



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



**Date:** 5/13/2021      **Time Convened:** 6:03 pm      **Time Terminated:** 7:14 pm      **Recorder:** Mele Tupou/Nancy Sparks

**Conference Call attendees:** Renee Zeimer, Monisha Merchant, Devlyn Sewell, Ajit Kaushal, Sam Houston, Tricia Piquero, Noe Gudino, Desire Medlen, Lauren Babb

**Absentees:** Mandy Nelson (excused), Brendan Foley (excused), Cloudell Douglas (excused)

**Staff:** Christina Reich, Nancy Sparks, Mele Tupou

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules	<ul style="list-style-type: none"> <li>Zeimer called the meeting to order at 6:05 PM. Piquero read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None Present</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Interview EOC Applicants</li> </ul>	<ul style="list-style-type: none"> <li>Zeimer introduced LaTonia Peoples-Stokes who is from District III. Zeimer thanked her for applying to the board and asked her to tell the board about herself.</li> <li>Peoples-Stokes stated she is the Vice-President for the Home Owners Association and has been living in Discovery Bay for the last two years.</li> <li>Peoples-Stokes wanted to get involved with the community somehow. She stated she has always worked with boards and commissions in her full time job in Alameda county, San Francisco and so on in other counties.</li> <li>Peoples-Stokes mentioned Glover’s chief of Staff is her former professor and she also was a former Contra Costa county employee.</li> <li>Gudino asked Peoples-Stokes if she can commit to working with the EOC being that she has a lot on her plate. She mentioned that she works better when her plate is full and she’s more creative so she can commit to the time.</li> <li>Babb asked how she heard about the EOC and how did she choose to apply for this board. Peoples-Stokes explained she seen that this board specifically servies low-income communities. She stated she went through all the boards and commissions for all of Contra Costa and the Economic Opportunity Council Board share a similiarity with her Homeowners Association role.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Kaushal asked Peoples-Stokes if she has a lot of involvement with other things would she have the time for the EOC meetings as we do need to meet quorum. She stated her other meetings fall on other days of the week. so there is no conflict with her schedule.</li> <li>• Houston asked if she was in the position to learn to connect with the different programs the EOC is connected with. She stated everyone has common goal and will be able to bring in her talents to the table to enhance the EOC and their services to the community.</li> <li>• Merchant mentioned the group does work together very closely. She asked Peoples-Stokes how would she describe herself as a team member. She explained she is always willing to show initiative, offer her opinions and pick up the slack.</li> <li>• Peoples-Stokes explained she did her research on the committee and doesn't have any questions for the group.</li> <li>• Zeimer explained that staff will be in contact with her once the group deliberates.</li> <li>• Sparks explained she is not coming in as a delegate as District III has interviewed someone else.</li> </ul> <p><b>A motion to approve LaTonia Peoples-Stokes to represent a seat on the board, which will be determined by staff, was made by Babb and seconded by Merchant.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ April 8<sup>th</sup> 2021 EOC Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft April 8<sup>th</sup> 2021 Business meeting minutes with the following changes:</li> <li>• Change “procumbent” to “<i>procurement</i>”</li> </ul> <p><b>A motion to approve the April 8<sup>th</sup> 2021 Business meeting minutes with changes stated above was made by Piquero and seconded by Medlen.</b></p> <p><b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p>

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<p><b>Fiscal Report &amp; Action:</b></p> <ul style="list-style-type: none"> <li>➤ Monthly Expenditure Report -Goodie bag</li> <li>➤ CARES Expenditure Report</li> <li>➤ Fiscal Subcommittee <ul style="list-style-type: none"> <li>➤ Discretionary Contract Recommendation</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Reich reported out on the fiscal budget reports to the board: <ul style="list-style-type: none"> <li>○ 2020-2021 CSBG Budget March actuals at 88%. Administrative costs, salaries and wages at 98% with fringe benefits at 82% expended.</li> <li>○ Indirect cost is at 100% for a total administrative cost of 97%.</li> <li>○ Program cost is running at 97% for salaries and wages and 93% for Student Interns with 97% for fringe benefits.</li> <li>○ Operating expenses are at 26%.</li> <li>○ Out of state travel is completely spent down.</li> <li>○ Subcontractor services is at 93%, Tupou has been working diligently with subcontractors to get all these funds spent down.</li> <li>○ Footnotes show that out of state travel has been spent in September for \$375 for the virtual conference.</li> <li>○ In addition, there was an agreement to use some of the discretionary funds for this contract will go to subcontractors for \$32,000.</li> <li>○ The 2020 Coronavirus Aid, Relief, and Economic Security (CAREs) contract from March 27, 2020-May 31, 2022. Salaries and wages are at 27%, year-to-date actuals should be at 47% but we will catch up.</li> <li>○ Fringe benefits are at 23% with total administrative costs at 23%.</li> <li>○ Program Costs we are at 36% for salaries and wages and for fringe benefits, we are at 28%.</li> <li>○ Operating expenses, we have not spent down any; we have been spending down the 2020 contract so we will catch up.</li> <li>○ Subcontractors show nothing has been spent but contracts have all been executed except the three subcontractors who were awarded water debt relief funds, so we should be seeing some demands trickling in.</li> <li>○ Total program costs are at 3% and total expenditures are at 4%. Reich reminded the group do not worry as this contract ends May 31, 2022.</li> <li>○ 2021 CSBG Contract for this current year is showing the first test contract was approved with no changes at all. Reich praised Nancy for the awesome job she did to get this contract done.</li> <li>○ At this moment, there are no total administrative costs that hit the books, but there are some Program costs salaries and wages for 14%.</li> <li>○ Reich explained the base contracts for this year and last year both had CAREs dollars' amendments and are being tracked separately.</li> <li>○ Footnotes show on January 7<sup>th</sup> the group increased the student interns' salaries to \$9,033 from what was originally proposed due to the increase of the minimum wage.</li> <li>○ Reich mentioned the discretionary dollars were received and while the group did agree to use 100% of these funds on subcontractors, staff presented to the Fiscal group that Tupou was getting a raise so part of the discretionary funding would go to her salary and the rest to the subcontractors.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>○ Reich mentioned more funds are coming in and she will let the group know.</li> <li>○ Kaushal shared with the group the recommendations from the Fiscal committee as follows: <ul style="list-style-type: none"> <li>- Part of the Discretionary funding will go towards Tupou’s increase in wages in the amount of \$1,170 for salaries and \$854 for benefits.</li> <li>- The remaining discretionary funds will go towards subcontractors for a total of \$26,226.</li> <li>- Order second wave of backpacks for subcontractors to further their work through the 2020 CSBG contract to spend down the operating expenses.</li> </ul> </li> <li>○ Reich explained the backpacks were an FYI so we would only need a motion for the discretionary funds as stated by Kaushal.</li> </ul> <p><b>A motion to approve the discretionary funds that will go towards to Tupou’s salary and wages and the remaining to the subcontractors was made by Kaushal and seconded by Houston.</b></p> <p><b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p> <p><b>A motion to extend the meeting by ten minutes was made by Piquero and seconded by Sewell.</b></p> <p><b>Ayes: Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</b>  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent: Nelson, Foley, Douglas</b></p>
<p><b>Legislative Letters</b></p>	<ul style="list-style-type: none"> <li>● Zeimer explained there are a few letters that came before the board for support: <ul style="list-style-type: none"> <li>○ AB 14: Internet for all Act of 2021, which prioritizes the deployment of broadband infrastructure to California’s most vulnerable.</li> <li>○ AB 32: Telehealth: Expanding Healthcare Accessibility which prioritizes comprehensive and quality health services for low-income and minimally resource members of the community.</li> <li>○ SB 222 and SB 223: Related to Water Rate Assistance Program and Discontinuation of Water Services.</li> </ul> </li> <li>● Babb also shared AB 988, which is for Mental Health response and possibly writing a letter of support for this as well.</li> </ul> <p><b>A motion to approve the EOC to send support letters for the bills discussed was made by Babb and seconded by Piquero.</b></p>

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	<p><b>Ayes:</b> Houston, Sewell, Medlen, Merchant, Babb, Gudino, Kaushal, Piquero, Zeimer</p> <p><b>Nays:</b></p> <p><b>Abstentions:</b></p> <p><b>Absent:</b> Nelson, Foley, Douglas</p>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <b><u>EOC Chair</u></b> <ul style="list-style-type: none"> <li>- Community Action Month Proclamation</li> </ul> </li> <li>• <b><u>CSB Staff</u></b></li> <li>• <b><u>EOC Members</u></b> <ul style="list-style-type: none"> <li>- Update on member terms</li> </ul> </li> </ul>	<p><b><u>EOC Chair:</u></b></p> <ul style="list-style-type: none"> <li>• Zeimer explained Community Action Month was this month and a resolution took place on Tuesday. Reich explained staff did not get a memo about no more in person meetings and could not send in a video as the due date had passed. Reich explained next year we should be able to go in person for the proclamation.</li> </ul> <p><b><u>CSB Staff:</u></b></p> <ul style="list-style-type: none"> <li>• Reich explained agencies are picking a few highlights from different agencies and staff will be sending in the Roundtable photos that staff took.</li> <li>• Staff is hoping to get the EOC out in the community and highlight the board and what they do in the community.</li> <li>• Reich explained Sparks was nominated for the staff highlight for our agency. The group praised Sparks and Tupou their hard work.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>• N/A</li> </ul>
<p>Next Steps:</p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Staff will send out letters of support on behalf of the EOC.</li> <li>• Babb will send staff a template for the support letter of AB 988.</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>• Great work!</li> </ul>