



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



Date: 6/14/2018 **Time Convened:** 6:15 PM **Time Terminated:** 8:00 PM **Recorder:** Nancy Sparks

Attendees: Dawn Miguel, Renee Zeimer, Ajit Kaushal, Samuel Houston, Armando Morales, Tricia Piquero, Marjorie Hanson, Lauren Babb, Acaria Almeida

Absentees: Devlyn Sewell (Excused), Juan Pablo Benavente (Excused), Tanya Brown (Excused)

Staff: Nancy Sparks, Christina Reich, Mele Tupou Lolohea (Excused-Maternity leave)

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> Chair Kaushal called the meeting to order at 6:15 PM. Zeimer read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None present
Action: Approval of the prospective EOC Candidate-Kevin Donovan	<ul style="list-style-type: none"> The group reviewed and discussed Kevin Donovan’s application for the Private/Non-Profit Alternate seat on the board. Zeimer reported that during the May executive meeting, the executive committee had the opportunity to interview Donovan. She shared that Donovan is a retired banker with finance experience who now provides network contacts for UC Berkeley students. Zeimer reminded the board of the importance for low-income residents to have a wider network in order to get their foot in the door. Sparks reminded the board that Donovan was also present at the March business meeting as a member of the public. The board agreed to interview Donovan for the Private/Non-Profit Seat No. 4 at the July 12, 2018 EOC business meeting.
Action: Review and approval of the draft April 12, 2018 Business meeting minutes	<ul style="list-style-type: none"> The group reviewed the draft April 12, 2018 Business meeting minutes. A motion to approve the draft April 12, 2018 Business meeting minutes was made by Babb and second by Zeimer. <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Babb, Zeimer, Piquero, Kaushal, Miguel, Hanson Nays: None Abstentions: Almeida</p>

TOPIC	RECOMMENDATION / SUMMARY
EOC Mission Statement	<p>Absent: Sewell, Benavente, Brown</p> <ul style="list-style-type: none"> • Zeimer reported that during strategic plan retreat on May 5, 2018 the group looked back at the Economic Opportunity Act of 1964 to help build the mission statement. Members also shared the trajectory of their lives and why being a part of the EOC is so meaningful. • Zeimer read the first draft of the EOC mission statement to the group: <p><u>Draft:</u> <i>The mission of the Economic Opportunity Council, the Community Action Agency of Contra Costa County is to arm the community with hope, knowledge, resources and voice. Through our advocacy, inclusion, and influence we provide pathways out of poverty to unbar the doors to full participation and self-sufficiency.</i></p> <ul style="list-style-type: none"> • Piquero stated that the mission statement is fantastic and encompasses all that the EOC does in the community. • Babb recommended switching the word provide to promote as it speaks more accurately to the work of the EOC. <p><u>Final:</u> <i>The mission of the Economic Opportunity Council, the Community Action Agency of Contra Costa County is to arm the community with hope, knowledge, resources and voice. Through our advocacy, inclusion, and influence we promote pathways out of poverty to unbar the doors to full participation and self-sufficiency.</i></p> <ul style="list-style-type: none"> • A motion to approve and adopt the Mission Statement for the EOC was made by Babb and second by Miguel. <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Babb, Zeimer, Piquero, Kaushal, Miguel, Hanson, Almeida Nays: None Abstentions: None</p>
County contract process	<ul style="list-style-type: none"> • Sparks reported that the County Administrators Office (CAO) is tightening up contract timeframes and will no longer accept Retro Memos and backdating of contracts. • Reich further explained that this would mean that the EOC and CSB staff must put out the Request for Information (RFI) in September, review proposals in late October or early November when allocations are sent out by The Department of Community Services and Development (CSD), and finalized by staff and the subcontractors soon after. • Furthermore, the county has added new Subrecipient requirements due to Federal and State funding, which has elongated the process. • Zeimer expressed her concern with the contract process and its elongated timeframe. She shared that the EOC and CSB staff have worked diligently to fine-tune the process so that services are uninterrupted.

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	<ul style="list-style-type: none"> • Babb recommended that the members who are delegates to the Board of Supervisors on the EOC meet with their supervisors and share their concerns. • Reich also mentioned that the county is working on a system called, COMPACT, which will help staff find where a contract is in the system and allow staff to police the contract themselves. • Zeimer recommended the EOC put together a memo and send out to the Board of Supervisors.
Review Site Monitoring process	<ul style="list-style-type: none"> • Onsite monitoring of our subcontractors will begin in the next couple of weeks. • Sparks shared that nine out of ten 2018-19 CSBG contract are executed therefore the EOC can begin monitoring. • Sparks passed the sign-up sheet and reminded the members that they are required to visit at least one subcontractor. • Staff will send out emails in the next week to each team to begin coordinating visits.
Reports: <ul style="list-style-type: none"> • EOC Chair • Fiscal- Actual • CSB Staff • EOC Members <ul style="list-style-type: none"> ○ Policy council updates 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Kaushal shared that during the May 16, 2018 Community Services Block Grant Advisory Committee (CAC), The Department of Community Services and Development (CSD) mentioned that a discretionary contract will be provided to all Community Action Agencies (CAA). The scope of work is still to be determined and the allocations are expected to be close to \$40,000 per agency. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> • Zeimer presented the April expenditure report for the 2018 CSBG 18F-5007. April expenditure report reflects that we are at 33% of the budget. Zeimer stated that there are no surprises as there are certain expenses that have not hit the books such as subcontractor demands, membership fees, and EOC T-Shirts. • Reich informed the group that demands are coming in and are being reimbursed now that contracts are executed. • Sparks shared that she is working with six subcontractors who have submitted demands incorrectly. Some demands contain the wrong contract number; different reimbursements amounts stated on the forms and/or are missing back-up documentation. <p><u>Quarterly Weatherization Report</u></p> <ul style="list-style-type: none"> • 2017 LIHEAP WX. The number of homes weatherized in the past was 343. <ul style="list-style-type: none"> -26 homes in East County -19 homes in Central County -12 homes in West County Total of 400 homes Weatherized Year-To-Date.

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	<ul style="list-style-type: none"> • <u>2017 LIHEAP ECIP has assisted:</u> <ul style="list-style-type: none"> -1,086 Clients in East County -557 Clients in Central County -634 Clients in West County <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich reported and distributed handout on the 2020 Census. The Census Bureau is planning to use an electronic questionnaire that will contain a question on citizenship. This will pose an issue when collecting data. • Starting in April of 2019, The Census Bureau will send residents information on how to fill out applications online to help with efficiency and to save costs. • Residents will also receive paper applications if they do not respond online. • Contra Costa County is 1 of 13 hard-to-count counties due to populations that are living on top of each other as well as areas like North Richmond that do not traditionally respond. Contra Costa County will have 1500 enumerators go out. • Houston informed the group that it is safe for residents to answer the questionnaire because The Census Bureau does not communicate all the information they gather with other departments. • Reich spoke with David Bradley, Chief Executive Office, National Community Action Foundation, during the Learning Community Conference in Arlington, Virginia, stated that he is two signatures away from getting everyone onboard. Bradley mentioned that he feels very strongly that there will be no support for redlining. <p><u>Policy Council</u></p> <ul style="list-style-type: none"> • Reich shared that EOC member Tanya Brown resigned as representative of the EOC on the Policy Council. • Miguel volunteered to be the new EOC representative on the Policy Council and will begin to bring updates to the EOC in September. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Kaushal shared that the City of Concord will have a parade on July 4th to celebrate the city's 150th birthday. The unveiling of Don Juan Salvio Pacheco statue will take place during the parade. Kaushal encourages all members to attend. • Zeimer announced that Contra Costa County Libraries will continue with Lunch in the Library Program this summer. This program will prevent student, who are part of the subsidized lunch program during the school year, from going hungry during the summer months. Program also provides arts and craft, musical performances, movies and more.
<p>Status of the EOC Subcommittees:</p> <ul style="list-style-type: none"> • Fiscal (See Above) • Governance 	<p><u>Fiscal</u></p> <ul style="list-style-type: none"> • See under reports. <p><u>Governance</u></p>

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<ul style="list-style-type: none"> • Outreach • Program Services 	<ul style="list-style-type: none"> • None at this time <p><u>Outreach</u></p> <ul style="list-style-type: none"> • None at this time <p><u>Program Services</u></p> <ul style="list-style-type: none"> • None at this time
<p>Next Steps :</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will invite Kevin Donovan to the July 12th EOC Business meeting for interview with the entire EOC board for the Private/Non-Profit Seat No. 4. • Staff will send out team emails in preparation for the subcontractor's onsite visits. • Staff and Houston will continue providing updates on the 2020 Census.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • Ended on time.