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| Logo2 |  **Economic Opportunity Council (EOC) Business Meeting Minutes** Location: 1470 Civic Court, Suite 200, Concord CA 94520 | NewCCSealColor |
| **Date:** 1/10/2019 | **Time Convened:** 7:06 PM | **Time Terminated:**  8:05 PM  | **Recorder:** Nancy Sparks |
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| **Attendees:** Samuel Houston, Armando Morales, Devlyn Sewell, Renee Zeimer, Ajit Kaushal, Dawn Miguel, Lauren Babb, Cloudell Douglas |
| **Absentees:** Patricia Piquero, Tanya Brown, Acaria Almeida **Staff**: Christina Reich, Nancy Sparks, Mele Tupou Lolohea (Excused)  |
| **Quorum:** Yes |

| **TOPIC** | **RECOMMENDATION / SUMMARY** |
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| Review Desired Outcomes  | * Chair Zeimer called the meeting to order at 7:05 PM. Kaushal read the desired outcomes.
* Zeimer read ground rules for all members to follow.
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| Public Comment | * None present
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| Interviewed Prospective Candidate  | * The group interviewed Monisha Merchant, a resident from Concord.
* Merchant has experience working with low wage workers in the county.
* Merchant expressed her interest in supporting the County’s effort to provide families and individuals access to services.

**A motion to recommend Monisha Merchant for approval to the Economic Opportunity Council was made by Miguel and second by Cloudell.** **The motion passed with EOC members voting as follows:** **Ayes: Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas****Nays: None** **Abstentions: Houston****Absent: Almeida, Piquero, Brown** |
| 2018 Desk Review Report C-18-008 | * Staff shared the desk review report with the board. Staff explained that the desk review included a review of our administrative, board governance, prior monitoring reports fiscal and programmatic documents. For 2018, the results of the desk review determined that the current board vacancy in the public sector 5 since July 1, 2017 is now considered a finding. Staff and the EOC will be recruiting to fill this seat as quickly as possible as staff is working on a recruitment plan.
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| **Action:** Review and approval of the draft November 8, 2018 Business meeting minutes | * The group reviewed the draft November 8, 2018 Business meeting minutes with no changes.

**A motion to approve the draft November 8, 2018 Business meeting minutes was made by Miguel and second by Kaushal.****The motion passed with EOC members voting as follows:** **Ayes: Houston, Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas****Nays: None** **Abstentions:** **Absent: Almeida, Piquero, Brown** |
| **Action:** 2019-2020 CSBG Budget Revisions | * Staff presented the 2019-2020 CSBG Budget Revisions containing a slight increase. Staff was notified by The Department of Community Services and Development (CSD) that the initial contract amount of $847,381 had been changed to $850,578 resulting with a $3,197 increase.
* Staff informed the group that the increase would be added back to the Student Intern salaries and benefits to compensate for the reduction of their allocation by $5,063 that was given to the subcontractors for the 2019-2020 funding year.

**A motion to approve the 2019-2020 CSBG Budget Revisions was made by Kaushal and second by Douglas.****The motion passed with EOC members voting as follows:** **Ayes: Houston, Morales, Babb, Sewell, Zeimer, Kaushal, Miguel, Douglas****Nays: None** **Abstentions:** **Absent: Almeida, Brown, Piquero** |
| **Action:** 2019-2020 CSBG Awarded Programs | * Staff presented the final list of awardees for the 2019-2020 grant cycle to the group.
* Reich thanked the EOC for working diligently to resolve the issues faced by the board.
* The group expressed relief to move forward with upcoming CSBG events.

**A motion to ratify the approved 2019-2020 CSBG awarded programs was made by Houston and second by Douglas.****The motion passed with EOC members voting as follows:** **Ayes: Morales, Sewell, Zeimer, Kaushal, Miguel, Babb, Douglas, Houston****Nays: None** **Abstentions:** **Absent: Almeida, Piquero, Brown** |
| 2018 Annual Report | * Staff shared the annual report with the members and asked for feedback from the group.
* Staff mentioned that the annual report would be open for feedback period starting on Monday, January 14th through February 1st 2019.
* Staff will be bringing the final version before the EOC during the February 14th 2019 business meeting before sending to the board of supervisor for approval.
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| 2019 Work Plan | * Sparks presented the 2019 work plan and reminded the board to check their work plans for dates and times on important events during the year.
* The group agreed with hosting the roundtable on February 25, 2019.
* The group recommended save the dates be sent to the subcontractors for the roundtable.
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| **Reports**: * EOC Chair

-Educational * Fiscal- Actual
* CSB Staff
* EOC Members
* Policy council updates
 | EOC Chair* Zeimer shared the Winter Jacket Drive flyer with the group. This drive is to help immigrant families at the border who need assistance as they continue on their migrant journey.

Fiscal-Actual* Kaushal presented the November expenditure report for the 2018 CSBG 18F-5007 contract. 92% of the budget has been expended and we are right on target with Administrative costs.
* Zeimer pointed out that the budget contained $1,711 in unspent funding under program cost that will be used to cover the cost of the roundtable and public hearings in the upcoming month. Zeimer asked the group to come up with a proposed budget on how to spend the remaining $1,711 during the next fiscal meeting.

CSB StaffPolicy CouncilEOC Members |
|  Next Steps: | Next Steps* Staff will send out Winter Jacket flyer to the group
* Staff will send out the Annual Report to the group for a 2-week comment period before presenting to the EOC at the February business meeting.
* Staff will send out a survey monkey to the members regarding best dates and time for the 2019 EOC orientation.
* Staff will send out an email reminder to the Outreach group for the January 24th Outreach subcommittee meeting in preparation for the 2019 Roundtable event in February.
* Staff will send out save the dates to the subcontractors for the 2019 Roundtable event on February 25th.
* Add Health Presentation on the February business meeting agenda for 15 minutes.
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| Evaluate the Meeting  | * none
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