



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes

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



Date: 2/7/2019

Time Convened: 12:07 PM

Time Terminated: 12:50 PM

Recorder: Mele Tupou

Attendees: Renee Zeimer, Lauren Babb (conference Call), Dawn Miguel (conference call), Camilla Rand, Christina Reich, 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 and approve the draft January 3, 2019 Executive Committee Meeting minutes	<ul style="list-style-type: none">• The executive committee reviewed the draft January 3, 2019 EOC Executive Committee meeting minutes with no changes. <p>A motion to approve the draft January 3, 2019 Executive meeting minutes was made by Miguel and seconded by Babb.</p> <p>The motion carried. Aye: Miguel, Babb, Zeimer Nay: Abstain: Absent:</p>

TOPIC	RECOMMENDATION / SUMMARY
Review and approve the draft January 10, 2019 EOC Business Meeting minutes	<ul style="list-style-type: none"> • The executive committee reviewed the draft January 10, 2019 EOC Business meeting minutes with no changes. <p>A recommendation to move the draft January 10, 2019 EOC business meeting minutes to the full board was made by Babb and seconded by Miguel.</p> <p>The motion carried. Aye: Babb, Miguel, Zeimer Nay: Abstain: Absent:</p>
Updates: Onsite monitoring Prospective EOC member applications Subcontractors/ Contracts	<ul style="list-style-type: none"> • Sparks updated the group on key items currently in the works. She mentioned the Department of Community Services and Development (CSD) Field Representative, Katie Walker, will not be changing the Onsite Monitoring date. Therefore, preparations will continue for the March 14th and 15th Onsite Monitoring date. • Zeimer asked if there was anything the executive committee can take on or possibly help with. • Reich thanked the committee for their support and reinstated that staff in fact asking the group to hold off and any other requests for now so staff can continue to prepare for the onsite monitoring visit. • Sparks mentioned Katie Walker wanted to extend the invite to the Executive team to join staff for the Entrance conference on the 14th of March. • Sparks continued sharing that staff has received three new applications and one who might be a potential delegate for Supervisor Glover. Staff has schedule interviews with the prospective applicants during the February 14th business meeting. • Sparks informed the group that the 2019-2020 contracts have all been sent out. Staff along with the subcontractors, contract and grant unit, and Fiscal have been working hard to move these service plans through as quickly as possible.

TOPIC	RECOMMENDATION / SUMMARY
Subcontractor calendar of events	<ul style="list-style-type: none"> • Zeimer asked staff to send out personal invitations to the 2019 subcontractors for the Roundtable event on February 25th. • Zeimer asked the other members of the committee if they give her their permission to do a little cleanup and less of the details for the Roundtable agenda. • Staff presented the Subcontractors Event Calendar to the group and the group discussed which subcontractors staff should speak with to possibly get information on scheduling a public meeting. • The group agreed to get information from Loaves and Fishes to possibly schedule something during their Board meeting on March 20th. • Staff will get in touch with Imelda to possibly schedule the Central Public Hearing during the Policy Council meeting in April. Rand recommended to possibly schedule for the 1st hour of the meeting while the parents are present. • Zeimer recommended that staff get in contact with someone from LAO about their LAO community Center and how we can combine efforts with them. • Rand suggested possibly inviting Supervisor Karen Mitchoff to the Roundtable event. Staff will prepare letter for Rand to send out. • Sparks shared, staff was able to get 75 blankets from Liheap with the agreement of replacing blankets in the next month as the order takes about two-three months to receive. Sparks also mentioned other swags for clients, like flashlights and maybe backpacks are also something staff is working towards purchasing with the Outreach dollars.
Review and approve the draft February 14, 2019 EOC Business meeting agenda	<ul style="list-style-type: none"> • The group reviewed the draft February 14, 2019 Business meeting agenda and made the following changes: <ul style="list-style-type: none"> ○ Allocate 30 minutes to agenda item #3- <i>Interview and consider approval of prospective EOC candidate(s)</i> ○ Allocate 10 minutes to agenda item #6- <i>2019 On-site monitoring visit</i> ○ Allocate 10 minutes to agenda item #8- <i>Health Presentation</i> <p>A motion to approve the draft February 14, 2019 Business meeting agenda with the changes stated above was made by Miguel and seconded by Babb.</p> <p>The motion carried. Aye: Miguel, Babb and Zeimer Nay: Abstain: Absent:</p>
Next Steps	<ul style="list-style-type: none"> • Staff and Zeimer will be working offline on Roundtable agenda. • Staff will find out about the Loaves and Fishes Board of Directors meeting on the 20th to possibly schedule the East Public Hearing meeting. • Staff will communicate with Policy Council staff in preparation for the Central County Public Hearing. • Rand will send out invite to Supervisor Mitchoff for the Roundtable event. • Staff will reach out to Lao Family Community Development for a possible West County Public Hearing and translators.

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Meeting Evaluation	<p style="text-align: center;"><u>Pluses / +</u></p> <ul style="list-style-type: none"> • Great meeting! 	<p style="text-align: center;"><u>Deltas / Δ</u></p> <ul style="list-style-type: none"> • None