



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Concord CA 94520



Date: 03/14/2019 **Time Convened:** 6:12 PM **Time Terminated:** 8:02 PM **Recorder:** Mele Tupou Lolohea

Attendees: Renee Zeimer, Tanya Brown, Armando Morales, Devlyn Sewell, Ajit Kaushal, Tricia Piquero, Acaria Almeida, Monisha Merchant, Michelle Chenault., Kimberly McCarl (Potential EOC Candidate) and Katie Walker (CSD Field Representative)

Absentees: Samuel Houston, Dawn Miguel, Lauren Babb, Cloudell Douglas

Staff: Camila Rand, Christina Reich, Nancy Sparks, Mele Tupou Lolohea

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:12 PM. Kaushal read the desired outcomes. • Reich asked to table agenda item #11, as presenter Miguel was not present for the meeting.
Public Comment	<ul style="list-style-type: none"> • None present • Sparks called out the roll to ensure a quorum was achieved.
Introduction and Welcome - Katie Walker - New members	<ul style="list-style-type: none"> • Zeimer welcomed The Department of Community Services and Development's (CSD) Field Representative, Katie Walker, to the meeting. • Walker introduced herself to the group and shared that she has been monitoring Community Services Bureau (CSB) since 2012. CSB, from the perspective of the State, is doing extremely well in terms of fiscal and programmatic reporting. An outstanding job. • Walker shared that the majority of the monitoring files were already sent electronically to her but is required to conduct an onsite visit to the agencies every three (3) years as part of the triennial review. • Walker reported that there were no observations or findings with this agency. • Zeimer thanked Walker and continued introducing the newest members on the EOC. Michelle Chenault, who was approved recently will be representing District V and delegate to Supervisor Glover; and Kimberly McCarl, who will be approved by the Board of Supervisors (BOS) on March 19th, will represent the Private/Non-Profit sector of the board.
Action: Ratify executive recommendation of approved EOC candidate to the board	<ul style="list-style-type: none"> • Zeimer reported to the group that the executive team had interviewed and approved Kimberly McCarl to fill the Private/Non Private Seat No. 2 on the board. The executive team recommendation was sent to the BOS for official approval.

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	<p>A motion to ratify the executive committee’s recommendation to approve Kimberly McCarl for the Private/Non-Profit Seat No. 2 was made by Zeimer and seconded by Piquero.</p> <p>The motion passed with EOC members voting as follows: Ayes: Morales, Almeida, Sewell, Zeimer, Piquero, Kaushal, Merchant and Chenault Nays: None Abstentions: Brown Absent: Houston, Miguel, Babb and Douglas</p>
<p>Action: Review and approval of the January 10, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the January 10, 2019 business meeting minutes and no changes were made. <p>A motion to approve the January 10, 2019 meeting minutes was made by Kaushal and seconded by Sewell.</p> <p>The motion did not pass with EOC members voting as follows: Ayes: Morales, Sewell, Zeimer, and Kaushal Nays: None Abstentions: Almeida, Piquero, Merchant, Chenault Absent: Houston, Miguel, Babb and Douglas</p> <p>The January 10, 2019 meeting minutes were tabled and will be brought back to the April business meeting.</p>
<p>EOC Trifold</p>	<ul style="list-style-type: none"> • Piquero asked the group for feedback on the trifold. She explained that some parts of the trifold were fine but the overall layout was not representative to the EOC. A logo for the EOC was not included, but more for the Community Action Agency (CAA). She did think it was a great start. • Piquero also thanked Zeimer for the great information she provided to be included in the trifold. • Reich clarified that the intent of the trifold was to be about the CAA of which EOC is the tripartite board. • Zeimer stated her recollection was different and that the group discussed needing an area on the trifold that would explain to the community who the EOC is for further visibility. • Piquero felt she was also under the impression that the group wanted to highlight what the EOC does and how to continue creating a strong board. • Rand stated it does not have to be one or the other but should be about the Community Action Program and highlight it as a story; what is community action and what do we do? How is it administered? This is where you speak about the EOC and that they are the administering body. • Zeimer recommended pushing the trifold to the Outreach subcommittee. • Kaushal stated that the focus is about Community Services Block Grant (CSBG) funding and how the people can benefit from those dollars. • Piquero stated she thought there was a Community Action brochure already printed.

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	<ul style="list-style-type: none"> • Staff explained there is a Community Services Bureau (CSB) brochure that explains the partnership with the EOC as a Community Action Agency. • Zeimer stated a next step is to schedule an Outreach committee meeting to continue with the trifold discussion.
<p>Action: Ratify executive decision to approve and submit the 2018 Advisory Body Annual Report to the Board of Supervisors</p>	<ul style="list-style-type: none"> • Sparks shared the latest version of the advisory body annual report to the Board of Supervisors and reminded the group that the annual report was presented to the group during the January EOC business meeting. • During the comment period in January, staff received edits from Zeimer and incorporated them in the revised report included in the packet. • Sparks goes on to explain that the advisory body annual report was due in January and captures all of the EOC accomplishments, membership attendance, and training requirements for 2018. <p>A motion to approve the 2018 Advisory Body annual report was made by Merchant and second by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Morales, Almeida, Sewell, Zeimer, Piquero, Kaushal, Brown and Merchant Nays: None Abstentions: Chenault Absent: Houston, Miguel, Babb and Douglas</p>
<p>2019 Roundtable</p>	<ul style="list-style-type: none"> • Piquero stated that the Roundtable event was great. She shared that it was her first time participating in the event and that hearing directly from those providing the services to the clients was a great experience. She will be writing an article with some of the new service providers. • Reich congratulated the members who attended for doing a great job and acknowledged Zeimer for her great facilitation. • Rand informed the group that because the event has grown over the years, staff would work on reserving a larger venue for next year. • Reich echoed Rand's comment and added that staff will be debriefing about the Roundtable and will report with ideas for next year. • Sewell shared her favorite moment was when Earlisha Gaines from Bay Area Community Resources (BACR) was thrilled about receiving information from Reich on the McKinney-Vento Act and how they will use it to assist their clients. • Piquero's take away from the event was how important it was for people to feel valued and to help them gain confidence in themselves.

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Strategy and Schedule for Public Hearings	<ul style="list-style-type: none"> • Zeimer explained that this year the group talked about changing their strategies and working together with the subcontractor to co-host the public hearings. Zeimer reported she had spoken with Loaves and Fishes about serving clients and having conversation with clients. • Sparks mentioned she had reached out to Lao Family Community Development Inc. to schedule a West county public hearing in May. • Public Hearing information will be discussed during the Outreach subcommittee meeting. • McCarl agreed to join the Outreach subcommittee. • The group agreed to schedule an Outreach subcommittee meeting on Wednesday, March 20, 2019 from noon to 1:30 pm.
CalCAPA 2019	<ul style="list-style-type: none"> • Zeimer announced that Kaushal has applied for a position on the California Community Action Partnership Association (CalCAPA) Board of Directors. • Kaushal explained that CalCAPA and CSD are both working with legislators and senators who support the CSBG program. He asked for the support of the group to have him nominated for the CalCAPA board as Vice-President. • Reich explained that a letter should be written by Rand and sent to the CalCAPA board, but cannot move forward without the approval of the EOC. • Merchant asked if there is a plan for visiting legislators in May, and whether the EOC should show up specifically to the conference during the legislative visit. • Staff recommended for this be discussed at the Outreach subcommittee meeting to develop a plan for the legislative visit. • The group has agreed that Kaushal will be the person attending the CalCAPA conference in May.
Reports: <ul style="list-style-type: none"> • EOC Chair -Educational • Fiscal- Actual • CSB Staff • EOC Members <ul style="list-style-type: none"> ○ Policy council updates 	<u>EOC Chair</u> <ul style="list-style-type: none"> • Zeimer reported that Tupou has been sending out information to the group about the Community Services Block Grant Reauthorization Act of 2019. • Zeimer reported that the reauthorization bill is now HR 1695. When the information came through, she reached out to Congressman DeSaulnier's staff asking them to forward the request for signatures on the Community Services Block Grant appropriation letter. She will keep the EOC updated when she hears more information. • Zeimer reported she and staff participated in the Family Economic Security Partnership (FESP) meeting on January 31, 2019. The United States Department of Agriculture has proposed new rules that would impose strict time limits on thousands of Supplemental Nutrition Assistance Programs (SNAP) recipients and require Able Bodied Adults Without Dependents (ABAWDs) to work 20 hours a week in order to get CalFresh benefits. FESP has sent out letters and postcard templates that can be used when sending in comments or letters opposing the rule. • Zeimer asked the group for their support in her moving forward and writing a letter opposing the rule

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	<p>changes. Seeing no opposition from the group, she stated she will write the letter and touch base with Rand and the rest of the group.</p> <p><u>Fiscal-Actual</u></p> <ul style="list-style-type: none"> • Kaushal presented the January expenditure report for the 2018 CSBG 18F-5007 contract. He explained the subcontractors contracts run from March 2018- February 2019. The overall budget is projected to be fully expended by the end of the contract term. • Zeimer clarified for new members that one of the things the EOC decided to do several years ago was manage the budget in two chunks: One part of the budget was based on a calendar year showing the Administrative costs/ Salaries and Wages moving from the January 1st- December 31st. The second part is Operating Expenses, Out of State travel, and subcontractor’s line items that are managed from March until the end of February, the following year. The group wanted to make sure the subcontractors have a full 12-month cycle to expend their funds since contracts are usually executed in March. • Kaushal reported on the quarterly Weatherization reports to the group. The Low Income Home Energy Assistance Program (LIHEAP) weatherized 110 homes in 2018. The LIHEAP ECIP/EHA program served 2,092 clients who needed assistance with their PG&E bill. • McCarl asked if the \$83,000 in the ECIP balance rolls over, to which Rand explained that CSB has until July to spend the funds. • Zeimer explained that the contract is not for a 12-month period and that it is a larger budget than the CSBG budget. These programs are critically important for low-income clients. • Merchant stated she did not realize that CSBG, at the National level, is reauthorization for ten years for \$850 million overall. Merchant asked if this translates to more or less from the amount of funding received in the past. She went on to ask if by adding the Opioid programing requirement, does it make it harder to serve the people we are serving today. • Reich explained there was an increase and she isn’t sure how much. In speaking earlier with Walker, there may be some cuts that we might be seeing. • Merchant shared that if she can help at the National level, she will do so and advocate. • Zeimer will reach out to Merchant to work together on this matter. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Rand reported that CSB is in the midst of two reviews, one for CSBG and the second is for the Focus Area 1 of Head Start. Both reviews are going very well and this is the first time having two important reviews in the same week. • Rand reported it is key enrollment time for the child care programs. Registration is continuous and there are enrollment hotline numbers on the back of the Head Start information cards.

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	<ul style="list-style-type: none"> • Reich reported that Ensuring Opportunity is going to have a Housing Summit on June 3, 2019 at the Pleasant Hill Community Center. There is a \$65 registration fee that will cover a light breakfast and lunch. Staff will send out the flyer to the EOC once it becomes available. • Staff received information from CSD Field Representative, Walker, that there will be \$30,000 in discretionary funds being released to CAA in the near future. • Sparks reported that members of the EOC are required to fill out the Form 700-Statement of Economic Interest by no later than April 2, 2019. Form 700 is now available electronically and everyone should have received emails reminders. Members may call staff with any questions or concerns. <p><u>Policy Council</u></p> <ul style="list-style-type: none"> • None at this time. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • None at this time
<p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Outreach subcommittee meeting will be scheduled for March 20th. • Ensuring Opportunity Housing Summit flyers will be sent out to EOC members. • Staff will contact CalCAPA about volunteer opportunities and prepare Kashaul's travel request for the conference in May. • Kaushal's EOC endorsement will be on the April agenda as an action item. • Staff will send out the email from David Bradly containing reauthorization information to the EOC. • Zeimer will be working with Rand and Merchant on the FESP letter. • January minutes and Health presentation will be added to the April EOC business meeting.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • Thumbs up. • Thank you Katie Walker!