



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

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



**Date:** 3/8/2018

**Time Convened:** 6:13 PM

**Time Terminated:** 8:15 PM

**Recorder:** Mele Tupou

**Attendees:** Juan Pablo Benavente, Dawn Miguel, Acaria Almeida, Renee Zeimer, Ajit Kaushal, Samuel Houston, Lauren Babb, Tricia Piquero, Kevin Donovan (Guest), Robert Cassell (Potential EOC Candidate), Marjorie Hanson (Potential EOC Candidate)

**Absentees:** Devlyn Sewell (Excused), Armando Morales (Excused), Cynthia Krieger (Excused), Tanya Brown (Unexcused),

**Staff:** Christina Reich, 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 6:13 PM. Zeimer read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>Kaushal welcomed Kevin Donovan who was a guest for the night.</li> <li>Donovan thanked the chair and shared his interest in learning more about the Economic Opportunity Council and what accomplishments have been achieved in the past.</li> </ul>
<p><b>Action:</b> Interview EOC Candidate:</p> <ul style="list-style-type: none"> <li>➤ Bruce Cassell</li> <li>➤ Marjorie Hanson</li> </ul> <p><b>Welcome and Introductions</b></p> <ul style="list-style-type: none"> <li>➤ District III Representative- Patricia "Tricia" Piquero</li> </ul>	<ul style="list-style-type: none"> <li>Kaushal introduced Supervisor Burgis' newly appointed delegate on the EOC, Patricia Piquero.</li> <li>The group introduced themselves to Piquero.</li> <li>Piquero shared that she is from Brentwood and owns a local business magazine called 110 Degrees Magazine. Piquero is also a board member of the Place of Learning tutoring center that tutors children for free in the Brentwood area.</li> <li>She also shared that she has been a part of the magazine for over 10 years and talked about the non-profits out in the East Bay. Piquero is currently working with the City of Brentwood to find more funding for the non-profits.</li> <li>Kaushal thanked Piquero for her introduction and asked the members to turn their attention to the two (2) applications from the candidates that were there to be interviewed.</li> <li>Vice Chair, Zeimer, welcomed Robert "Bruce" Cassell.</li> <li>Cassell introduced himself and explained that he came into this interview hoping to help people in his community find jobs.</li> <li>Cassell explained he participated in a local organization called Job Connect and helped people find and prepare for employment.</li> <li>Kaushal provided a quick introduction and the role of the Economic Opportunity Council in Contra Costa.</li> <li>Zeimer elaborated that the EOC is not a direct service body, but that the EOC is the advisory body to the Board of</li> </ul>

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	<p>Supervisors that oversees the planning and priority settings for the Community Services Block Grant (CSBG) funding. Along with that, the EOC works with community partners to leverage and connect resources.</p> <ul style="list-style-type: none"> <li>• Houston expressed that Cassell would find value on the EOC because of the work in helping connect people with a job.</li> <li>• Cassell asked what the grant funding is used for and Zeimer explained it is used to provide grants to non-profits who fall in the priority areas for the year and to also help leverage other funds in the community.</li> <li>• Almeida asked what background skills does he possess that would fit into the subcommittees within the council.</li> <li>• Cassell explained finances are his background and that is something he can bring to the table.</li> <li>• Once the interview concluded, staff informed Cassell that he would be informed on the decision of the board within the next couple of days.</li> <li>• The group welcomed the next candidate, Marjorie Hanson, resident of Clayton.</li> <li>• Zeimer asked Hanson what led her to the EOC and what she would like to contribute if she was appointed to the board.</li> <li>• Hanson explained she retired 10 years ago and worked for a non-profit managing a farm. Currently, Hanson is pulling back from managing the farm and is interested in learning more about what local government is doing. She expressed that because of her background in food/nutrition industry, that the EOC would be a good fit.</li> <li>• Miguel asked which subcommittee she would fit in if she were selected and she stated she can be a part of the outreach or program services.</li> <li>• Kaushal explained that staff would reach out to her once the board has come to a decision.</li> </ul> <p><b>A motion to not approve Robert Bruce Cassell as a potential candidate for a seat on the Economic Opportunity Council was made by Benavente and seconded by Babb.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Benavente, Miguel, Babb, Almeida, Zeimer, Piquero, Kaushal</b>  <b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Sewell, Morales, Krieger, Brown</b></p> <p><b>A motion to approve Marjorie Hanson as a candidate for the Private/Non-Profit seat 2 on the Economic Opportunity Council was made by Benavente and seconded by Almeida.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Benavente, Miguel, Babb, Almeida, , Zeimer, Piquero, Kaushal</b>  <b>Nays: None</b>  <b>Abstentions:</b>  <b>Absent: Sewell, Morales, Krieger, Brown</b></p>

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<p><b>Action:</b> Review and approval of the draft February 8, 2018 Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>The group reviewed the draft February 8, 2018 Business meeting minutes with no changes made.</li> </ul> <p><b>A motion to approve the draft February 8, 2018 business meeting minutes was made by Miguel and seconded by Benavente.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Benavente, Miguel, Almeida, Zeimer, Kaushal</b>  <b>Nays: None</b>  <b>Abstentions: Piquero, Babb</b>  <b>Absent: Sewell, Morales, Krieger, Brown</b></p>
<p>Annual CSD 801/295 Report</p>	<ul style="list-style-type: none"> <li>Sparks explained that the Community Services and Development (CSD) 801 and 295 reports is an end of the year report that all Community Action Agencies must submit to CSD. The CSD 801 and 295 reports is a roll-up of the outcomes, demographics and services from each of the subcontractors.</li> <li>Sparks shared that this year, the reports were uploaded into the Community Software Group (CSG) Portal and have already been approved by CSD Field Representative, Katie Walker. The reports will then be forwarded to the National Association for State Community Services Programs (NASCSPP).</li> <li>Sparks presented a power point presentation containing highlights of the National Performance Indicators (NPI) on the CSD 801 and CSD 295 reported by the subcontractors.</li> <li>Babb volunteered to work with staff to create a one pager brag sheet explaining what we've done as a board in 2017.</li> <li>Kaushal asked staff to send the summary slides to the EOC board and to also send the CSBG Advisory Committee (CAC) dates and times for the remainder of the year.</li> </ul>
<p>Mileage and Child Care Reimbursement</p>	<ul style="list-style-type: none"> <li>Reich began by reminding the group that during the last EOC meeting, Tanya Brown, who is also a member on the Policy Council, asked if mileage reimbursement would be available to the low-income representatives who are not only representing the low-income community but who is also low-income. Since then, staff has put together some of the language to be included in the bylaws.</li> <li>The following changes were made to the drafted policy. (Please see attachment A)</li> <li>Zeimer stated she would like to incorporate this policy into the By-laws with some additional language and to be further worked on during the Governance subcommittee meeting.</li> </ul> <p><b>A motion to incorporate some language into the By-laws that addresses reimbursement using what has been presented with further details was made by Zeimer and seconded by Benavente.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Benavente, Miguel, Almeida, Zeimer, Kaushal, Piquero, Babb</b>  <b>Nays: None</b></p>

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	<p><b>Abstentions:</b>  <b>Absent: Sewell, Morales, Krieger, Brown</b></p>
<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>○ Internal Operations Committee Meeting update</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 Babb for calling into the Outreach Subcommittee Meeting but without enough members participating, the meeting was canceled.</li> <li>• <u>Fiscal-Actual</u></li> <li>• Zeimer presented the Fiscal actuals showing expenditures from January 2017-February 2018 to the group and shared that the actuals through the end of January shows 93% expended. Staff is still waiting for receipts from subcontractors so that the 2017 contract can close.</li> <li>• Zeimer presented the 2018 budget/expenditure report with the board. She explained that there is not a lot of expenditures reported under the subcontractors, mainly staff salaries.</li> <li>• Babb asked how many interns are in the program and when they started. Reich explained there are seven interns and they are in different rolling-periods according to their hire date for 12 months.</li> <li>• Benavente asked if the interns do anything to assist the EOC board.</li> <li>• Reich answered this board is fully staffed and there is no need to have a student intern and that the interns are placed in units/sites based on the needs of that unit.</li> <li>• Babb expressed the importance of mentoring the interns because of the work the EOC does in the community and also recommended that the interns attend EOC events in order to have a better understanding of the board.</li> <li>• Zeimer asked if it's possible to bring a Student Intern to the Roundtable as a client or success story.</li> <li>• Staff will ask a student intern to attend the roundtable.</li> <li>• Zeimer presented the Quarterly Weatherization report to the group and the Low Income Heat and Energy Assistance Program (LIHEAP) alone has a contract of \$963,937 and has expended most of their funds. Some fiscal members have asked staff to do is to translate how many homes have been weatherized throughout the county. There were an additional 61 homes weatherized added from the previous quarter with a year-to-date of 343 home weatherized throughout the county.</li> <li>• For the next Weatherization program, the LIHEAP ECIP/EHA that assists clients who needs help with their PG&amp;E bill. A year to date total of 4,767 clients have been assisted.</li> </ul> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> <li>• Reich shared Rise Together Sacramento day of Action 2018 will be held on April 30<sup>th</sup> starting at 9:30 am. Reich stated the importance of this event in providing partners and Bay Area community advocates an opportunity to engage in hands-on advocacy. Reich asked for members to email staff if interested in attending. Babb</li> </ul>

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	<p>expressed interest in attending as long as work permitted.</p> <ul style="list-style-type: none"> <li>• Sparks began by reminding the members that the Triennial Review Report was completed by the EOC members and staff <i>and</i> sent to the Board of Supervisors (BOS) in December once the EOC had approved the final version.</li> <li>• Sparks presented the Internal Operations Committee meeting minutes to the group. She went on to explain that Emlyn Struthers, Clerk of the Board Management analyst, stated that there were no concerns and that the board was running efficiently. Struthers mentioned that the EOC is working on revising the bylaws as stated in the EOC Triennial Review Form submitted by the EOC.</li> <li>• Sparks apologized for not informing the EOC earlier regarding the February 12<sup>th</sup> IOC meeting. Sparks learned about the meeting on Monday, February 12<sup>th</sup> by an email sent on Thursday, February 8<sup>th</sup>. Sparks was out of the office Thursday, February 8<sup>th</sup> – Friday, February 9<sup>th</sup>.</li> <li>• Zeimer recommended that all the members sign up for notices for the BOS agendas and minutes so everyone can be informed.</li> <li>• The group established a set date for the Strategic Planning Retreat on Saturday, May 5, 2018 from 9 am- 2 pm.</li> </ul> <p><u>EOC Members</u></p> <ul style="list-style-type: none"> <li>• Babb passed around the <i>Affordable Housing Now</i> flyer with information on the Veteran and Affordable Housing Bond Act (SB 3). The Affordable Housing Now bond will bring affordable housing to California communities. She informed that board that Veterans and Affordable Housing Act bond will go before voters in November 2018 and asked the EOC to help spread the word.</li> <li>• Zeimer updated the group that Devlyn Sewell, EOC member, is home recovering from an accident. Zeimer thanked staff for linking her up with Meals on Wheels.</li> <li>• Reich shared that a Mental Health intern would be visiting her Sewell soon.</li> <li>• Zeimer stated she is also helping Sewell with a caregiver.</li> </ul>
<p>Status of the EOC Subcommittees:</p> <ul style="list-style-type: none"> <li>• Fiscal (see above)</li> <li>• Governance</li> <li>• Outreach</li> <li>• Program Services (none at this time)</li> </ul>	<p><u>Fiscal:</u></p> <ul style="list-style-type: none"> <li>• See above</li> </ul> <p><u>Governance:</u></p> <ul style="list-style-type: none"> <li>• None at this time</li> </ul> <p><u>Outreach:</u></p> <ul style="list-style-type: none"> <li>• Babb wanted clarification about what exactly is the success story portion of the Roundtable agenda. She asked if these are videos or clients sharing stories.</li> <li>• Sparks confirmed in the past there were clients who come and share their stories.</li> <li>• Babb asked if there was any way to capture these stories during the roundtable to use throughout the year and through social media.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Reich reminded the group that a Survey monkey was sent out capturing the success stories and to also set the agenda for the Roundtable.</li> <li>• Miguel read out the concerns of the agencies that would set the discussion for the Roundtable event. The group agreed Housing was the number one concern.</li> <li>• Reich recommended taking the concerns discussion offline with the Outreach subcommittee.</li> </ul> <p><u>Program Services:</u></p> <ul style="list-style-type: none"> <li>• None at this time</li> </ul>
<p>Next Steps:</p> <ul style="list-style-type: none"> <li>• Planning Calendar</li> </ul>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Staff will send out the Annual CSD 801/295 Report summary PowerPoint to all the members.</li> <li>• Staff will send out CAC meeting dates to Kaushal.</li> <li>• Staff will follow up with the remaining agencies who did not take the Survey Monkey</li> </ul> <p><u>Planning Calendar</u></p> <ul style="list-style-type: none"> <li>• Tabled until the April Meeting</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• None</li> </ul>