



## Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



**Date:** 12/9/2021

**Time Convened:** 6:04 pm

**Time Terminated:** 7:55 pm

**Recorder:** Mele Tupou

**Conference Call attendees:** Renee Zeimer, Monisha Merchant, Devlyn Sewell, Ajit Kaushal, Brendan Foley, Noe Gudino, Desiré Medlen, Sofia Navarro, Samuel Houston (6:15 pm), LaTonia Peoples- Stokes (6:15 pm), Alison Mckee (Pending Board of Supervisor approval)

**Absentees:** Mandy Nelson, Cloudell Douglas

**Staff:** Dr. Aaron Alarcon- Bowen, Christina Reich, Michael Morris, Nancy Sparks, Amanda Cleveland, 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 6:04 PM.</li> <li>• Kaushal read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• No public present</li> </ul>
<p><b>Action:</b> November 10, 2021 EOC Business Meeting minutes</p>	<ul style="list-style-type: none"> <li>• The group reviewed the draft November 10<sup>th</sup> 2021 Business meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the November 10<sup>th</sup> 2021 Business meeting minutes with no changes was made by Navarro and seconded by Kaushal.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes:</b> Gudino, Medlen, Sewell, Foley, Merchant, Kaushal, Zeimer, Navarro  <b>Nays:</b>  <b>Abstentions:</b>  <b>Absent:</b> *Houston, *Peoples-Stokes, Nelson, Douglas</p> <p><i>* Houston and Peoples-Stokes joined Zoom meeting after rollcall</i></p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Unfinished Business:</b> Water Debt in Contra Costa</p>	<ul style="list-style-type: none"> <li>• Reich reported that there has been a cause of concern regarding the protections that prohibits the water company in the most vulnerable populations from disconnecting their water bills. However, there are a number of resources that have come to surface.</li> <li>• Reich stated there is a bill that Senator Bill Dodd put forth requiring water companies must provide access to water relief before shutting families water off.</li> <li>• In addition, funds throughout the state will go through the Low Income Home Energy Assistance Program (LIHEAP) for water debt relief. There is a tentative start date of February 1<sup>st</sup> of 2022 which can change. In Contra Costa, there has been a promise that water districts will not shut off water prior to February.</li> <li>• Reich explained what is driving the Contra Costa rates up is due to the town of Port Costa. Reich explained there is high infrastructure improvements that need to be done which is causing debt in Contra Costa. Our county has the highest cost to operate water and water delivery. California is the highest state with water debt in the U.S.</li> <li>• Reich explained with Senators Dodd’s advocacy efforts, there will be funding coming to help with infrastructure debt.</li> </ul>
<p>Fiscal Reports</p> <ul style="list-style-type: none"> <li>➤ 2020 CSBG CARES expenditure Report</li> <li>➤ 2021 CSBG October Expenditure report</li> <li>➤ Proposed 2022-2023 CSBG Budget</li> </ul>	<ul style="list-style-type: none"> <li>• Morris reported the 2020 Community Services Block Grant (CSBG) CARES expenditure report for October.</li> <li>• Morris explained there was a decline in the amount of funds that went out to the subcontractors. Again, there is a delay at the auditors and we are looking at a month delay.</li> <li>• Morris reported the 2021 Community Services Block Grant (CSBG) expenditure report for October.</li> <li>• Navarro asked staff if they felt a need to worry with subcontractors such as Rising Sun Center for Opportunity regarding spending down their funds. Reich answered staff is not concerned at all about any spending as we get closer to closing the contract, staff will be working with Fiscal to hone in on those subcontractors to be sure they will spend down before the end of the contract term.</li> <li>• Morris shared the 2022-2023 CSBG proposed budget with the group. He stated we were allocated less than \$3,000 this contract year. He stated he did his best trying to keep the amount the same as far as the subcontractors. This year subcontractors are at \$405,000 instead of \$409,000. <ul style="list-style-type: none"> <li>- Administrative Cost- Morris stated he decreased his amount of time allocated to CSBG.</li> <li>- Indirect Costs- Not much changes since we don’t have much control over these line items.</li> <li>- Program Costs- Most of the costs in this line item increased about 4%.</li> <li>- Operating Expenses- These items were decreased.</li> <li>- Subcontractors- A little less but close to last year’s contract.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Foley asked with the \$870,000 contract why only \$400,000 goes to the subcontractors.</li> <li>• Reich explained we have our internally run county program (Student Intern Program), which covers seven (7) Student Interns under the CSBG contract. The rest is the cost of doing business in Contra Costa County.</li> <li>• Morris explained that he worked with a couple different options and eliminating a student intern was not something Reich and Dr. Alarcon-Bowen agreed with.</li> <li>• Zeimer explained she thought there were other options for this proposed budget such as removing the outreach line item and or operating expenses and backfilling it with any supplemental dollars that comes in.</li> <li>• Reich explained the budget does look like a reduction, but the initial amount was at \$400,000 and the \$9,000 was filled with supplemental funding which usually comes in every year.</li> <li>• Reich stated this must be approved tonight as the budget is due before the next meeting.</li> <li>• Houston recommend that any members that have questions regarding subcontractors, especially the Student Intern Program that they should go and visit the programs as he was enlightened when he did his site visit with the Student Interns.</li> <li>• Foley explained he believes the Student Interns should undergo the same process as the other subcontractors regarding submitting proposal.</li> <li>• Reich explained that our own county program cannot go through our own Request for Interest (RFI) process as it is an internal county program. Reich recommended any embers who may have questions</li> <li>• Sparks explained that Tupou is a wonderful example who was also a part of the Student Intern Program also known as the Clerical Assistant Program and worked her way up to an Assistant Manager along with other interns who will be exiting the program and beginning permanent positions in the county.</li> <li>• Medlen explained she recently did an onsite visit with the Student Intern program and she feels they are just like the subcontractors where these folks are low-income individuals from the community who are trying to better themselves while bettering other people. Medlen explained this program should be kept and not be messed with.</li> <li>• Sparks explained she would love for Foley to come in and meet the interns as there is so much that goes on in the program.</li> </ul> <p><b>A motion to approve the 2022-2023 proposed budget as presented was made by Medlen and seconded by Merchant.</b></p> <p><b>A substitute motion to approve the 2022-2023 proposed budget by making the subcontractors \$409,000 and removing the Operating Expenses line item and backfilling with any additional funds was made by Merchant and seconded by Medlen.</b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Houston, Medlen, Sewell, Merchant, Zeimer, Navarro</b>  <b>Nays: Foley</b>  <b>Abstentions: Gudino, Peoples-Stokes</b>  <b>Absent: Nelson, Douglas</b></p> <p><i>*Kaushal did not vote</i></p>
<p><b>Program Reports/ Action:</b></p> <ul style="list-style-type: none"> <li>- Onsite Monitoring reports</li> <li>- 2021 Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>• Tupou shared that the Onsite monitoring visits were finally done and thanked all the members who participated.</li> <li>• Merchant and Medlen shared a little about their visit with the Student Intern Program. Medlen explained it was great to hear that the interns felt great helping so many people. Merchant explained that each of these interns have access to many social services resources which they can share with the community. The interns are ambassadors for the community with the resources they can share.</li> <li>• Foley shared about his visit with Lao Family Community Development and he stated they do great work and had a great visit with them.</li> <li>• Tupou shared a Powerpoint with the group showing how the EOC members can help better assist the subcontractors.</li> <li>• Navarro was wondering if there is a virtual gathering for all the subcontractors to share this information and if that would be beneficial for them.</li> <li>• Zeimer explained every year we hold a Roundtable for all the subcontractors which gives them an opportunity to collaborate.</li> <li>• Sparks shared a draft of the 2021 Annual Report with the members and shared all the great work that was done during the year.</li> <li>• Sparks explained if we can move this over to the Executive committee and send it out to the EOC for feedback.</li> </ul>
<p><b>Training:</b></p> <ul style="list-style-type: none"> <li>- Request for Interest (RFI) Proposal Scoring</li> </ul>	<ul style="list-style-type: none"> <li>• Reich and Zeimer tagged teamed the RFI Proposal scoring training, giving all the members an insight on how they should be scoring the applications that will be coming in. Reich explained confidentiality, conflict of interest, fairness and being efficient when scoring.</li> <li>• Zeimer shared a sample of a scoring sheet she had from the previous year so the members are aware of how to score properly.</li> <li>• Zeimer explained all members should familiarize themselves with the evaluation sheet.</li> <li>• Reich shared the tools for scoring which are the National Performance indicators (NPI) showing the impacts of services with the agencies. Some agencies can hit one or more NPI although they may only be applying for one of their programs.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>Reich shared the timeline of the RFI and when they will be receiving their proposals to score and important due dates.</li> </ul>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>EOC Board Member Development for 2022</li> </ul>	<ul style="list-style-type: none"> <li>Zeimer stated Medlen is the chair for Governance to carry a discuss about Board Member development for 2022 and asked if this can be convened with Foley and Gudino about this.</li> <li>The group agreed to move this forward to the Governance Subcommittee.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li><u>CSB Director</u></li> <li><u>EOC Chair</u></li> <li><u>CSB Staff</u></li> </ul> <ul style="list-style-type: none"> <li>RFI 732 Information session</li> <li>Monthly Partner meeting</li> </ul> <ul style="list-style-type: none"> <li><u>EOC Members</u></li> </ul>	<p><b><u>CSB Director:</u></b></p> <ul style="list-style-type: none"> <li>N/A</li> </ul> <p><b><u>EOC Chair:</u></b></p> <ul style="list-style-type: none"> <li>Will share her reports at the January meeting.</li> </ul> <p><b><u>CSB Staff:</u></b></p> <ul style="list-style-type: none"> <li>Reich shared Dr. Alarcon-Bowen is at the California Community Action Partnership Association (CalCAPA) leadership training.</li> <li>Reich explained the first monthly partner meeting was great and informational. Staff will need to figure out the Roundtable date so that we don't have a conflict with the next partner meeting.</li> <li>Reich shared our Executive Director Kathy Gallagher is retiring in February and her position is opening up.</li> <li>Reich also shared our very own Sparks will be transitioning into the Contracts and Grants unit as of January 1<sup>st</sup>.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>Kaushal followed up on his request for his leadership training in Sacramento for CalCAPA. Staff will talk with Kaushal offline to get this situated and this trip reimbursed.</li> <li>Zeimer explained this was discussed during the Fiscal subcommittee and the group supported it and should have been agenized with the fiscal subcommittee recommendation.</li> </ul>
<p>Next Steps:</p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>Staff will send the members a link regarding water debt information.</li> <li>Staff will send out EOC 2021 Annual report to the group for feedback and then to the Executive for a recommendation to the full board.</li> <li>Zeimer will coordinate a Governance meeting with Medlen for Board Development for 2022.</li> <li>Staff will be looking into dates regarding the Roundtable Meeting for 2022.</li> <li>Staff will send out the proposal packets for all the EOC members.</li> </ul>
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> <li>Thank you!</li> </ul>