



Economic Opportunity Council (EOC) Business Meeting Minutes

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



Date: 11/14/2019 **Time Convened:** 6:12 pm **Time Terminated:** 8:07 pm **Recorder:** Mele Tupou

Attendees: Cloudell Douglas (6:18 pm), Monisha Merchant (6:20 pm), Devlyn Sewell, Tricia Piquero, Acaria Almeida, Dawn Miguel, Lauren Babb, Ajit Kaushal, Kimberly McCarl, Armando Morales

Absentees: Samuel Houston, Renee Zeimer, (excused), Tanya Brown, Christina Reich (excused)

Staff: Camilla Rand, Nancy Sparks, Mele Tupou

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Miguel called the meeting to order at 6:12 PM. Almeida read the desired outcomes. • Piquero called out the roll to ensure there was a quorum.
Public Comment	<ul style="list-style-type: none"> • None present
<p>Action: Review and approval of the September 12, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the September 12, 2019 Business meeting minutes and no changes were made. <p>A motion to approve the September 12, 2019 meeting minutes was made by Babb and seconded by Kaushal.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Morales Nays: None Abstentions: McCarl Absent: Houston, Brown , Zeimer, Douglas*, Merchant*</p> <p><i>*member entered the meeting after the action item and did not vote.</i></p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Update:</p> <ul style="list-style-type: none"> ➤ 2020-2021 CSBG Funding Allocation 	<ul style="list-style-type: none"> • Sparks reported that Community Services Bureau (CSB) had received the Community Services Block Grant funding allocation for 2020-2021 letter from the Department of Community Services and Development (CSD). The letter and all funding allocations for each county was also included in the packet. • Sparks explained the total amount of funding was the same as the previous year, which was \$850,578.
<p>Action:</p> <ul style="list-style-type: none"> ➤ 2020-2021 CSBG Budget 	<ul style="list-style-type: none"> • Kaushal reported on the proposed budget, which was discussed and worked on during the fiscal subcommittee. Now that the EOC has received notice from CSD on how much funding would be received, the proposed budget shows the recommendations made by staff and the Fiscal subcommittee. • Kaushal went on to explain that this year, Reich’s salary was cut to 13% to accommodate other cost. • Kaushal reported the other costs under salaries and wages for 2019 was \$69,838 and the proposed budget for 2020 is for \$69,261 with a \$577 budget cut in this line item. The subtotal administration costs has an increase of \$502. • Kaushal explained the Program cost salaries and wages for Reich’s salary decreased by 13%, which was a total of \$18,021 in cuts. Under Fringe benefits, there is a cut of \$891 with a cut in program fringe benefits of \$2,354. • Under Operating Expenses, there was a cut of \$1,672 based on last year’s funding of \$107,831 with a new proposed budget of \$106,940. The following are budget cuts for each of the following line items under operating expenses: <ul style="list-style-type: none"> ○ Office supplies- \$697 ○ Auto mileage-employee- \$113 ○ In-state Travel (Employee)- \$1,019 ○ Training and Registration (EOC)- \$788 ○ Educ Supplies & Courses (Outreach)- \$954 • The Out-of-State Travel budget was at \$4,000 for 2019 and the total budget for 2020 is \$3,200 with \$800 in cuts. • The Subtotal Program Costs for 2019 was \$749,011 and the new proposed Subtotal Program Cost for 2020 is \$748,509 with a \$502 budget cut. • Kaushal reviewed the footnotes on the new proposed budget for 2020 explaining all the increases or decreases in the budget. Also Kaushal mentioned the Fiscal subcommittee agreed if there are discretionary dollars that do come in 2020, the following items will be restored to their 2019 funding level: <ul style="list-style-type: none"> ○ Division Manager- Salaries and Benefits ○ Office Supplies ○ Auto Mileage- Employees ○ In-state Travel- Employees ○ Training & Registration (EOC)

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	<ul style="list-style-type: none"> ○ Outreach and Out of State Travel ● McCarl asked how does the county cover the Division manager’s position, Rand stated Reich works with other programs with four other grants and state dollars that would help cover the rest of her salaries. ● Rand also mentioned the county negotiated a 4% cost of living adjustment for all employees that was reflected in the new proposed budget. ● McCarl asked if the Fiscal committee agreed to the restored items in the footnotes to be listed in this order and if there are not enough discretionary dollars to cover all how the group would allocate the funds. Kaushal explained the items would have to be revisited once the discretionary dollars were received. ● Babb asked if the membership dues that went up under operating expenses were for California Community Action Partnership Association (CalCAPA), Kaushal stated yes, they were for CalCAPA only. ● Piquero asked what the indirect costs were. Staff explained these are costs that are a part of the county and larger departments such as Directors salaries, executive director’s salaries, risk management costs and so forth. (Please see attachment A for a list of all indirect costs.) <p>A motion to approve the 2020-2021 CSBG Budget was made by McCarl and seconded by Almeida.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Douglas, Merchant, McCarl, Morales Nays: None Abstentions: None Absent: Houston, Brown , Zeimer</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Ratify the Approved 2020-2021 Request for Interest 	<ul style="list-style-type: none"> ● Sparks thanked the Program Services subcommittee for working so hard with staff and getting the Request for Interest (RFI) done and out to the public. The deadline for the RFI is on November 22nd. ● Sparks went through the changes in the selection criteria and RFI guideline that were revised with the program services’ members in October. ● Sparks reported that EHSD Contract and Grants unit provided a Conflict of Interest statement that agencies are required to sign and submitted as part of the proposal. She also shared that members who partake in scoring of proposals would also be required to sign a conflict of interest form. ● Sparks also updated the board on the RFI Information session, which was held on Wednesday, November 13th. She went on to report that eleven (11) agencies from the community were in attendance and three (3) were new agencies. Staff walked through the RFI and answered questions. ● McCarl asked if the RFI evaluation sheets would be sent out to the public. Sparks explained yes it would be released to the public.

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	<ul style="list-style-type: none"> • Babb praised all those who participated in the RFI process, but did raise a concern about how transportation can be funded if it was not clearly written in the criteria of the RFI. Babb stated maybe in the Project description, it could state something about transportation or possibly the scoring matrix so the agencies can know to add transportation into their proposal. • Sparks explained that during the information session, subcontractors were also told about the 2020-2021 Community Action Plan (CAP) containing the four priority areas and transportation listed and can be used to reference any transportation needs for their agency in their proposals. • Babb asked for clarification on why the scoring criteria was weighed in the manner it was. McCarl explained that the Project overview section of the proposal is only the name and address of the project therefore did not need 10% and instead changed to 5%. The project description was important to the group so an extra 5% was added. Outcome and Goals was weighed the highest with 30%. • McCarl shared that the Program Services' subcommittee talked a lot about the proven track record and how they wanted to be sure these agencies could still continue providing services if they did not have any Community Services Block Grant (CSBG) dollars. • Babb wanted to know if the subcontractors were notified about all the new changes in the RFI this year. Staff explained everything was reviewed during the information session as well as the conflict of interest form that is new this year to the process. The public and subcontractors received the full RFI packet with all changes included. • When asked who the new agencies in attendance were, Sparks mentioned Beat the Streets, Trinity Center and Rising Sun Center for Opportunity were the three new agencies that attended the informational session. • McCarl reported her husband currently works with Trinity Center and will recuse herself once proposals are received so there will be no conflict of interest. • Sewell asked about leveraging and how this portion will be scored for each proposal. McCarl stated it will be apart of the 10% in the scoring criteria under the budget component of the RFI. Sewell asked if the subcontractors received a sample of a successful RFI proposal and staff explained yes, the received a link to the EHSD.org link under Community Action showing a sample of a successful RFI proposal for the current year. <p>A motion to ratify the 2020-2021 Request for Interest was made by Merchant and seconded by Babb.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Douglas, Merchant, McCarl, Morales Nays: None Abstentions: Absent: Houston, Brown , Zeimer</p>

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<p>Update:</p> <ul style="list-style-type: none"> ➤ Program Services- RFI Timeline 	<ul style="list-style-type: none"> • Sparks reviewed the RFI timeline with the board to ensure the members were clear on the process, the dates in which the EOC worked on the RFI with staff, and the upcoming RFI deadline and meetings. (Please see attachment B-RFI Timeline)
<p>Action:</p> <ul style="list-style-type: none"> ➤ Schedule December Business meeting date and time 	<ul style="list-style-type: none"> • The group agreed to move the December business meeting to a different date to ensure a quorum is achieved. The group agreed to reschedule the December business meeting on Monday, December 16, 2019 from 6:00pm – 7:00pm. • At least eight (8) members agreed to attend the December EOC business meeting to ensure that the work is moved forward. <p>A motion to approve the December 16th EOC business meeting from 6:00pm – 7:00pm and cancel the December 12th meeting was made by McCarl and seconded by Merchant.</p> <p>The motion passed with EOC members voting as followed: Ayes: Almeida, Babb, Sewell, Piquero, Kaushal, Miguel, Douglas, Merchant, McCarl, Morales Nays: None Abstentions: Absent: Houston, Brown , Zeimer</p>
<p>Update:</p> <ul style="list-style-type: none"> ➤ Subcontractor Site Monitoring Visits 	<ul style="list-style-type: none"> • The following reports were shared for Onsite Monitoring visits from members and staff: <ul style="list-style-type: none"> ○ Tupou shared Contra Costa Clubhouses site monitoring report. ○ McCarl shared CSB Student Interns site monitoring report. ○ Babb, Douglas, and Merchant shared Greater Richmond Interfaith Program (GRIP) site monitoring report. ○ Sparks and Sewell shared Loaves and Fishes of CC site monitoring report ○ Piquero shared Opportunity Junction site monitoring report. ○ Babb shared Stand site monitoring report. ○ Almeida shared a PowerPoint of her site monitoring report for St. Vincent de Paul. ○ Piquero shared her second onsite monitoring report for White Pony Express.
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair • Fiscal <ul style="list-style-type: none"> - Actual (July, August and September) • Governance Subcommittee 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • <u>None</u> <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal reported the monthly expenditure report for July-September 2019. The salary and wages for Administrative costs for September totaled \$2,568.55 with a year-to-date total of \$14,066.73. • The total admin cost for September was \$12,039.07 with a year-to-date balance of \$86,117 and 85% of that line item expended.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> • Outreach Subcommittee • CSB Staff • EOC Members 	<ul style="list-style-type: none"> • Program cost for salary and wages in September was \$14,060 with a year-to-date balance of \$65,651 with 85% expended. • Student interns are at 51% with a year-to-date total of \$46,541.95. By the end of the contract term, this line item will be 100% expended. • Fringed benefits in September totaled \$7,453 at 85% expended. There is a year to date total of \$91,479. • Operating expenses for September was \$210.84 with a year to date total of \$10,828. We will be a little over by the end of the year, but there will be some funds to cover those expenses. • Subcontractors have been reimbursed as their demands are coming in. Total Program costs for September was \$41,859.71 with a year to date total of \$432.686. The total expenditures budget is \$850,578 with a balance of \$331.774, and all costs would be spent before the end of the contract term. <p><u>Governance Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>Outreach Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>Program Services Subcommittee</u></p> <ul style="list-style-type: none"> • None <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Rand passed out the most 2019 annual report for the Community Services Bureau (CSB). Rand shared that CSB just completed a class Federal review and they reviewed forty classrooms. Two weeks later, CSB surpassed the minimum Federal Threshold with high scores. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Merchant reported that the Department of Homeland Security came out with their drafted bill for Citizenship application fee increases this year. Merchant stated application fees would go up by 81%, which means applicants would go from paying \$750 to about \$1300. They are also going to remove the fee waiver for low-income applicants. At this moment, the comment period is open with less than 30 days to comment. Merchant will share this information with staff to send out to the members. • Morales thanked Sewell for helping him after his incident. Morales shared that Sewell and the police found him at home and was thankful she came by after being gone a whole month.
<p>Next Steps:</p> <ul style="list-style-type: none"> • Planning Calendar 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will revise and send out scoring matrix to the public. • Staff will look into Chambers of Commerce to post Student Intern flyer. • Staff will send out student intern information to the full board. • Merchant will send staff information on changes for Citizenship application fees.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • None

