



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes



Location: 1470 Civic Ct., Suite 200 Concord, CA 94520

Date: 12/6/2018

Time Convened: 12:10 PM

Time Terminated: 1:26 PM

Recorder: Mele Tupou

Attendees: Renee Zeimer, Lauren Babb, Dawn Miguel, Camilla Rand, Nancy Sparks, Mele Lolohea

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none">• Zeimer reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none">• None Present

Review of 2019 Subcontractor allocations

- Zeimer explained this agenda item was moved from a closed meeting to an open meeting to ensure transparency. She continued to state new information was made available to the group regarding one of the members on the board that might have an effect on the proposal from Greater Richmond Interfaith Program (GRIP).
- At the last meeting on November 20th, the Executive team agreed to send a letter out to Brown acknowledging her responsibilities as a board member and the conflict of interest that was uncovered. Staff had sent out the letter certified requesting she signs, but it still states under tracking 'in transit', although letter was sent out a week ago.
- Babb asked if she doesn't receive the letter by Wednesday will staff send out another letter. Rand stated yes, the letter will be sent via e-mail and through regular mail.
- Zeimer stated, Tanya had appeared on the GRIP website for the staff roster and upon follow up, the information on those link had been removed.
- Zeimer stated members are to take an Ethics training every two years and because of this situation there could possibly be a contractual conflicts of interest which could have implications to even consider the agency. This training is a video located on the Board of Supervisors website. There is a section in the video at fifty- five (55) minutes and thirty (30) seconds that states if a member of a body has contracting making powers and that member has financial interest in the contract, that contract cannot be made. Even if that person disqualifies himself or herself from any participation, it is still not enough.
- After viewing the video, Zeimer believes we do not want to enter into a contract with GRIP, because the body would be in violation with code section 1090.
- Babb disagreed with Zeimer stating in any other circumstance she would agree, but because of the history and how the group ended up in this situation about correcting the scores and Grip appealing, it won't look like a conflict of interest the way the group would see it. Babb believes it will a huge issue if Grip doesn't get funded. She believes the organization shouldn't get punished for a member's mistake.
- Miguel believes GRIP shouldn't be funded due to them not coming forward about Tanya being on their staff roster.
- Babb asked if there is any evidence that there is a financial tie between GRIP and Tanya.
- Rand stated this isn't about collusion. Staff has confirmed with county counsel and they agreed it is probably best GRIP should withdraw their application and resubmit next year. If we continue to fund GRIP, after knowing what we know about the member who may or may not work for the agency, the department could be put at risk.
- If GRIP refuses to withdraw their application, then it will come before the EOC to either fund or disqualify.
- Babb believed the process wasn't a sound process and because of the outlier score the agency might bring that to the forefront.
- Zeimer stated from a political and community interest, she would be much more concern about knowingly entering into a contract that is a violation of code section 1090.
- Zeimer stated there was a screenshot of the staff roster clearly showing Tanya listed as an employee. Babb believed it was an old roster from 2015, and stated if this was taken to the court, it would be interpreted as a staff roster from 2015.
- Rand explained when Zeimer contacted Tanya, she stated she would send her IT techs out to support GRIP. Babb then states that would be considered evidence since it was physically coming from Tanya.
- Rand stated this is something she should have come forth because she was given multiple opportunities to disclose this information.
- Babb asked if this is a decision that the Executive team makes or is this a full board decision. Rand explained the executive team will have to make a recommendation to the full board.
- Zeimer recommended that they request GRIP withdraws their application and for them to reapply next year as a first step.

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	<ul style="list-style-type: none"> • Babb asked how will this be communicated with the agency? Rand stated staff has been in contact with District 1's office (Supervisor Gioa) who understands the severity of it. The office will be the one reaching out to have further discussions with GRIP. • Zeimer stated one of the changes that will happen is during the application process conflict of interest will be discussed and those involved will sign off so that the issue does not arise again. • Babb feels GRIP should be given an apology based on not being funded because of the conflict of interest and the outlier score. • Zeimer believes there should be a statement acknowledging that the situation shed light on our process and the board will work on improving the process. • Rand disagreed with Zeimer and stated the statement should just say we know they do great work in the community and they offer value. We hope they apply in the future and that we look forward to working with them. Rand recommended we do not talk about the process because they are two very unrelated issues. • Rand asked the group to please make a motion to have Grip withdraw their application and if that does not happen then the group is in favor of taking the direction of the department and will be discussed at the next EOC meeting. <p>A motion to recommend that GRIP withdraws their application from this year's RFI and if they choose not to, then the EOC will follow the recommendations of County Counsel was made by Miguel and seconded by Zeimer.</p> <p>The motion carried. Aye: Miguel and Zeimer Nay: Abstain: Babb Absent:</p>
Review and approve the draft November 1, 2018 Executive Committee Meeting minutes	<ul style="list-style-type: none"> • The executive committee reviewed the draft November 1, 2018 EOC Executive Committee meeting minutes with no changes. <p>A motion to approve the draft November 1, 2018 Executive meeting minutes was made by Babb and seconded by Zeimer.</p> <p>The motion carried. Aye: Babb and Zeimer Nay: Abstain: Miguel Absent:</p>

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Review and approve the draft November 8, 2018 EOC Business Meeting minutes	<ul style="list-style-type: none"> • The executive committee reviewed the draft November 8, 2018 EOC Executive Committee meeting minutes with no changes. <p>A recommendation to move the draft November 8, 2018 EOC business meeting minutes to the full board was made by Miguel and seconded by Babb.</p> <p>The motion carried. Aye: Miguel, Babb, Zeimer Nay: Abstain: Absent:</p>	
2019 Work Plan-Draft	<ul style="list-style-type: none"> • The executive group agreed to table the 2019 work plan and move it over to the December Business meeting. 	
Review and approve the draft December 13, 2018 EOC Business meeting agenda	<ul style="list-style-type: none"> • The group reviewed the draft December 13, 2018 Business meeting agenda and made the following changes: <ul style="list-style-type: none"> ○ Add <i>Approve 2019 Subcontractor Allocations- Conflict of interest- Item #5</i> ○ Remove <i>CalCAPA</i> under <i>Staff report</i> <p>A motion to approve the draft December 13, 2018 Business meeting agenda with the changes stated above was made by Babb and seconded by Miguel.</p> <p>The motion carried. Aye: Babb, Miguel and Zeimer Nay: Abstain: Absent:</p>	
Next Steps	<ul style="list-style-type: none"> • Staff will update the business meeting agenda and send out the packet. • Staff will notify members of year end potluck for December 13th meeting. 	
Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Good meeting 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None