Update) - Outreach 	<p><u>Fiscal:</u></p> <ul style="list-style-type: none"> See above. <p><u>Governance:</u></p> <ul style="list-style-type: none"> Amin provided an update on behalf of Governance Chair, Killings. He reported that the committee is working on revising

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- Program Services	<p>the bylaws through Google Docs and near to being finalized. The committee is now working to connect the dots between the CSBG governing documents and what the role and authority is of the EOC. Zeimer, Killings, and Kashual have agreed to set aside some time to work on the language needed for the Joint Power of Authority (JPA) while reviewing JPA from other agencies in nearby cities. The committee would like to wrap this up to move on to other projects in the upcoming year.</p> <p><u>Outreach:</u> None at this time.</p> <p><u>Program Services:</u></p> <ul style="list-style-type: none"> • Zepeda encouraged the members to attend the Program Services meeting on Tuesday, October 18, 2016 where the committee will decided whether to move forward with an RFI for 2017 or fund the 2016 subcontractors for a second year. Zepeda reminded the members that during the Strategic Plan Summit, a few subcontractors voiced the importance on awarding subcontractors for more than 1 year as it allows them to better serve their clients. • Zeimer recommended that the entire board participate in the evaluation of proposals and selection of the 2017 subcontractors in the event that the board decides to move forward with the RFI.
Next Steps	<ul style="list-style-type: none"> • Staff will circulate EITC flyers to the members at the December meeting. • Staff will send out the Planning Calendar to the EOC. • Zepeda will send staff details on the Food Emporium. • Staff will update the subcontractors and members contact information and send out to the board.
Evaluation of the Meeting	<ul style="list-style-type: none"> • Great meeting • Very efficient