

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

<b>Group/Meeting Name:</b>	EOC Executive Subcommittee Meeting
<b>Date:</b>	12/1/2022
<b>Time: From:</b>	12:00 p.m.
<b>To:</b>	1:00 p.m.
<b>Location:</b>	Teleconference/ Video Meeting (Zoom)
<b>Online:</b>	<ul style="list-style-type: none"> <li>• Visit: <a href="https://us06web.zoom.us/j/88439435705?pwd=NmVVM2ZBSG1wK2E2eFRMYUVZWm1rQT09">https://us06web.zoom.us/j/88439435705?pwd=NmVVM2ZBSG1wK2E2eFRMYUVZWm1rQT09</a></li> <li>• Click Join meeting and enter the following ID #: <b>884 3943 5705</b></li> <li>• You will be prompted to enter <i>your name</i> and the following password: <b>389934</b></li> <li>• Wait for host to join</li> </ul>
<b>Call in:</b>	Dial 1-669-900-9128 (San Jose) Enter Passcode: <b>389934</b>
<b>Meeting Leader:</b>	Renee Zeimer- Chair
<b>Purpose:</b>	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:**

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 November 3, 2022 EOC Executive Subcommittee Meeting minutes.
Review and approve the draft November 10, 2022 EOC Business Meeting minutes.
Review and approve the draft December 8, EOC Business Meeting agenda.
Discuss on-site subcontractors monitoring visit updates.
Discuss EOC Annual Report final submission.
Discuss EOC open member seats.
Discuss Public Hearings for 2023, client incentives, and 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
<b>3. Action:</b> <ul style="list-style-type: none"> <li>• Review and approve the draft November 3, 2022 EOC Executive Subcommittee Meeting minutes</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
<b>4. Action:</b> <ul style="list-style-type: none"> <li>• Review and approve the draft November 10, 2022 EOC Business Meeting minutes</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
<b>5. Action:</b> <ul style="list-style-type: none"> <li>• Review and approve the draft December 8, 2022 EOC Business Meeting agenda</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
6. Discuss on-site subcontractors monitoring updates (includes key hi-lites)	Present Clarify Check for Understanding	CSB Staff	10 Minutes
7. Discuss EOC Annual Report final submission	Present Clarify Check for Understanding	CSB Staff	5 Minutes
8. Discuss EOC upcoming resignations, new members, and vacant seat recruitment strategies	Present Clarify Check for Understanding	CSB Staff	5 Minutes
9. Discuss Public Hearings 2023 scheduling, client incentives, and next steps	Present Clarify Check for Understanding	CSB Staff	10 Minutes
10. Next Steps	Present	Group	3 Minutes
11. Meeting Evaluation	+/\u0394	Group	2 Minutes



## Economic Opportunity Council (EOC) Executive Meeting Minutes

Location: Zoom Call



**Date:** 11/3/2022      **Time Convened:** 12:02 pm      **Time Terminated:** 1:04 pm      **Recorder:** Desiré Medlen

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

**Absentees:** None.

**Staff:** Christina Reich, Amrita Kaur.

**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 12:02 pm.</li> <li>Zeimer read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None present.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and Approve October 6<sup>th</sup>, 2022, EOC Executive Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>The group reviewed the draft of the October 6<sup>th</sup>, 2022, Executive Meeting minutes.</li> </ul> <p><b>A motion to approve the draft October 6<sup>th</sup>, 2022, Executive Meeting minutes was made by Sewell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Medlen, Sewell.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and approve the draft November 10<sup>th</sup>, 2022, EOC Business meeting agenda</li> </ul>	<ul style="list-style-type: none"> <li>• Kaur went over pending agenda items.</li> <li>• A new candidate for the EOC wants to interview at meeting and another person has expressed interest in joining.</li> <li>• Zeimer and Kaushal want to add a standing CalCAPA report to monthly meetings.</li> <li>• Introduction to interim director will also be added.</li> </ul> <p><b>A motion to approve the November 10<sup>th</sup>, 2022, Business Meeting agenda with noted changes was made by Sewell, seconded by Medlen.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: None</b></p>
<ul style="list-style-type: none"> <li>➤ Discuss on-site subcontractor monitoring progress and status.</li> </ul>	<ul style="list-style-type: none"> <li>• Reich updated with the Executive Sub-committee the subcontractor sites already visited.</li> <li>• Reich shared some of the positive stories from the visits so far.</li> <li>• Reich stated all the visits will be completed before Thanksgiving.</li> </ul>
<ul style="list-style-type: none"> <li>➤ Discuss EOC Annual Report Preparation for submittal by December 1, 2022</li> </ul>	<ul style="list-style-type: none"> <li>• Reich presented the annual report form and went over the information that will be included on the report.</li> <li>• The draft of the form will be emailed out to all EOC members before the November Business Meeting to make any additions or changes.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Next Steps</b></li> </ul>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> <li>• Reich will investigate more EOC training possibilities to spend down funding.</li> </ul>
<ul style="list-style-type: none"> <li>➤ <b>Evaluate the Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• Thumbs up.</li> </ul>



## Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



**Date:** 11/10/2022    **Time Convened:** 6:03 pm    **Time Terminated:** 7:33 pm    **Recorder:** Desiré Medlen

**Conference Call attendees:** Devlyn Sewell, Desiré Medlen, Monisha Merchant, Ajit Kaushal, Sofia Navarro, LaTonia Peoples-Stokes, Alison McKee, Brendan Foley, Patricia Campbell.

**Absentees:** Renee Zeimer.

**Staff:** Amrita Kaur, Christina Reich, Michael Morris, Nicholas Bryant.

**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 6:03 pm.</li> <li>• Morris read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>• None present.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Interview EOC Board Member Applicant Delphine A. Smith</li> <li>➤ Discuss and vote for EOC Board Member Applicant Delphine A. Smith</li> </ul>	<ul style="list-style-type: none"> <li>• EOC Members went over and divided up interview questions for new member interview.</li> <li>• EOC Members discussed their history on the board before asking questions to Smith.</li> <li>• Smith answered questions and asked one to the board.</li> <li>• Board deliberated confirming Smith before moving forward with the vote.</li> </ul> <p><b>A motion to approve Delphine A. Smith as a new EOC Board Members was made by Peoples-Stokes and seconded by Campbell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Foley, McKee, Merchant, Sewell, Peoples-Stokes, Kaushal, Navarro, Campbell, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: None</b>  <b>Absent: Zeimer</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<p><b>Introduction of new CSB Interim Director Nicholas Bryant</b></p> <ul style="list-style-type: none"> <li>➤ CSB Interim Director Report</li> </ul>	<ul style="list-style-type: none"> <li>• Reich introduced CSB Interim Director Nicholas Bryant.</li> <li>• Bryant went over his work history and experience relevant to public service.</li> <li>• EOC Members introduced themselves to Bryant.</li> </ul>
<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and approve the draft October 27, 2022 Rescheduled EOC Business Meeting minutes</li> </ul>	<ul style="list-style-type: none"> <li>• The group reviewed the draft October 27<sup>th</sup>, 2022, Business Meeting minutes.</li> </ul> <p><b>A motion to approve the draft with no edits October 27<sup>th</sup>, 2022, Business Meeting minutes was made by Kaushal and seconded by McKee.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Foley, McKee, Merchant, Sewell, Peoples-Stokes, Kaushal, Navarro, Medlen.</b>  <b>Nays: None</b>  <b>Abstentions: Campbell</b>  <b>Absent: Zeimer</b></p>
<p><b>Fiscal Reports:</b></p> <ul style="list-style-type: none"> <li>➤ 2020 CSBG CARES Final Close-out expenditure report</li> <li>➤ CSBG September 2022 expenditure report</li> <li>➤ Discuss unspent training funds</li> </ul>	<ul style="list-style-type: none"> <li>• Morris went over CARES Final Expenditure report.</li> <li>• Some sub-contractors did not expend all their discretionary funds on this special contract.</li> <li>• Morris presented CSBG September 2022 report.</li> <li>• Morris stated expenses are on track for fully spending contract funds.</li> <li>• Kaushal discussed training funds that were not spent for CalCAPA conference.</li> </ul>
<p><b>Discuss: On-site Subcontractor Monitoring</b></p> <ul style="list-style-type: none"> <li>➤ Update on-site subcontractor monitoring visits</li> <li>➤ Recruit volunteer for Student Intern Program</li> </ul>	<ul style="list-style-type: none"> <li>• Reich shared updates of the four completed on-site visits.</li> <li>• Reich shared highlights from a few of the visits.</li> <li>• Sewell discussed a site visit for Rising Sun.</li> </ul>
<p><b>Discuss: Annual Report</b></p> <ul style="list-style-type: none"> <li>➤ Receive input for Annual Report due December 1, 2022, and update draft</li> </ul>	<ul style="list-style-type: none"> <li>• Reich went over the Annual Report that goes to the Board of Supervisors that outlines the work completed by the EOC.</li> <li>• Reich shared the draft and opened the floor for additions or changes to the report.</li> </ul>
<p><b>Reports:</b></p> <ul style="list-style-type: none"> <li>• <b>CSB Director</b></li> </ul>	<p><b><u>CSB Director</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> <li>• CSB Staff</li> <li>• EOC Chair</li> <li>• EOC Members</li> </ul>	<p><b><u>CSB Staff</u></b></p> <ul style="list-style-type: none"> <li>• Reich did a recap of AmeriCorps meeting and connections with sub-contractors.</li> <li>• Merchant added that the meeting went very well.</li> </ul> <p><b><u>EOC Chair</u></b></p> <ul style="list-style-type: none"> <li>• None.</li> </ul> <p><b><u>EOC Members</u></b></p> <ul style="list-style-type: none"> <li>• Kaushal gave updates about CalCAPA.</li> <li>• April 17<sup>th</sup> and 18<sup>th</sup> will be the next CalCAPA legislation days.</li> <li>• Kaushal outlined bills supported by local officials and CalCAPA.</li> </ul>
<p><b>Next Steps</b></p>	<p><b><u>Next Steps</u></b></p> <ul style="list-style-type: none"> <li>• Any input on the annual report must be emailed to Reich by Monday the 14<sup>th</sup>.</li> <li>• Staff will update EOC with training opportunities next month.</li> <li>• More site visits will be shared next month.</li> <li>• Kaushal and Staff will send out a save the date flyer for CalCAPA.</li> <li>• Board of Supervisors will review approval of candidate Smith.</li> <li>• Staff will schedule orientation for new member Campbell.</li> <li>• Reich reminded EOC to email both Reich and Kaur for any communications.</li> <li>• Reich will distribute homeless backpacks to any members who wish to hand them out.</li> </ul>
<p><b>Evaluate the Meeting</b></p>	<ul style="list-style-type: none"> <li>• Good job, everyone.</li> </ul>

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

**Date:** 12/8/2022      **Time: From:** 6:00 PM      **To** 7:30 PM

**Location:** Video Conference Meeting

**ZOOM call:**

- Visit:  
<https://us06web.zoom.us/j/86432418469?pwd=WndBRFRiZnNyZi9tYnp3Y1hQWU9BQT09>
- Click Join meeting and enter the following ID #: **864 3241 8469**
- You will be prompted to enter *your name* and the following password: **989146**
- Wait for host to join

**Call-in:**

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: **989146**

**Meeting Leader:** Renee Zeimer, Chair

**Purpose:** To Conduct EOC Business Meeting

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*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.*

**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 November 10, 2022 EOC Business Meeting minutes for official record.
Receive updates on Fiscal reports (includes LIHEAP/Weatherization) so that members are fully informed.
Discuss on-site subcontractors monitoring visit updates.
Discuss Annual Report final submission.
Discuss EOC open member seats.
Discuss Public Hearings for 2023, client incentives, 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.



<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
<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>Review and approve the draft November 10, 2022 EOC Business Meeting minutes</li> </ul>	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
<b>4. Fiscal Reports</b> <ul style="list-style-type: none"> <li>CSBG October 2022 Expenditure Report</li> <li>LIHEAP/Weatherization reports April 1, 2022-June 30, 2022</li> </ul>	Present Clarify Check for Understanding	CSB staff	15 Minutes
<b>5. Discuss</b> <ul style="list-style-type: none"> <li>On-site subcontractor monitoring visit updates (includes key hi-lites)</li> </ul>	Present Clarify Check for Understanding	CSB staff	10 Minutes
<b>6. Discuss</b> <ul style="list-style-type: none"> <li>Annual Report final submission</li> </ul>	Present Clarify Check for Understanding	CSB staff	10 Minutes
<b>7. Discuss</b> <ul style="list-style-type: none"> <li>EOC upcoming resignations, new members, and vacant seat recruitment strategies</li> </ul>	Present Clarify Check for Understanding	CSB staff	10 Minutes
<b>8. Discuss:</b> <ul style="list-style-type: none"> <li>Public Hearings 2023 scheduling, client incentives, and next steps</li> </ul>	Present Clarify Check for Understanding	CSB staff	10 Minutes
<b>9. Reports</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>CSB Staff (training opportunities)</li> <li>Chair</li> <li>Ajit Kaushal CalCAPA (First Vice President)</li> <li>Other member reports</li> </ul>	Present Clarify Check for Understanding	Group	15 Minutes

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
<b>10. Next Steps</b>	Present Clarify Check for Understanding	Group	5 Minutes
<b>11. Meeting Evaluation</b>	+/ $\Delta$	Group	5 Minutes

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