

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Ct. Suite 200, Concord, CA 94520 during normal business hours.

Agenda

Group/Meeting Name: EOC Executive Subcommittee Meeting

Date: 6/2/2022 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

Online:

- Visit <https://us06web.zoom.us/j/86171225821?pwd=MHdScVd0dTAA2eUhIZlV0MWh6Qk5rUT09>
- Click Join meeting and enter the following ID #: 861 7122 5821
- You will be prompted to enter *your name* and the following password: 639053
- Wait for host to join

Call in: Dial 1-669-900-9128 (San Jose)
Enter Passcode: 639053

Meeting Leader: Renee Zeimer- Chair

Purpose: To set the agenda for the next EOC Business Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact staff at least 24 hours before the meeting at AKaur@ehsd.cccounty.us.

Opportunities for Public Comment: *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to AKaur@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes. All votes taken during a teleconference will be by roll call.*

The Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day. Your patience is appreciated.

By the end of this meeting, we will have:

An understanding of the desired outcomes and ground rules so that meeting participants accomplish meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Review and approve the draft May 5, 2022 Executive Subcommittee Meeting minutes.
Review and approve the draft May 12, 2022 EOC Business Meeting minutes so that staff can share them with the entire EOC.
Review and approve the draft June 9, 2022 Business Meeting agenda to distribute to the EOC members.
Debrief CSBG BOS Proclamation Presentation and Round Table Event from May 17, 2022 regarding Community Action Month and follow-up.
Discuss and confirm EOC Meeting schedules for June 2022 to December 2022 to ensure quorum.
Discuss NCAP Annual Conference.
Discuss CSB Strategic Planning Process and Confirm Dates for Consultant Lucy Hernandez.

Identification of next steps necessary to move the process forward.

Evaluation of the meeting.

Agenda			
What	How	Who	Time
➤ Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
➤ Public Comment	Present	Members of the Public	3 Minutes
➤ Action: Review and approve the draft May 5, 2022 Executive Subcommittee Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
➤ Action: Review and approve the draft May 12, 2022 Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
➤ Action: Review and approve the draft June 9, 2022 EOC Business Meeting agenda	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
➤ Debrief Community Action Month and Follow-up <ul style="list-style-type: none"> ▪ BOS Proclamation Presentation 5/17 ▪ Roundtable Event 5/17 	Present Clarify Check for Understanding	Group	10 Minutes
➤ Action: Confirm EOC Meeting schedules for remainder of 2022	Present Clarify Check for Understanding	Group	5 Minutes
➤ NCAP Annual Conference	Present Clarify Check for Understanding	Group	5 Minutes
➤ Action: <ul style="list-style-type: none"> ▪ Discuss CSB Strategic Planning Process ▪ Confirm Strategic Planning dates for 	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes

Consultant Lucy Hernandez			
➤ Next Steps	Present	Group	3 Minutes
➤ Meeting Evaluation	+/ Δ	Group	2 Minutes



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



Date: 5/5/2022 **Time Convened:** 12:04 pm **Time Terminated:** 1:00 pm **Recorder:** Desiré Medlen

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen.

Absentees: None.

Staff: Christina Reich, Amrita Kaur, Mele Tupou, Dr. Aaron Alarcon-Bowen.

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> Chair Zeimer called the meeting to order at 12:04 pm. Zeimer read the desired outcomes. None present.
Public Comment	<ul style="list-style-type: none"> The group reviewed the draft of the April 6th, 2022, Executive Meeting minutes with no changes.
Action: ➤ Review and Approve April 6 th , 2022, EOC Executive Meeting minutes	A motion to approve the draft April 6 th , 2022, Business Meeting minutes was made by Sewell and seconded by Medlen. The motion passed with EOC members voting as follows: Ayes: Sewell, Zeimer, Medlen. Nays: None Abstentions: None Absent: None

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and Approve April 14th, 2022, EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft April 14th, 2022, Business Meeting minutes with no changes. <p>A motion to approve the draft April 14th, 2022, Business Meeting minutes was made by Medlen and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows:</p> <p>Ayes: Sewell, Zeimer, Medlen.</p> <p>Nays: None</p> <p>Abstentions: None</p> <p>Absent: None</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and Approve the draft May 12th, 2022, EOC Business meeting agenda 	<ul style="list-style-type: none"> • Kaur presented the draft working agenda for the May 12th, 2022, Business meeting agenda. • Kaur explained the line items for Understanding CSBG gift card policies for subcontractors and finalizing the agenda for the upcoming Community Action Month Roundtable Event. • Reich noted an amendment for Understanding CSBG gift cards needed to be an action item. A vote is required to make contract amendments and transfer funds from GRIP to Lao. • Zeimer added a bullet regarding Community Action Month Board of Supervisors meeting on May 17th. • Zeimer inquired about Roundtable Event progress. Kaur relayed the meeting location at Ellenwood was secured and dinner orders had been placed. • Kaur said they consulted with safety advisor regarding COVID-19 protocols. Seating arrangements were presented to optimize social distancing in the allotted space. The group agreed the U-shaped seating was best. • Reich relayed to the group EHSD Director Maria Stuart's requested changes to the planned EOC presentation to Board of Supervisors. • Kaur presented virtual backgrounds for any members attending the Roundtable Event virtually. Most of the group picked the fifth background option with edits from Medlen and staff member Amanda Cleveland. <p>A motion to approve the May 12th, 2022, Business Meeting agenda with noted changes was made by Medlen and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows:</p> <p>Ayes: Sewell, Zeimer, Medlen.</p> <p>Nays: None</p> <p>Abstentions: None</p> <p>Absent: None</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Discussion:</p> <ul style="list-style-type: none"> ➤ Understand CSBG gift card policies/protocols for subcontractors 	<ul style="list-style-type: none"> • Kaur updated notes from the Fiscal subcommittee meeting that everyone agreed to transfer funds from GRIP to Lao. • Kaur clarified the reason for the transfer being that GRIP purchased unauthorized gift cards and gave them directly to the clients for use rather than to a landlord in lieu of rent. With a gift card there is no way of tracking how the funds were used. • \$25,999 of rental funds will be transferred to Lao from GRIP because they serve the same region of the county. • The group discussed the pros and cons of using gift cards for subcontractors and clients.
<p>Next Steps</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Kaur will update the Business Meeting agenda. • Medlen will connect staff member Amanda Cleveland to make virtual background edits. • Dr. Aaron and Director Stuart will finalize presentation for Board of Supervisors meeting. • Staff will follow up on transfer of gift card funds.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • Thumbs up.





Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 5/12/2022 **Time Convened:** 6:14 pm

Time Terminated: 7:38 pm

Recorder: Desiré Medlen

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen, Monisha Merchant, Ajit Kaushal, Sofia Navarro, Alison McKee, LaTonia Peoples-Stokes.

Absentees: Noe Gudino, Mandy Nelson, Brendan Foley.

Staff: Christina Reich, Dr. Aaron Alarcon-Bowen, Amrita Kaur, Michael Morris.

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> • Chair Zeimer called the meeting to order at 6:14 pm. • Dr. Alarcon-Bowen read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> • None present.
Introduce New EHSD Director, Marla Stuart	<ul style="list-style-type: none"> • Zeimer introduced new EHSD Director Marla Stuart. • Stuart gave an overview of her previous history, credentials, and dedication to social and racial justice. • Kaushal proposed each EOC member present should give some background information on their personal history to Stuart. • Every EOC member at the meeting gave brief information about how they have helped the community outside of their involvement with the EOC.

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ April 14th, 2022, EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft April 14th, 2022, Business Meeting minutes with no changes. <p>A motion to approve the draft April 14th, 2022, Business Meeting minutes was made by Kaushal and seconded by Mckee.</p> <p>The motion passed with EOC members voting as follows: Ayes: Mckee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Gudino, Nelson, Foley.</p>
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> ➤ 2020 CSBG CARES expenditure report ➤ 2021 CSBG March expenditure report <p>Action:</p> <ul style="list-style-type: none"> ➤ CSBG Gift Cards 	<ul style="list-style-type: none"> • Morris presented 2020 CARES Fiscal Report. After March, expenses paid out for CARES has been rising. • CARES extended through August 31st. Throughout California 47 community action agencies are taking advantage of the extension. • Morris presented 2021 CSBG March report. Some areas, such as administration cost, have met their payout limits. • Morris assured the EOC the CSBG will be fully paid out by the May 31st deadline. • Reich presented an issue with one of the subcontractors. GRIP (Greater Richmond Interfaith Project) purchased gift cards for rental assistance for their clients. Purchasing gift cards and not providing rental assistance directly to the landlords is in direct violation of subcontractor's contract. • Reich said the EOC must make a motion and approve transferring \$25,999 in rental assistance funds from GRIP's contract to Lao Family Community's contract since they service the same part of the county. • Reich added that gift card verbiage will be put in future RFIs to avoid any confusion in the future. <p>A motion to approve the transfer of funds from GRIP to Lao was made by Kaushal and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Mckee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Gudino, Nelson, Foley.</p>

TOPIC

RECOMMENDATION / SUMMARY

<p>Action:</p> <ul style="list-style-type: none"> ➤ Community Action Month Board of Supervisors Meeting ➤ Community Action Month Roundtable Event 	<ul style="list-style-type: none"> • Kaur presented information on the EOC's presentation for Community Action Month's Board of Supervisors meeting. • Stuart updated the EOC with agenda of Board of Supervisors meeting. • Stuart noted COVID-19 distancing and mask protocols were in place due to a rise in local cases. • Stuart showed the video prepared by staff member Amanda Cleveland highlighting work from subcontractors throughout the year. • Reich updated the group about the Roundtable Event moving to virtual only, due to a rise in local COVID-19 cases. • Reich shared the 1-hour program agenda. • Reich and Kaur presented virtual background made by staff member Cleveland and EOC member Medlen. A motion needed to be made to authorize use of the background for all members. • Staff assured the group instructions for installing the background on their personal Zoom set up will be provided. • Zeimer went over detailed agenda overview for the Roundtable Event and staff clarified Zoom details. <p>A motion to approve the Community Action Month virtual background was made by Peoples-Stokes and seconded by Navarro.</p> <p>The motion passed with EOC members voting as follows: Ayes: Mcke, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Gudino, Nelson, Foley.</p> <p>CSB Director</p> <ul style="list-style-type: none"> • Dr. Aaron Alarcon-Bowen is excited about the Roundtable Event. However, he is disappointed the meeting had to be moved to virtual only. • Dr. Aaron gave an update about consultant coming on board soon. <p>EOC Chair</p> <ul style="list-style-type: none"> • Zeimer reminded the group to vote in the upcoming election and to check sources for disinformation. <p>CSB Staff</p> <ul style="list-style-type: none"> • Reich gave an update for the staff. • New funding will be coming through CSBG and new allocations amounts due to census results.
<p>Reports:</p> <ul style="list-style-type: none"> • CSB Director • EOC Chair • CSB Staff • EOC Members 	

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> There is a new management system in development in the works. It will be a depository of information, history of CSBG. It will be great for onboarding new members when completed. <p>EOC Members</p> <ul style="list-style-type: none"> Kaushal attended DeSaulnier's event and thanked him in person for his work on HR-5129. DeSaulnier confirmed his attendance to the roundtable. Merchant asked about taking a month off in July, as the EOC has done in years past.
<p>Action:</p> <ul style="list-style-type: none"> July EOC Meeting 	<ul style="list-style-type: none"> Merchant made a motion to officially make the July 2022 EOC meeting the one we take off. <p>A motion to approve cancelling July 2022 Business Meeting minutes was made by Merchant and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Mckee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Gudino, Nelson, Foley.</p>
<p>Next Steps</p>	<p>Next Steps</p> <ul style="list-style-type: none"> Staff will email instructions to set the virtual background. Staff will finalize both public and back-end agendas with scripted notes. Staff will email agenda with Zoom link for the Roundtable Event. Staff and EOC Practice round for the Roundtable Event. Staff will send reminder for Community Action Month. EOC July Meeting cancelled.
<p>Evaluate the Meeting</p>	<p>We did great.</p>

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Group/Meeting Name: Economic Opportunity Council Business Meeting

Date: 6/9/2022 **Time: From:** 6:00 PM **To:** 7:30 PM

Location: Video Conference Meeting

ZOOM call:

- Visit <https://us06web.zoom.us/j/88683613091?pwd=Ukl2ak82UFEzRE8zNytHS2xs a2lvZz09>
- Click Join meeting and enter the following ID #: 886 8361 3091
- You will be prompted to enter *your name* and the following password: 336408
- Wait for host to join

Call-in:

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: 336408

Meeting Leader: Renee Zeimer, Chair

Purpose: To Conduct EOC Meeting

The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning to participate in EOC meetings. Please contact staff at least 24 hours before the meeting at AKaur@ehsd.cccounty.us

Opportunities for Public Comment: *Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments AKaur@ehsd.cccounty.us before or during the meeting, or should join the teleconference meeting prior to the meeting to state their intent to provide public comments and will be limited to two minutes. All votes taken during a teleconference will be by roll call.*

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of the day. Your patience is appreciated.

Desired Outcome: By the end of this meeting, we will:

Understand the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
Receive any public comments so that the public has an opportunity to provide input and we are knowledgeable of the community's concerns and/or interests for potential inclusion on future agenda.
Review and approve the draft May 12, 2022 EOC Business Meeting minutes for official record.
Receive updates on Fiscal reports so that members are fully informed.
Debrief CSBG BOS Proclamation Presentation and Round Table Event from May 17, 2022 regarding Community Action Month and follow-up.
Review EOC meeting schedules for remainder of 2022.
Discuss NCAP Annual Conference.
Discuss Strategic Planning process, Consultant Lucy Hernandez involvement and support, confirm planning session dates and times.
Receive reports so that we are informed of activities and have identified appropriate next steps.
List next steps so that everyone is aware of their assigned tasks, upcoming meetings, and deadlines.
Evaluate the meeting.

Agenda

What	How	Who	Time
1. Review Desired Outcomes & Ground Rules	Present Clarify Check for Understanding	Chair	3 Minutes
2. Public Comment	Present	Members of the Public	2 Minutes
3. Action: ➤ May 12, 2022 EOC Business Meeting minutes draft	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports ➤ 2020 CSBG CAREs expenditure report ➤ 2021 CSBG April expenditure report	Present Clarify Check for Understanding	Group	10 Minutes
5. Debrief ➤ Community Action Month and Follow-up ▪ BOS Proclamation Presentation 5/17 ▪ Roundtable Event 5/17	Present Clarify Check for Understanding	Group	10 Minutes
6. Action: ➤ Confirm EOC Meeting schedules for remainder of 2022	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
7. NCAP Annual Conference	Present Clarify Check for Understanding	Group	5 Minutes
8. Action: ➤ Strategic Planning Process and Consultant Lucy Hernandez involvement and support ➤ Confirm planning session dates and times	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
9. Reports: • CSB Director • EOC Chair • CSB Staff • EOC members	Present Clarify Check for Understanding	Group	10 Minutes 10 Minutes 5 Minutes 5 Minutes

Agenda

What	How	Who	Time
10. Next Steps	Present Clarify Check for Understanding	Group	3 Minutes
11. Meeting Evaluation	+/- Δ	Group	2 Minutes

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