



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 8/9/2018

Time Convened: 6:22 PM

Time Terminated: 8:02 PM

Recorder: Mele Tupou/Nancy Sparks

Attendees: Samuel Houston, Tanya Brown, Armando Morales, Lauren Babb, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Dawn Miguel

Absentees: Tricia Piquero (Excused), Acaria Almeida (Excused), Juan Pablo Benavente (Excused)

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

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
<p>Action: Review and approval of the draft July 12, 2018 Business meeting minutes</p>	<ul style="list-style-type: none"> The group reviewed the draft July 12, 2018 Business meeting minutes. A motion to approve the draft July 12, 2018 Business meeting minutes was made by Zeimer and second by Houston. <p>The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Babb, Sewell, Zeimer, Brown, Kaushal, Miguel Nays: None Abstentions: Absent: Benavente, Piquero, Almeida</p>
<p>Site Monitoring Updates -Key Takeaways</p>	<ul style="list-style-type: none"> Reich explained this is the area on the agenda for members to share their experiences during their onsite monitoring visits and any key takeaways they would like to share with the board. Kaushal started by sharing his visit with Opportunity Junction. He informed the board that they are currently renovating their building and working hard to get the word out about their services. He mentioned that using last year's report was helpful when it came time to complete this year's report and to compare how things changed from last year's visit. Miguel informed the board on her visit to White Pony Express. She mentioned that she was impressed with the size and how it is a volunteer-run organization. She shared that during her visit, they expressed their struggles to understand and the county contract process and internal procedures. Miguel expressed that her visit was overall positive and seeing the large amount of food delivered early in

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	<p>the morning was a unique experience.</p> <ul style="list-style-type: none"> • Morales shared his experience visiting St. Vincent Du Paul. He was impressed with the organization and its efforts in collecting clothing to send to different countries. • Zeimer elaborated by stating that St. Vincent Du Paul welcomes only gently used clothing and if in need of repair, it is sent to Africa and becomes repurposed. • Zeimer went on to explain that the EOC is currently funding their Workforce Development program where they hold three cycles a year for 24-26 weeks of training. She also mentioned that St. Vincent de Paul is requesting that the county continues their flexibility with their reporting deadlines. She also mentioned that CSB staff, Sparks, was called out for being helpful in the contract and demand process. • Reich announced she will be taking on the Comprehensive Services Unit who are out in these communities working with the clients and this is another way to do outreach. • Babb reminds Houston about their visit on the 18th with the Student Interns and double checked with Miguel about visiting Monument Crisis Center.
Request For Information (RFI) Timeline	<ul style="list-style-type: none"> • The group reviewed the RFI Timeline. • Reich stated there needs to be a 1 pager showing the important dates of the Bidders conference, the release of the RFI and when its due so that it can be sent out to the members and their constituents and all others. • Babb stated the one pager should also include who we are, what we do as a board and the mission statement. • Staff shared the meeting timelines for the RFI with the members explaining the deadlines for all the dates. Please see attachment A. • Zeimer requests that staff should add in next steps after the November 8th deadline. Staff agrees the very next day, staff will email the subcontractors and the contract and grants unit about the next steps and who has been funded. • The group recommended that staff gives the awarded subcontractors a deadline for when the documents are due and if they aren't received their allocation may be reconsidered.
2020 Census update and discussion on Hard to count (HTC) population	<ul style="list-style-type: none"> • Reich explained to the group that Houston is working with the Census and he will start off the discussion. • Houston explained to the group that everyone is required by law to participate in the Census. He stated the biggest thing going on with the Census is the addition of the citizenship question. There is a push to take it off but it might not override the administration's desired to keep it on the survey. • Houston stated there is some line to have everyone agree to still have the question there and maybe have it verbalized in a different way. Houston stated people ask what happens if they don't answer or participate and would there be jail time. He explained it was never enforced and he had no knowledge of people going to jail but there were fines. • Reich asked if the questions that aren't answered would that impact the survey and Houston stated

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	<p>any unanswered question will automatically be counted as a no.</p> <ul style="list-style-type: none"> • Houston stated people are now more distrustful of the government than ever before. The government is trying to connect with other organizations. • Reich explained the community organizations don't want to send off the wrong message to the people that they can't be trusted as well. • Babb stated she works with Planned Parenthood and they are trying to figure out how they can be the trusted messenger. • Zeimer shared with the group information about The Public Policy Institute of California who explains why the citizenship question is such a big deal. • Staff will bring back the discussion once there is more information to share about what we can do as a group and individually.
<p>Reports:</p> <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 encouraged the members to continue focusing on completing the monitoring visits. <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> • Zeimer presented the June expenditure report for the 2018 CSBG 18F-5007 contract. 44% has been expended and demands are being submitted and so they are being paid down as they come in. For the most part, the budget is on target. • Staff stated there was a lag with Shelter Inc., but the demands are coming in. Zeimer stated next month we will have a better sense of where the subcontractors are. • Zeimer explained as we get closer to the end of the budget period, Sam makes adjustments so they all come in at 100. • Zeimer shared with the group that there were two pots of additional money and the Program Services committee met last month and made some decisions about \$32,000 of the \$35,000 of additional funds will be made available to subcontractors so they can purchase supplies and equipment for the services they are currently providing. • \$3,000 will go towards publicity for the EOC Outreach efforts to get information out to the community. <p>A motion to approve the amounts in Amendment #1 proposed budget for discretionary dollars as presented was made by Miguel and second by Babb. The motion passed with EOC members voting as follows: Ayes: Houston, Morales, Babb, Sewell, Zeimer, Brown, Kaushal, Miguel Nays: None</p>

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	<p>Abstentions: Absent: Benavente, Piquero, Almeida</p> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich shared that Cassandra Youngblood, Employment and Human Services Department (EHSD) Contract and Grants Analyst, will be out of the office therefore CSB will be assigned a new analyst who will be supporting CSB contracts. • Reich explained that EHSD Director, Kathy Gallagher, has requested for CSB to add to the September EOC business meeting agenda the new contract system called, COMPACT. The system will alleviate log jams and will be presented by a Nasim Eghlima, CSB Administrative Analyst III, who is a part of this committee. • Reich shared the design of the brochure are in process and \$3,000 from the discretionary dollars have been allocated by the EOC. The remaining balance will be covered by general funds. • Staff will reach out to Tricia to help with the designing of the new brochures along with Babbs and Miguel. • Reich shared that she and Sparks went to Sacramento to attend the mandatory CSBG Annual Report training on July 25th and 26th. The new report will be implemented through a phased-in approach over two years. The Department of Community Services and Development (CSD) hopes to have trainers who will come out to Community Action Agencies to help make the process as painless as possible. <p><u>Policy Council</u></p> <ul style="list-style-type: none"> • No updates <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Kaushal shared on August 4th he was recognized by Congressman, Mark DeSaulnier, during the Immigration Town Hall meeting in Concord. Kaushal expressed the need to conduct more outreach in the community to spread the word on the EOC after a few town hall attendees asked what the EOC was. • Zeimer shared that August 7th – August 11th, the Contra Costa County Library would be having its annual Book Giveaway at the Pleasant Hill Library.
<p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • See above in each section.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • None at this time.