

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

## Agenda

**Group/Meeting Name:** EOC Fiscal Subcommittee Meeting

**Date:** 1/3/2019 **Time: From:** 11:30 a.m. **To** 12:00 p.m.

**Location:** 1470 Civic Ct. Suite 200, Conf. Room #221, Concord

**Purpose:** Review CSBG Budgets and Reports

*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact EOC Staff at least 24 hours before the meeting at (925) 681-6311.*

**PERSONS WHO WISH TO ADDRESS THE EOC DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.**

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.*

*Your patience is appreciated.*

### By the end of this meeting, we will have:

An understanding of the desired outcomes and ground rules so that meeting participants accomplish meeting objectives in a timely and efficient manner.
Received any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Discussed unfinished business so that the members are aware and informed.
Presentation of the 2018 CSBG Monthly Expenditure Report for November so that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

Agenda			
What	How	Who	Time
➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minute
➤ Public Comment	Present	Members of the Public	3 Minutes
➤ Unfinished business	Present Clarify Check for Understanding	Group	5 Minutes

➤ 2018 CSBG November Expenditure report	Present Clarify	CSB Staff	15 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ $\Delta$	Group	2 Minutes

If you wish to call in please see the instructions below:

- Dial 1-888-278-0254
- You will be asked to enter your access code: 8934051
- Once the access code is entered you will join the meeting

Community Services Block Grant																			
Monthly Expenditures																			
2018 Contract # 18F-5007																			
Term: Jan 1, 2018 through May 31, 2019																			
Line		sub		1st Qtr	2nd Qtr	3rd Qtr		92%	4th Qtr	YTD	YTD		Proj	Proj	Proj	Proj	Proj		
Item	Description	object	Budget	Total	Total	Total	Oct-18	Nov-18	Total	Total	Balance	%	Dec-18	Jan-19	Feb-19	YTD	Bal	%	
	<b>ADMINISTRATIVE COSTS:</b>																		
1	Salaries and Wages	1011	18,235	6,342.07	3,715.72	2,873.16	760.10	423.03	1,183.13	14,114.08	4,120.92	77%	4,121	-	-	18,235	-	100%	
	Community Services Director	CR	4,802	2,331.15	587.35	-	-	-	-	2,918.50	1,883.50	61%	1,884	-	-	4,802	-	100%	
	Accountant III	SM	13,433	4,010.92	3,128.37	2,873.16	760.10	423.03	1,183.13	11,195.58	2,237.42	83%	2,237	-	-	13,433	-	100%	
2	Fringe Benefits		13,311	3,581.60	2,317.77	1,590.50	454.66	329.13	783.79	8,273.66	5,037.34	62%	5,037	-	-	13,311	-	100%	
3	Other Costs-Indirect Costs		71,579	9,811.81	36,900.49	14,566.15	8,873.62	1,426.93	10,300.55	71,579.00	-	100%	-	-	-	71,579	-	100%	
	Indirect Costs	5022	71,579	9,811.81	36,900.49	14,566.15	8,873.62	1,426.93	10,300.55	71,579.00	-	100%	-	-	-	71,579	-	100%	
	<b>Total Administrative Costs</b>		<b>103,125</b>	<b>19,735.48</b>	<b>42,933.98</b>	<b>19,029.81</b>	<b>10,088.38</b>	<b>2,179.09</b>	<b>12,267.47</b>	<b>93,966.74</b>	<b>9,158.26</b>	<b>91%</b>	<b>9,158</b>	<b>-</b>	<b>-</b>	<b>103,125</b>	<b>-</b>	<b>100%</b>	
	<b>PROGRAM COSTS:</b>																		
1	Salaries and Wages	1011	229,626	43,320.54	56,168.60	58,251.31	20,295.15	21,212.54	41,507.69	199,248.14	30,377.86	87%	18,631	5,873	5,873	229,626	-	100%	
	<b>Subtotal Program</b>		<b>136,036</b>	<b>33,488.03</b>	<b>29,882.88</b>	<b>33,357.02</b>	<b>12,433.95</b>	<b>14,116.57</b>	<b>26,550.52</b>	<b>123,278.45</b>	<b>12,757.55</b>	<b>91%</b>	<b>12,758</b>	<b>-</b>	<b>-</b>	<b>136,036</b>	<b>-</b>	<b>100%</b>	
	Division Manager	CR	33,492	6,957.50	8,085.93	9,474.66	2,118.74	4,216.49	6,335.23	30,853.32	2,638.68	92%	2,639	-	-	33,492	-	100%	
	Comprehensive Svcs Mgr	NS	68,579	16,645.47	16,645.47	17,144.85	6,286.45	6,000.70	12,287.15	62,722.94	5,856.06	91%	5,856	-	-	68,579	-	100%	
	Intermediate Clerk	MT	33,965	9,885.06	5,151.48	6,737.51	4,028.76	3,899.38	7,928.14	29,702.19	4,262.81	87%	4,263	-	-	33,965	-	100%	
	<b>Student Interns</b>		<b>93,590</b>	<b>9,832.51</b>	<b>26,285.72</b>	<b>24,894.29</b>	<b>7,861.20</b>	<b>7,095.97</b>	<b>14,957.17</b>	<b>75,969.69</b>	<b>17,620.31</b>	<b>81%</b>	<b>5,873</b>	<b>5,873</b>	<b>5,873</b>	<b>93,590</b>	<b>-</b>	<b>100%</b>	
2	Fringe Benefits		107,065	27,557.93	29,346.22	28,776.61	10,483.72	11,351.13	21,834.85	107,515.61	(450.61)	100%	(1,674)	612	612	107,065	-	100%	
	Program Fringe Benefits		95,834	26,385.91	26,213.02	25,599.35	9,478.27	10,443.54	19,921.81	98,120.09	(2,286.09)	102%	(2,286)	-	-	95,834	-	100%	
	Student Interns Fringe Benefits		11,231	1,172.02	3,133.20	3,177.26	1,005.45	907.59	1,913.04	9,395.52	1,835.48	84%	612	612	612	11,231	-	100%	
3	Operating Expenses		15,500	369.99	3,698.29	777.33	2,750.14	1,165.15	3,915.29	8,760.90	6,739.10	57%	5,706	1,711	-	16,178	(678)	104%	
	Office Supplies	2100	2,077	15.63	231.61	174.98	885.76	1,003.55	1,889.31	2,311.53	(234.53)	111%	183	400	-	2,895	(818)	139%	
	Communications	2110	1,096	160.30	301.24	61.83	582.22	20.68	602.90	1,126.27	(30.27)	103%	21	-	-	1,147	(51)	105%	
	Tel Exchange Service	2111	549	194.06	64.56	200.40	66.82	66.92	133.74	592.76	(43.76)	108%	67	-	-	660	(111)	120%	
	Membership Dues	2000	3,040	-	3,036.35	-			-	3,036.35	3.65	100%	-	-	-	3,036	4	100%	
	Auto Mileage-Employees	2301	521	-	-	225.08			-	225.08	295.92	43%	-	-	-	225	296	43%	
	Other Travel Empl\In-State Travel	2303	2,314	-	-	115.04	744.86		744.86	859.90	1,454.10	37%	213	-	-	1,072	1,242	46%	
	Training & Registration	2467	1,612	-	-	-	-		-	-	1,612.00	0	4,263	-	-	4,263	(2,651)	264%	
	Educ Supplies & Courses	2477	1,476	-	-	-	-		-	-	1,476.00	0	-	600	-	600	876	41%	
	Other Costs	2479	2,815	-	64.53	-	470.48	74.00	544.48	609.01	2,205.99	22%	960	711	-	2,280	535	81%	
4	Out-of-State Travel		4,061	-	-	2,034.18	1,312.60	36.22	1,348.82	3,383.00	678.00	83%	-	-	-	3,383	678	83%	
5	Subcontractor Services		400,992	-	154,613.72	34,511.84	37,528.80	31,940.83	69,469.63	258,595.19	142,396.81	64%	47,466	47,466	47,466	400,992	-	100%	
1	Bay Area Community Resources	2310	28,497	-	10,842.57	-	-	-	-	10,842.57	17,654.43	38%	5,885	5,885	5,885	28,497	-	100%	
2	CC Health Svcs Homeless Prog	2310	28,497	-	10,000.00	-	5,000.00	-	5,000.00	15,000.00	13,497.00	53%	4,499	4,499	4,499	28,497	-	100%	
3	Contra Costa Interfaith Hsng	2310	28,497	-	9,128.93	4,267.86	2,051.79	2,098.84	4,150.63	17,547.42	10,949.58	62%	3,650	3,650	3,650	28,497	-	100%	
4	Opportunity Junction, Inc	2310	87,997	-	29,001.32	14,500.66	7,250.33	7,250.33	14,500.66	58,002.64	29,994.36	66%	9,998	9,998	9,998	87,997	-	100%	
5	Loaves & Fishes of CCC	2310	39,497	-	15,400.00	7,700.00	3,850.00	3,850.00	7,700.00	30,800.00	8,697.00	78%	2,899	2,899	2,899	39,497	-	100%	
6	Shelter Inc. of Contra Costa	2310	68,997	-	22,666.65	-	11,333.36	-	11,333.36	34,000.01	34,996.99	49%	11,666	11,666	11,666	68,997	-	100%	
7	The Contra Costa Clubhouses, Inc	2310	24,519	-	7,840.00	1,960.00	1,960.00	1,960.00	3,920.00	13,720.00	10,799.00	56%	3,600	3,600	3,600	24,519	-	100%	
8	White Pony Express	2310	37,497	-	12,167.66	6,083.32	6,083.32	3,041.66	9,124.98	27,375.96	10,121.04	73%	3,374	3,374	3,374	37,497	-	100%	
9	Monument Crisis Center	2310	28,497	-	13,760.00	-	-	13,740.00	13,740.00	27,500.00	997.00	97%	332	332	332	28,497	-	100%	
10	St. Vincent de Paul of Contra Cost	2310	28,497	-	23,806.59	-		-	-	23,806.59	4,690.41	84%	1,563	1,563	1,563	28,497	-	100%	
	<b>Total Program Costs</b>		<b>757,244</b>	<b>71,248.46</b>	<b>243,826.83</b>	<b>124,351.27</b>	<b>72,370.41</b>	<b>65,705.87</b>	<b>138,076.28</b>	<b>577,502.84</b>	<b>179,741.16</b>	<b>76%</b>	<b>70,128</b>	<b>55,662</b>	<b>53,951</b>	<b>757,244</b>	<b>0</b>	<b>100%</b>	
	<b>Total Expenditures</b>		<b>860,369</b>	<b>90,983.94</b>	<b>286,760.81</b>	<b>143,381.08</b>	<b>82,458.79</b>	<b>67,884.96</b>	<b>150,343.75</b>	<b>671,469.58</b>	<b>188,899.42</b>	<b>78%</b>	<b>79,287</b>	<b>55,662</b>	<b>53,951</b>	<b>860,369</b>	<b>0</b>	<b>100%</b>	
	Prepared: 12/18/2018																		