

*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:** 8/4/2022 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

**Location:** Teleconference/ Video Meeting (Zoom)

**Online:**

- Visit <https://us06web.zoom.us/j/88120593509?pwd=bGk5YnFvMmlnWWVvcXBuOWhRTIRsUT09>
- Click Join meeting and enter the following ID #: **881 2059 3509**
- You will be prompted to enter *your name* and the following password: **699872**
- Wait for host to join

**Call in:** Dial 1-669-900-9128 (San Jose)  
Enter Passcode: 699872

**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](mailto: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](mailto: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 June 2, 2022 Executive Subcommittee Meeting minutes.
Review and approve the draft June 9, 2022 EOC Business Meeting minutes so that staff can share them with the entire EOC.
Review and approve the draft June 29, 2022 EOC Special Called Business Meeting minutes so that staff can share them with the entire EOC.
Review and approve the draft August 11, 2022 Business Meeting agenda to distribute to the EOC members.
Discussed next year's allocation added to the current base CSBG contracts with term extension instead of issuing a Request for Interest (RFI) for 2023-2024. Also, considered 2-year contracts for 2025-2027.
Discuss CSB Strategic Planning next steps with 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
➤ <b>Action:</b> Review and approve the draft June 2, 2022 Executive Subcommittee Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
➤ <b>Action:</b> Review and approve the draft June 9, 2022 Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
➤ <b>Action:</b> Review and approve the draft June 29, 2022 EOC Special Called Business Meeting minutes	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
➤ <b>Action:</b> Review and approve the draft August 11, 2022 EOC Business Meeting agenda	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
➤ Next year's allocation for base CSBG contracts <ul style="list-style-type: none"> <li>▪ Added to current contracts with term extension for 2023-2024</li> <li>▪ No RFI for 2023-2024</li> <li>▪ 2-year contracts for 2025-2027</li> </ul>	Present Clarify Check for Understanding	Group	15 Minutes
➤ Strategic Planning Discuss Next Steps with Consultant Lucy Hernandez	Present Clarify Check for Understanding	Group	15 Minutes
➤ Next Steps	Present	Group	3 Minutes

➤ Meeting Evaluation	+/ $\Delta$	Group	2 Minutes
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**Economic Opportunity Council (EOC) Executive Meeting Minutes**  
Location: Zoom Call



**Date:** 6/2/2022      **Time Convened:** 12:09 pm      **Time Terminated:** 1:14 pm      **Recorder:** Desiré Medlen

**Conference Call attendees:** Renee Zeimer, Desiré Medlen.

**Absentees:** Devlyn Sewell.

**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"> <li>Chair Zeimer called the meeting to order at 12:09 pm.</li> <li>Zeimer read the desired outcomes.</li> <li>None present.</li> </ul>
<b>Public Comment</b>  <b>Action:</b> ➤ Review and Approve May 5 <sup>th</sup> , 2022, EOC Executive Meeting minutes	<ul style="list-style-type: none"> <li>The group reviewed the draft of the May 5<sup>th</sup>, 2022, Executive Meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft May 5<sup>th</sup>, 2022, Business Meeting minutes was made by Zeimer.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Sewell</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and Approve May 12<sup>th</sup>, 2022, EOC Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft May 12<sup>th</sup>, 2022, Business Meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft May 12<sup>th</sup>, 2022, Business Meeting minutes was made by Zeimer.</b></p> <p>The motion passed with EOC members voting as follows:  <b>Ayes: Zeimer, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Sewell</b></p>
<ul style="list-style-type: none"> <li>➤ Debrief Community Action Month and Follow-up</li> <li>- BOS Proclamation Presentation 5/17</li> <li>- Roundtable Event 5/17</li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer and Reich discussed the Board of Supervisors Proclamation Presentation.</li> <li>• Due to COVID-19 protocols, some supervisors were not allowed to be in presentation photograph.</li> <li>• Proclamation is framed and in the office for viewing.</li> <li>• Reich discussed the positives and technology hiccups for the Roundtable Event.</li> <li>• Zeimer discussed creating a recommended reading list after Rep. Mark DeSaulnier spoke about a mental health book he was reading during the Roundtable Event.</li> </ul>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ EOC Meeting Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Reich confirmed all EOC meetings and subcommittee meetings were cancelled for the month of July.</li> <li>• Reich mentioned in August the EOC will need to address issues found by the state review.</li> <li>• One issue is dealing with use of gift cards by subcontractors.</li> </ul>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ NCAP Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Reich and Zeimer discussed the NCAP Annual Conference. EOC member Ajit Kaushal going to the conference with funding from EOC finances. Reich will also be attending in person.</li> <li>• Zeimer also expressed interest in going to the conference in New York.</li> </ul>
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ Strategic Planning Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• Reich discussed upcoming meeting with strategic planning coordinator Lucy Hernandez.</li> <li>• One goal for the meeting is to find ways to make the EOC more visible and known in the community.</li> <li>• EOC needs to push for proper documentation from subcontractors.</li> <li>• Zeimer requested ROMA materials to be emailed out to the EOC members before the strategic planning meeting.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and Approve the draft June 9<sup>th</sup>, 2022, EOC Business meeting agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Kaur presented the draft working agenda for the June 9<sup>th</sup>, 2022, Business meeting agenda.</li> <li>• Zeimer and Reich made time and order adjustments to sections of the agenda draft.</li> </ul> <p><b>A motion to approve the June 9<sup>th</sup>, 2022, Business Meeting agenda with noted changes was made by Medlen and seconded by Zeimer.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Sewell</b></p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Zeimer and Staff member Amanda will connect about video from the Roundtable Event.</li> <li>• Staff will gather summer reading list recommendations from subcontractors and EOC members.</li> <li>• Staff emailing reminder all July meetings are cancelled.</li> <li>• Staff will create a list of recommendations from the state review for the EOC to review.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Next Steps</b></li> </ul>	<ul style="list-style-type: none"> <li>• Thumbs up.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Evaluate the Meeting</b></li> </ul>	



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



**Date:** 6/9/2022      **Time Convened:** 6:05 pm      **Time Terminated:** 7:30 pm      **Recorder:** Desiré Medlen

**Conference Call attendees:** Renee Zeimer\*, Devlyn Sewell, Desiré Medlen, Ajit Kaushal, Sofia Navarro, Alison McKee, LaTonia Peoples-Stokes, Mandy Nelson, Brendan Foley, Noe Gudino.

**Absentees:** Monisha Merchant.

**Staff:** Amrita Kaur, Amanda Cleveland, Michael Morris.

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> <li>Vice Chair Sewell called the meeting to order at 6:05 pm.</li> <li>Kaushal read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None present.</li> </ul>
<b>Action:</b> ➤ May 12 <sup>th</sup> , 2022, EOC Business Meeting minutes	<ul style="list-style-type: none"> <li>The group reviewed the draft May 12<sup>th</sup>, 2022, Business Meeting minutes with no changes.</li> </ul> <p><b>A motion to approve the draft May 12<sup>th</sup>, 2022, Business Meeting minutes was made by Kaushal and seconded by McKee.</b></p> <p>The motion passed with EOC members voting as follows:  <b>Ayes:</b> Gudino, Nelson, Foley, McKee, Sewell, Peoples-Stokes, Kaushal, Navarro, Medlen.  <b>Nays:</b> None  <b>Abstentions:</b> None  <b>Absent:</b> Merchant, Zeimer.</p>

TOPIC	RECOMMENDATION / SUMMARY
<b>Fiscal Reports:</b> <ul style="list-style-type: none"> <li>➤ 2020 CSBG CARES expenditure report</li> <li>➤ 2021 CSBG April expenditure report</li> </ul>	<ul style="list-style-type: none"> <li>• Morris presented 2020 CARES Fiscal Report.</li> <li>• Morris presented 2021 CSBG April report.</li> <li>• Both reports show spending is on target.</li> <li>• Kaushal asked about administration costs being at 108% and expressed concerns about not having enough money to cover the amount.</li> <li>• Morris assured that certain lines items can go up to 110% if another category can offset that amount.</li> <li>• Zeimer asked if CARES contract monies could cover the trips to the NCAP Annual Conference. Morris answered that CARES could not legally cover the trip and is trying to see if monies could come from somewhere else, but at this point it seems not to be possible.</li> </ul>
<b>Debrief:</b> <ul style="list-style-type: none"> <li>➤ Community Action Month and Follow-up</li> <li>➤ BOS Proclamation Presentation 5/17</li> <li>➤ Roundtable Event 5/17</li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer debriefed the group about the events of Community Action Month Board of Supervisors Proclamation Presentation and Roundtable Event.</li> <li>• Staff member Amanda Cleveland showed off the framed proclamation.</li> <li>• McKee complimented staff on their quick pivot of turning the Roundtable Event from an in-person event to a virtual one.</li> <li>• Cleveland reminded the group about wanting to gather a summer reading list.</li> <li>• McKee said she could create a booklist on the library website once our list was compiled.</li> <li>• Kaushal thought the events went well.</li> <li>• Zeimer added that both special guest speakers had a good at the event.</li> </ul>
<b>Action:</b> <ul style="list-style-type: none"> <li>➤ Review CSD Monitoring Report</li> <li>➤ Review and Approve Correction Action Plan Draft</li> </ul>	<ul style="list-style-type: none"> <li>• Kaur presented the monitoring report from the state's review of the EOC's work.</li> <li>• One major item noted was the number of vaccines on the EOC and the state wanted a stronger recruitment strategy.</li> <li>• The state said availability of minutes and timely turnarounds for the minutes were on point.</li> <li>• In the financial area, the state requires more timely processing of funds and expenditure reports.</li> <li>• Kaur clarified that the action for tonight would be approval and agreement that the states findings were within reason.</li> <li>• The state highlighted possible EPLS verifications with subcontractors.</li> <li>• Another issue was strengthening the gift card policy. Kaur and Morris detailed the controversy over gift cards and how the future use of them for subcontractors is up in the air.</li> </ul> <p><b>A motion to approve the Correction Action Plan Draft was made by Foley and seconded by Navarro.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Gudino, Nelson, Foley, McKee, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Merchant.</b></p>



TOPIC	RECOMMENDATION / SUMMARY
<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>➤ Strategic Planning Process and Consultant Lucy Hernandez involvement and support</li> <li>➤ Confirm planning session dates and times</li> <li>➤ NCAP Annual Conference</li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer and Kaur presented the overview for the Strategic Planning session.</li> <li>• Dr. Lucy Hernandez will go over ROMA (Result Oriented Management and Accountability) with the group.</li> <li>• Zeimer told the group to mark their calendars for the June 29<sup>th</sup> meeting and to look out for an email with preparation documents.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>CSB Director</b></li> <li>• <b>EOC Chair</b></li> <li>• <b>CSB Staff</b></li> <li>• <b>EOC Members</b></li> </ul>	<ul style="list-style-type: none"> <li>• Discussed item during the fiscal portion of the meeting. As of now there are no monies in place to pay for the trip, but staff is trying to find a way to at least send Kaushal to the conference in August.</li> </ul> <p><b>CSB Director</b></p> <ul style="list-style-type: none"> <li>• Dr. Aaron Alarcon-Bowen could not attend.</li> </ul> <p><b>EOC Chair</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b>CSB Staff</b></p> <ul style="list-style-type: none"> <li>• Kaur reminded the group July meetings are cancelled and we will resume in August.</li> <li>• Staff is backlogged on demands requested due to inefficient documentation from the subcontractors.</li> </ul> <p><b>EOC Members</b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>
<p><b>Next Steps</b></p>	<p><b>Next Steps</b></p> <ul style="list-style-type: none"> <li>• Morris will look into leftover allocated funds from the Roundtable Event.</li> <li>• Morris will also see if current contracts can cover costs for NCAP Conference.</li> <li>• Cleveland and Zeimer will work together to edit videos from the Roundtable and links to share to EOC and subcontractors.</li> <li>• Reich will send out links from DeSaulnier regarding mental health.</li> <li>• Staff will update EOC recruitment strategies.</li> <li>• Staff will email preparation documents for Strategic Planning session.</li> </ul>
<p>➤ <b>Evaluate the Meeting</b></p>	<p>We did great.</p>



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



**Date:** 6/29/22      **Time Convened:** 5:13 pm      **Time Terminated:** 5:37 pm      **Recorder:** Christina Reich

**Conference Call attendees:** Renee Zeimer, Devlyn Sewell, Desiré Medlen, Ajit Kaushal, Sofia Navarro, LaTonia Peoples-Stokes, Noe Gudino, Monisha Merchant

**Absentees:** Brendan Foley, Allison McKee  
**Staff:** Amrita Kaur, Amanda Cleveland, Christina Reich  
**Guest:** Lucy Hernandez, Consultant

**Quorum:** Yes

RECOMMENDATION / SUMMARY	
TOPIC	
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> <li>Chair Zeimer called the meeting to order at 5:13 pm.</li> <li>Kaushal read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None present.</li> </ul>
<b>Action:</b> ➤ Approve 2022 CSBG Discretionary Funding Expenditure Plan	<ul style="list-style-type: none"> <li>Reich reported that CSB received \$31,000 in CSBG discretionary funding from CSD.</li> <li>Reich reported that due to gas prices increasing, the cost of food has risen and our community is experiencing food insecurity. Staff recommends directing discretionary funding to relieve the impact.</li> <li>Members discussed the need to ensure that food is distributed county-wide to the communities where our clients live, not at stationary locations where transportation is required.</li> <li>Kaushal requested funding to send an EOC member to training and Zeimer concurred, reminding members and staff that this was agreed to when we zeroed out the out-of-state travel in our initial budget to ensure not cut-in funding to the community-based organizations.</li> </ul> <p><b>A motion to approve allocating \$26,000 to White Pony Express and \$5,000 to Out-of-State Travel was made by Merchant and seconded by Peoples-Stokes.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes:</b> Sewell, Peoples-Stokes, Kaushal, Navarro, Medlen, Merchant</p>

TOPIC	RECOMMENDATION / SUMMARY
➤ Evaluate the Meeting	Nays: Zeimer Abstentions: Gudino Absent: Foley and McKea
	Great job.

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**Group/Meeting Name:** Economic Opportunity Council Business Meeting

**Date:** 8/11/2022 **Time: From:** 6:00 PM **To:** 7:30 PM

**Location:** Video Conference Meeting

**ZOOM call:**

- Visit <https://us06web.zoom.us/j/89254954497?pwd=ZGdJZGdSbkx4VWISWENgBhZTS1FjUT09>
- Click Join meeting and enter the following ID #: **892 5495 4497**
- You will be prompted to enter *your name* and the following password: **932001**
- Wait for host to join

**Call-in:**

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: **932001**

**Meeting Leader:** Renee Zeimer, Chair

**Purpose:** To Conduct EOC Business Meeting

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*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 June 9, 2022 EOC Business Meeting minutes for official record.
Review and approve the draft June 29, 2022 EOC Special Business Meeting minutes for official record.
Receive updates on Fiscal reports so that members are fully informed.
Discussed next year's allocation added to the current base CSBG contracts with term extension instead of issuing a Request for Interest (RFI) for 2023-2024. Also, considered 2-year contracts for 2025-2027.
Discuss CSB Strategic Planning Next Steps with Consultant Lucy Hernandez & Approval for Strategic Planning & Organizational Standards.
Discuss Corrective Action Plan Submitted to State by CSBG Staff.
EOC Board Members Recruitment Strategy.
Reflect on Summer Reading Lists.
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
<b>1. Review Desired Outcomes &amp; Ground Rules</b>	Present Clarify Check for Understanding	Chair	3 Minutes
<b>2. Public Comment</b>	Present	Members of the Public	2 Minutes
<b>3. Action:</b> <ul style="list-style-type: none"> <li>➤ June 9, 2022 EOC Business Meeting minutes draft</li> <li>➤ June 29, 2022 EOC Special Business Meeting minutes draft</li> </ul>	Present Draft Clarify Check for Understanding Check for Approval	Group	5 Minutes
<b>4. Fiscal Reports</b> <ul style="list-style-type: none"> <li>➤ 2020 CSBG CAREs expenditure report</li> <li>➤ 2021 CSBG May 2022 expenditure reports</li> <li>➤ Note: June 2022 reports will be made available in the September 2022 meeting</li> </ul>	Present Clarify Check for Understanding	CSB Staff	10 Minutes
<b>5. Discuss next year's allocation for CSBG base contracts</b> <ul style="list-style-type: none"> <li>➤ Added to current contracts with term extension for 2023-2024</li> <li>➤ No RFI for 2023-2024</li> <li>➤ 2-year contracts for 2025-2027</li> </ul>	Present Clarify Check for Understanding	CSB Staff	10 Minutes
<b>6. Action: Strategic Planning</b> <ul style="list-style-type: none"> <li>➤ Discuss Next Steps with Consultant Lucy Hernandez</li> <li>➤ Strategic Plan Approval</li> <li>➤ Organizational Standards Approval</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
<b>7. Corrective Action Plan</b> Review Corrective Action Plan Submitted to State by CSBG Staff	Present Clarify Check for Understanding	CSB Staff	10 Minutes
<b>8. EOC Board Members Recruitment Strategy</b>	Present Clarify Check for Understanding	Group	10 Minutes
<b>9. Reflect on Summer Reading Lists</b>	Present	Group	10 Minutes

Agenda			
What	How	Who	Time
<b>10. Reports:</b> <ul style="list-style-type: none"> <li>• CSB Director</li> <li>• EOC Chair</li> <li>• CSB Staff</li> <li>• EOC members</li> </ul>	Present Clarify Check for Understanding	Group	15 Minutes
<b>11. Next Steps</b>	Present Clarify Check for Understanding	Group	3 Minutes
<b>12. Meeting Evaluation</b>	+/ $\Delta$	Group	2 Minutes

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