



Economic Opportunity Council (EOC) Business Meeting Minutes
 Location: 1470 Civic Court, Suite 200, Concord CA 94520



Date: 1/9/2020 **Time Convened:** 6:09 pm **Time Terminated:** 7:10 pm **Recorder:** Mele Tupou/ Nancy Sparks

Attendees: Samuel Houston, Renee Zeimer, Monisha Merchant (6:30 pm), Devlyn Sewell, Tricia Piquero, Tanya Brown (6:15 pm), Dawn Miguel, Ajit Kaushal, Kimberly McCarl, Armando Morales

Absentees: Lauren Babb (excused), Cloudell Douglas (excused), Camilla Rand (excused)

Staff: Christina Reich, Nancy Sparks, Mele Tupou

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:09 PM. Kaushal 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 December 16, 2019 Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the December 16, 2019 Business meeting minutes and the following changes were made: <ul style="list-style-type: none"> ○ Correct “McCarl” on page 3. <p>A motion to approve the December 16, 2019 meeting minutes with the changes stated above was made by Piquero and seconded by McCarl.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Sewell, Zeimer, Piquero, Kaushal, Miguel, McCarl, Morales Nays: None Abstentions: Absent: Babb, Cloudell, Merchant*, Brown*</p> <p><i>*Member was not present to vote on this action item</i></p>

TOPIC	RECOMMENDATION / SUMMARY
2020- Roundtable Event	<ul style="list-style-type: none"> • Sparks explained the Outreach Subcommittee met prior to the business meeting and have drafted a Roundtable agenda for this year. • Sparks reported that the committee agreed to two (2) different dates but unfortunately when booking the room, only one was available for Monday, February 24th. Sparks shared the event location will no longer be held here at Civic as the event has grown in size and in order to accommodate, staff has reserved a conference room over at Ellinwood in Pleasant Hill. • Sparks explained what the drafted agenda for the night would look like: <ul style="list-style-type: none"> ○ 6:00 pm – Check in, Networking ○ 6:30 pm- Welcome and Overview/ PH Outcomes and Approaches ○ 6:40 pm- CSBG Funded Stories/ Client stories ○ 8:00 pm- Census 2020 • Sparks mentioned that the group recommended having Houston and Babb help with the Census portion of the agenda. Staff would reach out to Babb and Houston about working on the Census agenda item offline with the members. • Houston reported the second round of funding for the Census is coming out, so anyone who is looking for funding there will be a link he could share to obtain that funding information. Staff will send out the Family Economic Security Partnership (FESP) email about the Census funding to the EOC members to share with their constituents. • Kaushal asked if the members could apply for the Census funds to possibly put events together to help get the word out to the community. Zeimer asked if the group would need to hire someone and Kaushal stated no. He recommended that the board could plan the event and invite those who are interested to attend. • Sparks stated the Outreach committee also agreed to send out a questionnaire form to all the subcontractors to inform the board and staff about what they are currently doing with the Census at their agencies. • Staff counted nine (9) EOC members who have agreed to attend the RoundTable event on February 24th. • Zeimer recommended having networking at the end of the event as so that subcontractors could exchange information with each other. • Merchant recommended changing the start time for Check-in to 5:30 pm due to staff having a long day prepping for the event. The group agreed to change the time.
<p>Action:</p> <p>2020 EOC Business meeting schedule</p> <ul style="list-style-type: none"> • May Community Action month event 	<ul style="list-style-type: none"> • Sparks presented the 2020 Planning calendar to the board with standing meeting, dates and times for the next 12 months. She explained in the past, the board experienced quorum issues during the month of August due to vacations and other events. Sparks explained the executive team agreed to black out August as the EOC off month. • Sparks explained that staff had shifted some things on the calendar if August were to become an off

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	<p>month:</p> <ul style="list-style-type: none"> ○ Subcontractor Onsite Monitoring Visits will be in June 2020 ○ Planning for the 2021-2022 Request for Information (RFI) would start in June-July 2020 ○ Staff will not be able to report/ update on the Organizational Standards in September, which are due in August 2020. ○ Community Action Partnership Convention is in August, so staff will begin planning in May as far as who will be attending the conference. <ul style="list-style-type: none"> ● Sparks reported in May the board usually has a Community Action Event and last year a few members and herself were part of the Festival of Lights where they shared outreach material with the public. ● Kaushal explained the Festival of Lights event is not on the calendar just yet, but he will notify staff once it is. ● Kaushal shared there is an Interim for the California Community Action Partnership Association (CalCAPA) as the Executive Director that he would like to have speak to the board. ● Kaushal shared that CalCAPA is currently holding Community Action Awards nominations for the Community Action Awards, which would be presented at the Legislative Day in May 2020. ● Reich explained the Community Action Presentation with the Board of Supervisors might be held on May 5th at 9 am. ● Kaushal pointed out The Legislative Day for CalCAPA is not on the Planning Calendar. Staff would add this event onto the calendar. ● Reich stated there are two things presented in this agenda item, whether the board would like to have an August recess and whether the board wanted a Community Action month event in May. ● Zeimer asked the group for their input on if they would like an August recess. Piquero wanted to hold off on August, she explained there are other months where the group do not meet and so the board may want to meet in August instead. Piquero stated she is not too busy in August but is busy in June. ● Sparks explained the only thing going on in June is the Site Monitoring visit, but it could be pushed to July. ● Piquero made a motion to go dark in June instead of August. Houston explained he does not think there should be a solid off month. He recommends keeping the months as flex months depending on everyone’s schedule at the time. ● Sparks explained staff has to work backwards to meet deadlines, with that being said maybe keeping those months flexible and not as off months. Staff will then come forward to the executive team and inform them if the board should meet in either June or August. ● The group agreed to keep all business meetings as is and June and August would have an asterisk note stating if needed. <p>A motion to approve to go dark in June instead of August was made by Piquero and seconded by Merchant.</p>

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	<p>An amended motion to approve June and August as flexible months and not off months was made by Piquero and seconded by Merchant.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Sewell, Zeimer, Piquero, Kaushal, Brown, Miguel, Merchant, McCarl, Morales Nays: None Abstentions: Absent: Babb, Cloudell</p>
<p>Reports:</p> <ul style="list-style-type: none"> • EOC Chair • Fiscal <ul style="list-style-type: none"> -Actual • Governance Subcommittee • Outreach Subcommittee • CSB Staff • EOC Members 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer thanked the board for attending the December business meeting and the group thanked her for the video. Zeimer stated she would give staff her list of times that she will be out of town. • Zeimer reported she is working with a number of community groups in the African American community on a program that a woman named Andrea Miller started called Reclaim Our Vote campaign. She organized many communities in Virginia to get out the votes and get people to the polls. She will be visiting the Bay Area to share her story to prepare everyone to vote in 2020. Zeimer will send staff an invite to this event to share with all the members for Saturday, February 1st from 1-3 pm. <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal reported all expenditures that needs to be spent by December such as salaries and wages, fringe benefits and so on would be fully expended. We are at 93% expended at this point. As far as the Subcontractors and Student Interns, they would expend their full budgets by February 29, 2020. • The year-to-date for Program Costs was \$58,578 and the year-to-date total was \$560,309. The projection balance shows as -\$372. There was a remaining balance in the Out-of-State travel line item that may cover the -\$372. If the Out-of-State balance cannot cover \$372, then some special funds from the county may cover it. • Merchant asked why some of the subcontractors have not submitted some of their demands. • Tupou stated some demands take longer than most to process through auditors, so they may not show on reports. Tupou also stated some demands are sent in and may be incorrect and needs to be revised so the process becomes longer as it needs to be sent back to subcontractors and then back in que with the other demands to be reviewed. • Sparks explained some of the barriers that subcontractors are facing are trying to meet the reporting deadlines for the demand submission date. Some subcontractors do not have these numbers available for us until after the 10th. So depending on their accounting team, staff sometimes receives demands a couple days after or even later. • Sparks explained there is a chain in which the demands must follow before the auditors process them.

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	<p><u>Outreach Subcommittee</u></p> <ul style="list-style-type: none"> Sparks and Piquero both stated the next thing the committee will be working on is the Trifold. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> Sparks reported that all thirteen (13) service plans were sent to the subcontractors. Staff is working diligently with them to draft their contracts and they will be receiving emails on their reporting requirements. The due dates for those reports have changed and they would be notified with that information as well. Sparks also stated the 2019 Annual Report would be shared in the executive team and at the February business meeting. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> McCarl shared that John Muir in partnership with Kaiser and Sutter finished their community health needs assessment process, and it was a huge outreach effort. McCarl explained she feels the board would be very interested in the input the community gave them. She wanted to invite the Community Benefit Group to present an overview to the EOC board. Sparks suggested presenting at the February business meeting and McCarl stated she would find out what the availability dates would be and bring it back to staff. Merchant shared that the Bay Area Air Quality Management District received funding to do more specific community measurements. The district will begin initial assessments sometime in March for the Richmond, Pittsburg and Antioch areas and then they would come to Central County. The funding is to do the monitoring and to provide recommendations on ways to reduce air pollution for our communities. Merchant will keep the board updated with more information. Houston shared this year things will start to heat up quickly as far as the Census outreach and trying to stay connected with folks. He stated Census workers are needed for our area. Houston also stated there would be a presentation with the Census partners in the community to let the community know what the Census entails as far as how to be a partner and the RFI process. Houston will share all Census information with staff.
<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 reach out and schedule an Outreach meeting to work on the EOC trifold. Staff will send out the Census website, job and meeting announcement and collect other information from Houston. Kaushal will send staff the CalCAPA nomination information to staff to share with the members. Zeimer will send staff the Andrea Miller invite to share with the members. Staff will reach out to McCarl to get available dates for the John Muir presentation.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> Quick meeting Thumbs up

