



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



Date: 8/13/2020 **Time Convened:** 6:21 pm **Time Terminated:** 8:00 pm **Recorder:** Mele Tupou

Conference Call attendees: Renee Zeimer, Monisha Merchant, Devlyn Sewell, Lauren Babb, Ajit Kaushal, Lauren Babb, Cloudell Douglas, Samuel Houston, Armando Morales, Noe Gudino, Amanda Nelson (Prospective EOC Candidate)

Absentees: Tricia Piquero (excused), Nancy Sparks (excused), Katharine Mason (excused)

Staff: 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 6:21 PM and read the desired outcomes. • Sewell called the roll for all EOC members in attendance.
Public Comment	<ul style="list-style-type: none"> • None Present
<p>Action: EOC Prospective Candidate: Amanda Nelson</p>	<ul style="list-style-type: none"> • The group interviewed Nelson for the Private/Non-profit sector on the board. • Nelson explained she was interested in joining the board not only because of the War on Poverty legislation, but also the group helps uplift communities who needs the most help. Nelson explained growing up her family was very divided. She continued to state she experienced being in a home where everyone worked and there were no parental supervision. • Nelson stated she has a background in finance and is comfortable with Capital and Operating expenses. She stated she undertsnads how funds work and how to leverage them. She’s volunteered with some of the subcontractors that the board works with. • Kaushal stated the EOC requires some time to get together for meetings and subcommittee meetings. He asked if she’s able to commit to the time. Nelson explained she’s able to get coverage and can commit to be here and make this a priority. • Merchant asked what she would like to see in three to five years serving in this council. Nelson stated she would like to offer stability and with her background in finance she can contribute to the board. She also mentioned in three to five years she would like to keep this council active by serving the community. • Zeimer asked what experience she has with contracts and grants. Nelson stated she has written contracts but doesn’t have much experiece with grants. She knows the difference between what is written and what the legislative intent of the law.

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	<ul style="list-style-type: none"> • Gudino asked when it comes to the board, does she feel her skill sets will help her with making unbiased decision making. Nelson stated she does feel she can look at things from a business perspective, but also with a heart to understand the community has needs. • Nelson asked if she is accepted would she be able to have one on one meetings with each council member to get to know each of them. • The group agreed it was a great idea. Kaushal invited Nelson to visit his store if she'd like to get some questions answered. <p>A motion to approve Amanda Nelson for the Private/Non-Profit seat 1 was made by Kaushal and seconded by Zeimer.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays: Abstentions: Absent: Piquero</p>
<p>Action: July 23, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> • The group reviewed the draft July 23, 2020 Business meeting minutes with no changes. <p>A motion to approve the July 23rd Business meeting minutes with no changes was made by Douglas and seconded by Sewell.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays: Abstentions: Absent: Piquero</p>
<p>Action: 2020 CAREs Proposed budget</p>	<ul style="list-style-type: none"> • Reich reported the board approved the Local Plan and now staff is asking the board to approve the proposed budget. The total contract amount that was allocated was \$1,189,181.00. Of this money, fifteen percent of the administrative overhead has been taken out along with 30% being charged to Reich's salary. • Reich explained Sparks and Tupou's salaries will not be charged to this contract as they are fully covered under the base budget.

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	<ul style="list-style-type: none"> • Of the 1.1 million dollars, \$945,000.00 will go out to the community. Reich explained under operating expenses, there would be charges to office supplies, telephone communications and telephone exchange. Reich explained the Program Services committee needs to come together to decide where this money is going. • Reich stated there will be two choices that the group would have to make, one, to continue with the current subcontractors and just amend their contracts or two, open this up to a wider net and send out a Request for Proposal (RFP). • Reich explained to the group that this budget must be approved tonight as it needs to go out to the state tomorrow. • Zeimer shared during a CSBG Advisory Committee (CAC) meeting she attended, there will be additional CAREs Act funding of \$40,000 that the state will be allocating equally to all agencies. This should be received by late September. • Zeimer asked if there is any way the board can make a motion to roll the additional funding into the original CAREs Act contract. Reich explained this is a separate contract and the board cannot make any decisions with the additional funding until a contract is received. Reich stated, the board can take action on the proposed budget provided with the understanding that additional funding is on the way and can be rolled in later once the executed contract is in hand. • The group decided staff may reach out offline to schedule a Program Services Subcommittee meeting the week of August 24th to have a further discussion on the allocation for this budget. <p>A motion to approve the 2020 CAREs Proposed budget with anticipation of additional funding in the amount of \$40,000 with a maximum amount of \$500.00 for any Distance working enhancement was made by Kaushal and seconded by Morales.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays: Abstentions: Absent: Piquero</p>
<p>Discuss: 2020 Site Monitoring Visits and Next Steps</p>	<ul style="list-style-type: none"> • Zeimer reported at the last executive committee meeting, they decided instead of the EOC members contact subcontractors with their availability, staff would contact the subcontractors to get their availabilities first and then the members can volunteer based on their dates.

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	<ul style="list-style-type: none"> • Zeimer continued to say, the Site Monitoring packet needs to be reviewed and updated with additional guidance to support the virtual meeting. • Zeimer reported that the executive team wanted to push the site monitoring visit to mid-late September and to give the staff time to prepare the packet with zoom information. • Babb asked if subcontractors has revised their outcomes for this year due to COVID. Reich explained some subcontractors have stated they do need to make changes to their outcomes, but this is information the EOC will receive during the monitoring visit. She continued to say, this year will be a little different due to the pandemic and the affects it has on their agencies. • Reich explained Tupou has reached out to all the subcontractors to get their availabilities for September and this way members may choose which sites to visits based on their open schedules. • Tupou shared information on which subcontractors have already given her information about when they would like to schedule the visit and some are even open for actual site visits, if members are open to it. • Staff will send out the spreadsheet for members to quickly signup and get confirmations out as soon as possible and schedule a Program Services Subcommittee meeting to discuss and revise site monitoring packet.
<p>Reports:</p> <ul style="list-style-type: none"> ➤ EOC Chair ➤ Fiscal <ul style="list-style-type: none"> - Fiscal Actuals - Wx Report ➤ CSB Staff <ul style="list-style-type: none"> - 2020 Virtual CAP Convention- updates ➤ EOC members 	<p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reported that the Community Action Partnership convention is set up in a way where the link cannot be shared and is problematic. She will be reaching out to those who were interested and update all if there is any way around a shareable link. • Zeimer asked Kaushal if he would have access to the conference through the California Community Action Partnership Association (CalCAPA) board. Kaushal stated he would find out at the next meeting on Monday. • Kaushal mentioned the Region 9 proxy vote needs to be submitted by next week. Zeimer asked who has the right to vote. Reich explained it would be Katharine Mason, Director of the bureau and Zeimer. • Staff will find information on the Proxy vote and get this over to the right person for signature. <p><u>Fiscal</u></p> <ul style="list-style-type: none"> • Kaushal reported the June expenditure report, administrative cost year to date was \$10,187 with 54% expended of the budget. The fringe benefits year to date was \$8,748 with 42% expended. Total administrative costs year to date \$82,352 with 81% expended. • Kaushal reported the Program salaries and wages was \$102,449. The subtotal program cost was \$72,898 with 54% of the budget expended. The fringe benefits for the program cost was \$58,879 with 53% expended. The operating expense was \$6,003 with 32% expended. The subcontractors have already

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	<p>submitted demands with a total program cost of \$269,684 with 35% expended. The total expenditure of \$352,036.95.</p> <ul style="list-style-type: none"> • Zeimer asked staff if they can follow up on the subcontractor charges and whether these numbers are being charged to last year's contract because have not yet been executed for this year. Staff stated they will follow up with the group once they get clarification from fiscal. • Kaushal reported the quarterly weatherization reports for the period of January 1, 2020- March 30, 2020. The first contract reported was for LiHeap weatherization funds showing a total cost of \$544,853 expended out of \$1,059,676. There was a total of 42 homes weatherized county wide. • The second contract is the LiHeap ECIP/EHA 16 for PG&E assistance. Kaushal reported that 30% of this contract has been expended with a total of \$280,292 out of \$938,826. Clients served was 1,459 county-wide. • Sewell asked what is the Assurance 16 Activities line item for. Staff will reach out to Fiscal and get more information on this matter. • Zeimer asked if staff can also follow up on whether LiHeap is receiving any CARE funds through the county. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich explained Kathy Gallagher reached out to her regarding a consulting firm from CalCAPA called Case Street Consulting that wanted her to sign a letter of support to allow the CSBG eligibility to go up to the 200% of poverty level which is much more appropriate for California. Gallagher wanted to get the EOC's support on this before she signs off. • Kaushal explained CalCAPA is reaching out to legislators and assembly folks to support this to make this permanent. • Houston stated he was unsure of the direction behind this. He stated if the eligibility requirements go up you're looking at \$2,400 for a single person and \$3,400 for a family of two. Houston asked if this is increased, would those who are still at the lower end have priority in the system. • Reich explained the neediest people would be served first and it goes up from there. <p>A motion to approve Kathy Gallagher's letter of support to allow CSBG eligibility requirements to go up to 200% was made by Kaushal and seconded by Babb.</p> <p>The motion passed with EOC members voting as followed: Ayes: Houston, Kaushal, Douglas, Zeimer, Merchant, Babb, Gudino, Sewell, Morales Nays: Abstentions: Absent: Piquero</p> <ul style="list-style-type: none"> • Reich updated the group that contracts were submitted in January and in late March, the contract and grants unit sent back and needed to be rewritten due to new expectations from County Counsel and

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	<p>the CAO. During this time discretionary dollars came in, so the board voted to allocate these funds to four subcontractors.</p> <ul style="list-style-type: none"> • Staff rewrote all contracts to include the amendments for the 4 that were approved for the discretionary dollars. Last Thursday, staff was told all contracts needed to be rewritten again. Staff wasn't sure what happened during the time they were last submitted back in June. Reich explained she notified the executive committee and scheduled a meeting with Katharine Mason (CSB Director) who is also helping to get these contracts moving. • Reich stated Zeimer also went to Supervisor Anderson and this was also brought to Gallagher's attention and now contracts are now being fast tracked. • The group thanked everyone who was a part of getting the contracts moving and would support any way they can. <p><u>EOC MEMBERS</u></p> <ul style="list-style-type: none"> • No reports at this time.
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will reach out to Nelson about her next steps on the EOC council. • Staff will send out 2020 approved proposed budget to the state. • Staff will reach out to all the members to sign up for Site Monitoring visits for September. • Staff will search for the proxy letter and submit to CAP for Region 9 voting. • Staff will reach out to Fiscal for information on questions regarding reports and weatherization report.
Evaluate the Meeting	<ul style="list-style-type: none"> • Thumbs up