



Economic Opportunity Council (EOC) Executive Committee Meeting Minutes



Location: Zoom Meeting

Date: 11/4/2021

Time Convened: 12:00 PM

Time Terminated: 1:00 PM

Recorder: Mele Tupou & Nancy Sparks

Attendees: Renee Zeimer, Devlyn Sewell, Desire Medlen, Christina Reich, Nancy Sparks

Absentees: Aaron Alarcon- Bowen (excused), Mele Tupou (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
Review and approve the draft October 7, 2021 Executive Committee meeting minutes	<ul style="list-style-type: none"> The executive committee reviewed the draft October 7, 2021 Executive Committee meeting minutes. <p>A motion to approve the draft October 7, 2021 Executive Committee meeting minutes was made by Medlen and seconded by Sewell.</p> <p>The motion carried. Aye: Medlen, Sewell, Zeimer Nay: Abstain: Absent:</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Review and approve the draft October 14th 2021 Business Meeting minutes</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft October 14th 2021 EOC Business meeting minutes. The following changes were made: <ul style="list-style-type: none"> ○ Change <i>“Not present at the moment”</i> to <i>“Joined Zoom meeting after rollcall”</i> ○ Correct <i>“CAREs”</i> to <i>“CARES”</i> throughout meeting minutes ○ Change <i>“Foley did not vote”</i> under September business meeting minutes’ agenda ○ Zeimer asked to reduce the amount of fiscal information that is included in the meeting minutes as members and the public can review the expenditure reports. <p>A motion to approve the draft October 14th 2021 EOC Business meeting minutes with the changes stated above was made by Sewell and seconded by Medlen.</p> <p>The motion carried. Aye: Sewell, Medlen, Zeimer Nay: Abstain: Absent:</p>
<p>Update: Partner Meeting</p>	<ul style="list-style-type: none"> • Reich shared that Outreach subcommittee met and it was decided that the partner meeting would be a Community Action function in collaboration with the Economic Opportunity Council (EOC). Staff is working with Dr. Alarcon-Bowman on the date and time and should have the agenda out soon. • Reich shared that Dr. Alarcon-Bowman would like for the partner meeting to be held during business hours so that it does not cause a strain on partner agencies.

TOPIC	RECOMMENDATION / SUMMARY
<p>Staff Update:</p> <ul style="list-style-type: none"> o Potential EOC Interview o Amendment 2 (21F-4007) o Request for Interest (RFI) o Proposal Scoring Training 	<ul style="list-style-type: none"> • Potential EOC Interview <ul style="list-style-type: none"> o Sparks shared that she has been communicating with Alison McKee about interviewing with the board. McKee has accepted to be at the November 10th business meeting to interview with the board for the private/non-profit seat on the board. • Amendment 2 (21F-4007) <ul style="list-style-type: none"> o Sparks shared that the Department of Community Services and Development (CSD) had sent Amendment 2 for contract 21F-4007 in the amount of \$5,946. Fiscal subcommittee has approved a recommendation and will be bringing forward recommendation to the full board next week during the November business meeting. Staff will include proposal to the business packet. • Request for Interest (RFI) <ul style="list-style-type: none"> o Sparks shared that Program Services will be meeting next week to go over the Request for Interest for 2022-2023. Final edits will be presented to the board at the November business meeting. • Proposal Scoring Training <ul style="list-style-type: none"> o Sparks explained this training would be conducted in December and facilitated by Zeimer and Reich. o The group discussed having cohorts review and score about three to four proposals. o Staff explained all members would receive all submitted Request for Interest proposals. The members would be grouped in cohorts to score just a couple proposals which staff will be assigning randomly. Once the cohort all score, their average will then be taken into consideration as the final score for that agency's proposal. o Sparks stated that she spoke with Houston about recusing himself from the overall scoring process. He was also removed from the Program Services subcommittee, but added onto the Outreach subcommittee. o Sparks explained he understood the conflict of interest since he is serving on two boards, STAND! For Families Free of Violence and CC Clubhouses Inc. o Reich and Zeimer agreed to meet offline to discuss the scoring training in December. o Staff will send both Zeimer and Reich last year's training information.
<p>Update:</p> <p>Standing agenda item</p>	<ul style="list-style-type: none"> • Sparks shared that Dr. Alarcon-Bowman has so many great ideas and he has asked that the group may approve 30 minutes for a standing agenda item each month to discuss something that effects the community such as poverty, homelessness etc. • The group agreed this might need to wait until next month or the next year, as there are so many things happening right now.

TOPIC	RECOMMENDATION / SUMMARY	
<p>Review and approve the draft November 10th 2021 Business Meeting agenda</p>	<ul style="list-style-type: none"> • The executive committee reviewed the draft November 10th 2021 EOC Business meeting minutes with the following changes: <ul style="list-style-type: none"> ○ Agenda Item #5: 2022-2023 draft Request for Interest (RFI) ○ Agenda Item #6: Fiscal Reports/Action Amendment #2 (21F-4007)- Lucy Consultant Proposal ○ Agenda Item #7: <ul style="list-style-type: none"> CSB Director Neighborhood Transportation Partnership Staff report Site Monitoring updates Community Action Monthly meeting (5 minutes) <p>A motion to approve the draft November 10th 2021 EOC Business meeting agenda with changes stated above was made by Medlen and seconded by Sewell.</p> <p>The motion carried. Aye: Medlen, Sewell, Zeimer Nay: Abstain: Absent:</p>	
<p>Next Steps</p>	<ul style="list-style-type: none"> • Staff will randomly assign proposals for each cohort during the scoring process. • Staff will send over RFI Proposal training information from last year to Zeimer and Reich. • Reich will meet offline with Zeimer to discuss the Proposal score training. • Staff will make changes to the packet and will send out all the information 96 hours prior to the meeting date. • Staff will register all EOC members for Metrix. 	
<p>Meeting Evaluation</p>	<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