



## Economic Opportunity Council (EOC) Business Meeting Minutes

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



**Date:** 4/12/2018      **Time Convened:** 6:35 PM      **Time Terminated:** 8:00 PM      **Recorder:** Mele Tupou

**Attendees:** Dawn Miguel, Renee Zeimer, Ajit Kaushal, Samuel Houston (6:35 p.m.), Armando Morales, Tricia Piquero, Marjorie Hanson, Lauren Babb

**Absentees:** Devlyn Sewell (Excused), Acaria Almeida (Excused), Juan Pablo Benavente (Excused), Tanya Brown (Excused), Cynthia Krieger (Unexcused)

**Staff:** Nancy Sparks, Mele Tupou Lolohea, Christina Reich (Excused)

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Chair Kaushal called the meeting to order at 6:35 PM. Miguel read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None present</li> </ul>
<p><b>Action:</b> Review and approval of the draft March 8, 2018 Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>The group reviewed the draft March 8, 2018 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft March 8, 2018 business meeting minutes was made by Babb and seconded by Piquero.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Babb, Zeimer, Piquero, Kaushal, Miguel</b>  <b>Nays: None</b>  <b>Abstentions: Morales, Hanson</b>  <b>Absent: Sewell, Almeida, Benavente, Brown, Krieger</b></p>
<p><b>Action:</b> Review and approve By-laws</p>	<ul style="list-style-type: none"> <li>Sparks started by informing the group the reason for having two different versions of the Bylaws. Initially, meeting packets were to contain the most current version of the bylaws but due to unforeseen circumstances and having to reschedule the governance meeting, the meeting packet contained the older version.</li> <li>Miguel asked the members to review the second version of the bylaws, handed out by staff, when going over</li> </ul>

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	<p>the revisions.</p> <ul style="list-style-type: none"> <li>• Before sending the summary of changes to County Counsel, staff will make any final edits and ensure consistency throughout the document.</li> </ul> <p><b>A motion to approve the draft By-laws was made by Babb and seconded by Zeimer.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Babb, Zeimer, Piquero, Kaushal, Miguel, Morales, Hanson</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Sewell, Almeida, Benavente, Brown, Krieger</b></p>
<p>Debrief the 2018 Roundtable</p>	<ul style="list-style-type: none"> <li>• Sparks mentioned that this year’s Roundtable event had seen the highest number of attendees compared to previous years.</li> <li>• Zeimer mentioned that the questions during the discussion were too broad and recommended they be more focused at next year’s event. She also suggested using some of the Onsite Monitoring reports to assist in constructing targeted questions and facilitate the event based on an experience the EOC had with the subcontractors.</li> <li>• Houston responded that there are too many factors to try and laser-focus on one question or concern.</li> <li>• Miguel mentioned that while the questions were interesting, she walked away feeling empty. She recommended having one concern and collaborating with partners on finding a solution.</li> <li>• Babb expressed the importance of having data present during these types of events as it helps people have a better understanding.</li> <li>• Morales shared his involvement with a group who is working with the homeless in Oakley. He wanted to invite the EOC to work together and explain problems within the County.</li> <li>• The group agreed that there should be a working solution when drafting the questions for the next roundtable.</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>➤ <b>Action:</b> Decision on 2018 CAP attendance</li> <li>➤ <b>Action:</b> Decision on Unspent Funds</li> </ul> </li> <li>• CSB Staff</li> <li>• EOC Members</li> </ul>	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> <li>• Kaushal informed the group that the Board of Supervisors (BOS) would be proclaiming May as Community Action Month on Tuesday, May 1<sup>st</sup>. He went on to explain that some of the subcontractors would also be present and encouraged the members to attend, but understands that many members on the board have work obligations.</li> </ul> <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> <li>• Zeimer presented the February expenditure report for the 2017 CSBG 17F-2007 contract and 2018 CSBG 18F-5007 contract. Zeimer reviewed the report stating that all but one area of the budget was fully spent. She shifted their attention to line item #5 on the budget and explained to the group that the</li> </ul>

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<ul style="list-style-type: none"> <li>○ Policy council updates</li> </ul>	<p>subcontractor, STAND! For Families Free of Violence, was not able to spend their entire awarded amount due to staff turnover. As a result of personnel vacancies, there was a remainder of \$4,270.39 in their 2017-18 contract.</p> <ul style="list-style-type: none"> <li>• Zeimer mentioned that the unspent funds were shifted over to the Student Intern program to pay for the student interns.</li> <li>• Miguel explained there are fifteen student interns in the program and only seven paid through CSBG funding. The unspent dollars were able to fund a little more of the program.</li> <li>• Sparks informed the group that the language in the Community Services and Development contract 17F-2007 (Standard Agreement Part I &amp; II-Entire Contract) allows for an increase or decrease of up to 10% to the formally approved line item and therefore, providing flexibility in situations like this.</li> <li>• Zeimer asked the group to ratify the decision that the Fiscal committee made to move the unspent funds to the Student Intern line item to ensure all funds are spent.</li> </ul> <p><b>A motion to ratify the expenditures moving line items was made by Miguel and seconded by Morales.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Babb, Zeimer, Piquero, Kaushal, Miguel, Morales, Hanson</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Sewell, Almeida, Benavente, Brown, Krieger</b></p> <ul style="list-style-type: none"> <li>• Zeimer presented information on the 2018 Annual Community Action Partnership Conference. She went on to explain that each year, the Fiscal committee allocates funding for the Community Action Partnership (CAP) and California Community Action Partnership Association (CalCAPA) conferences so that board members can attend.</li> <li>• After further discussion, Zeimer asked which of the members were interested in attending the conference in August.</li> <li>• Miguel expressed interest in attending to learn more about Community Action.</li> <li>• Zeimer agreed that Miguel should attend the CAP convention in Denver.</li> <li>• Houston expressed interest in attending the In-State CalCAPA conference in Sonoma, CA in November.</li> </ul> <p><b>A motion to approve Dawn Miguel as the EOC member attending the CAP conference was made by Babb and seconded by Zeimer.</b></p> <p><b>The motion passed with EOC members voting as follows:</b></p>

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	<p><b>Ayes: Houston, Babb, Zeimer, Piquero, Kaushal, Miguel, Morales, Hanson</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Sewell, Almeida, Benavente, Brown, Krieger</b></p> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> <li>• None</li> </ul> <p><u>EOC Members</u></p> <ul style="list-style-type: none"> <li>• Zeimer shared with the group that Contra Costa County (CCC) Election Division is establishing regional early voting sites for the primary election on June 5<sup>th</sup>. This will take place on Tuesday, May 29<sup>th</sup> through Friday, June 1<sup>st</sup> from 11:00 a.m. – 7:00 p.m. and on Saturday, June 2<sup>nd</sup> from 8:00 a.m. – 5:00 p.m. There will be regional early voting sites in Antioch, Bay Point, Concord, El Cerrito, and Walnut Creek. CCC Election Division is looking for individuals who are interested in working at these early voting sites.</li> <li>• Zeimer informed that group that there is a lot of activity surrounding the 2020 census and is asking staff to provide a report. Zeimer mentioned that there is some concern surrounding the 2020 census in the community and raised the fact that this may be a good opportunity for the EOC to get involved and see what role we can play in the community.</li> </ul>
<p><b>Status of the EOC Subcommittees:</b></p> <ul style="list-style-type: none"> <li>• <b>Fiscal (See Above)</b></li> <li>• <b>Governance</b></li> <li>• <b>Outreach</b></li> <li>• <b>Program Services (none at this time)</b></li> </ul>	<p><u>Fiscal</u></p> <ul style="list-style-type: none"> <li>• See under reports.</li> </ul> <p><u>Governance</u></p> <ul style="list-style-type: none"> <li>• Miguel asked staff to set-up a Governance meeting regarding the Strategic Planning Retreat. Zeimer, Kaushal and Miguel agreed on Wednesday, April 18<sup>th</sup> to meet.</li> </ul> <p><u>Outreach</u></p> <ul style="list-style-type: none"> <li>• See agenda item #5</li> </ul> <p><u>Program Services</u></p> <ul style="list-style-type: none"> <li>• Houston asked staff to plan a Program Services meeting once the Strategic Planning Retreat is completed during the week of May 7<sup>th</sup>.</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>• None</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• Ended on time.</li> </ul>