



## Economic Opportunity Council (EOC) Executive Committee Meeting Minutes

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



**Date:** 8/1/2019

**Time Convened:** 12:03 PM

**Time Terminated:** 12:44 PM

**Recorder:** Mele Lolohea

**Attendees:** Renee Zeimer, Dawn Miguel (12:05 pm)\*, Lauren Babb (conference call), Christina Reich, Nancy Sparks, Mele Lolohea

**Absentees:** Camilla Rand (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> <li>Zeimer reviewed the desired outcomes and ground rules.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None Present</li> </ul>
Review and approve the draft June 20, 2019 Special Executive Committee Meeting minutes	<ul style="list-style-type: none"> <li>The executive committee reviewed the draft June 20, 2019 EOC Special Executive Committee meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft June 20, 2019 Special Executive Committee meeting minutes was made by Babb and seconded by Zeimer.</b></p> <p><b>The motion carried.</b>  <b>Aye: Babb, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent: Miguel</b></p> <p><i>*Entered meeting after members voted for this agenda item.</i></p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft July 11, 2019 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>• The executive committee reviewed the draft July 11, 2019 Business meeting minutes with the following changes: <ul style="list-style-type: none"> <li>○ Add an asterisk to reflect those members who were late and could not vote for a specific agenda item.</li> </ul> </li> </ul> <p><b>A motion to approve the draft July 11, 2019 Business meeting minutes was made by Babb and seconded by Miguel.</b></p> <p><b>The motion carried.</b>  <b>Aye: Babb, Miguel, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>
<p>Update: 2019 Strategic Planning Retreat and EOC Orientation</p>	<ul style="list-style-type: none"> <li>• Sparks verbally updated the group that 11 members confirmed they were attending the Strategic Planning retreat and two members cannot make it. Sparks mentioned Chenault resigned so the board is back down to 13 again.</li> <li>• Tupou explained her preparations that she was currently working on for the retreat: <ul style="list-style-type: none"> <li>○ Created Badges for all the members and any guests</li> <li>○ Created a color coding chart</li> <li>○ Setup the day of- 4 separate tables for each priority area</li> <li>○ Food was ordered and will be picked up a day prior</li> <li>○ Housing materials will be provided (booklets)</li> </ul> </li> <li>• Reich reported she and Rand will not be present at the retreat</li> <li>• Sparks explained subcontractors would not be in attendance as some have events going on at that time and date.</li> <li>• Sparks updated the group about the EOC Orientation with CalCAPA. Lawrence Heiner will be present as the trainer. Staff reported he has been provided with Bylaws, rosters and other information upon his request. Sparks stated packets and thumb drives would be ready for all the members.</li> <li>• Zeimer asked if staff has one on one orientations with members or if they have them in groups. Sparks mentioned she does them one on one and it usually takes about an hour.</li> <li>• Reich explained there is an annual training on being an advisory board for Public CAA's and then there is an orientation for onboarding members.</li> <li>• Staff read the orientation agenda and what the group would expect during the orientation. Staff will look into the 2-year budget deal (Trump-Pelosi) and bring back information to the next meeting.</li> <li>• Zeimer asked that staff just change the wording on the working agenda to start with the item and then the who.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft August EOC Business meeting agenda	<ul style="list-style-type: none"> <li>• The group reviewed the draft August Business meeting agenda and made the following changes: <ul style="list-style-type: none"> <li>○ Change start time to 5:30 pm- Add orientation as agenda item #3- allocate 60 minutes. Zeimer explained when she attended the Brown Act training, they stated if members attend something together and a discussion takes place, it should be ajenized or noticed.</li> <li>○ New #6 : 2019 Organization Standards- Allocate 10 minutes</li> <li>○ New #7: Strategic Planning Retreat- Allocate 10 minutes</li> <li>○ Move up the status of subcommittees under reports</li> <li>○ New #9: <p><b>Reports:</b> EOC Chair Fiscal-Actual Governance Subcommittee Outreach Subcommittee Program Services Subcommittee CSB Staff EOC Members</p> </li> </ul> </li> </ul> <p><b>A motion to approve the draft August Business meeting agenda with the changes stated above was made by Miguel and seconded by Babb.</b></p> <p><b>The motion carried.</b>  <b>Aye: Miguel, Babb, Zeimer</b>  <b>Nay:</b>  <b>Abstain:</b>  <b>Absent:</b></p>	
Next Steps	<ul style="list-style-type: none"> <li>• Staff will prepare business meeting packet.</li> <li>• Staff will look into the Trump-Pelosi budget on funding for 2020.</li> <li>• Staff will send out a letter to Glover’s office about how great Michelle Chenault was and to seek another representative to fill the vacant seat.</li> <li>• Staff will send out reminders about the Strategic Planning Retreat and the early business meeting start time.</li> </ul>	
Meeting Evaluation	<p style="text-align: center;"><b><u>Pluses / +</u></b></p> <ul style="list-style-type: none"> <li>• Effective</li> <li>• 15 minutes ahead of schedule.</li> </ul>	<p style="text-align: center;"><b><u>Deltas / Δ</u></b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>

