

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: 9/1/2022 **Time: From:** 12:00 p.m. **To:** 1:00 p.m.

Location: Teleconference/ Video Meeting (Zoom)

- Online:**
- Visit <https://us06web.zoom.us/j/88639078181?pwd=NXliODQ0QIRvMVVFTVRsa1NVdjR5QT09>
 - Click Join meeting and enter the following ID #: 886 3907 8181
 - You will be prompted to enter *your name* and the following password: 686124
 - Wait for host to join

Call in: Dial 1-669-900-9128 (San Jose)
 Enter Passcode: 686124

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:

Understand 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 August 4, 2022 Executive Subcommittee Meeting minutes.
Review and approve the draft August 16, 2022 Special Called Executive Meeting minutes so that staff can share them with the entire EOC.
Review and approve the draft September 8, 2022 Business Meeting agenda to distribute to the EOC members.
Review EOC Board Member Application Patricia J. Campbell. Discuss EOC Board recruitment strategies. Discuss 2022-2023 Executive Committee Elections.
Discuss Contract amendment priorities for 2-year contract cycles.
Discuss on-site subcontractor monitoring visits timeline, sign-ups and next steps.
Discuss CSB Strategic Planning next steps.

Identify next steps necessary to move the process forward.

Evaluate the meeting.

Agenda			
What	How	Who	Time
1. Review Desired Outcomes & Meeting Rules	Present Clarify Check for Understanding	Volunteer	2 Minutes
2. Public Comment	Present	Members of the Public	3 Minutes
3. Action: <ul style="list-style-type: none"> Review and approve the draft August 4, 2022 Executive Subcommittee Meeting minutes 	Present Clarify Check for Understanding Check for Approval	Group	2 Minutes
4. Action: <ul style="list-style-type: none"> Review and approve the draft August 16, 2022 EOC Special Called Executive Meeting minutes 	Present Clarify Check for Understanding Check for Approval	Group	2 Minutes
5. Action: <ul style="list-style-type: none"> Review and approve the draft September 8, 2022 EOC Business Meeting agenda 	Present Clarify Check for Understanding Check for Approval	Group	2 Minutes
6. Action: <ul style="list-style-type: none"> Review EOC Board Member Application Patricia J. Campbell Discuss EOC Board recruitment strategies. Discuss 2022-2023 Executive Committee Elections 	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
7. Discuss Contract amendment priorities for 2-year contract cycles	Present Clarify Check for Understanding	CSB Staff	15 Minutes
8. Discuss on-site subcontractor monitoring visits timeline, sign-ups and next steps	Present Clarify Check for Understanding	CSB Staff	10 Minutes
9. Discuss CSB Strategic Planning next steps.	Present	CSB Staff	5 Minutes

	Clarify Check for Understanding		
10. Next Steps	Present	Group	3 Minutes
11. Meeting Evaluation	+/ Δ	Group	1 Minute



COUNTY OF VENTURA
COMMUNITY SERVICES
BUREAU

Economic Opportunity Council (EOC) Executive Meeting Minutes

Location: Zoom Call



Date: 8/4/2022 **Time Convened:** 12:07 pm **Time Terminated:** 1:25 pm **Recorder:** Desiré Medlen

Conference Call attendees: Renee Zeimer, Desiré Medlen, Devlyn Sewell (left meeting early), Ajit Kaushal.

Absentees: None.

Staff: Christina Reich, Amrita Kaur, 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 12:07 pm. Zeimer read the desired outcomes. None present.
Public Comment	
Action:	
<ul style="list-style-type: none"> ➤ Review and Approve June 2nd, 2022, EOC Executive Meeting minutes 	<ul style="list-style-type: none"> The group reviewed the draft of the June 2nd, 2022, Executive Meeting minutes with removal of two staff member's names who were not present at the meeting. <p>A motion to approve the draft June 2nd, 2022, Executive Meeting minutes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Medlen, Sewell. Nays: None Abstentions: None Absent: None</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and Approve June 9th, 2022, EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft June 9th, 2022, Business Meeting minutes with note of Zeimer's later arrival time. <p>A motion to approve the draft June 9th, 2022, Business Meeting minutes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Medlen. Nays: None Abstentions: None Absent: None</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and Approve June 29th, 2022, EOC SPECIAL Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft June 29th, 2022, Special Business Meeting minutes with adding the "Special" to the meeting minutes. <p>A motion to approve the draft June 29th, 2022, Special Business Meeting minutes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Medlen. Nays: None Abstentions: None Absent: None</p>
<p>Next year's allocation for base CSBG contracts:</p> <ul style="list-style-type: none"> ➤ Added to current contracts with term extension for 2023-2024 ➤ No RFI for 2023-2024 ➤ 2-year contracts for 2025-2027 	<ul style="list-style-type: none"> • Reich explained that the current 1-year contract system for subcontractors is very cumbersome both for CSBG staff and subcontractors. • Dr. A emphasized that the current system makes spending funds much more difficult than a 2-year system. • Subcontractor RFIs would be due in tandem with 2-year update to EOC's vision statement. • RFIs from subcontractors would only be due every two years. • Committee agreed moving to a 2-year contract style would benefit EOC subcontractors and recipients.
<p>Strategic Planning:</p> <ul style="list-style-type: none"> ➤ Discuss Next Steps with Consultant Lucy Hernandez 	<ul style="list-style-type: none"> • Reich presented overview of next steps with Strategic Planning. • Reich will discuss survey prioritization results. At the Strategic Planning Meeting Reich will present those findings then EOC will prioritize and discuss further. • At the meeting the EOC will have a conditional rough draft to present to the state.

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft August 11th, 2022, EOC Business meeting agenda 	<ul style="list-style-type: none"> • Zeimer pointed out grammatical inconsistencies with agenda desired outcome verbiage. • Subcontractor site visits need to be added to the agenda. • Kaur noted that we need to have EOC Board Member Recruitment Strategy must be a standing agenda item to keep track of applicants until seats are filled. Zeimer suggested the Outreach Committee should brainstorm before presenting to the full EOC board. • Removed item “Reflect on Summer Reading List” to make time for Subcontractor Site Visits. • Changed order of Corrective Action Plan and Strategic Planning. • EOC recruitment moved under Strategic Planning agenda item. <p>A motion to approve the August 11th, 2022, Business Meeting agenda with noted changes was made by Medlen.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Medlen. Nays: None Abstentions: None Absent: Sewell</p> <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Make corrections to Executive Meeting, Business Meeting, and Special Business Meeting minutes. • Staff will create list of changes for EOC members to review. • Kaur will make changes to August Business Meeting Agenda.
<ul style="list-style-type: none"> ➤ Evaluate the Meeting 	<p>We did well.</p>



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



Date: 8/16/2022 **Time Convened:** 6:18 pm **Time Terminated:** 7:58 pm **Recorder:** Desiré Medlen

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen, Ajit Kaushal, Monisha Merchant.

Absentees: Sofia Navarro, Alison McKee, LaTonia Peoples-Stokes, Brendan Foley, Noe Gudino.
Staff: Amrita Kaur, Christina Reich, Michael Morris.

Quorum: No – Converterted Business Meeting to Special Executive Meeting to meet quorum and take care of action items.

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> • Zeimer called the meeting to order at 6:18 pm. • Zeimer read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> • None present.
Action: ➤ June 9 th , 2022, EOC Business Meeting minutes and June 29 th , 2022, EOC Special Business Meeting minutes	<ul style="list-style-type: none"> • Reich and Zeimer conferred that we cannot approve the previous meeting minutes without full EOC. • Zeimer tabled Business Meeting and Special Business Meeting minutes until the next standard Business Meeting in September.

TOPIC

RECOMMENDATION / SUMMARY

Fiscal Reports:

- 2020 CSBG CARES expenditure report
- 2021 CSBG May 2022 expenditure report

- Closed CSBG Contract showed 98% funds spent as of May. Some funds remained due to lack of demands on the side of the subcontractors.
- Morris clarified that the remaining funds cannot be used.
- Zeimer spoke about a new system to be in place to make sure this doesn't happen in the future. Reich added that Kaur has been working on a system to track funds internally rather than relying on Fiscal who may be behind on payouts.
- Kaur and Reich also have done training with subcontractors to ensure subcontractors apply for funds correctly, so all funding is used. It will be presented to the EOC in a future Business Meeting.
- Morris presented 2021 CARES May report. The spent amount is much higher on newer reports.
- 2021 CARES June 2022 reports will be made available in the September 2022 meeting.
- Sewell commented future RFI rating sheets should include if the applicant had unused funds from previous years.
- Merchant added the EOC may want to consider funding fewer subcontractors moving forward to help the flow of paperwork and funding protocols.

- Action:** Proposal to extend next year's CSBG base contracts
- Term extension for 2023-2024
- No RFI for 2023-2024
- 2-year contracts for 2025-2027

- Reich went over background information on why the EOC usually works on a 1-year CSBG contract format. Zeimer said the purpose of the single year system was due to the small number of subcontractors seeking funding in the past.
- The state audit strongly recommended switching to a 2-year format to make funding process easier for the EOC and for subcontractors.
- As the EOC currently has a single year contract, the EOC must extend the contract terms for upcoming RFIs.
- Reich clarified if a subcontractor is not adhering to their contract they can be removed from their contract and unspent funds can go to a different subcontractor.

A motion to approve the 2-year CSBG Contract terms was made by Medlen and seconded by Sewell.

The motion passed with EOC members voting as follows:

Ayes: Zeimer, Sewell, Medlen.

Nays: None

Abstentions: None

Absent: None

Corrective Action Report

- Reich presented Corrective Action report from the state audit.
- All items have been addressed and fixed according to the state's recommendations.
- Currently the EOC is no longer allowing use of gift cards for subcontractors.
- Reich reported several people will hopefully be applying to the EOC soon.

TOPIC	RECOMMENDATION / SUMMARY
<p>On-Site Subcontractor Monitoring Visits</p> <ul style="list-style-type: none"> ➤ Discuss planning and timelines ➤ Training needs 	<ul style="list-style-type: none"> • Reich went over updated forms for reviewing subcontractor's files. One form focused on CSBG Client File Requirements. • Reich said on-site subcontractors monitoring visits are going to be scheduled soon so all visits will be completed by October.
<p>Action: Strategic Planning</p> <ul style="list-style-type: none"> ➤ Discuss Next Steps with Consultant Lucy Hernandez ➤ Strategic Plan Approval ➤ Organizational Standards Approval ➤ EOC Board Members Recruitment strategy 	<ul style="list-style-type: none"> • Reich went over the Strategic Plan the EOC came up with during previous planning sessions. • Reich read the working draft of the Agency Level, Community Level, and Individual/Family Goals along with strategies to achieve said goals. <p>A motion to approve the new EOC Strategic Plan was made by Medlen and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell, Medlen. Nays: None Abstentions: None Absent: None</p>
<ul style="list-style-type: none"> ➤ Reports 	<ul style="list-style-type: none"> • No reports.
<ul style="list-style-type: none"> ➤ Next Steps 	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Rename meeting to Special Executive Meeting instead of Business Meeting. • Let Fiscal Subcommittee know about future funding issues to ensure all contract funds are spent. • Send out email with EOC vacancy flyer for EOC members to share amongst personal networks. • Reich will email Site Visit information to EOC members. • Reich will email out e-card for Dr. A. • We got it done.
<p>Evaluate the Meeting</p>	

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Group/Meeting Name: Economic Opportunity Council Business Meeting

Date: 9/8/2022 **Time: From:** 6:00 PM **To** 7:30 PM

Location: Video Conference Meeting

ZOOM call:

- Visit <https://us06web.zoom.us/j/89487662257?pwd=S0crZVBvMmVWTUcvMkkwenhPN0lTUT09>
- Click Join meeting and enter the following ID #: **894 8766 2257**
- You will be prompted to enter *your name* and the following password: **095732**
- Wait for host to join

Call-in:

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: **095732**

Meeting Leader: Renee Zeimer, Chair

Purpose: To Conduct 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 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 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.
Ratify proposal to extend next year's CSBG base contracts (approved at EOC Special Called Meeting August 16, 2022).
Ratify CSB Strategic Plan (approved at EOC Special Called Meeting August 16, 2022).
Receive updates on Fiscal reports (includes LIHEAP/ Weatherization) so that members are fully informed.
Discuss EOC Board Member Application Patricia J. Campbell. Discuss EOC Board recruitment strategies. Discuss 2022-2023 Executive Committee Elections.
Discuss on-site subcontractor monitoring visits timeline, sign-ups and next steps.
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: <ul style="list-style-type: none"> June 9, 2022 EOC Business Meeting minutes draft June 29, 2022 EOC Special Business Meeting minutes draft 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Action: <ul style="list-style-type: none"> Ratify proposal to extend next year's CSBG base contracts 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. Action: <ul style="list-style-type: none"> Ratify CSB Strategic Plan (approved at EOC Special Called Meeting August 16, 2022) 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
6. Fiscal Reports: <ul style="list-style-type: none"> 2020 CSBG CARES expenditure report 2021 CSBG June 2022 expenditure reports 2021 CSBG July 2022 expenditure reports LIHEAP/ Weatherization reports October 1, 2021-December 31, 2021 LIHEAP/ Weatherization reports January 1, 2022 - March 31, 2022 	Present Clarify Check for Understanding	CSB staff	20 Minutes
7. Discuss: <ul style="list-style-type: none"> EOC Board Member Application Patricia J. Campbell Discuss EOC Board recruitment strategies 2022-2023 Executive Committee Elections 	Present Clarify Check for Understanding	Group	20 Minutes

Agenda

What	How	Who	Time
8. Discuss: <ul style="list-style-type: none"> • On-site subcontractor monitoring visits timeline, sign-ups and next steps 	Present Clarify Check for Understanding	CSB staff	15 Minutes
9. Reports: <ul style="list-style-type: none"> • CSB Director • EOC Chair • CSB Staff • EOC members 	Present Clarify Check for Understanding	Group	10 Minutes
10. Next Steps	Present Clarify Check for Understanding	Group	3 Minutes
11. Meeting Evaluation	+/-Δ	Group	2 Minutes

DRAFT

Application Form

Profile

PATRICIA

First Name

J

Middle Initial

CAMPBELL

Last Name

[Redacted]

Home Address

Suite or Apt

Danville

City

CA

State

94526

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

District Locator Tool

Resident of Supervisorial District:

District 2

[Redacted]

Employer

Dean

Job Title

Length of Employment

5 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

How long have you lived or worked in Contra Costa County?

5 years

Are you a veteran of the U.S. Armed Forces?

Yes No

Board and Interest

Which Boards would you like to apply for?

Economic Opportunity Council: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

Yes No

If Yes, how many meetings have you attended?

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

University of Denver

Degree Type / Course of Study / Major

Ph.D.

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Illinois State University

Degree Type / Course of Study / Major

BS

Degree Awarded?

Yes No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

Yes No

Other Trainings & Occupational Licenses

Other Training A

Certificate Awarded for Training?

Yes No

Other Training B

Certificate Awarded for Training?

Yes No

Occupational Licenses Completed:

Qualifications and Volunteer Experience

Please explain why you would like to serve on this particular board, committee, or commission.

I would like the opportunity to serve my community. I selected boards that would fit with my background and experience. I serve as the Dean of Benerd College at the University of the Pacific. Our school focuses on education, leadership, and professional and continuing education. We regularly partner with local businesses to address training and professional development needs. One of our goals to ensure our students exit our programs with the knowledge, skills, and abilities to be successful in their careers and in their lives. As such, I can bring an educational perspective to the Economic Opportunity Council and Workforce Development Board, while also learning about the needs of local businesses and the community. Lastly, as a private pilot, I am interested in the Aviation Advisory Committee because I see the need for private pilots to better understand the issues pertaining to airport security and economic development. I would be honored to be selected to serve on any one of these boards.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Please see my attached CV.

[Upload a Resume](#)

Would you like to be considered for appointment to other advisory bodies for which you may be qualified?

Yes No

Do you have any obligations that might affect your attendance at scheduled meetings?

Yes No

If Yes, please explain:

I work full time, but can typically adjust my schedule as needed.

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Yes No

If Yes, please list the Contra Costa County advisory board(s) on which you are currently serving:

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

List any volunteer or community experience, including any advisory boards on which you have served.

Most of my volunteer experience has been with professional organizations, e.g. organizing conferences, serving on executive boards for professional organizations (American Political Science Association, Georgia Political Science Association), or serving on editorial review boards (Indigenous Policy Studies, Journal of Global Security and Intelligence Studies, etc). I have volunteered with Habitat for Humanity and Tree People.

Conflict of Interest and Certification

Do you have a familial or financial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed under the "Important Information" section below or Resolution No. 2021/234)

Yes No

If Yes, please identify the nature of the relationship:

Do you have any financial relationships with the County such as grants, contracts, or other economic relationships?

Yes No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

I Agree

Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: (1) file a Statement of Economic Interest Form also known as a Form 700, and (2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2021/234, a person will not be eligible for appointment if he/she is related to a Board of Supervisors' member in any of the following relationships:
 - (1) Mother, father, son, and daughter;
 - (2) Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 - (3) Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 - (4) Registered domestic partner, pursuant to California Family Code section 297;
 - (5) The relatives, as defined in 1 and 2 above, for a registered domestic partner;
 - (6) Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

PATRICIA J. CAMPBELL, Ph.D.

Dean, [REDACTED]
[REDACTED]

EDUCATION

Ph.D., International Relations	Korbel School of International Studies, University of Denver, Denver, CO Fields: Comparative Politics, Africa, Human Rights, Gender, Migration	1993
B.A., Political Science & History	Illinois State University, Normal, IL Double Major in History and Political Science; Minor German	1985

ACADEMIC APPOINTMENTS

Position	Institution	Year
Dean, [REDACTED]	[REDACTED]	July 2019-present
Dean, University College	[REDACTED]	July 2017-July 2019
Vice President & Assistant Provost of Graduate Studies, Research, & Innovation	American Public University System Charles Town, WV	2014-2017
Vice President & Dean of Graduate Studies	American Public University System	2014-2015
Associate Vice President & Dean of Graduate Studies	American Public University System	2011-2013
Interim Dean of the School of Security & Global Studies	American Public University System	Jan.-April 2012
Program Director, International Relations, Middle Eastern, & Area Studies	American Public University System	2008-2011
Professor, Department of Political Science & Planning	University of West Georgia Carrollton, GA	2005-2008
Acting Chair, Department of Political Science & Planning	University of West Georgia	2002
Associate Professor, Department of Political Science & Planning	University of West Georgia	2000-05
Director, Global Studies Program	University of West Georgia	2001-2005
Assistant Professor, Department of Political Science & Planning	University of West Georgia	1995-2000

Adjunct Professor, Social Sciences Department	Aims Community College Ft. Lupton, CO	1994-95
Teacher, Social Studies	Academy of our Lady Chicago, IL	Jan. 1986-Aug. 1987

PROFESSIONAL EXPERIENCE & SELECTED ACHIEVEMENTS

Administrative Leadership

University of the Pacific:

- Oversaw the merger of two existing colleges (University College and Benerd School of Education) into one College, Benerd College. This included strategic planning for the new entity, developing new bylaws and merging the staff functions. Benerd College, per university directive, functions under several different budget models requiring management of an annual budget along with endowed funds, totally more than \$10 million. Benerd College includes:
 - Bachelors through doctoral programs in Education, degree completion, and Counseling Psychology.
 - Credit and non-credit offerings, totaling more than 24,000 enrollments for FY2020.
 - International Programs and Services (IPS) and UOP International (UOPI).
 - State Authorization (2017-2021).
 - Online Teaching & Learning.
 - Osher Lifelong Learning Institute (OLLI).
- Oversaw successful accreditation visit by the California Commission on Teacher Credentialing (CCTC) and National Association of School Psychologists (NASP).
- Raised \$8 million toward the University's endowment campaign.
- Secured a series of grants (totaling more than one million dollars) from Abbott Pharmaceuticals to create Diabetes Management certificates to help battle the diabetes epidemic in the San Joaquin Valley.
- Introduced for-credit and stackable certificates to Pacific.
- Increased enrollment in continuing and professional development by more than 15,000.
- Increased enrollment in Bachelor of Liberal Studies by 130 percent.
- Restructured University College leading to a more than one million dollar increase in revenue in FY 18, an increase in enrollment, and an increase in the number of continuing education programs, certificates, and extension courses.
- Oversaw the revision of the structure and curriculum for Pacific's degree completion programs to better reflect the needs of employers and market demands.
- Oversee online education and instructional design at Pacific, promoting online teaching and learning across all three campuses and ensuring courses and programs are compliant with federal rules and regulations and with regional accreditation requirements.
- Manage UOP's partnership with Shorelight International, which has brought in more than 300 international students to Pacific.
- Managed Pacific's "Academic Technology Blueprint," which is Pacific's strategic plan for modernizing learning spaces, enhancing personalized learning, and extending support for faculty and student scholarship.
- Oversaw the Center for Teaching and Learning and helped ensure faculty had access to vibrant support for online teaching (2017-2019).

- Led Pacific's effort to accept Associate Degrees for Transfer (ADTs).
- Work closely with the local community and business leaders to identify areas where workforce development needs are not being met in order to develop the training, certificates, and programs that meet these needs.
- Serve on the Council of Deans, which provides advice to the provost on all matters related to the Academic unit.
- Manage the University's multiple external partners, Hanover, Canvas, Burning Glass, ECG, etc.
- Serve on the University's health school planning group that designed and launched a new school of Health Sciences.

American Public University System:

- Member of the President's Cabinet, which was responsible for the development, execution, and monitoring of the university's strategic plan and employee related MBOs.
- Responsible for exploring and creating alternative learning modalities, including competency-based education, micro-credentialing, prior learning assessment, etc.
- Working closely with the Board of Trustees, led the development of the institution's first doctoral programs, including completing the institution's successful application to our accrediting body, the Higher Learning Commission (HLC), to become a doctorate granting institution.
- Ensured effective communication and collaboration with IT, instructional design, marketing, scheduling, payroll, etc. for effective and timely project management of new strategic initiatives.
- Led the initiative to create competency-based learning programs that ensure educational quality and flexibility.
- Co-Chaired the university's Foundations of Excellence Committee, working in conjunction with the John N. Gardner Institute for Excellence in Undergraduate Education to develop new admissions criteria and a new core-learning module designed to positively impact retention, persistence, and graduation rates.
- Created and chaired the university's Institutional Review Board (IRB), responsible for reviewing all research involving human subjects.
- Created and chaired the university's Internal Research Review Board, which reviewed all requests to conduct research involving university staff, students, and faculty, ensuring the research was both sound and of strategic importance to the institution.
- Created the key performance indicators that were used by 36 master's degree programs to measure the university's progress in developing a vibrant graduate culture.
- Developed an online orientation for new graduate students and collaborated with school deans to make it a requirement for all incoming graduate students.
- Created and chaired the Graduate Advisory Council, which was responsible for providing oversight of 36 master's degrees, 43 certificates, and 7 learning track programs. Responsibilities included curriculum review, policy development and review, and accreditation preparation.
- Created and administered the university's graduate teaching certification process, which required all graduate teaching faculty to participate in a workshop that provided them with tools and strategies for creating a vibrant graduate culture.
- Implemented best practices in graduate education as recommended by the HLC and collaborated with school deans and program directors to prepare other discipline specific accreditation reports and applications.
- Shepherded nine programs (bachelor's degrees, minors, a certificate, and master's programs) through a period of rapid growth (400% in 4 years) and successful accreditation review by developing curriculum; scheduling courses; conducting program reviews; and recruiting, hiring, developing, and evaluating more than 30 faculty.
- Responsible for tracking all capitalized labor costs and profit and loss (P&L) related to the external contracts I oversaw.
- Administered the university's research grant awards process, which annually allocated over \$150,000 in research grants.

- Served on the Provost's Advisory Council, the university's academic leadership team, collaboratively charting the future goals and direction of the university and providing recommendations regarding the allocation of resources in pursuit of identified strategic priorities.
- Served as a peer reviewer for the Higher Learning Commission, working in teams to conduct on-site visits to assess universities' overall institutional quality as well as institutional progress toward meeting HLC established standards and criteria.
- Developed new policies for graduate studies' retention and persistence efforts as well as new entrance requirements that improved learning outcomes in 36 master's programs.
- Evaluated all 36 Master's programs, identified areas for improvement, and worked collaboratively with faculty, program directors, and deans to ensure a culture of continuous improvement.
- Set standards for end of program assessments across all graduate programs, including establishing all policies related to comprehensive exams and capstone exercises. Developed the End of Program Assessment Manual used by all graduate programs.
- Co-Chaired the university's initiative to map all programs to the Lumina Foundation's Degree Qualifications Profile's (DQP) five areas of learning (applied learning, intellectual skills, specialized knowledge, integrative knowledge, and civic learning). Developed strategies for identifying and closing gaps as well as created methods to validate the mapping process.
- Developed the university's institutional specific DQP area of learning, Digital Information Literacy, and worked collaboratively to integrate this into every university program.

University of West Georgia:

- Led the Political Science Department's efforts to convert curriculum from the quarter system to the semester system.
- Chaired various tenure and post-tenure review committees.
- Served as a faculty senator and chaired various committees within the senate including the Faculty, Staff and Personnel Committee that wrote the university's Sexual Harassment policy.
- Developed and served as Program Director for the university's first interdisciplinary bachelor's program in Global Studies.
- Successfully shepherded the Global Studies program through Southern Association of Colleges and Schools (SACS) accreditation review.
- As Acting Chair of the Political Science Department, managed the department's budget, including hiring, resource allocation, and procurement.

P U B L I C A T I O N S

"TED Studies: Government and Politics - Cyber-Influence & Power," co-author, Christy R. Stevens, TED Studies/Wiley, http://www.wiley.com/WileyCDA/Section/id-814658.html .	2013
<i>Introduction to Global Studies</i> , textbook, Wiley-Blackwell, co-authors Aran MacKinnon and Christy R. Stevens.	2010
"Collaborating with Librarians to Develop Lower Division Political Science Students' Information Literacy Competencies," <i>Journal of Political Science Education</i> , vol. 4, no. 2, co-author Christy R. Stevens.	2008
"Information Literacy and Global Citizenship: Collaborating to connect Lifelong Learning and Information Literacy in the Global Studies Classroom," <i>Reference Services Reviews</i> , vol. 34, no. 4, co-author Christy R. Stevens.	2006
"The Politics of Information Literacy: Integrating Information Literacy into the Political Science Curriculum," in <i>Information Literacy Collaborations that Work</i> , Eds. Trudi E. Jacobson and Thomas P. Mackey, New York, NY: Neal-Schuman Publishers, co-author Christy R. Stevens.	2006
"Gender and Post-conflict Civil Society: Eritrea," <i>International Feminist Journal of</i>	2005

Politics, vol. 7, no.3.

"Global Studies: Hurdles to Program Development, *College Teaching*, vol. 52, no.1, co-authors Paul E. Masters and Amy Goolsby. 2004

"Morocco, Changing Times? A New Generation of Arab Leader," *African Studies Quarterly*, vol. 7, no. 1. 2003

"The Truth and Reconciliation Commission (TRC) Human Rights and State Transitions: The South Africa Model," *Africa Studies Quarterly*, vol. 4, no. 3. 2000

"Gendered Human Rights: The International Community's Failed Response to the Persecution of Women," *Politics & Policy*, vol. 29, no.1. 2000

Democratization and the Protection of Human Rights: Challenges and Contradictions, Eds. Patricia J. Campbell and Kathleen Mahoney-Norris, Praeger Publishers. 1998

"Introduction," in *Democratization and the Protection of Human Rights: Challenges and Contradictions*, Eds. Patricia J. Campbell and Kathleen Mahoney-Norris, Greenwood Publishers, 3-14. 1998

"Unequal Democracies: The Gender Yardstick," in *Democratization and the Protection of Human Rights: Challenges and Contradictions*, Eds. Patricia J. Campbell and Kathleen Mahoney-Norris, Greenwood Publishers, 31-46. 1998

"The Global Studies Imperative," *Studies in Social Sciences*, vol. XXXV, co-author Paul E. Masters. 1998

"Culture, Human Rights, and Universality," *Third World Quarterly*, vol. 10, no. 1, co-author David R. Penna. 1998

"Preventing the Consequences of Human Rights Abuse: The Case of Refugee Women," *Selected Papers on Refugee Issues 1994*, with Peter W. Van Arsdale. Eds. Amy Zaharlick and Jeff MacDonald, Washington, D.C. American Anthropological Association, Committee on Refugee Issues. 1994

"The UNHCR and the International Refugee Protection System: Resources and Responses," in *Refugee Empowerment and Organizational Change: A Systems Perspective*, with Debra Kreisberg-Voss and Joy Sobrepenna. Ed. Peter Van Arsdale. Arlington, VA, Committee on Refugee Issues-American Anthropological Association, 155-180. 1993

"The Mexican American: Bilingual Education and the English Only Amendment," in *Racism and the Underclass in American: Discrimination Against Minorities and State Policy*, with Priscilla Falcon. Eds. George W. Shepherd and David Penna, Greenwood Press, 145-160. 1991

"The Telephone Survey Method," *Applied Field Methods a Manual of Practice*. Eds. Peter W. Van Arsdale and Swarnalatha Rao Vemuri, Center for Cultural Dynamics, 42-46. 1991

"The Longitudinal Research Method," *Applied Field Methods a Manual of Practice*. Eds. Peter W. Van Arsdale and Swarnalatha Rao Vemuri, Center for Cultural Dynamics, 52-58.

SELECTED PRESENTATIONS & CONFERENCES

"Developing a Graduate Culture in an Online Environment," Higher Learning Commission Annual Conference, Chicago, IL April 2016

"Learning 3.0," International Studies Association, Toronto, Canada March 2014

"Delivering Political Science Online: How to Create an Effective Online Learning Environment," American Political Science Association's Teaching and Learning Conference, Long Beach, CA Feb. 2013

Short Course: "Researching to Learn, Learning to Research: Teaching, Learning, and Online Research," American Political Science Association, Seattle, WA	Sept. 2011
Workshop Organizer/Presenter: "Delivering International Studies Online: How to Create an Effective Online Learning Environment," International Studies Association, New Orleans, LA	Feb. 2010
"Information Literacy and Global Citizenship: Making the Connection Between Lifelong Learning and Information Literacy in the Global Studies Classroom," LOEX of the West, Kona, Hawaii	June 2006
"Information Literacy and Lifelong Learning in Political Science," Midwest Political Science Association, Chicago, IL	April 2006
"Gender Relations in Post-Conflict Society: The Case of Eritrea," International Studies Association annual meeting, New Orleans, LA	March 2002
"The Truth and Reconciliation Commission (TRC): Human Rights and State Transitions: The South Africa Model," International Studies Association, Annual Meeting, Los Angeles, CA	March 2000
"The 'Third Wave': Human Rights and the (Re)construction of Democracy," Chair and Discussant, Midwest Political Science Association, Chicago, IL	April 1997
"Preventing the Consequences of Human Rights Abuse: The Case of Refugee Women," with Peter W. Van Arsdale, American Anthropological Association, Washington, D.C.	Nov. 1993
"The Mexican American: Bilingual Education and the English Only Amendment," Spring Speaker Series, University of Denver, Denver, CO	May 1990

EDITING & PEER REVIEWING

Co-editor , <i>Journal of Global Security and Intelligence Studies</i> As co-editor and working in conjunction with the Policy Studies Organization, helped launch the journal, including securing reviewers, soliciting and reviewing manuscripts and book reviews, assisting with marketing, and ensuring overall quality of the journal.	Jan. 2014- Aug. 2017
Advisory Council , <i>Indigenous Policy Journal</i> Charged with reviewing policies related to the journal as well as reviewing manuscripts.	ongoing
Member, Advisory Board , <i>ABC POL SCI: A Bibliography of Contents: Political Science and Government</i> ,	1998- 2001
Peer Reviewer	ongoing
<ul style="list-style-type: none"> • <i>International Migration Review</i> • <i>African Studies Review</i> • <i>Women in Politics</i> 	<ul style="list-style-type: none"> • <i>Indigenous Policy Journal</i> • <i>Politics and Policy</i>

SELECTED PROFESSIONAL SERVICE

Peer Mentor , American Political Science Association, serving as mentor for new APSA members to assist with professional and career development.	2010- 2018
Workshop Organizer , 19 th Annual Sloan Consortium (Sloan-C) International Conference on Online Learning. Created a full day workshop on graduate online teaching and learning (November 20, 2013, Lake Buena Vista, FL).	2013
Member at Large , Gay, Lesbian, Bisexual, and Transgender Caucus, International Studies Association	2010- 2014
Section Organizer , Southern Political Science Association meeting, Gay, Lesbian, Bisexual, and Transgender Caucus, New Orleans, LA	2011
Member at Large , Women's Caucus, International Studies Association	2010- 2013

Member , Executive Committee on Teaching and Learning, American Political Science Association	2009-11
Member , Southern Political Science Association Conference Program Committee, Chair, Comparative	2005
Officer , Executive Committee, Georgia Political Science Association	1997- 2000

SELECTED HONORS

Above and Beyond Award, APUS, recognized for successful HLC Graduate Studies report.	2015
Learning Resources Grant (\$1260) to explore the pedagogical potential of podcasting, University of West Georgia.	2006
Center for Teaching and Learning Grant (\$2000) to establish a study abroad program in South Africa, University of West Georgia	2005
International Offices Grant (\$5000) to establish a study abroad program in South Africa, University of West Georgia.	2005
Learning Resources Grant (\$1500) to conduct research in Eritrea, University of West Georgia.	2002
University of West Georgia's Senior Faculty Nominee for the National Endowment for the Humanities Summer Stipend Grant.	2000
Fulbright-Hays Seminar, "Morocco and Senegal: Faces of Islam in Africa."	1999
National Endowment for the Humanities, "Human Rights and Cultural Relativism," June-July awarded, but unable to accept, Columbia University, New York.	1999

SELECTED BLOGS & PODCASTS

Blogs

"Globalization and Outcomes-Focus are Changing the Face of Graduate Education," https://evollution.com/programming/program_planning/globalization-outcomes-focus-changing-face-graduate-education/	2014
"Know What to Expect When Taking Online Courses," https://apuedge.com/know-what-to-expect-when-taking-online-courses/	2014
"Managing Expectations: How to Make Sure You are Ready for College," https://apuedge.com/managing-expectations-how-to-make-sure-you-are-ready-for-college/	2014
"Should You Go to Graduate School?" http://www.evollution.com/opinions/graduate-school/	2013
"Choosing the Right Graduate Program," https://evollution.com/opinions/choosing-graduate-program/	2013
"Welcome to Graduate School. Now What?" http://evollution.com/opinions/graduate-school-what/	2013
"How to Excel in Graduate School," http://evollution.com/opinions/excel-graduate-school/	2013
"Social Discourse is Valuable to Online Grad-Student Experience," Guest Blog for: https://wallyboston.com/social-discourse-is-valuable-to-online-grad-student-experience/	2013

Podcasts

"Syria: Stepping Back from the Brink, for Now."	2013
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"Syria's Civil War - Implications for the Region and for the U.S."	2012
"The Death of Qaddafi"	2011
"Uncertainties in Libya"	2011

The Economic Opportunity Council
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Working by-laws edits from 2/8/2022
& 3/7/2022 Governance Subcommittee.

EOC Board approved 3.10.2022
Staff added new language 4.8.2022
EOC Approved 4.14.2022 w/ new language

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

I. Name

The Contra Costa County Economic Opportunity Council (EOC) is the tripartite board of the Community Action Agency (CAA) responsible for administering the Community Services Block Grant (CSBG). The Employment and Human Services Department's (EHSD) Community Services Bureau (CSB) is the Federal and State recognized public entity for the Community Action Agency (CAA) of Contra Costa County.

II. Authority

The Economic Opportunity Council of Contra Costa County was created under the Economic Opportunity Act of 1964, as amended, and the Community Services Administration Act of 1974, as amended, the Community Services Block Grant Act of 1981, as amended and the Coats Human Services Reauthorization Act of 1998, as amended. Federal CSBG Act 42 U.S.C. § 9910 states the entity shall administer the community services block grant program through a tripartite board able to participate actively in the development, planning, implementation, and evaluation of the CSBG program. Contra Costa County Board Resolution 3671 pursuant to the Economic Opportunity Act of 1964 created the legal authority for this body.

III. Officers

The officers of the EOC shall be the Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected annually at the September meeting.

A. Chairperson

The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointments to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

B. Vice-Chairperson

The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

C. Secretary

The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.

D. Election of Officers

The officers shall be elected annually at the September EOC meeting. Nominations for the officers shall be made by the general membership. Should any elective office become vacant, the Chairperson shall appoint a member to fill the vacancy for the remainder of the unexpired term and the EOC shall approve the appointment.

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E. Roles and Responsibility of the Executive Committee

Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

IV. Scope of Responsibilities

As set forth in the Economic Opportunity Act of 1964, as amended, the Community Services Block Grant Act of 1981 and the Coats Human Services Reauthorization Act of 1998, as amended, and by the actions of the Contra Costa County Board of Supervisors, the responsibilities of the EOC are:

- A. To make recommendations to Board of Supervisors (BOS) for EOC membership.
- B. To hold public hearings for the Community Action Plan of CSB.
- C. To participate in the subcontractor funding process as directed by program guidance.
- D. To conduct at least one (1) site monitoring visit to a subcontractor.
- E. To submit an Annual Report to the BOS on EOC activities accomplishments, membership attendance, required training/certification, proposed work plan or objectives.
- F. To review fiscal and programmatic reports submitted by staff regarding the performance of CSBG subcontractors and the Weatherization programs.
- G. To receive and review each month the budget, minutes, and other reports or materials prepared by staff.

V. Membership

A. The EOC shall consist of fifteen (15) members, divided equally among three sections, as follows:

1. Public Sector

The EOC Public Sector shall include five members of the Contra Costa County Board of Supervisors. Each Supervisor may appoint a delegate to serve and vote in his or her place. Delegate appointments must be approved by the Board of Supervisors.

2. Low-Income Sector

a) The EOC Low Income Sector shall include five members who represent the low income population.

b) To be eligible for appointment, a person must reside in a Contra Costa County low income community or represent low income residents.

c) All persons seeking appointment must submit an application to the Clerk of the Board.

d) The EOC may recommend for appointment up to two alternate Low Income Sector members, who shall serve and vote in place of Low Income Sector members who are absent from, or who are disqualifying themselves from participating in a meeting of the EOC.

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- e) Alternates must meet the same requirements as a regular Low Income Sector member.
- f) All appointments must be approved by the Board of Supervisors.
- g) Low-income representatives and alternates may be reimbursed for reasonable expenses (see Reimbursement Section 9).
- h) Procedure for selecting Representatives of Low Income Persons. Representatives of low income persons shall be chosen in accordance with democratic selection procedures adequate to assure that they represent the low income persons in the geographic service area. Representatives of low income persons may be selected either to represent a specific area, group, or neighborhood within the service area. Among the selection procedures which may be employed, either separately or in combination, are the following" (a) nominations and elections, whether within the neighborhoods, community or service area as a whole; (b) selection at a meeting or conference of low income persons such that the date, time, and place of such a meeting or conference have been adequately publicized; (c) selection of a small area basis (such as a neighborhood or town) of representatives who in turn select members for the Board; (d) the Board may recognize a group(s) or organizations(s) composed primarily of low income persons and representing the interest of the low income population, whose membership may select one or more representatives of the Board. Persons at or below 125% of the poverty line shall be permitted to vote in the selection processes. The Board may request a waiver for this 125% poverty line eligibility in order to establish residency or criteria as a basis for eligibility. The Board shall make the request for a waiver in writing to the Director of the Office of Community Services. Only those persons sixteen (16) years or older shall be eligible to vote. Each person voting shall be permitted to only one (1) vote.

3. Private/Non-Profit Sector

- a) The EOC Private/Non-Profit Sector shall include five members who represent the private sector, non-profit organizations, and public services agencies within Contra Costa County.
- b) All persons seeking appointment must submit an application to the Clerk of the Board.
- c) The EOC may recommend for appointment up to two alternate Private/Non-Profit Sector members, who shall serve and vote in place of Private/Non-Profit Sector members who are absent from, or who are disqualifying themselves from participating in a meeting of the EOC.
- d) Alternates must meet the same requirements as a regular Private/Non-Profit Sector member.
- e) All appointments must be approved by the Board of Supervisors.

B. Seat Terms

- 1. The term of office for Low-Income and Private/Non-Profit Sector members of the EOC shall

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be for two (2) years. Low-Income or Private/Non-Profit Sector members may serve no more than three (3) consecutive full terms. Low Income Sector and Private/Non-Profit Sector members may seek reappointment by submitting applications for review to the Clerk of the Board within a minimum of sixty (60) days prior to the end of their term. Members who fail to submit a completed application within the specified time period must reapply as a new applicant.

2. Public Sector members shall serve terms that are equal in duration to their term as a member of the Board of Supervisors or until withdrawn from delegation by the supervisor. Delegates serve four (4) year terms for the duration of the Board member term of office or until withdrawn by the supervisor.

3. **Unscheduled Vacancies:** Terms of the EOC shall begin on July 1st and end on June 30th. Should any seat become vacant during its term, the person appointed to fill that position shall serve for the unexpired portion of that term.

VI. Standards of Conduct

A. Standards

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1. All members, alternates and designated staff shall prioritize service to the poor over service to oneself.
2. EOC members are held to the same policies and procedures stated in the county's code of conduct at the following website :<https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>

B. Conflict of Interest

1. All members, alternates and designated staff shall disclose potential conflicts of interest by filing an annual Statement of Economic Interest (FORM 700) and all other necessary and required documents.
2. Where there is actual or potential conflict of interest, members will recuse themselves from the discussion and/or action taken.

VII. Terminations

An EOC member may be terminated from the body by a recommendation to the Board of Supervisors for removal.

A. Attendance

1. The EOC schedules a minimum of 10 business meetings annually. A quorum is necessary to conduct the business of the board. Two absences from the regularly scheduled EOC business meetings in a rolling 12-month period will warrant inquiry from the Executive Committee. Three absences from the regularly scheduled business meetings within a 12-month period will result in a recommendation to the Board of Supervisors for removal from the EOC.

B. Misconduct

1. Any members who have been called out of order by the chair more than once will be removed from the meeting for misconduct.
2. Due process in accordance with county guidelines will be followed. Refer to "Understanding Ethics & Conflict of Interest Codes <https://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>
3. For reasons of misconduct, a member will be recommended to the Board of Supervisors for removal by majority vote of EOC members currently serving.

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VIII. Membership Vacancies

A. Scheduled Vacancy

A scheduled vacancy occurs when a member's term expires. A scheduled vacancy can be filled after an open recruitment process and upon approval by the Board of Supervisors.

B. Unscheduled Vacancy

An unscheduled vacancy occurs when a member leaves prior to the end of their seated term. Staff will notify the Board of Supervisors of any unscheduled vacancies. The Clerk of the Board will post the vacancy for a minimum of ten business days. All persons seeking appointment must follow application protocols.

IX. Reimbursement

- A. The Economic Opportunity Council is responsible for providing, if necessary, reimbursements for reasonable expenses incurred by the low income sector representatives and alternates (i.e. transportation).
- B. Low Income representatives and alternates will be reimbursed for mileage according to standard rates when attending approved activities related to the Economic Opportunity Council.

1. Rates

All reimbursement rates are based on Administrative Bulletin #111.8 (dated 7-13-2010) and are subject to change.

2. Procedures for Requesting Reimbursement

Reimbursement request must be made using Demand form D-15 with original receipts attached. Reimbursement is made on a monthly basis.

X. Administration and Staff

CSB staff will provide technical and administrative program management and support to the EOC. Staff will ensure compliance with all local, state and federal requirements.

XI. Rules

The EOC may adopt such rules and procedures as are necessary to conduct its business. The EOC shall be governed in its activities by all applicable laws, regulations and instructions.

XII. Meeting and Meeting Notices

Meeting notices shall comply with the Brown Act, Contra Costa County's Better Government Ordinance, and all applicable local and state meetings laws.

A. General Meetings

General meetings of the EOC shall be held monthly at a time and location(s) convenient for the

**The Economic Opportunity Council
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members and the general public.

Each September, the EOC will set its general meeting schedule for the year.

1. The Chair, in consultation with the Executive Committee, may cancel a meeting if there is no business to warrant a meeting.

2. Virtual and hybrid meetings may take place in accordance with State and local public meeting laws.

B. Special Meetings

A special meeting may be called at any time by the Chairperson or by a majority of the members of the EOC in accordance with the Brown Act (public meeting law) and Contra Costa County's Better Governance Ordinance.

C. Quorum

A quorum is 51% of the fifteen authorized seats.

D. Voting

1. Voting on resolutions and all other matters shall be by roll call vote of members in attendance. When the vote is held, the ayes, nays, and abstentions shall be entered into the minutes. Proxy voting is not permitted.

2. Alternates shall be designated as Alternate number 1 and Alternate number 2 for purposes of voting.

E. Agenda

The agenda shall comply with the Brown Act and Contra Costa County's Better Government Ordinance and all applicable laws.

F. Executive Committee

The Executive Committee shall consist of the Chair, Vice-Chair and Secretary.

G. Use of Social Media

Board members may use social media to provide information and communicate their positions to constituents and the public. Other board members are prohibited from replying or reacting (ex. with emojis or like/dislike icons) to such posts regarding agency business as this constitutes a serial meeting, a violation of the Brown Act.

XIII. Amendments

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A. Amendments of ByLaws

These bylaws may be amended by two-thirds (2/3) vote of the current membership of the EOC. All amendments must be approved by the Board of Supervisors.

B. Notice of Amendment

Notice of proposed bylaws amendments must be presented in writing to the EOC and ajenized at a general meeting. The proposed amendments may be voted upon at the next general meeting of the EOC. The agenda for the meeting at which the proposed amendment is to be voted upon shall contain an item entitled "Proposed ByLaws Amendment."

C. Public Access to EOC Records

The EOC shall make available to the public all records as required by the Brown Act, Contra Costa County's Better Government Ordinance, the Public Records Act, and other applicable laws.

D. Dissolution

Dissolution of the EOC shall be affected in accordance with applicable law.



Contra Costa County
Employment & Human Services Department
Community Services Bureau



2022 Economic Opportunity Council Subcommittees

Executive Subcommittee: *1st Thursday of every month-12:00 pm – 1:00 pm (unless stated otherwise)*

1. Renee Zeimer- Chair
2. Devlyn Sewell - Vice Chair
3. Desire Medlen- Secretary

Fiscal Subcommittee: *1st Thursday of every month-11:00 am – 12:00 pm (unless stated otherwise)*

1. Ajit Kaushal- Chair
2. Renee Zeimer
3. Noe Gudino
4. Devlyn Sewell- Alternate
5. VACANT – *was Mandy Nelson*

Program Services: *Set meeting date and time: TBD*

1. Devlyn Sewell – Chair
2. Renee Zeimer
3. Brendan Foley
4. LaTonia Peoples-Stokes
5. Monisha Merchant

Outreach Subcommittee: *Set meeting date and time: TBD*

1. Monisha Merchant-Chair
2. Noe Gudino
3. VACANT – *was Samuel Houston*

Governance Subcommittee: *Set meeting date and time: TBD*

1. Desire Medlen--Chair
2. Ajit Kaushal
3. Renee Zeimer
4. Devlyn Sewell
5. VACANT – *was Cloudell Douglas*

Pending to place on a sub-committee

1. Sophia Navarro
2. Alison McKee

Business Meeting: *set 2nd Thursday of every month 6:00pm-7:30pm (unless stated otherwise)*

1. Renee Zeimer - Chair
2. Devlyn Sewell
3. Desire Medlen
4. Ajit Kaushal



Contra Costa County Employment & Human Services Department Community Services Bureau



5. Renee Zeimer
6. Noe Gudino
7. Brendan Foley
8. LaTonia Peoples-Stokes
9. Monisha Merchant
10. Sophia Navarro
11. Alison McKee
12. VACANT (Low-income seat #1)
13. VACANT (Low-income seat #4)
14. VACANT (Low-income seat #5)
15. VACANT (Public sector seat #1, Supervisor Gioia District)