



**Economic Opportunity Council (EOC) Business Meeting Minutes**

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



**Date:** 2/8/2018      **Time Convened:** 6:17 PM      **Time Terminated:** 8:00 PM      **Recorder:** Mele Tupou

**Attendees:** Pablo Benavente, Dawn Miguel, Acaria Almeida, Cynthia Krieger, Renee Zeimer, Ajit Kaushal, Samuel Houston (7:10 pm), Tanya Brown, Armando Morales, Alicia Nuchols (District III)

**Absentees:** Cesar Zepeda(Excused), Devlyn Sewell (Excused), Lauren Babb (Excused), Nancy Sparks (Excused)

**Staff:** Christina Reich, Mele Tupou Lolohea

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Chair Kaushal called the meeting to order at 6:17 PM. Zeimer read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>Kaushal welcomed Alicia Nuchols who is a representative for Supervisor Burgis. The board and staff all introduced themselves to Nuchols.</li> </ul>
<p><b>Action:</b> Review and approval of the draft November 9, 2017 Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>The group reviewed the draft November 9, 2017 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft November 9, 2017 business meeting minutes was made by Benavente and second by Krieger.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Benavente, Miguel, Brown, Morales, Almeida, Krieger, Zeimer, Kaushal</b>  <b>Nays: None</b>  <b>Abstentions: Nuchols</b>  <b>Absent: Zepeda, Sewell, Babb, Houston (arrived at 7:10)</b></p>
<p><b>Action:</b> Ratify the 2018 CSBG awarded programs</p>	<ul style="list-style-type: none"> <li>Zeimer asked the group to refer to page nine (9) of the meeting packet for the list of subcontractors who were selected to receive Community Services Block Grant funding in 2018. Out of the ten (10) selected agencies, two (2) are new for the 2018 grant cycle.</li> <li>Zeimer informed the group that the priorities areas, location in the county, leveraging resources and also wrap around services, are the different variables used to determine which agencies will be awarded.</li> </ul>

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	<p><b>A motion to ratify the 2018 CSBG awarded subcontractors was made by Zeimer and second by Benavente.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Benavente, Miguel, Brown, Morales, Almeida, Krieger, Zeimer, Kaushal, Nuchols</b>  <b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Zepeda, Sewell, Babb, Houston</b></p>
<p><b>Action:</b> Ratify the 2018 CSBG Budget</p>	<ul style="list-style-type: none"> <li>• Zeimer shared the 2018 CSBG budget with the group and stated that the budget was straight-forward.</li> <li>• Zeimer reported that the fiscal group usually starts off with assumptions and a 12% cap on administration costs. She also informed the board that there was less than a 1% reduction in the Federal allocation that came through the state for 2018.</li> <li>• Zeimer informed that group that the Department of Community Services and Development (CSD) had originally requested the CSBG budget be submitted in October but that staff had requested an extension until December to allow more time in developing the budget.</li> </ul> <p><b>A motion to ratify the 2018 CSBG budget that was already submitted was made by Miguel and second by Morales.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Benavente, Miguel, Brown, Morales, Almeida, Krieger, Zeimer, Kaushal, Nuchols</b>  <b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Zepeda, Sewell, Babb, Houston</b></p>
<p><b>2018 Roundtable Event</b></p>	<ul style="list-style-type: none"> <li>• Staff reported that included in the business packets are the 2017 Roundtable event agenda and brainstorming questions to be used as an example for this years' Roundtable event.</li> <li>• Zeimer reported that the subcontractors would benefit from learning about the weatherization programs and that staff would be inviting the program managers from each unit to come talk about those programs at the roundtable.</li> <li>• Zeimer informed the newer members on the board that last year's roundtable was used as a public hearing so the group was able to receive feedback on priorities through their agencies.</li> <li>• Zeimer stated March 19<sup>th</sup>, March 20<sup>th</sup> or March 21<sup>st</sup> were some of the dates that were chosen for the 2018 Roundtable Event.</li> <li>• The 2018 Roundtable event will be held Monday, March 19, 2018 from 6:30 pm-8:30 pm.</li> <li>• As the Outreach chair, Krieger will take on the Roundtable event with the Outreach committee to start looking at the Roundtable event agenda.</li> <li>• Next Outreach Subcommittee meeting will be held on Tuesday, February 20, 2018 from 12:00 pm-1:00 pm as a</li> </ul>

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	<p>conference call.</p> <ul style="list-style-type: none"> <li>• The group agreed to have a Survey Monkey sent out with the Save the date to the subcontractors with the following questions: <ul style="list-style-type: none"> <li>○ Agenda items?</li> <li>○ What are your agency's priorities?</li> <li>○ What are the concerns of the community you serve?</li> <li>○ What are the concerns of your agency?</li> <li>○ What are the key partnerships?</li> </ul> </li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• EOC Chair</li> <li>• Fiscal- Actual</li> <li>• CSB Staff <ul style="list-style-type: none"> <li>○ Community Services and Development (CSD) Desk Review report C-17-008</li> </ul> </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>• Kaushal thanked, Alicia Nuchols, Chief of Staff for District III, for being present at the meeting on behalf of Supervisor Burgis while a delegate is being recruited.</li> <li>• Kaushal explained how important it is to fill the board vacancies and if anyone knows of anyone to please refer them.</li> </ul> <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> <li>• Zeimer presented the Fiscal actuals as of December 2017 to the group and shared that we were able to apply for a budget extension through the state to give subcontractors the benefit of a full year to expend their grants from March 1, 2017 to the end of February 2018.</li> <li>• Zeimer stated because of the extension, at the end of December 2017 the contract was expended at 68%, which is on target to be fully spent by February 28, 2018.</li> <li>• Zeimer explained at the next meeting the 2018 budget will be presented to the group along with quarterly reports for the weatherization programs.</li> </ul> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> <li>• Reich presented the Desk Audit C-17-008 report to the group. Every odd year, a desk audit is conducted by CSD and staff is required to upload a list of documents. Our CSD field representative Katie Walkers reviews the documents remotely from her desk.</li> <li>• Reich reported that there were two things that required corrective actions which were the board vacancies from Glover and Burgis.</li> <li>• Reich clarified that staff must update the field representative every two months of any progress for those vacancies.</li> <li>• Reich shared an email from Sarah Demarest from Bay Area Legal Aid, stating the reason they did not apply for CSBG funding for 2018-2019. The agency went through a transition stage and the information for the RFI did not get to the right people. Staff will keep the agency in mind if funding opportunities become available.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Reich shared information from Ensuring Opportunity about a housing forum that will take place on March 26, 2018 and as more information becomes available, staff will send out to the members.</li> </ul> <p><u>EOC Members</u></p> <ul style="list-style-type: none"> <li>• Miguel presented a draft version of the Bylaws that the Governance subcommittee had been working on for the past few months and went over some of the changes that were made during the meeting.</li> <li>• Kaushal thanked the Governance subcommittee for a job well done on the Bylaws.</li> <li>• Brown updated the group that Policy Council is currently just working on their budget at the moment. She has been ill the past couple of weeks and have not been attending. She went on to explain that the Policy Council can pick up and drop off members but will not reimburse for travel expenses.</li> <li>• The group went into discussion about possibly reimbursing members of the EOC board and adding language into the Bylaws.</li> <li>• Reich stated it is possible to get mileage or public transit reimbursed through the county, but members must be of low income whether they are representing the low income community or are low-income themselves.</li> <li>• Staff will follow up with more information to report back to the group at the March Business Meeting.</li> </ul>
Workplan Calendar/ Strategic Plan Retreat	<ul style="list-style-type: none"> <li>• Reich presented the workplan calendar for the 2018 year. <ul style="list-style-type: none"> <li>○ Roundtable will be moved to March 19<sup>th</sup></li> <li>○ Annual Report is due at the end of the month and will be shared with the group at the next meeting.</li> <li>○ Legislative Platform will be adopted in March by the Board of Supervisors.</li> <li>○ Strategic Plan workshop will be moved from March to sometime in April.</li> </ul> </li> <li>• Reich explained there is enough experience on the EOC to get the Strategic Plan going.</li> <li>• The group agreed to move the Strategic Plan retreat from March to April, and have it approved during the May Business meeting and uploaded by June.</li> <li>• The group agreed to hold Saturday, April 7, 2018 for the Strategic Planning Retreat.</li> </ul>
Next Steps	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Staff will create a Survey Monkey for the Roundtable along with a Save the Date to the 2018 Subcontractors.</li> <li>• Staff will send out meeting packet for Outreach Subcommittee meeting scheduled for February 20, 2018 from 12:00 pm-1:00 pm.</li> <li>• Add Term Roster in March Business Meeting Packet</li> <li>• Staff will follow up and report out with reimbursement information at the March Business meeting</li> <li>• Staff will prepare past Roundtable information for Outreach Chair, Cynthia Krieger.</li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>• None</li> </ul>