

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:	<u>Economic Opportunity Council Business Meeting</u>
Date:	<u>2/9/2023</u>
Time: From:	<u>6:00 PM</u>
To:	<u>7:30 PM</u>
Location:	<u>Video Conference Meeting</u>
ZOOM call:	<ul style="list-style-type: none"> • Visit: https://us06web.zoom.us/j/89766205469?pwd=WUh0YWhoWTBFQzFENFJEWjRGYlZvZz09 • Click Join meeting and enter the following ID #: 897 6620 5469 • You will be prompted to enter <i>your name</i> and the following password: 741727 • Wait for host to join
Call-in:	<ul style="list-style-type: none"> • Dial 1-669-900-9128 US (San Jose) • Enter Conference code: 741727
Meeting Leader:	<u>Renee Zeimer, Chair</u>
Purpose:	<u>To Conduct EOC Business Meeting</u>

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.
Review and approve the draft January 12, 2023 EOC Business Meeting minutes for official record.
Receive updates on Fiscal reports so that members are fully informed.
Receive updates on CalCAPA Legislative Conference April 2023.
Review and approve Measure X Review Panel Recommendation.
Receive updates on Public Hearings 2023 schedule, outreach incentives, EOC Outreach Committee Meeting.
Review and approve CSBG Annual Report 2022. Review and approve CSBG CARES Supplemental Annual Report 2022.
Receive report on CSBG subcontractor site-visit highlights and findings from 2022 monitoring activities.
Receive updates on filling EOC Board Member vacancies.
Receive reports so that members 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.

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 January 12, 2023 EOC Business Meeting minutes 	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. Fiscal Reports: <ul style="list-style-type: none"> CSBG December 2022 Expenditure Report Summary of demands received, pending, paid CSD Meeting 1/27/2023 Outcome 	Present Clarify Check for Understanding	CSB staff	10 Minutes
5. Update: <ul style="list-style-type: none"> CalCAPA Legislative Conference April 2023 	Present Clarify Check for Understanding	CSB staff	10 Minutes
6. Action: <ul style="list-style-type: none"> Measure X Review Panel Recommendation <ul style="list-style-type: none"> Select and approve 2 EOC Member nominations 	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
7. Update: <ul style="list-style-type: none"> Public Hearings 2023 <ul style="list-style-type: none"> Schedule Outreach incentives EOC Outreach Committee Meeting 2/17/2023 	Present Clarify Check for Understanding	CSB staff	10 Minutes

Agenda

What	How	Who	Time
8. Action: <ul style="list-style-type: none"> • Review and approve CSBG Annual Report 2022 • Review and approve CSBG CARES Supplemental Report 2022 	Present Clarify Check for Understanding Check for Approval	Group	10 Minutes
9. Report: <ul style="list-style-type: none"> • CSBG subcontractor site-visit highlights and findings from 2022 monitoring activities 	Present Clarify Check for Understanding	CSB staff	5 Minutes
10. Update: <ul style="list-style-type: none"> • Filling Board Member vacancies on the EOC 	Present Clarify Check for Understanding	CSB staff	5 Minutes
11. Reports: <ul style="list-style-type: none"> • CSB Director • CSB Staff <ul style="list-style-type: none"> ▪ EOC Orientation - Lucy Hernandez Training • Chair • Ajit Kaushal <ul style="list-style-type: none"> ▪ CalCAPA First Vice President • Other member reports 	Present Clarify Check for Understanding	CSB staff	10 Minutes
12. Discuss <ul style="list-style-type: none"> • Next Steps 	Present Clarify Check for Understanding	CSB staff	3 Minutes
13. Meeting Evaluation	+/\u0394	Group	2 Minutes



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: Zoom Call



Date: 1/12/2022 **Time Convened:** 6:07 pm **Time Terminated:** 7:49 pm **Recorder:** Desiré Medlen

Conference Call attendees: Renee Zeimer, Devlyn Sewell, Desiré Medlen, Ajit Kaushal, LaTonia Peoples-Stokes, Alison McKee, Patricia Campbell, Tim Barrow, Pamela Henderson (arrived at 6:14pm).

Absentees: Sofia Navarro, Monisha Merchant.

Staff: 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 6:07 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 the draft December 8th, 2022, EOC Business Meeting minutes 	<ul style="list-style-type: none"> The group reviewed the draft December 8th, 2022, Business Meeting minutes. <p>A motion to approve the draft with no edits December 8th, 2022, Business Meeting minutes was made by McKee and seconded by Kaushal.</p> <p>The motion passed with EOC members voting as follows: Ayes: Kaushal, Barrow, Zeimer, Campbell, Sewell, McKee, Peoples-Stokes, Medlen. Nays: None Abstentions: None Absent: None</p>
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> ➤ CSBG November 2022 Expenditure Report 	<ul style="list-style-type: none"> Morris presented CSBG November 2022 report. Reich shared more up to date expenditure numbers for subcontractors. Zeimer asked if subcontractors were on track to be fully spent at the end of the contract period. Morris noted the lag between contract approval and payments.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> ➤ Summary of demands received, pending, paid ➤ LIHEAP/Weatherization reports: <ul style="list-style-type: none"> ○ 2nd Quarter April 2022-June 2022 ○ 3rd Quarter July 2022-September 2022 	<ul style="list-style-type: none"> • Reich suggested showing the EOC percentage of contract paid that has been approved through the county. • Morris presented the LIHEAP/Weatherization reports. • Spending for these contracts does not seem to be an issue. • Campbell asked what the funding reports do for the county. • Reich informed the group that if funds are spent by a certain time, it will trigger more funding. • Barrow asked how often the contracts were renewed. • Reich and Morris clarified that these contracts fluctuate with dates and renewals were based more on funding need rather than a set calendar schedule.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve CSBG 2023-2024 Revenue Agreement Budget line items proposal 	<ul style="list-style-type: none"> • Morris went over the CSBG 2023-2024 Revenue Agreement Budget line items. • Barrow asked for clarification about student interns' length of internship. • Reich wet over more details about the internship program. <p>A motion to approve the CSBG 2023-2024 Revenue Agreement Budget was made by Campbell and seconded by Sewell.</p> <p>The motion passed with EOC members voting as follows: Ayes: Kaushal, Barrow, Zeimer, Campbell, Sewell, Henderson, McKee, Peoples-Stokes, Medlen. Nays: None Abstentions: None Absent: None</p>
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve training travel/registration for selected EOC members/CSB staff for CalCAPA Legislative Conference April 2023 	<ul style="list-style-type: none"> • Zeimer went over the schedule for the CalCAPA Legislative Conference in Sacramento. • Reich went over the available budget for travel to the conference. • Reich and Kaur will be going for two days of the conference. • Kaushal discussed more details of what will be going on during the three days of the event. • Barrow, Henderson, and Peoples-Stokes indicated in interest in attending.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review vacant EOC member seats, seat changes, and approve recommended nominations for: <ul style="list-style-type: none"> • Low-income seat #1 • Public/Non-Profit seat #2 • Public seat #1 (BOS Gioia) 	<ul style="list-style-type: none"> • Reich went over the EOC member seat changes. • Low-income seat #1 will be coming on next month. • Public/Non-Profit seat #2 is vacant. Staff recommended moving Barrow into the seat from the current alternative seat. <p>A motion to approve staff recommendation for EOC member seats was made by Kaushal and seconded by Henderson.</p> <p>The motion passed with EOC members voting as follows:</p>

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> Public seat #5 (BOS Glover) Alternate seat Public/Non-profit seat #2 	<p>Ayes: Kaushal, Zeimer, Campbell, Sewell, Henderson, McKee, Peoples-Stokes, Medlen. Nays: None Abstentions: Barrow Absent: None</p>
<p>Discuss:</p> <ul style="list-style-type: none"> EOC Member Orientation/Training EOC Subcommittee Assignments 	<ul style="list-style-type: none"> Reich went over the schedule for orientation/training for new members. All members are open to attend the training. Zeimer went over the details of the subcommittee assignments and what each subcommittee does. Subcommittees were started fresh. Members open to join any subcommittees. Members indicated which subcommittees they would like to join.
<p>Discuss:</p> <ul style="list-style-type: none"> Public Hearings 2023 Schedule Planning Calendar 2023 Draft 	<ul style="list-style-type: none"> Reich went over the Public Hearings schedule. Some dates and locations have been finalized.
<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"> No report. <p><u>CSB Staff</u></p> <ul style="list-style-type: none"> Reich went over the flyer in the packet about poverty in Contra Costa County. <p><u>EOC Chair</u></p> <ul style="list-style-type: none"> Zeimer discussed the Homeless Point In Time (PIT) survey going on later this month. Zeimer discussed the budget proposed by the Governor. Zeimer wanted the group to pay attention to programs that have proposed cuts so we can advocate for any relevant groups. <p><u>EOC Members</u></p> <ul style="list-style-type: none"> Kaushal had no updates other than the conference already discussed.
<p>Next Steps</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> Reich will send updated rosters to everyone. Kaur to update fiscal reports. Reich following up for CalCAPA travel and details for members wanting to go. Reich will send out Zoom link to upcoming training.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> There was a lot but we did it.

Community Services Block Grant												
Monthly Expenditures												
2022 Contract # 22F-5007												
Term: Jan 1, 2022 through May 31, 2023												
				59%	65%	71%	76%	82%	88%	47%	53%	
Line		sub	Original	Oct	Nov	Dec	Jan	Feb	Mar	YTD		
Item	Description	object	Budget	2022	2022	2022	2023	2023	2023	Total	Balance	% Spent
	<u>ADMINISTRATIVE COSTS:</u>											
1	Salaries and Wages	1011	15,818	1,617.29	1,895.86	1,372.24	-	-	-	8,188	7,630	52%
2	Fringe Benefits		11,547	1,037.73	1,026.00	912.30	-	-	-	5,095	6,452	44%
3	Other Costs-Indirect Costs		70,500	-	17,824.28	-	-	-	-	39,922	30,578	57%
	Total Administrative Costs		97,865	2,655.02	20,746.14	2,284.54	-	-	-	53,205	44,660	54%
	<u>PROGRAM COSTS:</u>											
1	Salaries and Wages	1011	246,255	17,320.55	12,860.60	13,803.13	-	-	-	87,560	158,695	36%
2	Fringe Benefits		115,167	3,445.17	4,310.58	5,558.72	-	-	-	30,684	84,483	27%
3	Operating Expenses		5,682	856.23	23.77	178.27	-	-	-	1,252	4,430	22%
4	Out-of-State Travel		-	-	-	-	-	-	-	-	-	
5	Subcontractor Services		409,000	95,624.29	60,852.48	47,362.98	-	-	-	238,065	170,935	58%
1	Opportunity Junction, Inc	2310	36,000	-	6,000.00	-	-	-	-	21,000	15,000	58%
2	GRIP	2310	26,000	13,061.48	6,530.74	6,407.78	-	-	-	26,000	-	100%
3	The Contra Costa Clubhouse Inc	2310	35,200	-	-	12,372.91	-	-	-	12,373	22,827	35%
4	CC Interfaith (Hope Solutions)	2310	36,200	18,483.26	2,254.31	2,320.04	-	-	-	23,058	13,142	64%
5	White Pony Express	2310	37,000	3,085.00			-	-	-	18,510	18,490	50%
6	Bay Area Legal Aid (BALA)	2310	29,000	18,959.00	3,980.00	1,531.00	-	-	-	24,470	4,530	84%
7	STAND!	2310	33,000	4,411.94	2,275.05	1,783.92	-	-	-	8,471	24,529	26%
8	Loaves and Fishes of Contra Costa	2310	27,000	7,980.04	5,378.25	-	-	-	-	17,159	9,842	64%
9	Monument Crisis Center	2310	33,200	-	23,240.00	6,640.00	-	-	-	29,880	3,320	90%
10	St. Vincent de Paul	2310	26,200	17,537.50	-	8,662.50	-	-	-	26,200	-	100%
11	Lao Family Community Development	2310	32,200	1,846.88	1,631.28	4,701.89	-	-	-	8,180	24,020	25%
12	Bay Area Community Resources	2310	30,000	3,297.17	5,350.52	-	-	-	-	8,648	21,352	29%
13	Rising Sun Center For Opportunity	2310	28,000	6,962.02	4,212.33	2,942.94	-	-	-	14,117	13,883	50%
	Total Program Costs		776,104	117,246.24	78,047.43	66,903.10	-	-	-	357,561	418,543	46%
	Total Expenditures		873,969	119,901.26	98,793.57	69,187.64	-	-	-	410,766	463,203	47%

Community Services Block Grant												
Monthly Expenditures - DISC												
2022 Contract # 22F-5007 DISC												
				59%	65%	71%	76%	82%	88%	5%	95%	
Line		sub	Original	Oct	Nov	Dec	Jan	Feb	Mar	YTD		
Item	Description	object	Budget	2022	2022	2022	2023	2023	2023	Total	Balance	% Spent
	<u>ADMINISTRATIVE COSTS:</u>											
	<u>PROGRAM COSTS:</u>											
4	Out-of-State Travel		5,000	-	-	1,606.00	-	-	-	1,606	3,394	32%
5	Subcontractor Services		26,000	-	-	-	-	-	-	-	26,000	0%
	White Pony Express	2310	26,000	-	-	-	-	-	-	-	26,000	0%
	Total Program Costs		31,000	-	-	1,606.00	-	-	-	1,606	29,394	5%
	Total Expenditures		31,000	-	-	1,606.00	-	-	-	1,606	29,394	5%

**2022 CSBG ONSITE PROGRAM MONITORING
Overview**

SUB-RECIPIENT	STRENGTHS	NON-COMPLIANCE	FOLLOW UP STATUS
Contra Costa Clubhouse	The agency is undergoing rebranding due to their expansion with the operation of the peer connections centers and are thriving! Their new name is Mental Health Connections.	Lack of appropriate income verification documentation and proof of residency.	CR scheduled a follow-up visit and completed next steps to validate corrections. Resources provided.
Loaves and Fishes	Expanded services to 7 days a week with daily grocery pick up. Hope to continue this! Volunteer base is slowly returning to pre-pandemic levels.	None	N/A
STAND!	Lynn Mackey – Contra Costa County Office of Education Superintendent – has provided funding for summer programs including camps and linkages to Boys and Girls programs.	None	N/A
Rising Sun	Amazing Case Manager – provides wrap around services to these hard-to-employ participants. They have a nights and weekends cohort in the summer and they give the graduates amazing tool bags and work boots (some students were models for the brand of work boots in their advertising).	None	Devlyn and Christina will return to Rising Sun in February 2023 where Devlyn will address the all-women cohort.
Monument Crisis Center	They purchased their building in June of 2021. They have amazing and resilient staff who stick	None	N/A

	around and they have a huge cadre of volunteers and community supporters. A food giveaway was in progress on the day of visit and functioned like a well-oiled machine! Impressive.		
Bay Area Legal Aid	They are working very closely with H3 (Health, Housing, and Homeless) now and it is a great partnership where they are doing the most good. There was a deposition going on the day of visit and the press was there. It was interesting to watch.	None	N/A
St. Vincent de Paul	Dental clinic! Wow! Job trainee got new teeth! Very moving! They have 750 volunteers. The Workforce Development Instructor is passionate about his work and very invested in each student.	Income eligibility and proof of residency lacking. Resources provided.	CR scheduled a follow-up visit and completed next steps to validate corrections. Resources provided.
Bay Area Community Resources	In August of 2020 BACR started the ECRC – East County Resource Coalition and it has been growing ever since. Recent press called the ECRC “part of the fabric of the community.” They distribute food, provide haircuts, hold health and career fairs – all for the youth of East County. The participants of the HEART Program that CSBG funds is front and center in the life of the ECRC.	Income eligibility and proof of residency lacking. Resources provided.	CR scheduled a follow-up visit and completed next steps to validate corrections. Resources provided.

GRIP	Outstanding new Executive Director – Ralph Payton. This is really good news for this struggling agency. The shelter is fully operational and has made all the necessary pandemic related adjustments.	None	N/A
Opportunity Junction	Alissa retiring in March but selection of a new ED is imminent with a nice transition period. Facility is beautiful, computer lab is state of the art, and instructors highly skilled.	None	N/A
Lao Family & Community Development	This small but mighty entity has a broad reach in West County and is co-located with America’s Job Center of California (AJCC) so participants have a one-stop shop environment with all services at their fingertips. They have a healthy partnership with Rising Sun.	None	N/A
Hope Solutions	The full array of activities that Hope does with the residents is incredible and includes Café Groups (cooking lessons, vision boards, self-care, and exercise) and Youth Programs (summer camp, art shows, cooking classes, and robotics!). A credentialed teacher uses a social skills curriculum and focuses her activities based on assessment data; she works with the schools	None	N/A

	<p>closely. Case management and wrap around services are comprehensive and based on client driven goals using Success Matrix; use Parenting Stress Index to assess.</p>		
<p>White Pony Express</p>	<p>Partnering with John Muir to serve the unhoused by providing 1000's of donated items and by "feeding the disease" with tailored food bags specific to medical diets. Celebrating 10th anniversary this year. After conducting site visit, Reich was invited to sit in on a meeting with representatives from the consulates of Guatemala and Honduras that want to replicate the WPE model. They have a no waste policy and if the inspected produce is not fit for human consumption, they will donate to the Lindsay Museum for animal consumption or they will compost.</p>	<p>None</p>	<p>N/A</p>

EOC Public Hearings 2023 Tentative Schedule

DATE	TIME	LOCATION	ADDRESS
Thursday, March 30, 2023	1:00 p.m. - 2:00 p.m.	Concord Library (Central County)	2900 Salvio Street, Concord, CA 94519
Wednesday, April 5, 2023	2:30 p.m. - 3:30 p.m.	St Vincent de Paul (East County)	2210 Gladstone Drive, Pittsburg, CA 94565
Thursday, April 6, 2023	12:00 p.m. - 1:00 p.m.	GRIP (West County)	165 22nd Street, Richmond, CA 94801
Wednesday, April 19, 2023	5:30 p.m. - 6:00 p.m.	Head Start Policy Council	ZOOM-ONLINE, link will be provided later.
June 2023, TBD Public Hearing on Final Draft CAP	TBD	TBD	TBD