

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:	11/3/2022
Time: From:	12:00 p.m.
To:	1:00 p.m.
Location:	Teleconference/ Video Meeting (Zoom)
Online:	<ul style="list-style-type: none"> • Visit: https://us06web.zoom.us/j/83959631868?pwd=SS9WVnNab1lueG4xNENxUnMlQlhPQT09 • Click Join meeting and enter the following ID #: 839 5963 1868 • You will be prompted to enter <i>your name</i> and the following password: 751951 • Wait for host to join
Call in:	Dial 1-669-900-9128 (San Jose) Enter Passcode: 751951
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 October 6, 2022 EOC Executive Subcommittee Meeting minutes.
Review and approve the draft November 10, 2022 EOC Business Meeting agenda.
Discuss on-site subcontractor monitoring progress and status.
Discuss EOC Annual Report preparation.
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 October 6, 2022 EOC Executive Subcommittee Meeting minutes 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Action: <ul style="list-style-type: none"> • Review and approve the draft November 10, 2022 EOC Business Meeting agenda 	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
5. Discuss on-site subcontractor monitoring progress and status	Present Clarify Check for Understanding	CSB Staff	15 Minutes
6. Discuss EOC Annual Report Preparation for submittal by December 1, 2022	Present Clarify Check for Understanding	CSB Staff	15 Minutes
7. Next Steps	Present	Group	3 Minutes
8. Meeting Evaluation	+/\u0394	Group	2 Minutes



Economic Opportunity Council (EOC) Executive Meeting Minutes

Location: Zoom Call



Date: 10/6/2022 **Time Convened:** 12:03 pm **Time Terminated:** 1:01 pm **Recorder:** Desiré Medlen

Conference Call attendees: Renee Zeimer, Desiré Medlen, Devlyn Sewell*(12:32), Ajit Kaushal*12:21.

Absentees: None.

Staff: Christina Reich, Amrita Kaur, Nicholas Bryant.

Quorum: Yes

*= Arrived after meeting called to order.

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> Chair Zeimer called the meeting to order at 12:03 pm. Medlen read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> None present.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and Approve September 1st, 2022, EOC Executive Meeting minutes 	<ul style="list-style-type: none"> The group reviewed the draft of the September 1st, 2022, Executive Meeting minutes. <p>A motion to approve the draft September 1st, 2022, Executive Meeting minutes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Medlen. Nays: None Abstentions: None Absent: Sewell</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft September 8th, 2022, EOC Business meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft of the September 8th, 2022, Business Meeting minutes. <p>A motion to approve the September 8th, 2022, Business Meeting minutes with no changes was made by Zeimer.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Medlen. Nays: None Abstentions: None Absent: Sewell</p>
<ul style="list-style-type: none"> ➤ Discuss on-site subcontractor monitoring visits timeline, sign-ups, and next steps. 	<ul style="list-style-type: none"> • Reich explained the on-site monitoring forms are being reviewed to make sure they are correct. • The goal is to have all subcontractor visits completed by November 15th. • This year’s visit can be hybrid (online) or in-person. • Last year’s forms were not complete due to all visits being virtual. • Staff will be making notes and the EOC must make sure their notes are complete.
<ul style="list-style-type: none"> ➤ Discuss CSBG Contracts amendment timeline, content, and budget. 	<ul style="list-style-type: none"> • Kaur clarified the CSBG contract renewal verbiage. Staff discussed any extensions or new items would need to go through contract amendments. • Current contacts expiring on February 28th, 2023, will be automatically renew the current contracts for another 12-month period. • This will allow funding to continue while paperwork toolkits are changed over to the 2-year contract model. • Kaur communicated any changes to contracts would be subject to new state regulations. • All renewal packets will go out in October. • Zeimer asked for new contract wording to be put in front of the main EOC board at the business meeting.
<ul style="list-style-type: none"> ➤ Discuss Contra Costa Board Training for Governance and Ethics held September 20, 2022, with Consultant Lucy Hernandez. 	<ul style="list-style-type: none"> • Reich relayed Lucy Hernandez’s recommendation to recite the Community Action Promise at the beginning of every EOC Business Meetings to remind everyone why we are all here. • Medlen said it would be a good idea to ground the group before proceeding with business. • Kaushal thought it was good to remind everyone of our responsibility to the community. • Zeimer recommended the Governance subcommittee review the proposal and decide to bring to the full EOC board.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> ➤ Review and Approve Ana Marie Guinto Bustos's EOC Application 	<ul style="list-style-type: none"> • Ana Marie Guinto Bustos's EOC Board Member Application needs to be approved to be on Business Meeting agenda. • Member would be filling the role of an alternate.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft October 13th, 2022, EOC Business Meeting agenda. 	<ul style="list-style-type: none"> • The group reviewed the draft of the October 13th, 2022, Business Meeting agenda. • Zeimer wanted to add an item to introduce the new Director, Nicholas Bryant. • Adding action item to approve the additional discretionary funds. • Adding new subcontractor site visit form to packet and agenda. <p>A motion to approve the October 13th, 2022, Business Meeting agenda with no changes 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>
<p>Next Steps</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Kaur will make adjustments to agenda and add monitoring form. <p>Kaur will schedule Governance subcommittee meeting.</p>
<ul style="list-style-type: none"> ➤ Evaluate the Meeting 	<ul style="list-style-type: none"> • We did it!

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"> Review and approve the draft October 27, 2022 Rescheduled EOC Business Meeting minutes 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports: <ul style="list-style-type: none"> 2020 CSBG CARES Final Close-out expenditure report CSBG September 2022 expenditure report 	Present Clarify Check for Understanding	CSB staff	15 Minutes
5. Discuss <ul style="list-style-type: none"> Discuss on-site subcontractor monitoring progress and status. 	Present Clarify Check for Understanding	CSB staff	20 Minutes
6. Discuss: <ul style="list-style-type: none"> EOC Annual Report Preparation for submittal by December 1, 2022 	Present Clarify Check for Understanding	CSB staff	20 Minutes
7. Reports: <ul style="list-style-type: none"> CSB Interim Director CSB Staff <ul style="list-style-type: none"> Debrief CSBG October 2022 Service Providers Meeting EOC Chair EOC Members 	Present Clarify Check for Understanding	Group	15 Minutes
8. Next Steps	Present Clarify Check for Understanding	Group	5 Minutes
9. Meeting Evaluation	+/\u0394	Group	5 Minutes



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.