

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 Fiscal Subcommittee Meeting

**Date:** 10/1/2020 **Time: From:** 11:00 a.m. **To** 12:00 p.m.

**Location:** Teleconference/ Video Meeting (Zoom)

- |                 |   |
|-----------------|---|
| <b>Online:</b>  | <ul style="list-style-type: none"> <li>• Visit <a href="https://zoom.us/">https://zoom.us/</a></li> <li>• Click Join meeting and enter the following ID #: <b>945 0753 5162</b></li> <li>• You will be prompted to enter <i>your name</i> and the following password: <b>884726</b></li> <li>• Wait for host to join</li> </ul> |
| <b>Call in:</b> | <ul style="list-style-type: none"> <li>• Dial 1.888.278.0254 (US Toll Free)</li> <li>• Enter Conference code: 609553</li> </ul>   |

**Meeting Leader:** Ajit Kaushal, Chair

**Purpose:** Review CSBG Budgets and Reports

*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](mailto: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](mailto: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.
Discuss unfinished business so that the members are aware and informed.
Presentation of the 2020 CSBG Monthly Expenditure Report for August that EOC Fiscal subcommittee members have an understanding and can present the report at the next EOC Business Meeting.
Identification of next steps necessary to move the process forward.
Evaluation of the meeting.

Agenda			
What	How	Who	Time

➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
➤ Public Comment	Present	Members of the Public	3 Minutes
➤ Unfinished business	Present Clarify	Group	5 Minutes
<b>Update:</b> ➤ 2020 CSBG August Expenditure report	Present Clarify	CSB Staff	45 Minutes
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ $\Delta$	Group	2 Minutes

Community Services Block Grant										
Monthly Expenditures										
2020 Contract # 20F-3007										
Term: Jan 1, 2020 through May 31, 2021										
Line	sub			1st Qtr	2nd Qtr		67%	YTD	YTD	
Item	Description	object	Budget	Total	Total	Jul 2020	Aug 2020	Total	Balance	%
<b>ADMINISTRATIVE COSTS:</b>										
1	<b>Salaries and Wages</b>	1011	18,964	5,394.62	4,763.05	1,190.86	1,306.37	12,654.90	6,309.10	67%
	Community Services Director	CR	4,994	1,687.15	1,261.21	-	-	2,948.36	2,045.64	59%
	Accountant III	SM	13,970	3,707.47	3,501.84	1,190.86	1,306.37	9,706.54	4,263.46	69%
2	<b>Fringe Benefits</b>		13,844	3,025.81	2,722.71	564.34	671.02	6,983.88	6,860.12	50%
3	<b>Other Costs-Indirect Costs</b>		69,261	18,372.82	48,073.29	-	-	66,446.11	2,814.89	96%
	<b>Total Administrative Costs</b>		102,069	26,793.25	55,559.05	1,755.20	1,977.39	86,084.89	15,984.11	84%
<b>PROGRAM COSTS:</b>										
1	<b>Salaries and Wages</b>	1011	235,346	39,481.11	62,968.25	23,516.00	23,079.93	149,045.29	86,300.71	63%
	<b>Subtotal Program</b>		134,966	33,445.90	39,452.12	13,634.87	14,343.16	100,876.05	34,089.95	75%
	Division Manager	CR	20,826	6,292.04	7,374.14	3,425.96	2,981.06	20,073.20	752.80	96%
	Administrative Services Asst II	NS	73,834	16,781.45	20,431.60	6,749.34	6,749.34	50,711.73	23,122.27	69%
	Senior Clerk	MT	40,306	10,372.41	11,646.38	3,459.57	4,612.76	30,091.12	10,214.88	75%
	<b>Student Interns</b>		100,380	6,035.21	23,516.13	9,881.13	8,736.77	48,169.24	52,210.76	48%
2	<b>Fringe Benefits</b>		111,574	26,592.07	32,287.63	11,005.11	11,580.35	81,465.16	30,108.84	73%
	Program Fringe Benefits		98,525	25,941.46	29,750.38	9,995.27	10,687.46	76,374.57	22,150.43	78%
	Student Interns Fringe Benefits		13,049	650.61	2,537.25	1,009.84	892.89	5,090.59	7,958.41	39%
3	<b>Operating Expenses</b>		18,620	5,148.11	855.79	425.69	22.02	6,451.61	12,168.39	35%
	Office Supplies	2100	2,796	794.02	(24.58)	-	-	769.44	2,026.56	28%
	Communications	2110	1,077	159.42	776.92	425.69	22.02	1,384.05	(307.05)	129%
	Tel Exchange Service	2111	541	155.54	103.45	-	-	258.99	282.01	48%
	Membership Dues	2000	3,672	3,672.43	-	-	-	3,672.43	(0.43)	100%
	Auto Mileage-Employees	2301	513	-	-	-	-	-	513.00	0%
	Other Travel Emp\In-State Travel	2303	1,260	-	-	-	-	-	1,260.00	0%
	Training & Registration	2467	3,515	-	-	-	-	-	3,515.00	0%
	Educ Supplies & Courses	2477	4,046	-	-	-	-	-	4,046.00	0%
	Other Costs	2479	1,200	366.70	-	-	-	366.70	833.30	31%
4	<b>Out-of-State Travel</b>		475	-	-	-	-	-	475.00	0%
5	<b>Subcontractor Services</b>		400,000	-	102,351.69	-	-	102,351.69	297,648.31	26%
1	Bay Area Community Resources	2310	21,130	-	37.00	-	-	37.00	21,093.00	0%
2	The Contra Costa Clubhouses, Inc	2310	34,002	-	7,840.00	-	-	7,840.00	26,162.00	23%
3	CC Health Svcs Homeless Prog	2310	33,000	-	11,000.00	-	-	11,000.00	22,000.00	33%
4	Greater Richmond Interfaith Prog	2310	25,000	-	6,376.88	-	-	6,376.88	18,623.12	26%
5	Lao Family Community Dev	2310	25,000	-	-	-	-	-	25,000.00	0%
6	Loaves & Fishes of CCC	2310	33,507	-	11,168.92	-	-	11,168.92	22,338.08	33%
7	Monument Crisis Center	2310	30,000	-	12,000.00	-	-	12,000.00	18,000.00	40%
8	Opportunity Junction, Inc	2310	39,077	-	13,025.68	-	-	13,025.68	26,051.32	33%
9	Shelter Inc. of Contra Costa	2310	39,077	-	14,998.36	-	-	14,998.36	24,078.64	38%
10	St. Vincent de Paul of Contra Cost	2310	35,000	-	3,698.82	-	-	3,698.82	31,301.18	11%
11	STAND! For Families Free of Violen	2310	39,077	-	8,928.18	-	-	8,928.18	30,148.82	23%
12	Contra Costa Interfaith Housing	2310	25,000	-	7,309.87	-	-	7,309.87	17,690.13	29%
13	Monument Impact	2310	21,130	-	5,967.98	-	-	5,967.98	15,162.02	28%
	<b>Total Program Costs</b>		766,015	71,221.29	198,463.36	34,946.80	34,682.30	339,313.75	426,701.25	44%
	<b>Total Expenditures</b>		868,084	98,014.54	254,022.41	36,702.00	36,659.69	425,398.64	442,685.36	49%
Prepared: 9/16/2020										