



## Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



**Date:** 11/12/2020    **Time Convened:** 6:03 pm    **Time Terminated:** 7:30 pm    **Recorder:** Nancy Sparks

**Conference Call attendees:** Renee Zeimer, Monisha Merchant, Devlyn Sewell, Lauren Babb, Cloudell Douglas, Noe Gudino, Amanda Nelson, Tricia Piquero, Sam Houston (left at 6:40pm), Ajit Kaushal (arrived at 6:40pm)

**Absentees:** Armando Morales (unexcused), Mele Tupou (excused), Katharine Mason (excused)

**Staff:** Christina Reich, Nancy Sparks

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Ground Rules, Work Plan, and Outcomes	<ul style="list-style-type: none"> <li>• Zeimer called the meeting to order at 6:03 PM. Piquero read the desired outcomes.</li> <li>• Sparks called the roll for all EOC members in attendance.</li> <li>• Zeimer started by mentioning that we would start tonight’s meeting by doing something we normally do not do.</li> <li>• Zeimer reiterated the importance of showing-up to meetings and briefly went over the upcoming work plan.</li> <li>• Gudino suggested giving members 5-10 minutes of wiggle room to log into the meetings especially parents on the board. He also prefers not to receive text messages as a reminder of meetings since he is responsive to emails.</li> <li>• Merchant appreciated the calendar invites that she was receiving for the meetings and recommends we continue to do so.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• None Present</li> </ul>
<p><b>Action:</b> October 8th, 2020 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>• The group reviewed the draft October 8<sup>th</sup> 2020 Business meeting minutes.</li> </ul> <p><b>A motion to approve the October 8<sup>th</sup> 2020 Business meeting minutes with no changes was made by Babb and seconded by Gudino.</b></p> <p><b>The motion passed with EOC members voting as followed:</b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>Ayes: Houston, Gudino, Nelson, Babb, Merchant, Sewell, Douglas, Zeimer, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Kaushal, Morales</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ CARES Amendment #1</li> </ul>	<ul style="list-style-type: none"> <li>• Reich informed the group that the CARES Contract amendment #1 was sent by the Department of Community Services and Development (CSD) and part of the meeting packet that everyone received for \$40,370.</li> <li>• Reich reminded the group that preliminary discussion had taken place about this funding going into the Outreach pocket in the budget so that this additional funding can go out to community partners.</li> </ul> <p><b>A motion to approve the CARES Contract amendment #1 was made by Piquero and seconded by Merchant</b>  <b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Houston, Gudino, Nelson, Babb, Merchant, Sewell, Douglas, Zeimer, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales, Kaushal</b></p>
<p><b>Reports and Action:</b></p> <ul style="list-style-type: none"> <li>• <u>Fiscal</u> <ul style="list-style-type: none"> <li>○ Fiscal Actuals</li> </ul> </li> <li>• <u>CSB Staff</u> <ul style="list-style-type: none"> <li>○ BOS Annual Report</li> <li>○ Request For Interest</li> <li>○ Scoring proposals</li> </ul> </li> <li>• <u>EOC members</u> <ul style="list-style-type: none"> <li>➤ Site monitoring visits</li> </ul> </li> </ul>	<p><b><u>CSB Staff Report</u></b></p> <ul style="list-style-type: none"> <li>• Zeimer asked that staff share their reports first.</li> </ul> <p>BOS Annual Report:</p> <ul style="list-style-type: none"> <li>• Sparks informed the group that each year, the EOC is responsible for completing an annual report which informs the Board of Supervisor (BOS) of the year’s activities, work plan, membership, and upcoming activities.</li> <li>• Sparks shared that the annual report must first be approved by the EOC in order to get it on the BOS agenda in December to meet the January deadline.</li> <li>• Zeimer asked if staff could send out the report to the EOC with a deadline of November 18<sup>th</sup> for feedback.</li> </ul> <p><b>A motion to approve the draft BOS Annual Report in concept with additional input from the EOC was made by Douglas and seconded by Piquero.</b>  <b>The motion passed with EOC members voting as followed:</b>  <b>Ayes: Houston, Gudino, Nelson, Babb, Merchant, Sewell, Douglas, Zeimer, Piquero</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales, Kaushal</b></p>

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	<p>Request for Interest (RFI):</p> <ul style="list-style-type: none"> <li>• Sparks informed the group of the draft RFI for the 2021-2022 grant year. She went through the application and provided updates from the Program Services subcommittee meeting held in October.</li> <li>• Sparks shared that one of the additions to the RFI application is adding a section on COVID challenges and adjustment in order to hear from community partners who may be experiencing staff shortages and other challenges related to the pandemic. Also added to the RFI application was a sentence on the typical contract award amounts so that community agencies can budget program cost closer to what is typically awarded.</li> <li>• Zeimer stated that the RFI process is handled by a 3<sup>rd</sup> party namely the Contracts and Grants unit to ensure independence and integrity.</li> <li>• Reich walked the members through the updated timeline and pointed out that there is a 3-4 week push-back on the release of the RFI due to staffing shortages in the Contracts and Grants unit.</li> </ul> <p><b>A motion to approve the draft RFI was made by Douglas and seconded by Piquero. The motion passed with EOC members voting as followed:</b>  <b>Ayes: Gudino, Nelson, Babb, Merchant, Sewell, Douglas, Zeimer, Piquero, Kaushal</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Morales, Houston</b></p> <p>Scoring Principles (Training):</p> <ul style="list-style-type: none"> <li>• Reich shared that there are key principals. <ul style="list-style-type: none"> <li>-<b>Confidentiality:</b> Members who are reviewing and scoring proposals will be entering into a confidential deliberation. However, the RFI process is transparent in that agencies know what is being scored to determine the success of the proposal. Following the scoring and recommendations for funding, agencies may request information about their scores.</li> <li>-<b>Fairness:</b> Process needs to be fair. With a conflict of interest, any member must recuse themselves from the scoring process.</li> <li>-<b>Efficiency:</b> Members are asked to score proposals completely and asked to submit to CSB staff on time.</li> <li>-<b>Excellence:</b> Look to these applicants for their quality of services that they are providing to county residents and to fund programs that bring excellence into Community Services.</li> <li>-<b>Integrity of the process:</b> The integrity of the process is critical. The process must be complete, timely, and defensible.</li> </ul> </li> </ul>

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	<p><b>-Defensible:</b> Members should be able to justify scores by using the comment section of the scoring proposal sheet and being prepared to negotiate their score in the event that their score is 10 points out of range from the rest of the group.</p> <ul style="list-style-type: none"> <li>• Reich shared that there are two (2) tools for scoring and tips that Zeimer will share. <ul style="list-style-type: none"> <li>1) Scoring proposal sheet</li> <li>2) National Performance Indicators</li> </ul> </li> <li>• Zeimer walked the members through the scoring proposal sheet and shared tips that have helped her in the past.</li> <li>• Zeimer reminded the group that all members are encouraged to participate in the scoring process not just members of the Program Services subcommittee.</li> <li>• Zeimer shared that she reads the scoring sheet and related material before she begins looking through the proposals so that she understands, in advanced, what she should be looking for.</li> <li>• Scoring is based on individual merits of the proposal and not scoring against other proposals in the packet. Scoring should be done as you finish reviewing each sections so that you are not returning at the end to score but while you finish reviewing each section.</li> <li>• Underlining key elements in each section as it relates to the scoring proposal sheet to ensure you capture the information.</li> <li>• Use comment sections as a notes-to-self as a way to explain the numeric score that was given. Once proposal is finished, and scoring is completed in each section, reviewing the scoring proposal sheet is important to ensure each section is scored within the scoring threshold.</li> </ul> <p>EOC Members Site visits:</p> <ul style="list-style-type: none"> <li>• Agenda item tabled to the December business meeting in the interest of time.</li> </ul> <p><b><u>Fiscal</u></b></p> <ul style="list-style-type: none"> <li>• Kaushal reminds members that they all have a copy of the expenditure report in their packet and that due to time constrictions; he will not go through it.</li> <li>• Reich informed the group that the expenditure report does not have the subcontractor expenditures but now that the invoices are coming in, they will be reflected in next month’s expenditure report. Also, longtime accountant, Sam Mendoza, has moved on to Contra Costa Health Services department. CSB is currently in the process of hiring a replacement. She also shared that Fiscal Officer, Vickie Kaplan-Wetzal, and Account III, Angela Winn, are working with the EOC until a permanent replacement is found.</li> <li>• Kaushal stated that we have our year-to-date on the expenditure report and that we are on track.</li> </ul>
Next Steps:	<u>Next Steps</u>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• Staff will send the BOS annual report to the EOC for feedback.</li> <li>• Staff will send out the updated timeline once we hear back from EHSD Contracts and Grants unit.</li> <li>• Staff and EOC Chair will send out text reminders and Outlook invite with agendas to members.</li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>• None at this time.</li> </ul>