

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Agenda

Group/Meeting Name: EOC Executive Committee Meeting

Date: 7/16/2020 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

Online:

- Visit <https://zoom.us/>
- Click Join meeting and enter the following ID #: 939 1259 8753
- You will be prompted to enter *your name* and the following password: 654351
- Wait for host to join

Call in:

- Dial 1.888.278.0254 (US Toll Free)
- Enter Conference code: 609553

Meeting Leader: Renee Zeimer, Chair

Purpose: To set the agenda for the next EOC Business Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact Mele Tupou at least 24 hours before the meeting at mtupou@ehsd.cccounty.us.

Opportunities for Public Comment: *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to mtupou@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes.*

All votes taken during a teleconference will be by roll call.

*The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day.
Your patience is appreciated.*

By the end of this meeting, we will have:

An understanding of the desired outcomes and ground rules so that meeting participants accomplish meeting objectives in a timely and efficient manner.
Received any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Consider Interim appointments for the Vice-Chair and Secretary to the Economic Opportunity Council Executive Committee.
Review and approve the Community Action Plan for the Coronavirus, Aid, Relief, and Economic Securities (CAREs) funding so that staff can move forward accordingly.
Review and approve as official record the draft January 9, 2020 EOC Business meeting minutes.
Review and approve as official record the draft June 4, 2020 Executive Committee meeting minutes.
Review and approve as official record the draft June 11, 2020 EOC Business meeting minutes.
Review and approve the draft July 23, 2020 business meeting agenda to distribute to the EOC members.
Consider vacancies on the Economic Opportunity Council so that the members are informed.
Identification of next steps necessary to move the process forward.

Evaluation of the meeting.

Agenda			
What	How	Who	Time
<ul style="list-style-type: none"> ➤ Review Desired Outcomes & Meeting Rules 	Present Clarify Check for Understanding	Volunteer	2 Minutes
<ul style="list-style-type: none"> ➤ Public Comment 	Present	Members of the Public	3 Minutes
Action: <ul style="list-style-type: none"> ➤ Consider Interim Appointments of Vice-Chair and Secretary to the Executive Committee 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
Action: <ul style="list-style-type: none"> ➤ CAREs Community Action Plan 	Present Clarify Check for Understanding Check for Approval	Staff/Group	10 Minutes
Action: <ul style="list-style-type: none"> ➤ Review and approve the draft January 9, 2020 Business Meeting minutes 	Present Clarify Check for Understanding Check for Approval	CSB Staff Group	5 Minutes
Action: <ul style="list-style-type: none"> ➤ Review and approve the draft June 4, 2020 Executive Committee Meeting minutes 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
Action: <ul style="list-style-type: none"> ➤ Review and approve the draft June 11, 2020 Business Meeting minutes 	Present Clarify Check for Understanding Check for Approval	CSB Staff Group	5 Minutes
Action: <ul style="list-style-type: none"> ➤ Review and approve the draft July 23, 2020 EOC Business meeting agenda 	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
Update/Action: <ul style="list-style-type: none"> ➤ EOC Vacancies 	Present Clarify Check for Understanding	Group	10 Minutes

➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ Δ	Group	2 Minutes

Executive Committee Positions and Responsibilities

Officers: The officers of the EOC shall be the Chairperson, Vice-Chairperson and Secretary. Officers shall be elected annually at the September meeting.

Executive Committee: Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

Chairperson: The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointment to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

Vice-Chairperson: The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

Secretary: The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.

Local Plan for CARES Act CSBG Supplemental Funding

COVER PAGE AND CERTIFICATION

Agency Name:	
Primary Agency Contact	
Title	
Phone	
Email	
Secondary Agency Contact	
Title	
Phone	
Email	

Certification of CARES Local Plan

The undersigned hereby certifies that the local plan information submitted for CARES Act CSBG Supplemental Funding has been authorized by the governing body of this organization. By signing below, your agency certifies that it will continue to comply with all State and Federal Assurances and any other laws, rules, and/or statutes in the performance of the activities funded through this grant, as indicated in your agency's Community Services Block Grant (CSBG) 2020-2021 Community Action Plan (CAP). Additionally, by signing below, your agency certifies that it will provide applicable services and programs to individuals impacted by COVID-19 in your community, ensure CARES expenditure and outcome reporting are tracked separately, and ensure unduplicated counts are obtained.

Board Chair (printed name)	Board Chair (signature)	Date

Executive Director (printed name)	Executive Director (signature)	Date

Plan Submitted By (printed name)	Date

Board Approved Plan On: MM/DD/YYYY

If plan was not approved by the governing board prior to submission, please indicate when the plan will be presented to the board: MM/DD/YYYY*

*Agencies will need to resubmit certification to CSD after obtaining board approval

CSD Use Only

Date Local Plan Received	Date Local Plan Approved	Accepted By

Local Plan for CARES Act CSBG Supplemental Funding

Each agency shall participate in the development and submission of a CARES Act CSBG Supplemental Funding Local Plan. The CARES Act CSBG Supplemental Funding Local Plan template is due to CSD no later than July 31, 2020. Please email your local plan to the CSBGDiv@csd.ca.gov inbox.

Below are helpful resources:

- [Local Plan Data](#)
- [Needs Assessment Data](#)
- [Employment Development Department Unemployment Insurance Information by County](#)

LOCAL PLAN

The following section is intended to assist your agency in identifying potential emerging needs due to COVID-19 and outlines some of the potential impact areas to your local community. The impact areas described may not apply to all communities; data is likely not readily available for all impact areas. Check the box that best represents your community. **If needed, use the “other” selection to provide any further explanation as it relates to the impact category described.**

Health impacts:

- Individuals over 65, especially those with underlying health conditions, have been shown to be at particular risk for severe health implications from COVID-19. Those in congregate settings (e.g. nursing homes) are a particular concern in this community.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- Community health resources will be stretched thin as resources devoted to those sick with COVID-19 will limit resources available to others. Limited Intensive Care and other hospital services in this community would mean others NOT directly affected by COVID might lack access to care.

This applies to this community

This does NOT apply to this community

Other – Please describe:

Local Plan for CARES Act CSBG Supplemental Funding

- Behavioral health resources will need to be available in new and increased ways to deal with the many different stressors/traumas caused by the pandemic, especially its impact over an extended time period. Issues such as domestic violence, elder abuse, child abuse, drug abuse, suicide and other indicators of behavioral health issues are a particular concern in this community.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- Nutrition for school-aged children previously accessing free/reduced breakfast, lunch, and snacks is impacted as many are now removed from that food source due to school closures.

This applies to this community

This does NOT apply to this community

Other – Please describe:

Employment impacts:

- Employment impacts of the pandemic have been immediate and profound. Anecdotal information as well as early data about unemployment claims from March and April confirm a significant emerging need in the area of employment.¹ Local indicators show that national patterns of unemployment are being seen in this community.

This applies to this community

This does NOT apply to this community

Other – Please describe:

¹ <https://www.brookings.edu/blog/the-avenue/2020/05/13/what-weekly-unemployment-claims-reveal-about-the-local-impacts-of-the-covid-19-recession/>

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- Individuals in the health care field are at high-risk of exposure to COVID-19 and are under tremendous stress due to additional work hours and challenging work conditions. In particular many of those workers with close, frequent contact with vulnerable individuals are lower-wage individuals.²

This applies to this community

This does NOT apply to this community

Other – Please describe:

- Individuals in the educational field are working remotely due to school shutdowns. Lower-wage workers in these fields are more vulnerable to layoffs and/or may lack the technology resources in their home to work remotely.³

This applies to this community

This does NOT apply to this community

Other – Please describe:

² https://www.cdc.gov/mmwr/volumes/69/wr/mm6915e6.htm?s_cid=mm6915e6_x

³ <https://www.npr.org/2020/04/11/830856140/teaching-without-schools-grief-then-a-free-for-all>

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- Individuals in many sectors of the economy – but particularly the service sector, the retail sectors, and others most affected by quarantine policies – are currently experiencing sudden and unexpected unemployment. Some are unaware of resources available to them and their families as they are experiencing unemployment for the first time.⁴

This applies to this community

This does NOT apply to this community

Other – Please describe:

Educational impacts:

- Closings of public schools in the Community Assessment area are having an immediate impact on children's education. Children with less access to resources (broadband internet, computers/tablets, technology expertise, language barriers, etc.) are most at-risk for suffering learning loss during a potentially protracted period of school closure.

This applies to this community

This does NOT apply to this community

Other – Please describe:

⁴ <https://www.pewresearch.org/fact-tank/2020/03/27/young-workers-likely-to-be-hard-hit-as-covid-19-strikes-a-blow-to-restaurants-and-other-service-sector-jobs/>

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- Caregivers of school-age children must secure day care arrangements for their children or sacrifice employment to care for their children. These same caregivers are also expected to be primary teachers for their children during the period of the closure. Parents with limited resources face numerous challenges as a result of this situation and educational outcomes for their children will be affected.⁵

This applies to this community

This does NOT apply to this community

Other – Please describe:

Impacts on human services:

- Services to vulnerable populations are being curtailed or drastically changed. Some service providers are not operating, leaving gaps in services to the community. Other service providers have had to alter their service provision in significant ways, leaving some family needs unmet. Finally, for those service providers continuing to operate, the changed circumstances have required significant, immediate adaptations that will require additional resources to support over a longer period of time:

This applies to this community

This does NOT apply to this community

Other – Please describe:

⁵ <https://www.washingtonpost.com/education/2020/04/17/why-covid-19-will-explode-existing-academic-achievement-gaps/>

Local Plan for CARES Act CSBG Supplemental Funding

Community resource impacts:

- The impacts of COVID-19 on community resources are numerous and include a reduction in the availability of resources (access to group activities, commercial services), a scarcity of some resources (health care, food and emergency supplies) and/or needs for resources that have not previously been required in this community in any significant capacity.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- The broad impacts of COVID-19 on this community have created an even more urgent need for coordination and collaboration of resources among the public sector, the public health sector, first responders, educators, the business community, the faith community and many others. Our agency plays an important role convening organizations, people, and resources to support families.

This applies to this community

This does NOT apply to this community

Other – Please describe:

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Anticipated short- and long-term impacts

The needs above are already established through initial data and anecdotal reports from customers, staff, board members, and community stakeholders. Based on these already-observed events, it is likely that there will be short-term (1-3 months) and long-term (greater than 3 months) impacts that require immediate planning. **If needed, use the “other” selection to provide any further explanation as it relates to the impact category described.** A partial, but not complete, list of the anticipated impacts includes:

- *Prolonged service disruptions*: The disruptions in service delivery to customers are expected to continue for a substantial time. This is likely to lead to ancillary challenges for customers that may become long-term issues. For example, learning loss⁶ and domestic violence/child abuse⁷ have become larger problems due to service disruptions.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- *Exacerbated housing issues*: Due to the immediate economic impact of the COVID-19 pandemic, renters face one or more months where they may lack the funds to pay rent; homeowners with a mortgage may miss mortgage payments.

This applies to this community

This does NOT apply to this community

Other – Please describe:

⁶ <https://www.washingtonpost.com/education/2020/04/17/why-covid-19-will-explode-existing-academic-achievement-gaps/>

⁷ <https://www.samhsa.gov/sites/default/files/social-distancing-domestic-violence.pdf>

Local Plan for CARES Act CSBG Supplemental Funding

- *Prolonged employment issues:* Sudden layoffs and other employment disruptions are being addressed by emergency response measures; however, it is anticipated that long-term recovery efforts will be required to help customers reconnect to the workforce, particularly those for whom employment assistance has not previously been required.⁸

This applies to this community

This does NOT apply to this community

Other – Please describe:

- *Prolonged agency capacity issues:* Policies limiting in-person staff/customer interactions may be in place for an extended period of time and agencies will need to maintain remote work and remote customer-interaction infrastructure to be responsive to these needs in a more sustainable capacity.

This applies to this community

This does NOT apply to this community

Other – Please describe:

- *Prolonged community resource/coordination issues:* The short-term community coordination needs cited in this assessment are presumed to continue into the long-term. Current conditions may persist for an extended period; recovery efforts will require coordination; ongoing community preparedness to guard against a future outbreak will also require ongoing convening and new community readiness strategies based on what is shown to be effective during the current crisis.⁹

This applies to this community

This does NOT apply to this community

Other – Please describe:

⁸ <https://www.brookings.edu/research/how-covid-19-will-change-the-nations-long-term-economic-trends-brookings-metro/>

⁹ <https://centerforcommunityinvestment.org/blog/reimagining-strategy-context-covid-19-crisis-triage-tool>



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

TOPIC	RECOMMENDATION / SUMMARY
	<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.

TOPIC	RECOMMENDATION / SUMMARY
	<p>A motion to approve to go dark in June instead of August was made by Piquero and seconded by Merchant.</p> <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 -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.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> Sparks explained there is a chain in which the demands must follow before the auditors process them. <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.

TOPIC	RECOMMENDATION / SUMMARY
Evaluate the Meeting	<ul style="list-style-type: none">• Quick meeting• Thumbs up



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes



Location: Zoom Call

Date: 6/4/2020

Time Convened: 12:16 PM

Time Terminated: 1:09 PM

Recorder: Mele Tupou / Nancy Sparks

Attendees: Renee Zimer, Tricia Piquero, Devlyn Sewell, Camilla Rand, Christina Reich, Mele Tupou, Noe Gudino (Prospective EOC Candidate)

Absentees: Dawn Miguel (excused), Nancy Sparks (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none"> Piquero reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none"> None Present Zeimer welcomed Noe Gudino and asked that he introduce himself to the group. Gudino explained he grew up in the Bay Area and just recently graduated with his Bachelors from Cal State East Bay and working on his Masters. Gudino has been involved with many organizations around the Bay Area. Gudino stated he is excited to possibly join the Economic Opportunity Council.
Interview Prospective EOC Applicant Noe Gudino	<ul style="list-style-type: none"> Sewell explained she was excited to have someone interested in joining the board. She explained he has a lot of experience as shown in his resume and application. Sewell stated she is excited that he is young and wants to make changes. Piquero stated Gudino would be a great fit with the board especially because he is young, he can gain many experiences, and knowledge with what the board does. She stated having a young perspective could be an asset moving forward. Zeimer asked Gudino if he can commit to every second Thursday of the month for EOC business meetings, and other subcommittee meetings that happen as needed. Gudino stated he can make those meetings and it should not be a problem. Zeimer asked Gudino what is the status on the other applications he has submitted to the other boards stated on his applications. He stated he has only had communication with the EOC board. Zeimer suggested the Executive team will report to the board at the next EOC business meeting and have a discussion and staff will reach out to Gudino with next steps.

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft March 5, 2020 Executive Committee meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft March 5, 2020 Executive Committee meeting minutes with no changes. <p>A motion to approve the draft March 5, 2020 Executive Committee meeting minutes with no changes was made by Piquero and seconded by Zeimer.</p> <p>The motion carried. Aye: Piquero, Zeimer Nay: Abstain: Absent: Miguel</p>
<p>Review and approve the draft April 29, 2020 Emergency EOC business meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft April 29, 2020 Emergency EOC business meeting minutes with no changes. <p>A motion to approve the draft April 29, 2020 Emergency business meeting minutes with no changes was made by Piquero and seconded by Zeimer.</p> <p>The motion carried. Aye: Piquero, Zeimer Nay: Abstain: Absent: Miguel</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Update: CAREs (Coronavirus, Aid, relief and Economic Security) Act</p>	<ul style="list-style-type: none"> • Reich explained at this point, staff has received notice that there is an award coming, but no award has not been received. • Reich explained there was a zoom conference around this contract and it did not go so well, many technical difficulties. • Reich explained Contra Costa County had been allocated a one time \$1,173,213 fund to address the effects of COVID-19 in our community. These dollars will need to be expended within 24 months. • Reich explained the group would be required to do an abbreviated Community Action Plan specifically for these dollars. A second zoom meeting should be coming soon to walk staff through what the Community Action Plan will look like. • Staff was given the go ahead to begin a COVID-19 community assessment. Staff will be working with a consultant who is now in the process of putting this COVID-19 community assessment together. Staff will then bring this back to the group and discuss the priority how to distribute the information to the community so they may apply for the funding. • Reich continued to say the only constraints for this contract is that it must be tied back to the effects of COVID-19 on the community. • Staff will send out more information to the board about CAREs as they receive it. • Piquero asked if this contract is for our current subcontractors. Staff explained this is an open process but a discussion must happen so the board can to the community. Staff explained the board could use the current subcontractors. • Zeimer asked that staff share information about the CAREs Act prior to the next business meeting. • Staff will send out more information as they come in. In addition, staff will send a link to the CAREs Act webinar from the Department of Community Services & Development (CSD) with more details on the CAREs contract.

TOPIC	RECOMMENDATION / SUMMARY	
Review and approve the draft June 11, 2020 business meeting agenda	<ul style="list-style-type: none"> • Before the group discussed the agenda, Rand shared a few words with the Executive committee. She shared she will be moving on to a new position with First-Five. After 20 years with Community Services Bureau, she will only be here for a few more weeks, but she will be right across the street. • Rand explained to the group Katherine Mason will be named the new CSB Interim Director and the EHSD director, Kathy Gallagher will be joining us at the next EOC business meeting. • Rand updated the group that, all 13 childcare centers will be opening up soon, but CSB will not be able to serve all of the families. • Rand thanked staff for all their hard work with moving the EOC forward and getting things done. • The Executive group thanked Rand for taking this journey with the board and her leadership in helping get the board to a better place. • The executive committee reviewed the draft June 11, 2020 EOC Business meeting agenda with the following changes: <ul style="list-style-type: none"> ○ Update email for Tupou on the business meeting packet ○ Add Zoom call information ○ Add- New agenda item #4- Discuss and approve EOC Executive Committee recommendation for the Prospective EOC candidate. ○ New #5- Receive an update on Fiscal reports and CSD Discretionary contract amendment- 5 minutes ○ New #6- Discuss CARES Act supplemental contract #20F-3646 ○ Distribute minutes for all agenda items so it may not go over 60 minutes <p>A motion to approve the draft June 11, 2020 Business Meeting Agenda with the changes stated above was made by Piquero and seconded by Zeimer.</p> <p>The motion carried. Aye: Piquero, Zeimer Nay: Abstain: Absent: Miguel</p>	
Next Steps	<ul style="list-style-type: none"> • Staff will add EOC candidate discussion onto the business packet. • Staff will send out more information on CARES Act before the business meeting. • Staff will send out business packet 96 hours prior to meeting date. • Staff will reach out to members individually 	
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



Emergency Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 6/11/2020 **Time Convened:** 6:09 pm **Time Terminated:** 7:35 pm **Recorder:** Mele Tupou/ Nancy Sparks

Zoom Call attendees: Renee Zeimer, Tricia Piquero, Monisha Merchant, Devlyn Sewell, Lauren Babb, Ajit Kaushal, Kimberly McCarl, Tanya Brown (6:24 pm), Lauren Babb (6:25 pm), Cloudell Douglas, Samuel Houston, Noe Gudino (EOC Prospective candidate)

Absentees: Dawn Miguel (excused), Armando Morales (unexcused), Nancy Sparks (excused)

Staff: Kathy Gallagher, Camilla Rand, Christina Reich, 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 and read the desired outcomes. • Piquero read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> • None Present • Zeimer proposed to move up agenda item #7 CSB Staff reports to the top of the agenda. <p>A motion to approve the new changes in the agenda stated above was made by Douglas and seconded by Piquero.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Sewell, McCarl, Merchant, Douglas, Zeimer, Kaushal, Piquero Nays: Abstentions: Absent: Babb, Miguel, Brown, Morales</p>
Reports: <ul style="list-style-type: none"> ➤ CSB Staff ➤ EOC members 	<p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Rand introduced the Employment and Human Services (EHSD) Director- Kathy Gallagher. • Gallagher shared she has been in her position with the county for about 7 years now. Gallagher stated she got to know Zeimer and the EOC throughout the years and got to learn a lot about what the board has been doing. Gallagher stated she worked with Rand in the last few years and was remotely

TOPIC	RECOMMENDATION / SUMMARY
	<p>engaged. She would like to be reengaged with the board especially with the Economic impacts that is happening.</p> <ul style="list-style-type: none"> • Gallagher explained there are some concerns with the new incoming funds such as the CSBG funds, the CAREs Act funds and contracts. The county is still reopening so there isnt a full Economic Recovery Plan. • Gallagher welcomes the great work of the EOC and CSB staff as we are moving forward these challenging times. • Rand reported she will be sperating as director from CSB and will be joining the First Five family across the street. • Rand thanked the EOC for the journey they've all taken together and she praised Reich, Sparks and Tupou for the being such a great team to work with. • The group congratulated Rand and thanked her for everything she's done to help with the board. • Reich reported CSB will be reopening their child care centers soon with a max of 10 kids in the classrooms. <p><u>EOC MEMBERS</u></p> <ul style="list-style-type: none"> • Brown shared that Greater Richmond Interfaith program (GRIP) is currently running a hotel program to house the homeless and they are able to stay up to four months after submitting an application. • McCarl stated The State Project room key program is county wide for those needing shelter, they can call 211 and get information and guidance. McCarl also shared that the county is trying to figure out a plan for opening back up. McCarl stated the process is complicated but everyone is clearly aware of the impacts and are working carefully. • Merchant shared she's been enjoying her time at home and had been gardening. Merchant explained it is good to see everyone. • Kaushal shared his health is getting better and is free of Cancer and in the process of recovering. Kaushal explained The California Community Action Partnership Association (CalCAPA) is currently trying to be more accessible to other agencies. • Houston updated the group with the Census and getting things together for East County and trying to get organizations to participate with helping. • Staff will send members and subcontractors information for the Census once Houston sends information. • Douglas shared that his organization planned to host an event using the Census funds to share Census information, but could not do it due to COVID-19. They were able to put out videos to continue the event. • Sewell shared there is a newsletter update about the Animal shelter to have their pets licensed. Sewell praised the members for all their hard work.

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve April 29th EOC Emergency Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the April 29th Emergency Business meeting minutes with no changes. <p>A motion to approve the April 29th Emergency Business meeting minutes was made by Douglas and seconded by Babb.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Sewell, McCarl, Merchant, Douglas, Babb, Zeimer, Kaushal, Brown, Piquero Nays: Abstentions: Absent:, Miguel, Morales</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ EOC Prospective Candidate: Noe Gudino 	<ul style="list-style-type: none"> • Gudino introduced himself to the EOC members and shared his interest in the Economic Opportunity Council. He hopes to bring his skills as a policy analyst, advocate for incarcerated folks and the many experiences being involved with the community. • Ajit asked what his involvement with the community were. Gudino stated he has done a dozen of things for the incarcerated, he has worked for a couple non-profits in the Bay Area, and he has done legal services for children, individuals and families. He has helped write policies in Richmond to help those who apply for housing to get eliminate the cost of application fees. • Gudino stated he has time to dedicate to the EOC and is committed to being here for every meeting he is needed for. • Merchant asked Gudino what is the one thing he would want to have the biggest impact on years from now. Gudino stated he would like to have a legacy to have access to healthy food and giving others opportunity to have food on a daily basis. • Reich stated the group needs to make a motion to extend the meeting time. <p>A motion to extend the meeting until 7:30 pm was made by Douglas and seconded by Merchant.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Sewell, McCarl, Merchant, Douglas, Zeimer, Kaushal, Piquero, Babb, Brown Nays: Abstentions: Absent:, Miguel, Morales</p> <p>A motion to approve Noe Gudino to the Economic Opportunity Council Board for the Low-Income sector was made by Douglas and seconded by Piquero.</p>

TOPIC	RECOMMENDATION / SUMMARY
	<p>The motion passed with EOC members voting as followed: Ayes: Houston, Brown, Zeimer, Piquero, Babb, Sewell, McCarl, Douglas, Kaushal, Merchant Nays: Abstentions: Absent:, Miguel, Morales</p>
<p>Update:</p> <ul style="list-style-type: none"> ➤ Fiscal Reports ➤ CSD Discretionary Contract Amendment 	<ul style="list-style-type: none"> • Zeimer updated the group that the budget so far through April 2020 has only been 17% expended as of this point. This is normal, as we had to submit a budget modification to give subcontractors a full 12 months to expend their contracts. • Zeimer shared with the group that there was an increase in allocation and one of the agreements made when the budget was developed was to restore the Division Manager’s salary and benefits. • Zeimer also updated the group about another change made during the last Fiscal subcommittee meeting. Zeimer explained the group agreed to move funds from the Out of State Travel line item to Outreach to help benefit the community. The funds that were moved were for the Community Action Partnership conference lodging, meals and flights. Registration for the virtual conference remains in the Out of State Travel line item.
<p>Update:</p> <ul style="list-style-type: none"> ➤ CSD Discretionary contract amendment #20F-3646 	<ul style="list-style-type: none"> • Reich updated the group with the Coronavirus, Aid, relief and Economic Security (CAREs) Act allocation of \$1,173,213 to spend for the next two years (July 1, 2020- June 30, 2022). • These funds must be used on COVID-19 related issues that are effecting the community. Reich explained there is a letter from the state in the packet letting us know how the community has been directly impacted by COVID-19. There was a webinar about this letter and they have asked that we start planning now what the board will be doing with the funds. • A Comprehensive Community Assessment needs to be done showing direct ties to COVID-19 related issues. A staff person is currently working on this and a draft would be brought to CSB by next week. • Based on this Community Assessment, a Community Action plan would be created. It will be very COVID oriented and not as detailed as our CSBG Community Action Plan. • Reich asked the group to read and review the other attachments in the packets, such as the EHSD COVID-19 Dashboard, which gives information about 211 callers and their needs at this time. • Also provided in the packet are the needs done by our subcontractors and what the effects of COVID-19 has done to their clients and also their organizations. • Reich mentioned this is not necessarily only for our subcontractors but this could be put out to the community.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Kaushal stated that CalCAPA will be getting more updates at their next meeting and will update the group. • Merchant asked if this funding is different from the CSBG funds. Reich stated this is a completely separate contract with greater flexibility. • Merchant asked if there is any way we can host a virtually Subcontractor Roundtable. Staff agreed it would be recommended. • Zeimer asked if there is a link that staff can send out about the CAREs Act. Staff will send that out to the full board. • Douglas asked how is funding allocated in other counties. Reich answered there is a formula used based on poverty and imputed population and other dynamics such as household size and so forth. • Kaushal added also taking into account the Census, homelessness, education, cost of living and other factors. • The board agreed to hold a virtual roundtable for current subcontractors lasting 90 minutes with the following members helping facilitate and framing the discussions: <ul style="list-style-type: none"> ○ Piquero ○ Gudino ○ Zeimer ○ Kaushal
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will reach out to members about updates on discretionary contracts and Coronavirus Aid, Relief, and Economic Security (CARES) Act dollars as soon as staff receives more information. • Staff will send out Census information on behalf of Houston. • Staff will send out a doodle to see what availability our subcontractors have for a virtual Roundtable Event. • Staff will reach out to Noe Gudino about his orientation.
Evaluate the Meeting	<ul style="list-style-type: none"> • Great zoom meeting!

**Economic Opportunity Council
2020 Member Roster and Date of Terms**

Updated 7.2020

Name	Role	Sector	Date of Terms	BO Date
Samuel Houston	Member	Low Income-1	03/21/2017 - 06/30/2019	March 21, 2017
			07/1/2019-06/30/2021	June 11, 2019
Noe Gudino	Member	Low Income-2	03/19/2019 - 06/30/2019	March 19, 2019
			07/01/2019 - 06/30/2021	June 11, 2019
			<i>Pending</i>	<i>Pending</i>
Vacant	Member Vice-Chair	Low Income-3		
Vacant	Member	Low Income-4		
Armando Morales	Member	Low Income-5	01/07/2014 - 06/30/2015	January 7, 2014
			07/07/2015 - 06/30/2019	
			07/30/2019 - 06/30/2021	July 30, 2019
<i>Vacant</i>	<i>Member</i>	<i>Private/Non-Profit-1</i>		
Vacant	Member	Private/Non-Profit-2		
Lauren Babb	Member Secretary	Private/Non-Profit 3	09/12/2017 - 06/30/2019	September 12, 2017
			07/1/2019 - 6/30/2021	May 7, 2019
Monisha Merchant	Member	Private/Non-Profit 4	02/12/2019 - 06/30/2019	February 12, 2019
			07/1/2019 - 06/30/2021	June 11, 2019
Devlyn Sewell	Member	Private/Non-Profit 5	03/29/2016 - 06/30/2019	March 29, 2016
			07/1/2019 - 06/30/2021	June 11, 2019
Cloudell Douglas	Delegate	Public Sector-1 (Supervisor Gioia)	11/6/2018 - 06/30/2022	November 6, 2018
Renee Zeimer Chair	Delegate Chair	Public Sector-2 (Supervisor Anderson)	09/24/2013 - 06/30/2014	September 24, 2013
			07/1/2014 - 06/30/2016	June 17, 2014
			07/19/2016 - 06/30/2018	July 19, 2016
			07/01/2018 - 06/30/2020	June 12, 2018
Patricia Piquero Secretary	Delegate	Public Sector-3 (Supervisor Burgis)	07/14/2020- 06/30/2024	July 14, 2020
			02/27/2018 - 06/30/2019	February 27, 2018
			07/1/2019 - 06/30/2021	June 18, 2019
Ajit Kaushal	Delegate	Public Sector-4 (Supevisor Mitchoff)	10/15/2013 - 06/30/2015	October 15, 2013
			07/07/2015 - 06/30/2019	July 7, 2015
			07/07/2019 - 06/30/2023	June 18, 2019
<i>Vacant</i>	<i>Delegate</i>	<i>Public Sector-5 (Supervisor Glover)</i>		

Agenda

Group/Meeting Name: Economic Opportunity Council (EOC) Business Meeting

Date: 7/23/2020 **Time: From:** 7:00 PM **To** 8:30 PM

Location: Video Conference Meeting

ZOOM call:

- Visit <https://zoom.us/>
- Click Join meeting and enter the following ID #: 993 2705 4400
- You will be prompted to enter *your name* and the following password: 702541
- Wait for host to join

Call-in:

- Dial 1.888.278.0254 (US Toll Free)
- Enter Conference code: 609553

Meeting Leader: Renee Zeimer, Chair

Purpose: To Conduct EOC Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact Mele Tupou at least 24 hours before the meeting at mtupou@ehsd.cccounty.us.

Opportunities for Public Comment: *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to mtupou@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes. All votes taken during a teleconference will be by roll call.*

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day. Your patience is appreciated.

Desired Outcome: By the end of this meeting, we will:

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Reviewed and approve the draft January 9, 2020 EOC Business Meeting minutes for official record.
Reviewed and approve the draft June 11, 2020 EOC Business Meeting minutes for official record.
Review and approve the Community Action Plan for the Coronavirus, Aid, Relief, and Economic Securities (CAREs) funding so that staff can move forward accordingly.
Receive an update on Fiscal reports so that the board is informed.
Discuss the Virtual Roundtable event so all members are aware and staff can move forward accordingly.
Receive the Community Services Bureau (CSB) Director's Report and EOC member's reports so that we are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

Agenda			
What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ January 9, 2020 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Action: ➤ June 11, 2020 EOC Business Meeting minutes	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. Update: ➤ Fiscal Reports	Present Draft Clarify Check for Understanding	Ajit Kaushal	5 Minutes
6. Update: ➤ CSD contract #20F-3646 (CARES Act)	Present Draft Clarify Check for Understanding	CSB Staff Group	10 Minutes
7. Update: ➤ 2020 Virtual Roundtable Event	Present Draft Clarify Check for Understanding	CSB Staff Group	5 Minutes
8. Reports: • CSB Staff • EOC members	Present Draft Clarify Check for Understanding	Group	10 Minutes
9. Next steps	Present Clarify Check for Understanding	Group	3 Minutes
10. Evaluate the Meeting	Plus/Delta	Group	2 Minutes