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| Logo2 |  **Economic Opportunity Council (EOC) Business Meeting Minutes** Location: 1470 Civic Court, Suite 200, Concord CA 94520 | NewCCSealColor |
| **Date:** 11/8/2018 | **Time Convened:** 6:00 PM | **Time Terminated:**  8:00 PM  | **Recorder:** Mele Tupou |
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| **Attendees:** Samuel Houston, Tanya Brown, Armando Morales, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Dawn Miguel, Tricia Piquero, Acaria Almeida, Lauren Babb, Cloudell Douglas |
| **Absentees:** Juan Pablo Benavente**Staff**: Camila Rand, Christina Reich, Nancy Sparks, Mele Tupou Lolohea |
| **Quorum:** Yes |

| **TOPIC** | **RECOMMENDATION / SUMMARY** |
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| Review Desired Outcomes  | * Vice-chair Miguel called the meeting to order at 6:00 PM. Piquero read the desired outcomes.
* Reich read ground rules for all members to agree and follow.
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| Public Comment | * None present
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| Approved EOC Bylaws  | * Sparks explained to the group that the newly revised bylaws were approved as of September 11, 2018.
* Reich praised Miguel for taking the lead on getting the bylaws done. She stated the bylaws were approved with no red notes of changes.
* The newest EOC member introduced himself to the group, Cloudell Douglas as a representative of Supervisor Gioa. The group then introduced themselves to Douglas.
* Sparks went over a couple areas in the bylaws showing the changes that were made. Please see attachment A for the document that was reviewed.
* Zeimer stated the new monitoring system for attendance should begin tonight and members will be held accountable if they are not in attendance.
* Staff will be working with members who are low income or of the low income sector to submit for mileage reimbursement forms retroactive to September.
* Zeimer encouraged everyone to read the full document shared with group the conflict of interest portion. She explained to the members how crucial it is for everyone to understand what conflict of interest is and all memebers will go through a training in the near future.
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| **Action:** Review and approval of the draft October 11, 2018 Business meeting minutes | * The group reviewed the draft October 11, 2018 Business meeting minutes with no changes.

**A motion to approve the draft October 11, 2018 Business meeting minutes was made by Piquero and second by Miguel.****The motion passed with EOC members voting as follows:** **Ayes: Houston, Morales, Almeida, Sewell, Zeimer, Kaushal, Piquero, Brown, Miguel****Nays: None** **Abstentions: Babb and Douglas****Absent: Benavente** |
| **Action:** 2019-2020 CSBG Budget | * Kaushal presented the 2019-2020 CSBG Budget with the decrease of 1.5% which does not reflect the discretionary funds.
* Zeimer explained at the last Program Services meeting, the group agreed to round up the dollar amount allocated to the subcontractors to $400,000 and the adjustment came out of the Student Intern. In the event that there is additional funding that comes in through the year, there can be a backfill with the student interns.
* Zeimer thanked staff for working with them to round the subcontractors number up.

**A motion to approve the 2019-2020 CSBG Budget was made by Morales and second by Douglas.****The motion passed with EOC members voting as follows:** **Ayes: Houston, Morales, Almeida, Sewell, Zeimer, Kaushal, Piquero, Brown, Miguel, Babb and Douglas****Nays: None** **Abstentions:** **Absent: Benavente** |
| **Action:** 2019-2020 CSBG Awarded Programs | * Staff reported that the Program Services committee met a couple weeks ago and diligently scored and awarded eleven (11) of the thirteen (13) subcontractors who applied.
* Reich went on to explain that the following day, staff received word that a subcontractor had information about what had transpired the night before during the program services meeting. The subcontractor knew details of the discussion that took place and also knew they were not awarded.
* Staff responded that the process was not yet finalized and that there was an appeal process for all subcontractors. Greater Richmond Interfaith Program (GRIP) was the subcontractor who would be appealing.
* Reich informed the board that staff had sent over everything pertaining to the Request for Information (RFI) to the Contracts and Grant unit to review and while in the process of reviewing, they came across a problem. They explained to staff that while reviewing the scoring matrix, they noticed that one of the scores should have been considered an outlier since it was more than 10 points from the lowest and the highest score. They went on to explain that the person with the outlier score must come into play with the other scores or it must be excluded.
* Reich explained there are two separate issues going on. The first issue is that there is a conflict of interest and they’ve breached protocols. Second issue is because this agency is going to file an appeal, they have appeal rights because there isn’t a sound process. Moving forward staff will be sure all the scores are within 10 points of each other. Staff explained Zeimer’s score was a 65 compared to the other members who scored GRIP 80 or above.
* As a result, the Program Services committee had decided to have an emergency meeting to fix this issue.
* During the meeting, Zeimer decided to rescore and come in line with the rest of the group therefore causing a change in the allocation of funding. GRIP who originally was not awarded due to their score, had scored high enough to receive funding.
* Reich explained from now on the appeal process will be added to the RFI.
* Zeimer recommended that there be additional training on how to score proposals.
* Piquero stated she was under the impression the group was going to review each application to some degree.
* Reich stated everyone is scoring individually and maybe moving forward the subcommittee should come together ahead of time to review everything especially the scores.
* Houston explained the process is already messed up and it’s something that is not correctable. Houston stated he doesn’t believe Grip should be funded based on the process being messed up.
* Rand stated whether Zeimer’s scored was changed or excluded the same outcome remains.
* Reich stated Zeimer had two ways of correcting this, either to come in line with all the other scores or to have her score dropped. Zeimer decided to rescore and it brought Grip to funding zone.
* Kaushal stated there was a deadline and most scored what they thought was their rightful score, but there was a breach. He recommended a new process for a couple members should score a portion of the application to determine the score for the agency.
* Babb stated the group should work with what we have and move forward. Everyone made a mistake and now we are fixing it.
* Sewell stated the Program Services committee made a recommendation with the rescoring of Zeimer. Please see attachment B.
* Houston shared his idea, if there is some way to let the organization know the situation they were in was maybe not the best way to go.
* Rand stated she doesn’t believe it’s being swept under the rug; the executive committee will deal with it. She stated bringing in the non-profit to be involved isn’t a good idea. We can monitor and hold them accountable just as we do with the other subcontractors.
* Houston asked how did the funding’s get allocated to some of the subcontractors. Zeimer explained the top 8 were 96 and above and then the following were low 90s. The top 8 were allocated based on 3 different things; what they asked for last year, what was given this year and the formula used at the first Program services.
* Rand explained the allocations were made based on the scores and it seemed a lot more fair the second time.
* Zeimer stated the Executive committee will take on the confidentiality issue.

**A motion to approve the 2019-2020 CSBG awarded programs was made by Miguel and second by Douglas.****The motion passed with EOC members voting as follows:** **Ayes: Morales, Almeida, Sewell, Zeimer, Kaushal, Piquero, Brown, Miguel, Babb, Douglas****Nays: None** **Abstentions: Houston****Absent: Benavente** |
| Amicus Brief | * Zeimer explained the Amicus brief has to do with another challenge of the Trump administration of the SB54. The intent is that local law enforcement cannot use local resources to work with ICE in order to detain or work on deportations on any undocumented person in the state.
* Zeimer shared with the group that this law shouldn’t be refereed to or called a Sanctuary state law. There are over 800 identified felonies where local law enforcement works with homeland security so it in no way provides sanctuary to undocumented. In March, the Trump administration sued the state in federal court and in July they rejected the challenge to SB54. Trump appealed the decision to the 9th circuit court and local cities and counties are working on the Amicus Brief.
* During a closed session, the Board of Supervisors agreed to sign on to the Amicus Brief and support the rejected challenge by the state.
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| **Reports**: * EOC Chair

-Educational * Fiscal- Actual
* CSB Staff
* EOC Members
* Policy council updates
 | EOC Chair* Zeimer thanked the group for supporting her in her role as chair. Zeimer thanked Miguel for the ground rules at the beginning of the meeting and also thanked Douglas for filling in as Supervisor Gioia’s new delegate on the board.

Fiscal-Actual* Kaushal presented the September expenditure report for the 2018 CSBG 18F-5007 contract. 75% of the budget has been expended and we are right on target with Administrative costs.
* For Program costs, we are on target and fund should be expended at 100% at the end of the contract year.

CSB Staff* Sparks reported after speaking with Field Representative, Katie Walker, staff understood that a budget modification form would be submitted in order to extend the 2018-2019 CSBG contract 18F-5007 through the end of February 2019 to ensure that the subcontractors have 12 full months to spend their funds.
* Reich explained that Walker was apologetic about the confusion and mentioned that adding the discretionary dollars to the regular contract has been confusing for many agencies and that in the future, discretionary dollars would be in a separate contract.
* Tupou presented the CalCAPA logistics for the members who are attending the conference in Santa Rosa along with their itineraries in preparation for the conference.
* Staff explained they will be leaving Civic at 7:45 am Wednesday-Friday and six (6) members will be carpooling Wednesday morning.

Policy Council* Miguel reported on the joint training she attended with the Board of Supervisors. Miguel mentioned that there was a lot of information shared during the training and surprised with the conversations that took off with those seated at her table. She mentioned each supervisor sat a table depending on where they served in the county. Miguel was pleased with the information received.

EOC Members* Houston mentioned that he should have more information to share at next month’s meeting.
* Morales shared he had the opportunity to join the National Alliance on Mental Illness (NAMI) and educate children in schools about mental health. He is excited to also share this information with anyone on the board who may be interested.
* Zeimer asked Houston to remind the members about open enrollment. Houston stated open enrollment for Covered California is open until December 15th and effective January 1, 2019.
* Staff explained information on the Public Charge has been sent out by staff and more information will be at the CalCAPA conference in Sonoma next week.
* Zeimer reminded all members the public comment for the public charge is currently open.
* Staff shared that the Board of Supervisors did openly oppose the changes on the public charge on October 23rd. Zeimer stated she made a public comment on behalf of the EOC.
* Babb shared the federal court will decide whether legal residency will be on the 2020 Census, but most likely the decision will not be final before the material is printed. The state will be allocating how much funding each county will receive for the 2020 Census.
* Zeimer also asked Babb to update the members at the next EOC meeting regarding information on the 2020 Census.
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|  Next Steps:* Planning Calendar
 | Next Steps* See above in each section.
* 2019 Planning Calendar
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| Evaluate the Meeting  | * none
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