



## Economic Opportunity Council (EOC) Business Meeting Minutes

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



**Date:** 7/12/2018      **Time Convened:** 6:20 PM      **Time Terminated:** 8:00 PM      **Recorder:** Nancy Sparks

**Attendees:** Samuel Houston, Tanya Brown, Juan Pablo Benavente, Armando Morales, Lauren Babb, Devlyn Sewell, Tricia Piquero, Renee Zeimer, Ajit Kaushal

**Absentees:** Dawn Miguel (Excused), Acaria Almeida (Excused)

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

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Chair Kaushal called the meeting to order at 6:15 PM. Kaushal read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None present</li> </ul>
<b>Action:</b> Approval of the prospective EOC Candidate-Kevin Donovan	<ul style="list-style-type: none"> <li>Kaushal informed the board that since interviewing with the Executive team in June, Donovan has apologetically declined tonight's invitation to interview with the entire board due to receiving a job opportunity.</li> <li>Kaushal encouraged members to continue recruiting for other candidates.</li> </ul>
<b>Action:</b> Review and approval of the draft June 14, 2018 Business meeting minutes	<ul style="list-style-type: none"> <li>The group reviewed the draft June 14, 2018 Business meeting minutes.</li> <li><b>A motion to approve the draft June 14, 2018 Business meeting minutes was made by Piquero and second by Babb.</b></li> </ul> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Morales, Babb, Zeimer, Piquero, Kaushal</b>  <b>Nays: None</b>  <b>Abstentions: Sewell, Brown, Benavente</b>  <b>Absent: Miguel, Almeida</b></p>
Site Monitoring expectations	<ul style="list-style-type: none"> <li>Sparks went over the expectation of the site monitoring visits and shared past evaluation forms to serve as an example for new members.</li> <li>Members were encouraged to take pictures during their visit and bring back to the board.</li> <li>Benavente recommended for staff to include the contract amounts on the evaluations forms for each subcontractor.</li> <li>Zeimer encouraged members to review previous year's evaluation forms prior to visiting a subcontractor to see what their progress has been.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Kaushal invited the members to join him on his visit to Opportunity Junction in the upcoming weeks.</li> </ul>
2018 Organizational Standards	<ul style="list-style-type: none"> <li>• Sparks and Reich reported on the Organization Standards that are due to The Department of Community Services and Development (CSD) on August 30, 2018. The Office of Community Services (OCS) is requiring all eligible entities to report on their organizational standards as part of an enhanced system for accountability and performance management.</li> <li>• As a public Community Action Agency, CSB must report on fifty organizational standards organized in three thematic groups comprising of nine categories.</li> <li>• Sparks logged into the Community Software Group (CSG) portal and walked through the system and the different documentation uploaded into the system to prove we are in compliance.</li> <li>• In the event CSB does not meet a standard, a Technical Assistance Plan (TAP) outlining how CSB will meet the standard will be uploaded into the CSG portal and monitored by CSD.</li> <li>• Sparks also shared the Emlyn Struthers, Management Analyst-Clerk of the Board-congratulated the EOC on creating a mission statement.</li> </ul>
Immigration Update	<ul style="list-style-type: none"> <li>• Zeimer informed the board that the Contra Costa Sheriff has announced that they will not be renewing their contract with the U.S Immigration and Customs Enforcement (ICE).</li> <li>• Sacramento detention center closed earlier this year and ICE immediately began transporting detainees across the US to other facilities causing many families to not know the whereabouts of a family member.</li> <li>• The Contra Costa Immigration Rights Alliance has put together a community fund to assist families with paying bonds and other expenses such as cost for phone calls from detention centers.</li> <li>• Zeimer encouraged members to attend the Contra Costa County's first TRUTH Act Forum on Tuesday, July 24, 2018 during the Contra Costa Board of Supervisors meeting in Martinez where concerned citizens are invited to share thoughts on the ACT as wells as the current political climate.</li> </ul>
<b>Reports:</b> <ul style="list-style-type: none"> <li>• EOC Chair</li> <li>• Fiscal- Actual</li> <li>• CSB Staff</li> <li>• EOC Members <ul style="list-style-type: none"> <li>○ Policy council updates</li> </ul> </li> </ul>	<u>EOC Chair</u> <ul style="list-style-type: none"> <li>• Kaushal shared a letter from the Department of Community Services and Development (CSD) regarding Notice of Grant Award. CSD has increased the 2018 CSBG contract 18F-5007 by \$35,000 to include discretionary dollars.</li> <li>• Kaushal added that there is no separate scope of work for the discretionary dollars.</li> <li>• Sparks informed that the reason for including the additional funding to the already existing contract is to increase efficiency.</li> <li>• Zeimer recommended we move this item to the Program Services subcommittee discuss. Group agreed.</li> <li>• Reich shared that marketing materials recently created, includes Community Action Agency</li> </ul>

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	<p>information, will be presented during the Program Services subcommittee meeting.</p> <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> <li>• Zeimer presented the May expenditure report for the 2018 CSBG 18F-5007 contract. May expenditure report reflects that we are at 42% of the budget.</li> <li>• Zeimer reminded the group that demands are coming in now that contracts are executed and will reflect in the upcoming expenditure reports.</li> <li>• Sparks added that more than \$60,000 dollars in demands were submitted to the fiscal unit for reimbursement and should reflect June and July expenditure reports.</li> </ul> <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> <li>• Reich informed that staff has been diligently informing the board on the contract changes within the county. First, all 10 CSBG 2018-19 contracts have been fully executed.</li> <li>• Currently staff is developing a flow chart and analyzing the steps taken to ensure the process is as streamlined as possible.</li> <li>• Based on the results, a determination will be made if more staff is needed.</li> <li>• The County has contracted with City Span, out of Berkeley, who is currently developing an automated contract system called COMPACT that will allow staff to track the contract in every step of the process allowing for visibility and transparency.</li> <li>• Reich also added that the County Administrators Office (CAO) hired an Analyst who will be working on EHSD contracts.</li> <li>• Rand added that this is the result of the conversation with the Executive committee at the end of June. She also mentioned that the 2017-18 CSBG contract did not have the same issue and were all executed timely. Rand also mentioned that the CAO experienced a shortage of staff which caused a backup in the process but now rectified with the hiring of more staff.</li> <li>• Reich shared that staff will be traveling to Sacramento on July 25-26, 2018 for the Annual Report training with CSD.</li> <li>• Reich also share that there will be reorganization at the Federal level. On June 21<sup>st</sup> the Federal Office of Management and Budget released a report and calls for moving the Supplemental Nutrition Assistance Program (SNAP) to The Health and Human Services (HSS) and renaming HSS to Department of Health and Public Welfare and other changes that are being proposed.</li> <li>• Babb asked if there would be a comment period before its finalized.</li> <li>• Reich stated that staff would keep the EOC informed as soon as it becomes available.</li> </ul> <p><u>Policy Council</u></p> <ul style="list-style-type: none"> <li>• No updates</li> </ul> <p><u>EOC Members</u></p>

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	<ul style="list-style-type: none"> <li>• Houston shared that health care will dramatically change next year and premiums will go up. Houston encouraged folks visit Covered California and get information directly from consultants and not from other outlets that may be misleading.</li> <li>• Working for Planned Parenthood, Babb shared that the Federal Gag Order will take away federal dollars for reproductive health care. The federal gag rule will cause an influx of patients seeking services from Planned Parenthood and those living in rural community, who rely solely on Planned Parenthood but denied, forced to seek services elsewhere.</li> <li>• Babb shared that there is a huge push to send the Department of Health and Human Services a million comments before they change the rule.</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</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>• None at this time</li> </ul> <p><u>Outreach</u></p> <ul style="list-style-type: none"> <li>• None at this time</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>• Reich will send the Government-Reform and Reorganization Plan report to the board.</li> <li>• Sparks will send out the New Federal Tax Law to the board.</li> <li>• Staff will revise the Site monitoring evaluation forms to include the contract amounts for each subcontractor.</li> <li>• Staff will work with the EOC to schedule a program services subcommittee meeting in the upcoming week.</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>