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# Agenda

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

**Date:** 2/2/2016 **Time: From:** 6:00 p.m. **To** 7:00 p.m.

**Location:** 1470 Civic Ct. Suite 200, Conference Room 221, Concord

**Purpose:** To set the Agenda for the next EOC Business Meeting

**By the end of this meeting, we will have:**

An understanding of the desired outcomes and ground rules so that meeting participants accomplish 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.
Review and approve as official record the draft January 5, 2017 EOC Executive Committee Meeting minutes.
Review and approve the draft February 9, 2017 Business Meeting agenda to distribute to the EOC members.
List next steps so that everyone is aware of their assigned tasks and will be prepared to report the status during the next meeting.
Evaluation of the meeting.

Agenda			
What	How	Who	Time
➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	5 Minutes
➤ Public Comment	Present	Members of the Public	3 Minutes
Action: ➤ Review and approve the draft January 5, 2016 Executive Committee Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Ajit Kaushal	15 Minutes
Action: ➤ Review and approve the	Present Draft Check for Agreement	Group	20 Minutes

draft February 9, 2017 EOC Business Meeting agenda ➤	Approval for inclusion in packet		
➤ Next Steps	Present Clarify Check for Understanding	CSB Staff	15 Minutes
➤ Meeting Evaluation	+/-Δ	Group	2 Minutes