



**Economic Opportunity Council (EOC) Business Meeting/ Roundtable Minutes**  
Location: Zoom Call



**Date:** 7/23/2020      **Time Convened:** 6:06 pm      **Time Terminated:** 8:34 pm      **Recorder:** Mele Tupou

**Conference Call attendees:** Renee Zeimer, Tricia Piquero, Monisha Merchant, Devlyn Sewell, Lauren Babb, Ajit Kaushal, Lauren Babb, Cloudell Douglas, Samuel Houston, Noe Gudino (Guest), Alissa Friedman (Opportunity Junction), Barbara Hunt (St. Vincent de Paul), Barbara Simpson (Shelter Inc.), Brandon Wirth (Shelter Inc.), Dave Thompson (Monument Impact), Janette Kennedy (Loaves & Fishes), Juliana Mondragon (CC Health Services), Kareem Ervin (Bay Area Community Resources), Kathleen Sullivan (Grip), Michelle Wade (Opportunity Junction), Rhonda James (Stand), Sandra Scherer (Monument Crisis Center), Shane Kaleo (Shelter Inc.), Yan Bennis (CC Clubhouse), Lynne Magnison (Shelter Inc.), Laura Sharples (CC Health Services)

**Absentees:** Armando Morales (unexcused), Nancy Sparks (excused)

**Staff:** Christina Reich, Mele Tupou

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	<ul style="list-style-type: none"> <li>Zeimer called the meeting to order at 6:06 PM.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None Present</li> </ul>
<p><b>Public Hearing:</b> 2020 Service Provider Virtual Roundtable</p> <ul style="list-style-type: none"> <li>COVID Impacts</li> </ul>	<ul style="list-style-type: none"> <li>Zeimer welcomed all the subcontractors to the Roundtable and explained this year through the Coronavirus Aide Relief and Economic Security (CAREs) Act has included one billion dollars in addition to the CSBG dollars, to prevent, to prepare or respond to COVID-19. California was funded roughly \$90 Million dollars and the Contra Costa County had been allocated \$1,189,181.00. Zeimer continued to say, these dollars need to be spent within a two years, but a planning process needs to be put in place. Zeimer explained the disucssion tonight will play a large role in what's going on in your agency, with your staff and your clients.</li> <li>Zeimer mentioned, we owe our congressmen, Mark DeSaulnier and Mike Thompson a big thank you. Together they crafted what's called enabling Legislation for the Community Services Block Grant Enhancement Act. Zeimer turned the time over for each agency to share the COVID-19 impacts in their agencies and possible changes in service demands and the actions taken to take care of everyone involved.</li> </ul> <p><b><u>Monument Crisis Center (MCC)</u></b></p> <ul style="list-style-type: none"> <li>Sandra Scherer shared since COVID, MCC has been working with their Mission Disaster Statement and what they could do. In March, MCC was able to start an Emergency Food distribution.. When the</li> </ul>

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	<p>shelter in place happened, they moved their operations outside for the last 4 months. Now there are four tents outside distributing food, diapers, wipes, toiletries and pet food. The agency went from seeing 84 families to 325 families. MCC hosted their first Saturday for food distribution not too long ago and added 90 more families to their list.</p> <ul style="list-style-type: none"> <li>• Scherer explained they lost all their volunteers and only 10 staff members were doing this for months. Their resource tent has opened a couple weeks ago and their partners from county health centers have come together so there is a little mini resource fair going on.</li> </ul> <p><b><u>Opportunity Junction</u></b></p> <ul style="list-style-type: none"> <li>• Michelle Wade shared that OJ also had to pivot quickly. They have a very intense Administrative Careers Training Program (ACT) and a lot of students had to leave as they lost day care, some had sick relatives and some were facing financial issues going on at home. This also affected staff who were also impacted during COVID in the beginning. The transition was hard, but it is completely online now and staff morale is going up and down. The Alumni's have been impacted by this as well due to losing their jobs, hours being cut, having COVID themselves and just trying to stay above water.</li> <li>• Wade explained OJ is now on their 1<sup>st</sup> class that is fully remote. Over half of their interns had landed jobs and they are continuing to get jobs. They are encouraging folks to apply for their next class and learning from their comforts of their own homes.</li> <li>• Alissa Friedman praised Wade for the great work her and her team did during this time and recruiting online. Friedman stated Wade and her team enrolled 19 for their class that was entirely online and distributed over \$42,000 of funds and purchase laptops for these students, the broadband issues and childcare issues are two things they unfortunately have not addressed.</li> <li>• Friedman explained they are expecting a huge surge in job seekers and are very concerned about the Pandemic Unemployment Insurance doesn't get extended will be a huge problem. Friedman explained they have a number of wellness trainings and fun activities going on at OJ.</li> </ul> <p><b><u>Shelter Inc.</u></b></p> <ul style="list-style-type: none"> <li>• Lynna Magnuson is the Site supervisor over at the Mountain View Shelter and they are continuing to do things differently. They have been operating 24 hours every day but routines have changed. Staff has been very electronic as far as communication and at the site the cleaning and preparations for meals are more methodical. There are no volunteers coming in anymore so staff has been cooking every night. Magnuson stated they have been making a lot of changes on site since the COVID has taken place.</li> <li>• Magnuson stated staff has taken a lot of precautions as far as using masks, gloves, screenings. Participants are being monitored twice a day, so staff is monitoring any incoming and outgoing traffic. Magnuson stated the amount of families they can serve has been reduced since social distancing has been in place. There is only one family per dorm, bathrooms are sanitized thoroughly with hand sanitizers spread throughout the facilities.</li> </ul>

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	<ul style="list-style-type: none"> <li>• There are currently two school age children in the shelter that have been given laptops for learning and also they have also been given tutoring through the county Office of Education.. There are a couple of parents working so that is another activity going on. At this moment, Shelter Inc. is not taking any new intakes. Systems have improved and health care for the homeless team has made it a point to come test participants on site. Shelter attendance is running 24/7 and Case managers are available remotely. Magnuson praised her staff for doing their very best to serve these families.</li> <li>• Brandon Wirth shared that there are other activities going on in Contra Costa. Wirth shared that CC County launched five motels to host the Project Room Key program, but Mountain view did not need to do this as the population wasn't effected by social distancing. Wirth shared all the support staff are working remotely from home and everyone who is working on the front lines deserves a round of applause for all they do.</li> </ul> <p><b><u>Loaves and Fishes</u></b></p> <ul style="list-style-type: none"> <li>• Janette Kennedy shared that Loaves and Fishes transitioned very quickly into to go meals. Their staff were putting hot meals in containers and delivering at their front doors. Grocery bags are now being loaded with food items and then folks are asked what they need and then are added in these bags,</li> <li>• Kennedy stated there was an instant increase in meals served per day. Loaves and Fishes served 4700 more meals in April than in March. Weekend meals are now being served in Pittsburg and Martinez, which meant new staff was need. Kennedy stated their 5<sup>th</sup> dining room just opened June 8<sup>th</sup> in Walnut Creek, Trinity Center.</li> <li>• Loaves and Fishes experienced the first couple months was hard as non-parishable foods were gone at the grocery stores. There were food drives to help with this need and the community really came together.</li> <li>• Kennedy explained they had to shut down their Culinary class since the Shelter in place happened. Volunteers have been reduced for everyone's safety so there is a lot of work with less staff. Everyone has been safe and has not yet contracted anything, so hopefully it continues this way.</li> </ul> <p><b><u>St. Vincent de Paul</u></b></p> <ul style="list-style-type: none"> <li>• Barbara Hunt reported SVDP never closed as they were deemed as an essential business. All 29 branches in the Contra Costa county were open except their thrift stores. Their staff have all been tested and go through a protocol to be checked.</li> <li>• SVDP was serving about 6300 people weekly pre COVID and in the months of March, April and May the increase went up to 10,500 weekly. They have formed more partnerships with so many organizations during this pandemic that served over 50,000 people for food distributions. Monday August 3<sup>rd</sup> there will be another food distribution at Christ the King.</li> <li>• There is direct financial assistance to families in need along with the food securites. Branches are doing virtual home visits to help provide these services to families. The workforce development class was called back so people started back in the beginning of June. A new cycle may begin August 20<sup>th</sup>. Medical clinic has been doing Tele-medicine and will reopen for face-to-face for the uninsured August</li> </ul>

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	<p>5<sup>th</sup>. Thrift stores is the earned income part of their business and a lot of donations have been made. STVD needs help getting those doantions out onto the floors.</p> <p><b><u>STAND! For Families free of Violence</u></b></p> <ul style="list-style-type: none"> <li>• Rhonda James explained STAND did not close either, all of their work has been done virtually. At this moment they are doing what they call a slow trickle back which means their retrun-to-work is being based on who needs these services the most. Everyone is working longer hours and all have been moved into zoom. All those folks who needed shelter have been put into hotels so they are taken care of in that light. A couple issues that come up is the health of staff and participants who cant get childcare.</li> <li>• James explained a lot of staff is struggling with getting work done while they are with their children. James stated the agency tried to help engage the volunteers to keep their spirits up. Staff has been impacted with the social activities that are going on and many are trying to be supportive and work through it.</li> </ul> <p><b><u>CC Clubhouse</u></b></p> <ul style="list-style-type: none"> <li>• Tamara Hunt shared the Clubhouse had to reset and take action. They did not close since the Shelter in Place. They have a program in Concord where participants show up. They immediately started Zoom and staff worked remotely from home and reached out to members to assess them as far as how they are feeling, food and other assesements. Their virtual clubhouse can be accessed online and hours have increased to 7 days a week. Members have access to many different oportunites to meet their needs with many programs, resouces and classes that are online. CC Clubhouse built a pantry by holding a food drive to help the community. They delivered 170 care packages a week which includes breakfast, lunch, dinner and snacks.</li> <li>• As far as safety protocols, there is a team that volunteers to do a full safety screening to anyone who comes in and leaves. Clubhouse is being managed by a smaller team than usual which puts a lot of weight on a few staff and there is a therapist that staff meets during lunch to have an outlet and talk about things that they may be struggling with individually.</li> <li>• Hunt explained there is a cell phone program that helps members get cell phones and laptops and a technology class is provided to help with virtual programming.</li> </ul> <p><b><u>Greater Richmond Interfaith Program</u></b></p> <ul style="list-style-type: none"> <li>• Kathleen Sullivan shared GRIP never closed as they were also an essential business. The most significant would be the expansion that GRIP is managing the Richmond Courtyard Marriot as an extension fo the shelter they have at GRIP. As of today there are over 200 consumers living at hotels and at 24 hours of operation. They run about 5 floors with 40-50 rooms each floor. Meals are done at the GRIP site and food is delieverd to the hotel. GRIP is currently not taking anymore intakes just like all the other subcontractors. The operation of the family shelter and hotel has been a lot especially with hiring about 18 people to get this work done.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Protocols are in place and the safety of their staff and clients are a priority. Healthcare for the Homeless are on site. There are classes going on every week to give them a level of stimulation. There are some facility repairs being done during this time as its been almost 20 years since repairs have been made.</li> <li>• Sullivan praised her staff for being extraordinary and stated that some are facing things they never faced before so they are looking for training opportunities and being creative with work schedules. Sullivan thanked the other subcontractors for their ideas and how they deal with their staff.</li> </ul> <p><b><u>CC Health Services</u></b></p> <ul style="list-style-type: none"> <li>• Laura Sharples stated Cali House started with 12 youth, 2 of them were transitioned to permanent housing, 4 went to transitional housing for youth and another 2 were sent to another shelter. There are 3 now at Cali house and 2 empty beds as they cannot take anymore intakes.</li> <li>• The youth are anxious with all they are dealing with so at the moment only 1 youth is currently working.</li> <li>• Staff and youth are building better relationships with each other since this has started. There are some concerns with the actions these youths are taking that could affect their housing so staff is trying their best to help them stay on track by providing them counselors.</li> </ul> <p><b><u>Monument Impact (MI)</u></b></p> <ul style="list-style-type: none"> <li>• Dave Thompson stated MI currently helps undocumented folks and they are dealing with folks who are really taking this pandemic harder than most. MI has been working on Emergency Tenant Protection to help prevent evictions. MI also made sure resources were available in Spanish. MI has raised over \$861,000 for the Undocumented Relief Fund which supported over 600 families.</li> <li>• Thompson stated its been a challenge having to teach most of these folks how to use virtual programs as most of them have not navigated these portals let alone electronics.</li> </ul> <p><b><u>Bay Area Community Resources</u></b></p> <ul style="list-style-type: none"> <li>• Kareem Ervins explained it has been a challenge for BACR just like all the other subcontractors. Their facilities have been shutdown and there is a plan for reopening some time soon. Ervins reported about 80% of enrollment goals have been met during this time. Actions taken by the agency for service demands will be disucssed with his director because at this moment services are not active. Staff protection is key as some staff memebers at BACR have tested positive. All staff are working remotely from home.</li> <li>• Zeimer thanked all the subcontractors for sharing their impacts and challenges. She mentioned the work they do is so important, the members will be in touch and will put something together to figure out how to use these dollars in the best way possible.</li> </ul>
<b>Action:</b>	<ul style="list-style-type: none"> <li>• The group reviewed the draft January 9, 2020 Business meeting minutes with no changes.</li> </ul>

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<p>January 9, 2020 EOC Business Meeting minutes</p>	<p><b>A motion to approve the January 9<sup>th</sup> Business meeting minutes with no changes was made by Merchant and seconded by Piquero.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p>
<p><b>Action:</b> June 11, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>• The group reviewed the draft June 11, 2020 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the June 11<sup>th</sup> Business meeting minutes with no changes was made by Sewell and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions: Douglas</b>  <b>Absent: Morales</b></p>
<p><b>Action:</b> Community Action Plan CAREs Funding</p>	<ul style="list-style-type: none"> <li>• Reich shared with the group a Local Mini Plan for the CAREs Contract that is in place. Reich explained all the areas they described in the document does apply to the COVID outcomes in the Contra Costa County.</li> <li>• Please see attachment A for the Local Mini plan that was shared.</li> <li>• Reich explained this document must be sent in by August 14<sup>th</sup> which is an extension date the state gave staff. Reich stated there is nothing controversial at all about this document and just needs the board's approval to move this forward after we get the EOC approval.</li> <li>• Zeimer asked if there is a need to reaffirm the key priority areas. Reich stated it so happens on the same day, August 14<sup>th</sup>, the key priorities areas must be submitted as well in a form. Reich explained based on the information tonight from the subcontractors and the data that has been sent out in the last few weeks, the current priority areas that are already in place meet the needs during this pandemic.</li> <li>• Reich stated staff needs to know if there needs to be any adjustments to this document or if anyone has any objections stating they do or do not affect our community.</li> <li>• Kaushal stated the plan is accurate and the group should move forward with the document.</li> <li>• Sewell stated if there are any negative drawbacks from reaching to other subcontractors. Reich explained that is completely up to them, tonight the group just needs to approve the local plan just</li> </ul>

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	<p>approving that these areas described in the document is currently being effected in the Contra Costa County.</p> <p><b>A motion to approve the CAREs Local Plan presented by staff was made by Kaushal and seconded by Piquero.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p> <p><b>A motion to approve to keep the current four priority areas for the CAREs Act funding of Housing &amp; Homelessness, Employment &amp; Job Training, Food &amp; Nutrition and Comprehensive Health Services/ Mental Health with access and transportation was made by Douglas and seconded by Kaushal.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p>
<p><b>Action:</b> EOC Prospective Candidate: Amanda Nelson</p>	<ul style="list-style-type: none"> <li>• Zeimer explained the Executive committee interviewed a very interesting candidate at the Special executive committee meeting and a recommendation was made to move forward with her, Amanda (Mandy) Nelson.</li> <li>• Piquero stated they were very impressed and she seemed like a very ideal candidate. She did her homework on the board and CSBG.</li> <li>• Staff stated the invitation was extended to Nelson but she may have been on vacation tonight.</li> <li>• The group agreed it would be best to invite her to the next business meeting and interview her as she couldn't make it to the meeting tonight.</li> </ul> <p><b>A motion to approve Amanda Nelson to fill the Private/ Non-Profit seat was made by Sewell and seconded by Piquero.</b></p> <ul style="list-style-type: none"> <li>• After further discussion, Piquero and Sewell withdrew their motion and staff will move this agenda item forward to the August Meeting.</li> </ul>

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<p><b>Discuss:</b> 2020 Site Monitoring Visits</p>	<ul style="list-style-type: none"> <li>• Reich stated she had reached out to CSD for some information on how the board would conduct their site monitoring visits for this year and she was advised virtual monitoring is just fine as long as nothing in the bylaws states it cannot be done.</li> <li>• Staff will reach out to the members offline to collect information on which subcontractors they would like to visit this year via zoom.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>➤ <b>EOC Chair</b> <ul style="list-style-type: none"> <li>- <b>Appointments</b></li> </ul> </li> <li>➤ <b>Fiscal</b> <ul style="list-style-type: none"> <li>- <b>Fiscal Actuals</b></li> </ul> </li> <li>➤ <b>CSB Staff</b> <ul style="list-style-type: none"> <li>- <b>2020 Virtual CAP Convention</b></li> </ul> </li> <li>➤ <b>EOC members</b></li> </ul>	<p><b><u>EOC Chair</u></b></p> <ul style="list-style-type: none"> <li>• Zeimer announced that given Miguel’s health and her term ending, she had to fill her vacancy and Piquero has stepped up to serve as the Vice-Chair. Zeimer also announced that Sewell has been appointed as Secretary for the board.</li> </ul> <p><b>A motion to approve Piquero as Vice-Chair and Sewell as Secretary was made by Zeimer and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p> <p><b><u>Fiscal</u></b></p> <ul style="list-style-type: none"> <li>• Kaushal reported the total budget has been expended of 42%. The year-to-date is showing 18% has been expended of the entire budget.</li> <li>• Zeimer stated subcontractors have not submitted demands, but this is taking us through June so the budget is reflecting only 22%. At the least meeting, Fiscal reported with the additional funds, Reich’s salary will be backfilled and also some funds were moved around to allow us flexibility to spend dollars in the community for Outreach.</li> <li>• Kaushal mentioned the nominations for the Community Action Partnership Annual conference is due to them by the August 24<sup>th</sup>.</li> <li>• Merchant recommended nominating Dawn Miguel and the group agreed. Staff will send out nomination to CAP.</li> </ul> <p><b>A motion to approve Dawn Miguel as the Economic Opportunity Council’s nomination for the Community Action Partnership Annual Conference Awards was made by Merchant and seconded by Douglas.</b></p>

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	<p><b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Zeimer, Sewell, Houston, Douglas, Babb, Kaushal, Merchant, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales</b></p> <p><b><u>CSB Staff</u></b></p> <ul style="list-style-type: none"> <li>• Tupou reported the Community Action Partnership Annual conference this year will be virtual. The conference will take place at the end of August and a name is needed to register for the conference.</li> <li>• The group agreed to register one person and divide the zoom information to those interested in joining.</li> <li>• The following volunteers were interested: Merchant, Zeimer, Kaushal and Gudino. Staff will reach out to each person with the information for the virtual conference.</li> </ul> <p><b><u>EOC MEMBERS</u></b></p> <ul style="list-style-type: none"> <li>• Babb asked if there were any updates with the team as she doesn't see Nancy Sparks or Kim McCarl. Reich explained Sparks is currently on leave and will return in September. Reich explained McCarl's term ended June 30, 2020 and we are currently in the process of having her reappointed in the Private/ Non-profit seat.</li> <li>• Staff explained Morales hasn't been in contact for a while, but a new contact number has been discovered and we will reach out to him and check on his wellbeing.</li> <li>• Reich updated the group that Miguel is doing better and loves all the cards that she's received. She is still in recovery but has her family there to support.</li> <li>• Staff may try and get a zoom call going so the group can interact with Miguel.</li> </ul>
Next Steps:	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Staff will move Amanda Nelson's interview to August Business meeting.</li> <li>• Staff will reach out to members regarding monitoring visits with subcontractors.</li> <li>• Staff will send out Miguel's nomination to CAP.</li> <li>• Staff will be working on getting BOS approval for the Local plan and sent out to CSD by August 14<sup>th</sup>.</li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>• We made it! Yay!</li> </ul>