



## Economic Opportunity Council (EOC) Fiscal Subcommittee Meeting Minutes



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

**Date:** 7/2/2019

**Time Convened:** 11:00 am

**Time Terminated:** 11:35 am

**Recorder:** Mele Lolohea

**Attendees:**

Ajit Kaushal, Renee Zeimer, Devlyn Sewell, Acaria Alemida (conference call), Michelle Chenault (conference call), Samuel Mendoza, Nancy Sparks

**Absentee:**

Staff: Camilla Rand (excused), Christina Reich (excused), Mele Lolohea (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"><li>• Kaushal reviewed the desired outcomes and ground rules.</li></ul>
Public Comment	<ul style="list-style-type: none"><li>• None Present</li></ul>
Unfinished Business	<ul style="list-style-type: none"><li>• Sparks stated there were no unfinished business to report.</li></ul>

TOPIC	RECOMMENDATION / SUMMARY	
2019 CSBG May Expenditure report	<ul style="list-style-type: none"> <li>• Mendoza presented the 2019 expenditure report for the month of May. Administrative costs for salaries and wages totaled \$3,160.00. Benefits were \$1,857 and Indirect Costs were \$8,748. Total Administrative cost for the first five months were \$13,764.79.</li> <li>• Zeimer explained that there is a certain charge allocated to administrative cost that covers the overall cost of doing business.</li> <li>• Mendoza explained that the indirect cost in the Administrative costs within Community Services Bureau is shared with different programs that includes personnel costs, salaries of business system staff, office supplies like the machinery that is being used on a day-to day basis and building occupancy. These costs cannot be charged directly to a program instead, it must be allocated to different programs</li> <li>• Zeimer recommended bringing forward the indirect costs breakdown to every Fiscal meeting so that everyone, including new members are aware.</li> <li>• Mendoza reported the Program Cost for salaries and wages were \$21,183.69 with salaries for Division Manager, ASA II, Senior Clerk and Student Interns. The Year-to-Date total was \$87,302.68. The Year-to-date benefits through May were \$55, 248</li> <li>• Mendoza reported under Operating Expenses, there were a total of \$956 for the first five months, which included communications for \$20.63, Tel Exchange Services (cell phone) \$70.64, Mileage for employees \$52.20, In-state travel for \$81.00, training and registration for \$51.88 and other costs at \$679.41 which is for the Roundtable expenses and monthly business meeting food.</li> <li>• In the month of May, a total of \$40,453 for subcontractors was spent. For the month of May, we have spent \$87,906.77 with a remaining balance of \$611,006.65 for the year.</li> </ul>	
WX Quarterly reports	<ul style="list-style-type: none"> <li>• Mendoza shared with the group that staff has not received the report for the month of June, but the clients served are through June.</li> <li>• The 2019 Low Income Home Energy Assistance Program (LIHEAP) WX contract has a Year-to-date of \$698,105 with a budget of \$976,148 and 72% of their budget spent. The homes weatherized countywide totaled 87 homes, which is from October 2018- June 2019.</li> <li>• The 2019 LIHEAP ECIP/EHA 16 contract #198-5005, which is the PG&amp;E assistance program with a budget of \$857,676. The Year-to-date expenditure is \$322,443, and a balance of \$535,233 to use for the rest of the year. Year-to date for clients served was 2,015.</li> <li>• Zeimer asked what was happening with the Cap-and-Trade funds. Zeimer explained this was being talked about at the State level. Staff will reach out to Nelly, Program Analyst for LIHEAP</li> </ul>	
Next Steps	<ul style="list-style-type: none"> <li>• Staff will add all fiscal reports to the business meeting packet.</li> <li>• Staff will attach the indirect cost into the Fiscal and business meeting packets moving forward.</li> <li>• Staff will get in touch with Nelly about the LIHEAP funding and the Cap-and-Trade funds.</li> </ul>	
Meeting Evaluation	<u>Pluses / +</u> <ul style="list-style-type: none"> <li>• None</li> </ul>	<u>Deltas / Δ</u> <ul style="list-style-type: none"> <li>• None</li> </ul>