



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



**Date:** 11/9/2017      **Time Convened:** 6:12 PM      **Time Terminated:** 8:15 PM      **Recorder:** Nancy Sparks/Mele Tupou

**Attendees:** Pablo Benavente, Dawn Miguel, Devlyn Sewell, Lauren Babb, Acaria Almeida, Cynthia Krieger (late 6:30 p.m.), Renee Zeimer, Ajit Kaushal, Bhupen Amin, Samuel Houston, Johnnie George-Town (Guest)

**Absentees:** Cesar Zepeda(Excused), Tanya Brown (Excused), Armando Morales (Excused),

**Staff:** Camilla Rand, Mele Tupou Lolohea, Nancy Sparks

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Chair Kaushal called the meeting to order at 6:12 PM. Benavente read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None</li> </ul>
Unfinished Business	<ul style="list-style-type: none"> <li>Sparks mentioned there were a few next steps from the last EOC Business meeting:               <ul style="list-style-type: none"> <li>Staff will circulate the 2018-2019 CAP to the entire board for feedback- Completed</li> <li>Staff will include the EOC language into the June 8<sup>th</sup> meeting minutes-Completed</li> <li>Staff will follow up with Sewell and Houston to set up a Governance Subcommittee Meeting- Completed</li> </ul> </li> </ul>
<p><b>Action:</b> Review and approval of the draft September 14, 2017 Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>Amin pointed out the wording on the bottom of page 1 should be revised as the statement is not entirely accurate.</li> <li>Staff will double-check the narrative in the Community Action Plan (CAP) to see what it stated and will make the necessary changes on the minutes.</li> </ul> <p><b>A motion to approve the draft September 14, 2017 business meeting minutes with the changes stated above was made by Amin and second by Benavente.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes:</b> Houston, Almeida, Amin, Benavente, Babb, Miguel, Sewell, Kaushal, Zeimer  <b>Nays:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> Zepeda, Brown, Morales, Krieger (late 6:30 p.m.)</p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b> Accept Recommendation from Program Service subcommittee for approval of 2017 wish lists proposals from subcontractors.</p>	<ul style="list-style-type: none"> <li>• Zeimer reported to the group that the Program Services Subcommittee met and went over the wish list proposals that were submitted by eight subcontractors. There was \$18,132.00 unspent funds that needed to be allocated.</li> <li>• The Program Services Subcommittee feels pretty good about how the money was allocated to each of the subcontractors.</li> <li>• Rand wanted to clarify that there are 8 contracts that will be amended for a little over \$2000 each. Rand also asked does anyone know if the subcontractors like Health Services who requested \$18,051, then downgrade to the \$2000 can use it appropriately.</li> <li>• Zeimer stated the group wanted to make the amendments as easy as possible so that they were consistent with what they were contracted to do. There were some requests that were not considered because they were not aligned with the contracts.</li> <li>• Kaushal stated some subcontractors were asking for less than what was allocated, for example Shelter Inc. who asked for \$1380.00 were fully funded while the rest of the subcontractors received equals amounts.</li> <li>• Benavente suggested the contracts should call out what is being funded for each subcontractor since some submitted more than 1 proposal.</li> </ul> <p><b>A motion to approve the proposed allocations recommended by the Program Services Subcommittee with the changes stated above was made by Benavente and second by Almeida.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Almeida, Amin, Benavente, Babb, Miguel, Sewell, Kaushal, Zeimer, Krieger</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Zepeda, Brown, Morales</b></p>
<p><b>Action:</b> Triennial Review</p>	<ul style="list-style-type: none"> <li>• Sparks presented the draft of the Triennial Review to the group.</li> <li>• The final report is due to the Board of Supervisors on December 1<sup>st</sup>.</li> <li>• Sparks reminded the group the purpose of the review is to show the Board of Supervisors the performance and effectiveness of the EOC.</li> <li>• Sparks read through all of the changes captured from the Executive and Governance meetings in the past two (2) month.</li> <li>• Miguel asked about the blank page in the report and maybe fixing the formatting of the pages.</li> <li>• Babb suggested if all answers are in bold maybe it should be consistent throughout the report.</li> <li>• Sparks stated that the form would not allow her to make any changes to the format.</li> <li>• Zeimer asked if there is a report annually even though the Board of Supervisors sees the Triennial review every 3 years.</li> <li>• Rand stated an annual report is done every year and is usually a 1 pager, but the Triennial Review is more in depth</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>and is due every 3 years.</p> <ul style="list-style-type: none"> <li>• Zeimer asked what the mission statement is.</li> <li>• Sparks stated that the mission statement was pulled from the Economic Opportunity Act or the IM-82. She would email the group once she can confirm.</li> <li>• Amin pointed out the numbers for meetings met verses meetings that were canceled didn't make sense and might need to be updated.</li> </ul> <p><b>A motion to approve the Triennial Review with changes stated above recognizing that the EOC will be given a review period prior to the December 1<sup>st</sup> admission was made by Zeimer and second by Benavente.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Almeida, Amin, Benavente, Babb, Miguel, Sewell, Kaushal, Zeimer, Krieger</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Zepeda, Brown, Morales</b></p>
<p><b>Discussion:</b> Site Monitoring Evaluation Reports</p>	<ul style="list-style-type: none"> <li>• Staff updated the group that there were 10 Site Monitoring Evaluation reports submitted but one, Bay Area Legal Aid.</li> <li>• Kaushal reported his visit with Morales over at Shelter Inc.</li> <li>• Miguel shared her visit with Kaushal at Opportunity Junction. They both were amazed about the program and their success rate of 70% was still the same for the last 3 years. Miguel thought it was unique that Opportunity Junction gave their clients internships after exiting their program. Miguel explained the program had a strict criteria for those who are accepted into the program, such as an addressable need or not an addressable need which contributed to their success.</li> <li>• Miguel also reported on her second site visit with STAND! For Families Free of Violence. She was impressed with the services and the quick turnaround time in assisting their clients.</li> <li>• Kaushal reported to the group that he found out from Opportunity Junction that any education or training program offered by any institution must obtain approval for education program offered to the public, education code 94893.</li> <li>• Kaushal asked Rand if our Student Intern program should be approved by the state.</li> <li>• Rand stated there may be lots of variables that constitute an educational program. Rand stated the Metrix program that we use through the Workforce Development could be looked at for the certification programs that are offered.</li> <li>• Kaushal shared his visit with Morales over at Shelter Inc. Kaushal stated they attended the grand opening of housing unit in Antioch for Low Income residents. He expressed appreciation for support and accomplishment in supporting the community.</li> <li>• Zeimer visited Bay Area Community Resources (BACR) with Houston. The agency serves at risk youths that specifically attend Antioch High school. The staff talked about a program called Reclaiming your Narrative, which is</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p>facilitated by staff and students. They read books, poetry and novels. They talked about recent training and certifications called Thinking for a Change curriculum which was about cognitive change. They are getting ready to launch a Smart Reentry program for transitional youth ages 14-24 with County probation. They also talked about Heart graduates who keep in touch with the program. A graduate, who is a barber, came back to the program to provide haircuts.</p> <ul style="list-style-type: none"> <li>• Zeimer and Sewell also spoke about visiting the Student Intern Program through the Community Services Bureau. They met a few of the interns at the Civic location; one in particular was referred by Opportunity Junction. Sewell stated they met different interns who spoke to them about the units they help support. Zeimer stated that placement of interns close to where they lives makes it accessible for the student intern.</li> <li>• Amin and Almeida visited CC Clubhouses and Almeida spoke about wrap around services, job opportunities, training, and school.</li> <li>• Amin visited CC Health Services facility in Richmond with Brown. The facility is well maintained and clean. There are a lot of partnerships and resources in the community.</li> </ul>
<p><b>Update:</b> By-laws revisions</p>	<ul style="list-style-type: none"> <li>• Miguel updated the group with the progress the Governance group made with the By-laws. Miguel explained changes were made on several pages to simplify the By-laws.</li> <li>• Miguel is hopeful that the revisions will be completed during the next Governance meeting in December.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• EOC Chair</li> <li>• Fiscal- Actual <ul style="list-style-type: none"> <li>- 2017 Unspent Funds</li> <li>- 2018 Preliminary Draft</li> </ul> </li> <li>• CSB Staff</li> <li>• EOC Members <ul style="list-style-type: none"> <li>○ Policy council updates</li> </ul> </li> </ul>	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> <li>• None at this time.</li> </ul> <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> <li>• Zeimer stated she already reported out the 2017 Unspent Funds at the beginning of the agenda.</li> <li>• Zeimer presented the Expenditure report for September and at the end of September we are at 75% of budget.</li> <li>• Although it seems we're under budget, each year staff prepares a budget modification that allows us to expend funds until the end of February.</li> <li>• The group reviewed the 2017 Budget modification summary and supporting documents.</li> <li>• Zeimer talked about the 2018 Preliminary Draft and the 1% reduction in the budget. Zeimer reported there was a variance of \$944 that needed to be allocated somewhere in the budget. The Fiscal committee decided to move it all into the Outreach line item which gives the group more flexibility with how to use the funds. A lot of the time it was used for some community need that gave the EOC visibility.</li> <li>• Amin explained it was important to reference what the rest of the discussion at the Fiscal meeting on whether the Student Intern program should be part of the Subcontractor Services or whether they should remain separate.</li> <li>• Rand stated staff maintains to keep the program and is prepared to have a proposal ready for the next Program Services meeting with the current funding which also includes the 1% reduction.</li> </ul> <p><u>CSB Staff</u></p>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• Sparks updated the group that the RFI Informational session was a success and new faces in attendance. Once the Request for Information (RFI) closes, EHSD Contract and Grants unit will send CSB staff proposals which will then be prepared and sent to everyone for the next Program Services Subcommittee meeting.</li> <li>• Rand thanked those EOC members who attended the Joint Training with the Policy Council and the Board of Supervisors.</li> </ul> <p><u>EOC Members</u></p> <ul style="list-style-type: none"> <li>• Zeimer reported that United We Dream, the largest immigrant youth-led organization in the county, was celebrating the day of solidarity of youth. Zeimer shared a little background on the group and its importance in the community and nationwide.</li> <li>• Zeimer also shared a Deferred Action Childhood Arrivals (DACA) fact sheet that the Contra Costa County Employment and Human Services Department (EHSD) put together.</li> <li>• Houston shared that starting next week, California gas tax would rise 12 cents a gallon and cause a great deal of strain on residents. Houston elaborated that this will cause an increase in homelessness and residents seeking assistance.</li> <li>• Babb informed the group that there is an initiative to repeal the gas tax increase and encouraged members to spread the word.</li> </ul>
Next Steps (Planning Calendar)	<p><u>Planning Calendar</u></p> <ul style="list-style-type: none"> <li>• Sparks reviewed the Planning calendar with the group.</li> <li>• Deadline for Budget Modification to CSD is November 15<sup>th</sup></li> <li>• Deadline for RFI Proposals is November 17<sup>th</sup></li> <li>• December 14<sup>th</sup> is going to be a critical meeting and we do need quorum</li> </ul> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Triennial Report will be sent out to members for the Feedback period.</li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>• None</li> </ul>