



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes



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

Date: 3/5/2020

Time Convened: 1:06 PM

Time Terminated: 1:55 PM

Recorder: Mele Tupou / Nancy Sparks

Attendees: Renee Zimer, Dawn Miguel (conference call), Devly Sewell, Camilla Rand, Mele Tupou

Absentees: Tricia Piquero (excused), Christina Reich (excused), Nancy Sparks (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• Rand asked to add an agenda item- COVID 19, and Zeimer agreed it was okay.
Review and approve the draft February 6, 2020 Executive Committee meeting minutes	<ul style="list-style-type: none">• The executive committee reviewed the draft February 6, 2020 Executive Committee meeting minutes with the following changes:<ul style="list-style-type: none">○ Change "Swell" to "Sewell" under attendees <p>A motion to approve the draft February 6, 2020 Executive Committee meeting minutes with the changes stated above was made by Miguel and seconded by Zeimer.</p> <p>The motion carried. Aye: Miguel, Zeimer Nay: Abstain: Absent: Piquero</p>

TOPIC	RECOMMENDATION / SUMMARY
New agenda item: COVID 19	<ul style="list-style-type: none"> • Rand reported that the Employment and Human Services Department is working with the Health Department on sharing information about how to not spread the infectious disease. Rand shared the Bureau has agreed to cancel all field trips at all centers and any event that the outside community may be a part of that could possibly spread the virus. • Rand stated the California Community and Economic Development Association (CCEDA) meeting would be held next week and maybe the group may consider canceling the Community Action event just to be cautious. • Zeimer recommended moving the event to Community Action month in May to give it more time to promote and to let the virus slow down and settle a bit. • The group agreed to postpone the California Community and Economic Development Association (CCEDA) meeting to a future date. • Zeimer asked to send out an announcement to the group and subcontractors stating the workshop has been canceled. • Rand mentioned she is also concerned about the Economic Opportunity Council (EOC) business meeting. Rand suggested offering the group a conference call option, if the County Administrator's Office (CAO) approves or makes that exception. • Zeimer asked if we could offer, a zoom call and Rand explained we cannot offer a zoom call since CSB only uses WebEx, but it is something we can look into. Rand stated we could offer a telephone conference call. • Rand stated she would contact CAO and follow up with staff before making any cancelations or notices for a conference call. All members would be notified early next week. • Rand excused herself from the meeting and stated she would update everyone as soon as she gets more information from County Counsel.
California Community Action Partnership Association (CalCAPA) Legislative Day	<ul style="list-style-type: none"> • Tupou reported The California Community Action Partnership Association (CalCAPA) will be hosting a Legislative day on May 14, 2020 and shared that Kaushal has pushed for volunteering opportunities for this day. • Tupou shared this is a one day event and she is currently working with a couple staff from CalCAPA on volunteer opportunities for any members who are interested. • Zeimer recommended kicking this over to the Outreach committee to discuss and research what exactly CalCAPA is providing or what they hope to get out of the Legislation day. • Zeimer stated maybe the committee can do some research on other groups that may have more experience with Legislation. • Zeimer recommended adding Monisha to the research team as she has experience with lobbying. • The group all agreed and Zeimer would report that out at the business meeting.
Community Action Partnership (CAP) Annual Convention	<ul style="list-style-type: none"> • Tupou reported the Community Action Partnership (CAP) Annual convention would be held in Seattle, Washington in late August. • Tupou explained there are funds allocated for one (1) EOC member and one (1) staff. The dates for travel would be Tuesday, August 25th and returning Friday, August 28th. At this time there are no other information on the conference other than workshop information, which is provided at the following website: https://communityactionpartnership.com/ac2020/ • Tupou explained based on the expenses from last year, each person would roughly cost around \$1,700- \$1,900. Tupou asked to move this forward to the full board to see who would be interested in going to the conference.

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft March 12, 2020 business meeting agenda	<ul style="list-style-type: none"> • The executive committee reviewed the draft March 12, 2020 EOC Business meeting agenda with the following changes: <ul style="list-style-type: none"> ○ Add- New agenda item #6- Discussion: Census Countdown lead by Samuel Houston and Lauren Babb for 15 minutes ○ Add - COVID 19 guidance to staff report <p>A motion to approve the draft March 12, 2020 Executive Committee meeting minutes with the changes stated above was made by Miguel and seconded by Zeimer.</p> <p>The motion carried. Aye: Miguel, Zeimer Nay: Abstain: Absent: Piquero</p>	
Next Steps	<ul style="list-style-type: none"> • Rand will follow up with Sparks on the CCEDA meeting and whether it can be postponed to a later time maybe in May. • Staff will get an update on Sewell's yellow footprint tripping hazard issue outside our building. • Staff will contact Babb & Houston about the Census agenda item for the business meeting. • Staff will add the COVID-19 information to the business packet • Staff will do some research on Zoom call 	
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