



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 9/9/2021

Time Convened: 6:05 pm

Time Terminated: 7:40 pm

Recorder: Mele Tupou

Conference Call attendees: Renee Zeimer, Monisha Merchant, Devlyn Sewell, Ajit Kaushal, Noe Gudino, Mandy Nelson, Cloudell Douglas (arrived 6:09 pm), LaTonia Peoples-Stokes, Desiré Medlen

Absentees: Brenden Foley (excused), Samuel Houston (excused), Christina Reich (excused)

Staff: Aaron Alarcon-Bowen, Nancy Sparks, Amanda Cleveland, Mele Tupou

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review Desired outcomes and ground rules	<ul style="list-style-type: none"> Zeimer called the meeting to order at 6:05 PM. Nelson read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None Present
<p>Action:</p> <ul style="list-style-type: none"> ➤ August 12th 2021 EOC Business Meeting minutes 	<ul style="list-style-type: none"> The group reviewed the August 12th 2021 Business meeting minutes with the following changes: <ul style="list-style-type: none"> ○ Add LaTonia Peoples-Stokes to list of attendees. <p>A motion to approve the August 12th 2021 Business meeting minutes with the changes stated above was made by Kaushal and seconded by Nelson.</p> <p>The motion passed with EOC members voting as follows: Ayes: Kaushal, Zeimer, Douglas, Peoples-Stokes, Sewell, Nelson, Gudino, Merchant, Medlen Nays: Abstentions: Absent: Houston, Foley</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Fiscal Reports</p> <p>→ 2020 CSBG CAREs expenditure report</p> <p>→ 2021 CSBG July expenditure report</p>	<p><u>2020 CSBG CAREs expenditure report:</u></p> <ul style="list-style-type: none"> • Kaushal reported out on the CAREs contract <ul style="list-style-type: none"> ○ Salaries and wages- 75% expended with a year to date balance of \$7,578. ○ Fringe Benefits- 51% expended with a year to date balance of \$10,958 ○ Total administrative cost- 65% expended with a year-to-date balance of \$18,536. ○ Program cost- Salaries and Wages- 50% has been spent ○ Total Program costs- Year-to-date total of \$185,823 with 16% expended. ○ Total Expenditure costs- 18% has been expended with a year-to-date balance of \$1,008,848. • Zeimer explained this is a 26-month budget that came to us late. It was recommended that the subcontractors spend the base budget first (CSBG 2020-2021) and then they could start spending down funds in this budget. • Zeimer explained she wanted it to be clear it is not a lack of need but more so slow coming but will be spent down. • Sparks explained at the last Fiscal meeting, Morris and Tupou explained subcontractors have been sending in huge demands and that some subcontractors may have spent most of their funds. • Peoples-Stokes asked for a background on the CAREs dollars, as she does not quite understand. • Zeimer explained Community Services Block Grant dollars are federal dollars. These funds disburse the funds across the county as grant awards for our local subcontractors. These subcontractors provide services that meets the priority needs of the current year and of the community. These CAREs dollars were additional dollars due to the pandemic through the stimulus package that was passed for housing and rental relief, water debt relief and other local needs that were identify. <p><u>2021 CSBG July expenditure report:</u></p> <ul style="list-style-type: none"> • Zeimer reported this contract has an extra 5 months to spend down. • Kaushal reported the total program cost- Year-to-date balance of \$592,033.02 with 42% expended. • Total Expenditures- Year-to-date balance of \$692,718.53 with 38% expended. • Zeimer explained these dollars are being spent down and the need is there.
<p>Update</p> <p>➤ 2022-2023 Community Action Public Hearing</p>	<ul style="list-style-type: none"> • Sparks reported she was contacted by the Department of Community Services and Development (CSD) about the Community Action Plan (CAP). Sparks stated CSD praised the group on a job well done but was missing one last step before the CAP can be approved. • The EOC must hold a public hearing for the actual CAP itself. • Staff was able to meet with the analyst for CSD to understand the timeline and recommendations to get the CAP approved. • Outreach met and was able to get an agenda together for this public Hearing. The group is looking at Monday, September 27 form 11:30 am- 12:30 pm. Invitations will be sent out to the EOC members,

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	<p>subcontractors, policy council and networks all over the county. This will also be posted on the websites for the public.</p> <ul style="list-style-type: none"> • A comment link was also created for comments after the public hearing which closes October 1st.
<p>Update: Onsite Monitoring</p>	<ul style="list-style-type: none"> • Tupou reported all site-monitoring visits have been scheduled and confirmation emails will be sent out to the members and subcontractors. • Sparks explained new members would be paired with a more seasoned member so they can shadow and understand how the visits run. • Sparks encouraged the members to please submit all their reports to staff. A deadline will be in the email as a reminder. • Nelson suggested having a review session with the new members of the board so they can get some background with how the visit works. • Sparks will schedule evaluation reviews with all new members so they are aware of the questions to ask the subcontractors.
<p>Update: Rules for participating by Teleconference</p>	<ul style="list-style-type: none"> • Sparks reported as of October 1, they are allowing boards to meet in a hybrid meeting. If this were something the group agrees to do, they would need to post on their doors, which will mean their home is open to the public. • Sparks explained the EOC has been very busy and has not yet cancelled a meeting except July since all the members agreed to take the month off. • Sparks mentioned as of the first the group will be meeting in person, unless the group is okay with posting the agendas on their door. • Staff will keep the board updated if any changes arises to this new rule, but also still prepared in case we must meet in person in October. • Staff will confirm if the individuals address will be posted on the meeting minutes. • Merchant suggested exploring sites where the meeting can take place that everyone can get together. • Alarcon-Bowman suggested following the Policy Council route and setting meeting spaces in different areas of the county for EOC meetings. • Alarcon-Bowen explained reimbursing members' mileage for those meetings.
<p>Action: 2021-2022 EOC Executive Committee</p>	<ul style="list-style-type: none"> • Sparks explained to the group the roles and responsibilities of the Chair, Vice-Chair and Secretary. • Tupou stated this is the second year of elections via zoom so again it is a little more challenging. • Staff explained that a member must be nominated and can nominate themselves for the voting to take place. If that person accepts the nomination, then all members must send their votes in directly to Tupou via chat so it is anonymous. • The following members were nominated for Secretary: <ul style="list-style-type: none"> ○ Desiré Medlen- Accepted ○ Mandy Nelson- Declined

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	<ul style="list-style-type: none"> • The following members were nominated for Vice-Chair: <ul style="list-style-type: none"> ○ Devlyn Sewell- Accepted ○ Cloudell Douglas- Declined ○ Ajit Kaushal- Accepted • The following members were nominated for Chair: <ul style="list-style-type: none"> ○ Renee Zeimer- Accepted ○ Ajit Kaushal- Accepted <p>By official vote, the following members are the new 2021-2022 EOC Executive Committee:</p> <p>Chair: Renee Zeimer Vice-Chair: Devlyn Sewell Secretary: Desiré Medlen</p> <p>A motion to extend the meeting was made by Douglas and seconded by Nelson.</p> <p>The motion passed with EOC members voting as follows: Ayes: Kaushal, Zeimer, Douglas, Peoples-Stokes, Sewell, Nelson, Gudino, Merchant, Medlen Nays: Abstentions: Absent: Houston, Foley</p>
<p>Reports:</p> <ul style="list-style-type: none"> • <u>CSB Director</u> • <u>EOC Chair</u> • <u>CSB Staff</u> • <u>EOC Members</u> 	<p><u>CSB Director</u></p> <ul style="list-style-type: none"> • Alarcon-Bowen shared he attended the Community Action Partnership and this has been one of the best conferences he has been too as it captivated him as an audience. The conference was great! • Alarcon-Bowen reported with the CAREs Act, we are looking for the best options to disburse the additional funds and after careful consideration; staff will be amending the contracts and give the funds straight to the agencies. • Zeimer explained if we could explore electronics on behalf of the agencies, as it was a need that agencies explained. <p><u>EOC Chair:</u></p> <ul style="list-style-type: none"> • Zeimer stated the board has not yet slowed down. The group has accomplished a lot during the year. She is looking forward to working closely with the new members. • Zeimer stated there is a lot of work ahead of the council and is excited to see everyone face to face. <p><u>CSB Staff</u></p>

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	<ul style="list-style-type: none"> • Sparks reported CSD congratulated the group as we received 100% on the Organizational Standards. Sparks explained next year will be a little different, but staff will update, as we get closer to that time. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Zeimer suggested any announcements that the members have can be sent to the group.
Next Steps:	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Exploring ideas around a Hybrid EOC meeting for October. • Site monitoring information will be sent out to the members • Staff will bring back a proposal to the group about the in person meetings for November. • Sparks will schedule a Site Monitoring Evaluation review with new members.
Evaluate the Meeting	<ul style="list-style-type: none"> • Thank you! • We did it!