



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes

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



Date: 4/4/2019

Time Convened: 12:05 PM

Time Terminated: 1:10 PM

Recorder: Mele Tupou

Attendees: Renee Zeimer, Lauren Babb (conference Call), Camilla Rand, Christina Reich, Nancy Sparks, Mele Lolohea

Absentees: Dawn Miguel (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

EOC Executive approved:

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft February 21, 2019 Executive Committee Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft February 21, 2019 EOC Executive Committee meeting minutes. • Tupou mentioned Babb was absent at the last meeting, and asked if the minutes could still be approved? Reich explained, she is not forced to abstain and can still approve the minutes. • Rand stated Babb could rely on Zeimer to confirm the accuracy of what happened. As long as there is, nothing controversial that occurred during the meeting and that the group did not agree with; Babb should be able to approve. • After some research, Reich confirmed that Babb does have the option to abstain or approve the minutes even if she was not present at the last meeting. • The following recommendations were made: <ul style="list-style-type: none"> ○ Change <i>“Reich reported out on staff recommendation that Hazarika was appropriate for the board and that maybe he had a different focus.”</i> to <i>“Reich reported out on staff recommendation that Hazarika was not appropriate for the board and that maybe he had a different focus.”</i> ○ Staff will clean up the minutes with corrections to grammar and other edits as needed. <p>A motion to approve the draft February 21, 2019 Executive meeting minutes was made by Babb and seconded by Zeimer with amendments and further edits by staff.</p> <p>The motion carried. Aye:, Babb and Zeimer Nay: Abstain: Absent: Miguel</p>
<p>Review and approve the draft March 14, 2019 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft March 14, 2019 EOC Business meeting minutes with the following recommendations: <ul style="list-style-type: none"> ○ Staff will make further amendments and edits to the minutes. ○ The group agreed to table the minutes and bring back to the May Executive meeting.

TOPIC	RECOMMENDATION / SUMMARY
Discuss CSD Triennial debrief	<ul style="list-style-type: none"> • Reich reported that staff had received a tentative report from the Community Services of Development (CSD) Field Representative, Katie Walker. • Reich reported there were no findings and no observations during the Onsite Monitoring review. • Reich thanked Zeimer for participating in the Entrance and Exit Conferences during the Onsite Monitoring. • Reich continued sharing that during the Exit Conference, Walker shared a plethora of information including that all activities of the board should to be aligned with the items in the CSBG requirements, which are best laid out in the Organizational Standards. Walker believes that the best use of time for members is to focus on tasks such as the Community Action Plan (CAP) and the annual report. • Reich recommended that we, as a group, go over the Organizational Standards that are specific to the board and build our discussion based on those organizational standards instead having a trainer conduct the annual training. • Reich also stated that we will be discussing who we are here at Community Services Bureau as the Community Action Agency and who the EOC is in relationship to those goals and what we want to do moving forward. • Reich stated that Walker was impressed with the board, she cautioned staff to use each member correctly depending on their strengths and interest. Walker also suggested that members not report out during the business meetings and that it should be the responsibility of staff to do so. • Reich stated the board's work is completed in the subcommittees and the members at the business meetings do the report-out since staff reports-out in the smaller subcommittees. Reich stated that members would continue reporting out during the business meeting. • Reich stated that staff took away a lot from Walker's observations during the meeting and will re-align with the core principles that CSBG is responsible for. Staff received the draft report from Walker and will receive a final soon. • Rand added that what Walker saw was just a snapshot of a meeting with three to four new members. Most of these new members still do not know the program very well so Walker had a few judgment calls that were misinterpreted but overall, it was great! • Zeimer thought it was interesting to hear what Walker was looking for such as alignment with what the Community Services Department was looking for.
CalCAPA Volunteer opportunity	<ul style="list-style-type: none"> • Tupou reported she had been in contact with California Community Action Partnership Association's (CalCAPA) Event Manager, Kilby King, and is gathering information on volunteer opportunities for the members who are interested and will report out at the next business meeting on April 12. Tupou added for those who are interested in volunteering, must be open to volunteering for the entire conference from May 13- May 15. • Tupou will be driving back and forth from the conference so carpooling with staff is an option for volunteers. • Reich explained that Merchant was interested in going up for the Legislative visit so staff will work out further details with her. • Zeimer suggested staff should send out an email to all the members to see who would like to volunteer.

TOPIC	RECOMMENDATION / SUMMARY
<p>Action: 2019 Public Hearings</p>	<ul style="list-style-type: none"> • Sparks presented the draft public hearing agendas. The following changes were made to the Central County public hearing agenda: <ul style="list-style-type: none"> ○ Call to order: Lauren: Babb, Secretary ○ Public Hearing Process: Nancy Sparks • Zeimer suggested adding pictures on the fliers so it looks more eye catching. Reich stated she would hand it over to her clerk to work on. • Sparks also presented the East county public hearing agenda with the following changes: <ul style="list-style-type: none"> ○ Call to order: Tricia Piquero ○ Public Hearing Process: Nancy Sparks • Sparks reported she was still working on the details with Lao Family Development Inc., for the West county public hearing. There were two dates presented to Sparks from Lao Family Development Inc., which was May 2, and the week of May 13th. The group agreed to look into the May 2. • Zeimer reminded the group that the CalCAPA conference is held the week of May 13th, so the May 2nd would be a better option unless they would like to move it to the week of May 20th. • Sparks presented the survey monkey from 2017 showing the questions sent out to the public. The questions helped inform the Community Action Plan and the priority areas for 2018–2019. • Zeimer informed the group about two public hearing events where members can collect data to help inform the priority areas for the next two years. The first event would be Saturday, April 6th, a public hearing in Oakland by the Poor People’s Hearing. The second event, hosted by the Contra Costa HOME and Community Development Block Grant (CDBG) Program Consortium Focus Group on Friday, April 12th on Ellinwood in Pleasant Hill from 10am - 12pm. Zeimer will send out information to staff to push out to members and possibly get someone to attend and report to the group. <p>A motion to approve the East, West and Central county Public Hearing proposed dates was made by Zeimer and seconded by Babb.</p> <p>The motion carried. Aye: Zeimer, Babb Nay: Abstain: Absent: Miguel</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action: Community Action Month Presentation</p>	<ul style="list-style-type: none"> • Staff updated the group with a new date for the presentation to the Board of Supervisor (BOS) on Tuesday, May 21st. • Reich explained the prior date conflicted with another event for staff and therefore it was a good change. • Reich explained there is only five minutes for the Community Action Month presentation and nothing more. • The group agreed to reach out to Contra Costa Clubhouse and ask the board member who presented during the Roundtable event to present during the Community Action Month BOS presentation. • Rand stated if we could align mental health with any of the Supervisor’s priority areas that would be great. • Reich stated she would write up talking points for Zeimer that align with each Supervisor’s priority areas and include a call to action since the Community Action Block Grant is once again in risk of elimination. • Rand suggested we contact all members and get as many to attend the presentation and wear their Community Action t-shirts. <p>A motion to reach out to Contra Costa Clubhouse for the May 21st Community Action Month presentation to the Board of Supervisors was made by Zeimer and seconded by Babb.</p> <p>The motion carried. Aye:, Zeimer, Babb Nay: Abstain: Absent: Miguel</p>
<p>Review and approve the draft April 11, 2019 EOC Business meeting agenda</p>	<ul style="list-style-type: none"> • The group reviewed the draft April 11, 2019 Business meeting agenda and made the following changes: <ul style="list-style-type: none"> ○ Remove March 14, 2019 business meeting minutes and change agenda item #3 to say “<i>Review and approve the draft January 10, 2019 EOC Business Meeting minutes.</i>” ○ Change “<i>Group</i>” to “<i>Staff</i>” in agenda item 4, 5 and 6. ○ Allocate 15 minutes to agenda item #6- <i>2020-2021 Community Action Plan</i> ○ Change agenda item #7 to <i>Community Action Month</i>- Allocate 5 minutes <p>A motion to approve the draft April 11, 2019 Business meeting agenda with the changes stated above was made by Zeimer and seconded by Babb.</p> <p>The motion carried. Aye: Zeimer, Babb Nay: Abstain: Absent: Miguel</p>

TOPIC	RECOMMENDATION / SUMMARY	
Next Steps	<ul style="list-style-type: none"> • Staff will send out an email to the members of who would like to volunteer for the CalCAPA conference. • Staff will make edits and corrections on March 14th business meeting minutes and bring back to the Executive May meeting for approval. • Staff will update Public Hearing agendas with approved changes. • Staff will forward event information from Zeimer to all members asking volunteers to attend the Poor People’s Hearing in Oakland and report to the group. • Staff will reach out to the Contra Costa Clubhouse board member to share their success story during the May 21st Community Action presentation. • Staff will send out a reminder to members to wear t-shirts for the May presentation. 	
Meeting Evaluation	<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 Executive approved: