

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.

Group/Meeting Name: Economic Opportunity Council Business Meeting

Date: 11/10/2022 **Time: From:** 6:00 PM **To** 7:45 PM

Location: Video Conference Meeting

ZOOM call:

- Visit: <https://us06web.zoom.us/j/85397985516?pwd=OGllQ2RsdERZSkZYSggrb3BCRDEwdz09>
- Click Join meeting and enter the following ID #: **853 9798 5516**
- You will be prompted to enter *your name* and the following password: **252311**
- Wait for host to join

Call-in:

- Dial 1-669-900-9128 US (San Jose)
- Enter Conference code: **252311**

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.*

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.
Interview new EOC Board Member applicant Delphine A. Smith.
Introduce new CSB Interim Director Nicholas Bryant.
Review and approve the draft October 27, 2022 Rescheduled EOC Business Meeting minutes for official record.
Receive updates on Fiscal reports so that members are fully informed.
Discuss unspent training funds.
Discuss on-site subcontractor monitoring visits.
Discuss Annual Report due December 1, 2022 and receive input for draft updates.
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"> Interview new EOC Board Member applicant Delphine A. Smith Discuss and vote for new EOC Board Member applicant Delphine A. Smith 	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
4. Introduction of new CSB Interim Director Nicholas Bryant <ul style="list-style-type: none"> CSB Interim Director Report 	Present	CSB staff	15 Minutes
5. 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
6. Fiscal Reports <ul style="list-style-type: none"> 2020 CSBG CARES Final Close-out expenditure report CSBG September 2022 expenditure report Discuss unspent training funds 	Present Clarify Check for Understanding	CSB staff	15 Minutes
7. Discuss <ul style="list-style-type: none"> Update on-site subcontractor monitoring visits Recruit volunteer for Student Intern Program 	Present Clarify Check for Understanding	CSB staff	10 Minutes
8. Discuss <ul style="list-style-type: none"> Receive input for Annual Report due December 1, 2022 and update draft 	Present Clarify Check for Understanding	CSB staff	15 Minutes

Agenda

What	How	Who	Time
9. Reports <ul style="list-style-type: none"> • CSB Staff <ul style="list-style-type: none"> ▪ Debrief CSBG October 2022 Service Providers Meeting ▪ Future training opportunities • Chair • Ajit Kaushal CalCAPA (First Vice President) • Other member reports 	Present Clarify Check for Understanding	Group	15 Minutes
10. Next Steps	Present Clarify Check for Understanding	Group	5 Minutes
11. Meeting Evaluation	+/ Δ	Group	5 Minutes

Application Form

Profile

Delphine _____ A _____ Smith _____
 First Name Middle Initial Last Name

_____ Suite or Apt
 Home Address

Rodeo _____ CA _____ 94572 _____
 City State Postal Code

Home: _____
 Primary Phone

_____ Email Address

District Locator Tool

Resident of Supervisorial District:

District 5

_____ Accounting Specialist _____
 Employer Job Title

Length of Employment

1 month

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?

46

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

Low Income

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?

N/A

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Contra Costa College

Degree Type / Course of Study / Major

Associates Degree

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Walden University

Degree Type / Course of Study / Major

Business Administration- Accounting

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

CPR/First Aid

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 have a passion and drive for assisting in programs that help people strive.

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

I was a previous policy council member for 5 years and it was a great experience for me .

[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:

Football Practice for my son. Church Chior Rehearsal 2nd and 4th Thursdays

Delphine A Smith

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:

EOC

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

EOC , Policy Council

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

Policy Council Contra Costa County, Delegate Board member for Supervisor John Gioia

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.

Delphine A. Smith

[REDACTED]
Rodeo, CA 94572
[REDACTED]
[REDACTED]

Robert Half Temp Services
City of Berkeley
Accounting Office Specialist II

January 2022 to March 2022

Processed Invoices for Police and Fire Departments, Created Purchase Order numbers for processing quotes for payments based on new and previous vendors for Accounting Team. Processed Documentation for payments through Tyler software. Proficient in City of Berkeley's adding funds to contracts for increasing funds to pay vendors, on a continuous basis. Responsible for contacting vendors regarding payments and updates of payments.

AP/AR Accountant
Elevate Gourmet Brands

July 2019 to October 2020

Research and resolve variances in all reconciliation tasks; making sure to document properly. Enter daily sales and payment reconciliation, providing sales audit and cash reconciliation processes for all locations. Prepare, sort, copy, file and mail invoices, receipts, correspondence and other requested items. Assume responsibilities and accountability for the following: Accounts payable, vendor setup, generate cash flow reports, prepare AP check runs and print checks. Prepare and analyze reports of receivables related accounts and transactions. Processed Cost accounting functions for Financial Director on a monthly basis.

Interim Finance Director
Health and Human Resource Education Center/Robert Half

July 2018 to November 2018

Process and manage payroll functions for employees, vendors and interns. Data entry of financial tasks, accounts payable/receivable, expense reports, invoices, budgeting and financial reports. Process cash reconciliations, check runs, debit and credit card activities. Prepare invoices, maintain petty cash, and perform monthly bank reconciliations. Review all payables for accuracy and back up documentation. Assured that program allocations are assigned properly. Develop, implement and maintain accounting and administrative policies and procedures for financial accounting, employee relations and other agency policies. Responsible for all human resource activities including employee benefits, health insurance and related benefits. Process financial data for different financial audits internal and external requirements.

Finance Director
Greater Richmond Interfaith Program (GRIP)

March 2011 to July 2017

Processed and managed daily payroll functions. Data entry of strict confidential financial and personnel information. Processed and collected data for accounts payable, expense reports, client billing, budgeting and financial reports. Prepared financial reporting, including income, balance sheet and cash statements. Maintained administration and management, finance, accounting for grants and contracts. Prepared, maintained and reconciled journal entries and general ledger accounts. Provided complex information to management and board in a clear and concise manner both written and verbal, including producing reports and presentations and facilitating meetings. Interacted with various outside visitors and agencies.

Community Health Manager
Brookside Community Health Center, Inc.

April 2009 to March 2010

Created and published health pamphlets and flyers for program, Hired and trained Community Health Outreach Workers on health programs Established collaborations with other community organizations and service providers Developed and scheduled Community Health Outreach Workers to low income census tracks

Office Manager/Tax Preparer
1st Liberty Financial, LLC

January 2007 to June 2014

Provided tax preparation and counseling for clients and businesses, managed task staff for tax preparation, assisted potential clients with insurance needs, maintained scheduling of clients and staff

Education: Bachelor of Science, California State University, Hayward, Business Administration- General Business

Associate of Art Degree, Contra Costa College, Business Management/Liberal Arts,

2004 – 2006
December 2013

Certificates:

Skills: Microsoft Office Suite, Outlook, QuickBooks, FileMaker Pro, ADP, Ovation, TaxWise, Cost Accounting, Accounting Functions

Volunteer: Parliamentarian, Executive Board Head Start Policy Council, Contra Costa County, Community Asthma Advocate with Contra Costa Health Services, West County Asthma Coalition, Environmental Justice Air Quality Resource Team, Environmental Justice Legislative Group, Richmond Just Cause Initiative for Housing, Beautification Committee, Ditching Dirty Diesel and Contra County's Earn it, Keep it, Save it Coalition New Horizon Career Development Center



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 10/27/2022 **Time Convened:** 6:02 pm **Time Terminated:** 8:06 pm **Recorder:** Desiré Medlen

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

Absentees: None.

Staff: Amrita Kaur, Christina Reich, Michael Morris.

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> Chair Zeimer called the meeting to order at 6:02 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"> ➤ Interview EOC Board Member Applicant Pamela L. Henderson ➤ Interview EOC Board Member Applicant Timothy L. Barrow ➤ Discuss and vote for EOC Board Member Applicant Pamela L. Henderson and Timothy L. Barrow 	<ul style="list-style-type: none"> EOC Members went over and divided up interview questions for new member interview. EOC Members discussed their history on the board before asking questions to Henderson and Barrow. Henderson and Barrow answered questions and asked one to the board. Board deliberated confirming Henderson and Barrow before moving forward with the vote. <p>A motion to approve Pamela L. Henderson and Timothy L. Barrow as a new EOC Board Members was made by Foley and seconded by Peoples-Stokes.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: None</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Action:</p> <ul style="list-style-type: none"> ➤ September 8th, 2022, EOC Business Meeting minutes 	<ul style="list-style-type: none"> • The group reviewed the draft June 9th, 2022, Business Meeting minutes. • Medlen pointed information from a previous set of minutes was on the current minutes and needs to be edited out. <p>A motion to approve the draft with noted edits September 8th, 2022, Business Meeting minutes was made by Kaushal and seconded by Medlen.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Zeimer, Peoples-Stokes, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: None</p>
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> ➤ 2020 CSBG CARES expenditure report ➤ CSBG August 2022 expenditure report 	<ul style="list-style-type: none"> • Morris went over 2020 CSBG Expenditure Report as of August 2022. • The contract is now officially closed. Budget was only expended to 94%. • Morris stated the new contract will not have any problems reaching 100%. • One subcontractor did not spend discretionary funds due to their financial reporting errors. • Newest CSBG contract is only updated as of August. At the next meeting there will be much more information to present. • Kaur added that payment delays have occurred because of subcontractor's insurance renewal compliance. Payments will only be distributed if insurance is current.
<p>Action: CSBG Revenue Agreement Amendment #2 Discretionary Funds</p> <ul style="list-style-type: none"> ➤ Approve additional CSBG discretionary funds and budget line items 	<ul style="list-style-type: none"> • Reich presented a budget \$8,945 to add to discretionary funds. • The money will be divided into two categories: Training (attending 2022CalCAPA Conference) \$1,600.00 and Incentives (Steps to Success Messenger Bags for low-income population at public hearings) \$7,345.00. <p>A motion to approve CSBG Revenue Agreement Amendment #2 Discretionary Funds was made by Kaushal seconded by Navarro.</p> <p>The motion passed with EOC members voting as follows: Ayes: Foley, McKee, Merchant, Sewell, Zeimer, Kaushal, Navarro, Medlen. Nays: None Abstentions: None Absent: Peoples-Stokes (dropped call)</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Discuss:</p> <ul style="list-style-type: none"> ➤ Contra Costa County Single Audit 	<ul style="list-style-type: none"> • The EOC has received the Contra Costa County Single audit. • There were no findings of note for the county.
<p>Discuss: On-site Subcontractor Monitoring</p> <ul style="list-style-type: none"> ➤ On-site subcontractor monitoring visits sign-up schedule ➤ Review program monitoring onsite visits forms for use 	<ul style="list-style-type: none"> • Reich went over schedule for the on-site subcontractor monitoring visits. • The date for Monument Crisis center changed from November 11th to November 2nd. • Reich went over the updated site monitoring forms and tools. • Reich also showed what forms the staff will be filling out for their file reviews.
<p>Discuss: CSBG Contract Renewals</p> <ul style="list-style-type: none"> ➤ CSBG Contracts renewals timelines, budgets, and content changes ➤ New demand Attestation Form for sub recipients to use 	<ul style="list-style-type: none"> • Kaur went over new verbiage added to CSBG Contract Renewals. • Verbiage includes Funding Disclaimer, Program Monitoring, Attestation Form from financial compliance officer, and Quarterly Report Deadlines. • All subcontractors must include signed Attestation Form with demands for funding. • County Council needs to review and make final approval of wording.
<p>Reports:</p> <ul style="list-style-type: none"> • CSB Director • CSB Staff • EOC Chair • EOC Members 	<p><u>CSB Director</u></p> <ul style="list-style-type: none"> • Reich spoke for the Director saying the department is doing a corrective action plan for the Head Start Program. In November they are expecting a federal review of all corrections. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> • Reich stated data must be presented to EOC periodically. • Reich presented 2022 Homeless Point-In-Time Count & Survey • In all areas homelessness has increased since 2019 across the county. • The only positive from the report was 71% of survey participants have received their COVID-19 vaccine. • Reich presented letter from Opportunity Junction where they outlined how important PPE was to continuing their programs. <p><u>EOC Chair</u></p> <ul style="list-style-type: none"> • Zeimer reminded people about being vaccinated and health care open enrollment. • Zeimer spoke about secondary student loan pot of money through Public Service Loan Forgiveness Form. • Zeimer quoted numbers showing childcare in the area seems to be stabilizing. • Zeimer encouraged everyone to vote in November.

TOPIC	RECOMMENDATION / SUMMARY
	<p><u>EOC Members</u></p> <ul style="list-style-type: none"> • Kaushal spoke about money available through the City of Concord for non-profits.
Next Steps	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Staff will take care of next steps.
Evaluate the Meeting	<ul style="list-style-type: none"> • We did it.

DRAFT

Community Services Block Grant												
Monthly Expenditures												
2020 CARES Contract # 20F-3646												
Term: MAR 27, 2020 - AUG 31, 2022												
Final												
Line		sub	CAA CARES	MAR	APR	MAY	JUN	JUL	AUG	YTD	YTD	
Item	Description	object	Budget	2022	2022	2022	2022	2022	2022	Total	Balance	%
	ADMINISTRATIVE COSTS:											
1	Salaries and Wages	1011	30,877	798.09	437.05	-	2,049.46	4,312.77	-	34,031	(3,154)	110%
2	Fringe Benefits		22,539.00	427.03	269.88	-	1,431.74	2,834.75	-	18,831	3,708	84%
	Total Administrative Costs		53,416	1,225.11	706.93	-	3,481.20	7,147.52	-	52,862	554	99%
	PROGRAM COSTS:											
1	Salaries and Wages	1011	54,733.00	-	3,256.33	-	-	-	879.72	60,191	(5,458)	110%
2	Fringe Benefits		39,954	-	7,373.90	-	-	-	587.56	43,922	(3,968)	110%
3	Operating Expenses		44,089	462.20	-				24,731.78	37,693	6,396	85%
4	Subcontractor Services	2310	996,989	84,964.07	118,656.08	75,255.12	23,352.80	139,075.92	101,551.97	920,004	76,985	92%
1	Bay Area Community Resources		78,869			888.00		6,300.00	2,100.00	40,165	38,704	51%
2	Bay Area Legal Aid		99,999		15,120.00	23,218.00			5,870.00	99,999	-	100%
3	Contra Costa County Health Services Dept.		66,999	55,058.54	11,928.83					66,987	12	100%
4	Contra Costa Interfaith Housing		74,000							74,999	(999)	101%
5	Greater Richmond Interfaith Program		49,001		16,566.34		6,848.66	17,557.94	8,027.06	49,000	1	100%
6	Lao Family Community Development		98,999				9,027.00		25,999.00	107,647	(8,648)	109%
7	Loaves and Fishes of Contra Costa		66,492	5,119.13	5,816.56	24,829.98		12,173.00		66,492	0	100%
8	Monument Crisis Center		69,999	9,380.00				9,335.62	6,775.00	41,771	28,228	60%
9	Monument Impact		78,869	5,983.72						78,869	(0)	100%
10	Opportunity Junction, Inc		60,922		33,077.10	16,950.00				53,897	7,025	88%
11	Shelter Inc of Contra Costa		60,922					52,723.69		58,569	2,353	96%
12	St Vincent de Paul of Contra Costa County		64,999		33,219.21		902.14	31,779.19		65,901	(902)	101%
13	STAND! For Families Free of Violence		60,922		2,928.04	9,369.14	6,575.00	9,206.48		50,605	10,317	83%
14	The Contra Costa Clubhouses, Inc.		65,997	9,422.68					52,780.91	65,104	893	99%
	Total Program Costs		1,135,765	85,426.27	129,286.31	75,255.12	23,352.80	139,075.92	127,751.03	1,061,809	73,956	93%
	Total Expenditures		1,189,181	86,651.38	129,993.24	75,255.12	26,834.00	146,223.44	127,751.03	1,114,671	74,510	94%

Community Services Block Grant											
Monthly Expenditures											
2020 Contract # 20F-3646 DISC											
8/31/2022 (Final)											
Line		sub	Total						YTD	YTD	
Item	Description	object	Budget	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Total	Balance	%
Subcontractor Services											
1	Opportunity Junction, Inc	2310	2,883.57				2,883.57		2,883.57	-	100%
2	Monument Impact	2310	2,883.57						-	2,883.57	0%
3	The Contra Costa Clubhouse Inc	2310	2,883.57		2,883.57				2,883.57	-	100%
4	CC Interfaith (Hope Solutions)	2310	2,883.57		2,883.57				2,883.57	-	100%
5	White Pony Express	2310	2,883.57		2,883.57				2,883.57	-	100%
6	Shelter Inc of Contra Costa	2310	2,883.57		1,632.22				1,632.22	1,251.35	57%
7	CC Health Services Homeless Program	2310	2,883.57						2,884.00	(0.43)	100%
8	Loaves and Fishes of Contra Costa	2310	2,883.57		1,238.47				2,883.57	-	100%
9	Monument Crisis Center	2310	2,883.57				2,883.57		2,883.57	-	100%
10	St. Vincent de Paul of Contra Costa County	2310	2,883.57		688.12				2,198.39	685.18	76%
11	Lao Family Community Development	2310	2,883.57	2,779.61					2,779.61	103.96	96%
12	Bay Area Community Resources	2310	2,883.57				2,883.57		2,883.57	-	100%
13	Rising Sun Center For Opportunity	2310	2,883.57		2,227.88				2,883.57	-	100%
14	Great Richmond Interfaith Program	2310	2,883.57		1,478.28		143.78		1,622.06	1,261.51	56%
	Total		40,369.98	2,779.61	15,915.68	-	8,794.49	-	34,184.84	6,185.14	85%

Community Services Block Grant													
Monthly Expenditures													
2022 Contract # 22F-5007													
Term: Jan 1, 2022 through May 31, 2023													
Line		sub	Original	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD		
Item	Description	object	Budget	2022	2022	2022	2022	2022	2023	2023	Total	Balance	% Spent
<u>ADMINISTRATIVE COSTS:</u>													
1	Salaries and Wages	1011	15,818	1,342	1,960	-	-	-	-	-	3,303	12,515	21%
2	Fringe Benefits		11,547	861	1,258	-	-	-	-	-	2,119	9,428	18%
3	Other Costs-Indirect Costs		70,500	6,531	15,567	-	-	-	-	-	22,097	48,403	31%
Total Administrative Costs			97,865	8,734	18,785	-	-	-	-	-	27,519	70,346	28%
<u>PROGRAM COSTS:</u>													
1	Salaries and Wages	1011	246,255	25,282	26,767	-	-	-	-	-	52,048	194,207	21%
2	Fringe Benefits		115,167	8,472	8,897	-	-	-	-	-	17,369	97,798	15%
3	Operating Expenses		5,682	-	194	-	-	-	-	-	194	5,488	3%
4	Out-of-State Travel		-	-	-	-	-	-	-	-	-	-	
5	Subcontractor Services		409,000	-	34,225	-	-	-	-	-	34,225	374,775	8%
1	Opportunity Junction, Inc	2310	36,000	-	15,000	-	-	-	-	-	15,000	21,000	42%
2	GRIP	2310	26,000	-	-	-	-	-	-	-	-	26,000	0%
3	The Contra Costa Clubhouse Inc	2310	35,200	-	-	-	-	-	-	-	-	35,200	0%
4	CC Interfaith (Hope Solutions)	2310	36,200	-	-	-	-	-	-	-	-	36,200	0%
5	White Pony Express	2310	37,000	-	15,425	-	-	-	-	-	15,425	21,575	42%
6	Bay Area Legal Aid (BALA)	2310	29,000	-	-	-	-	-	-	-	-	29,000	0%
7	STAND!	2310	33,000	-	-	-	-	-	-	-	-	33,000	0%
8	Loaves and Fishes of Contra Costa	2310	27,000	-	3,800	-	-	-	-	-	3,800	23,200	14%
9	Monument Crisis Center	2310	33,200	-	-	-	-	-	-	-	-	33,200	0%
10	St. Vincent de Paul	2310	26,200	-	-	-	-	-	-	-	-	26,200	0%
11	Lao Family Community Development	2310	32,200	-	-	-	-	-	-	-	-	32,200	0%
12	Bay Area Community Resources	2310	30,000	-	-	-	-	-	-	-	-	30,000	0%
13	Rising Sun Center For Opportunity	2310	28,000	-	-	-	-	-	-	-	-	28,000	0%
Total Program Costs			776,104	33,754	70,083	-	-	-	-	-	103,837	672,267	13%
Total Expenditures			873,969	42,488	88,868	-	-	-	-	-	131,356	742,613	15%

November

2022 CSBG Onsite Monitoring

2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Bay Area Legal Aid: 12:30 – 2pm Ajit and Christina	2 Monument: 10-11:30; Monisha & Christina SVDP: 1-2:30 PM; Desire, LaTonia, CR	3	4 GRIP: 10 am to 11:30 am Christina and Alison	5
6	7	8	9 Rising Sun: 1 – 2:30 pm Christina and Devlyn	10	11	12
13	14 White Pony Express: 2 – 3:30 PM Christina and Ajit	15 BACR: 10-11:30 AM; Christina and Renee Opp. Junction: 1-2:30 pm; Desire/LaTonia/CR	16 CC Clubhouse: 1-2:30 pm; Brendan & Christina	17 STAND: 11-12:30 pm Renee & Christina Loaves & Fishes: 1-2:30 Christina and Sofia	18 Hope Sol: 11-12:30 pm Brendan and Christina Lao: 2-3:30 pm Christina & Renee	19
20	21	22	23	24	25	26
27	28	29	30			



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.