



Economic Opportunity Council (EOC) Fiscal Subcommittee Meeting Minutes



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

Date: 2/5/2019

Time Convened: 11:21 AM

Time Terminated: 11:49 AM

Recorder: Mele Lolohea

Attendees: Ajit Kaushal (conference call), Renee Zeimer, Devlyn Sewell (conference call), Samuel Mendoza, Nancy Sparks and Mele Lolohea

Absentee:

Acaria Almeida (Excused)

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
Unfinished Business	<ul style="list-style-type: none"> • Staff stated at the last Fiscal meeting, January 3rd, there were two next steps for staff to complete: <ul style="list-style-type: none"> ○ Staff was to follow up with Zeimer on her reimbursement and Tupou will speak with Zeimer offline. ○ Staff was to remind Kaushal to discuss the proposed budget for the \$1711.00 at the January Business meeting, which was done. This will also be discussed during th2 3rd agenda item.
2018 CSBG December Expenditure report	<ul style="list-style-type: none"> • Mendoza presented the expenditure report for December, with 100% expended. Mendoza stated the projections for January and February is zero right now • Mendoza has stated the budget is on target and funds will be expended by the end of the contract term. • Administrative costs are through December, so there are no projections for January and February 2019. • Program costs for salaries and wages is showing a \$450 remaining balance for December. • Last month the projections were showing a \$1,711.00 balance to spend in Operating expenses, this month it is showing a total of \$2,085.00. This came from the \$450 from salaries and wages and a leftover of \$566.00 from the out of state travel. • Subcontractor services will be fully expended.

TOPIC	RECOMMENDATION / SUMMARY	
<p>Roundtable Public Hearings Budget</p>	<ul style="list-style-type: none"> • Staff presented a budget proposal to spend the remaining balance of \$2,085.00. Please see attachment A. • Zeimer suggested the following changes on the proposed budget: <ul style="list-style-type: none"> ○ \$500.00 into Student Intern Program ○ \$800.00 EOC Event supplies ○ \$400.00 EOC Orientation Supplies ○ \$385.00 EOC 2019 Roundtable/ Public Hearing Snacks • Tupou has gathered the subcontractor events calendar for the Executive team to review. • Mendoza reminded staff the proposed budget of \$2085.00 must be spent by February 28th. <p>A motion to approve staff's recommended budget proposal with modification to spend \$2,085.00 by February 28, 2019 was made by Zeimer and seconded by Kaushal.</p> <p>The motion carried. Aye: Zeimer, Kaushal and Sewell Nay: Abstain: Absent:</p>	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Staff will talk to Fiscal about Renee's reimbursement check. • Fiscal packet will be added to the business meeting packet with new breakdown for the \$2,085.00 budget. • Staff will look into other swags for the Public hearings. • Zeimer asked to mark calendars Tuesday March 5th from 11am- 12 pm Fiscal. 	
<p>Meeting Evaluation</p>	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • None 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None

EOC EVENT BUDGET LIST- \$2085.00

❖ 2019 ROUNDTABLE EVENT food

- Food/Water- \$175.00 (SAMs club or other Cater-Safeway does platters as well)
 - Pinwheels
 - Signature Meat Party
 - Chicken Salad Sandwich
 - Fruit and cheese
 - Vegetable tray
 - Salami Party tray
 - 2 Cases of the 8 oz.
 - Vegetarian-?

❖ 2019 EOC ORIENTATION

- \$400.00 thumb drives

❖ EOC Supplies (paper, etc.)

- \$800.00

❖ Other

- 400.00

❖ Student Intern Program

- \$710.00 (replacing what was used to cover for the 2019-2020 subcontractors)