



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes



Location: Zoom Meeting

Date: 8/7/2020

Time Convened: 12:04 PM

Time Terminated: 1:19 PM

Recorder: Mele Tupou

Attendees: Renee Ziemer, Tricia Piquero, Devlyn Swell, Katharine Mason, Christina Reich, Mele Tupou

Absentees: Nancy Sparks (excused)

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Ground Rules	<ul style="list-style-type: none">• Zeimer reviewed the desired outcomes and ground rules.
Public Comment	<ul style="list-style-type: none">• None present• Zeimer introduced Katharine Mason, the Interim Director of Community Services Bureau. Mason stated she's been with CSB for 15 years and in the last 9 years she's been a Division Manager, overseeing the Headstart childcare centers.• Mason explained about 10 years ago was when she first got to know about the EOC and what they do. She's excited to get to know the group better and to support the efforts of the board.• Mason mentioned she has a Master's degree in Public Administration, she also studied child psychology. She has mostly worked with children and families.• Zeimer stated the board is so lucky to have her as she's been such a big supporter of the vulnerable population, particularly children and families. Zeimer explained the board is excited to have her.

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft July 16, 2020 Special Executive Committee meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft July 16, 2020 Special Executive Committee meeting minutes with no changes. <p>A motion to approve the draft July 16, 2020 Special Executive Committee meeting minutes was made by Piquero and seconded by Sewell.</p> <p>The motion carried. Aye: Piquero, Sewell, Zeimer Nay: Abstain: Absent:</p>
<p>Review and approve the draft July 23, 2020 business/Roundtable Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft July 23, 2020 EOC Business/ Roundtable meeting minutes with the following recommendations. <ul style="list-style-type: none"> ○ Reich explained these minutes need to be reviewed again and brought back to the full board at the business meeting with amendments. <p>A motion to approve the draft July 23, 2020 EOC Business/Roundtable meeting minutes with edits made by staff was made by Piquero and seconded by Sewell.</p> <p>The motion carried. Aye Piquero, Sewell, Zeimer Nay: Abstain: Absent:</p>

Review and approve the draft August 13, 2020 Business meeting agenda

- The executive committee reviewed the draft August 13, 2020 EOC Business meeting agenda with the following changes:
 - Agenda item #6- Site Monitoring Visit and Next Steps- allocate 10 minutes
 - Add new agenda Item #5- Take action on the 2020 CAREs proposed budget- allocate 10 minutes
 - Add business meeting schedule under EOC Chair report
 - Add WX report under Fiscal Report and remove CAREs Funding Allocations
- Zeimer asked if staff can give the group an update on contracts as it is connected to so many things going on with the board and the activities that are coming their way.
- Reich explained Mason has been working diligently on trying to make headway with contracts. Reich stated there was a false start with the contracts and by the time staff figured out they weren't making any progress, the supplemental funding were on the way. The group decided while the contracts were still in their review phase, the board could discuss and approve the \$32,000 and its allocations. After the board approved these allocations, the service plans were updated and as of June 1st all service plans with the exception of Bay Area Community Resources were submitted.
- As of August 6th staff found out they had to be sent back for more reviews and so right now staff is trying to get these contracts to move forward. Staff is waiting for more guidance as far as what needs to be done next.
- Mason stated she's been on calls with her peers from the contracts and grants unit and the Employment and Human Services Department (EHSD) Director specifically about these 13 contracts. Everyone is working hard to find a solution to get these contracts going. Mason mentioned she's very happy that Kathy Gallagher is right there with her to support this.
- Mason explained staff has done their part and sent off contracts and now we are trying to figure out what's going on, because this is causing an issue in the community and the contracts need to move forward.
- Mason stated there will be more information on Monday as the person who staff needs to speak too has been gone all week.
- Reich asked that members should not call the Board of Supervisors as she will be back Tuesday to issue the group an update.
- Zeimer mentioned to Mason this isn't a single occurrence as this has been happening long before she started her term. Zeimer explained the board has changed their whole grant making process to make sure subcontractors are compensated as quickly as possible. Zeimer stated this waiting is unacceptable and is ready to support not only these subcontractors, but staff as well. Zeimer explained staff spent years alongside with the EOC to brainstorm and take action on how to implement and move this process forward.
- Sewell asked if the county supervisors are aware of this issue and what's going on with the contracts. Mason stated they know some, however all of what's happening now is more information and after talking with the EHSD director she would like to get more details of what the EOC has to say. Mason mentioned she took down some of Renee's quotes, so that she can share this with her peers.
- Mason stated she will update Reich with more updates for the group with more information and the timeline for these contracts.
- Reich explained it may cause an issue with the CAREs dollars as well because if these dollars are going to get rolled in with these contracts, it's going to snowball. These dollars need to get out into the community now because of the pandemic.
- The group agreed to add a new agenda item on the business agenda for the CAREs proposed budget as the new #5.
- Mason thanked the executive team for their time and needs to exit for another meeting.

TOPIC	RECOMMENDATION / SUMMARY	
	<ul style="list-style-type: none"> • Reich asked that we add more time to the Site monitoring agenda item to update the group that we need to push out the visits until next month. Reich asked that Tupou reach out to subcontractors to get their availability for mid-late September and then members may schedule based on their agency's time. • Reich recommended to move the Site monitoring visit packet review during the Program Services subcommittee meeting. Tupou will send the 2019 Site Monitoring packet to the Executive group to review. • The group agreed to update the #6 agenda item for the Site Monitoring Visit and Next steps to schedule a Program Services subcommittee meeting. • The group agreed to end the business meeting at 7:20 p.m. • Zeimer asked to add the 2020 business meeting schedule under report so members are aware of the upcoming meetings. • Sewell asked the group if Amanda Nelson is approved soon, would she be able to participate in the Site Monitoring visit. Staff explained she should be able to participate. • Sewell asked if there is a benefit using existing subcontractors for the CAREs funding then opening this up to newer subcontractors. Reich explained if this opens up to new subcontractors with a Request For Interest (RFI) process, it would add 3 months onto the timeline. • Sewell explained she feels frustrated to have to reach out to more people to make an even more diluted administration component. Sewell continued to say she will wait until Tuesday to get more information on contracts. <p>A motion to approve the draft August 13, 2020 EOC Business meeting agenda was made by Piquero and seconded by Sewell.</p> <p>The motion carried. Aye: Piquero, Sewell, Zeimer Nay: Abstain: Absent:</p>	
Next Steps	<ul style="list-style-type: none"> • Staff will send the group Dawn Miguel's mothers address so that members can send out get well cards. • Staff will reach out to subcontractors for September availability for Site Monitoring visits. • Staff will send out 2019 Site Monitoring Packet to the Executive committee for review. • Staff will send Kaushal a hardcopy of the fiscal packet to report at the business meeting. • Staff will reach out to Amanda Nelson and invite her for an interview with the board. • Staff will make changes to the business meeting agenda and send out the packet to the board. 	
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