

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: 10/5/2023 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

Location: **In-person:** 1470 Civic Court, Suite 200, Conf. Room #221, Concord

PUBLIC ACCESS: The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below. For Public Comment Instructions, please refer to the bottom of this agenda.

Online/Call-in:

HOW TO JOIN THE MEETING VIA ZOOM:

Link: <https://cccouny-us.zoom.us/j/83114108066?pwd=OWNscDVjOCtVeWtFQklKeU1oMmM4QT09>

Password: 966844

HOW TO JOIN THE MEETING VIA CALL-IN:

- **Zoom meeting Dial-In-Number:** +1-888 278 0254
- **Conference code:** 812185
- **Meeting ID:** 831 1410 8066
- **Password:** 966844

HOW TO PROVIDE PUBLIC COMMENT: refer to the bottom of this agenda.

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 rward@ehsd.cccounty.us or creich@ehsd.cccounty.us.

Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments to awardr@ehsd.cccounty.us or creich@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:

1. Understand the desired outcomes and ground rules.
2. Receive any public comments.
3. Review and approve the draft June 13, 2023 EOC Business Meeting minutes.
4. Review Amendment 2 Funding and Make Recommendation to full body.
5. Discuss New Implicit Bias Training.
6. Hear Status Update of 2024-25 RFI.
7. Review pending applications for the EOC and hear status of reappointments.
8. Review and approve the draft October 12, 2023 EOC Business Meeting agenda.
9. Identify next steps.
10. 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: Review and approve the draft June 13, 2023 EOC Business Meeting minutes | Present Clarify Check for Understanding Check for Approval | Group | 5 Minutes |
| 4. Review Amendment 2 and make recommendation to full EOC | Present Clarify Check for Understanding | CSB staff | 10 Minutes |
| 5. Discuss Implicit Bias Training | Present Clarify Check for Understanding | Group | 5 Minutes |
| 6. Hear Status Update of 2024-25 RFI | Present Clarify Check for Understanding | Group | 5 Minutes |
| 7. Review pending applications to the EOC | Present Clarify Check for Understanding | Group | 5 Minutes |
| 8. Action: Review and approve the draft October 12, 2023 EOC Business Meeting agenda | Present Clarify Check for Understanding Check for Approval | Group | 15 Minutes |
| 9. Next Steps | Present Clarify Check for Understanding | CSB staff | 2 Minutes |
| 10. Meeting Evaluation | +/- | Group | 3 Minutes |

HOW TO PROVIDE PUBLIC COMMENT:

*Persons who wish to address the EOC during public comment on matters within the jurisdiction of the EOC that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phone.*

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 608-8819

Public comments may also be submitted before the meeting by email at creich@ehsd.cccounty.us or by voicemail at (925) 608-8819. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting



Economic Opportunity Council (EOC) Business Meeting Minutes

Location: 1470 Civic Court, Suite 200, Conference Room 207



Date: 06/13/23

Time Convened: 6:11 pm

Time Terminated: 7:36 pm

Recorder: Christina Reich

Conference Call attendees: None

Present: Alison McKee, Renee Zeimer, Delphine Smith, Patricia Campbell, Devlyn Sewell, Tim Barrow, Ajit Kaushal, Desire Medlen, Monisha Merchant

Absentees: LaTonia Stokes, Sofia Navarro

Staff: Christina Reich

Quorum: Yes

| TOPIC | RECOMMENDATION / SUMMARY |
|--|---|
| Review desired outcomes and ground rules | ➤ Christina Reich reviewed the desired outcomes and ground rules. |
| Public Comment | ➤ None. |
| Action: ➤ Approve May 11, 2023 Business Meeting minutes | A motion to approve the 5/11/23 Business meeting minutes with no changes was made by Alison McKee and seconded by Delphine Smith. The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Abstentions: 0 Absent: 2 |
| Action: | Christina Reported that the county has been awarded an additional \$8,821.00 in CSBG funds and recommends |

| 4 TOPIC | RECOMMENDATION / SUMMARY |
|--|---|
| <p>➤ Approve the Amendment 1 for Grant #23F-4007</p> | <p>that the EOC approve the use of the funds for the upcoming 2023 National Community Action Conference in Atlanta, GA. She presented the budget that includes the cost of sending two staff and two EOC members. She pointed out that a portion of Nic's travel will be paid for by the Head Start training budget. Christina spoke to the importance of attending training to keep abreast of best practices and new information and shared that training is one of our organizational standards.</p> <p>A motion to approve sending two staff and two EOC members to the NCAP Conference in Atlanta was made by Monisha Merchant and seconded by Delphine Smith.</p> <p>The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Absentions:0 Absent: 2</p> |
| <p>Action:</p> <p>➤ Approve the Attendees for the 2023 National Community Action Conference in Atlanta, GA</p> | <p>Christina asked who would like to attend the conference and the following people responded: Renee Zeimer, Delphine Smith, Tim Barrow, and Ajit Kaushal. Each explained why they wanted to go, and the matter was brought to a ballot vote. The vote resulted in Renee winning most of the votes, with a tie between Tim, Delphine, and Ajit for the second place. Another ballot vote was taken to determine the winner for the second spot and Delphine Smith emerged the winner.</p> <p>A motion to approve sending Renee Zeimer and Delphine Smith to the NCAP Conference in Atlanta was made by Alison McKee and seconded by Delphine Smith.</p> <p>The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Absentions:0 Absent: 2</p> |
| <p>Action:</p> <p>➤ Approve the 2024-25 Community Action Plan</p> | <p>Renee presented the draft of 2024-25 Community Action Plan and highlighted the revised mission statement and the overarching statement that that the Ad Hoc Committee developed. A discussion ensued and some editing took place in real time. The group reached consensus as to the priority areas presented. Renee spoke to the fact that further wordsmithing will take place and we may have changes from the public hearing on the Community Action Plan scheduled for June 29, 2023. Christina will send the edited version out to everyone for final feedback.</p> <p>A motion to approve the 2024-25 Community Action Plan as revised was made by Delphine Smith and seconded by Monisha Merchant.</p> |

| 5 | TOPIC | RECOMMENDATION / SUMMARY |
|---|----------------------|--|
| | | <p>The motion passed with EOC members voting as follows:</p> <p>Ayes: 9</p> <p>Nays: 0</p> <p>Absentions:0</p> <p>Absent: 2</p> |
| | Next Steps: | <p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Christina will send out tonight's edited version of the CAP to the group. • Christina will send out the Public Hearing Flyer to the group. • Christina will begin the travel arrangements for the conference. |
| | Evaluate the Meeting | <ul style="list-style-type: none"> • Everything went well. • No meeting in July. |

DRAFT



DAVID SCRIBNER
DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
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GAVIN NEWSOM
GOVERNOR

Dear Executive Director:

The purpose of this letter is to notify you that on July 31, 2023, the Department of Community Services and Development (CSD) received additional Community Services Block Grant (CSBG) funds for Fiscal Year (FY) 2023 from the U.S. Department of Health and Human Services (HHS).

The source of the additional CSBG Block Grant funds is the one percent of FY 2023 CSBG funding withheld by HHS for discretionary projects. Because HHS did not utilize the funds for discretionary projects, HHS has elected to distribute the one percent funding allocation to all states. California's share of the one percent funding distribution is \$683,790.00 bringing the final 2023 CSBG grant allocation to \$68,379,005.00.

Attached is the 2023 CSBG Contract Amendment 2 for the term of January 1, 2023, through May 31, 2024. To facilitate the timely execution of the contract amendment, please refer to the 2023 CSBG Amendment 2 Checklist for specific contract changes, required documents, and due dates for contract deliverables. Review the allocation spreadsheet, column labeled "Total 2023 Contract" for your final award amount. All budget forms may be accessed through CSD's [Local Agencies Portal](#), located under the "Forms" tab after selecting "CSBG."

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

Leslie Taylor

LESLIE TAYLOR
Deputy Director, Community Services Division

2023 Community Services Block Grant (CSBG) Contract Amendment 2 Checklist

General Comments and Requirements:

Contact your assigned Field Operations Representative immediately if this Agreement requires corrections. To access the DocuSign form, click on the following link: [Local Agencies Portal](#).

Contract Amendment Packet:

The completed contract packet (list of documents/forms below) must be returned to CSD to execute the contract. Please use the checkboxes below to indicate the completed documents/forms are included:

- ☐ **Submitted contract via DocuSign, which includes the signed Contract Face Sheet (STD 213)** with the name and title of the individual authorized to sign the Agreement
- ☐ **Current insurance documents or Self-Insurance Authority Certification** if not already on file with CSD. New evidence of insurance (ACORD 25) is required if current insurance expires during the contract term, or if the amount of insurance needs to be increased.
- ☐ **Board resolution.** (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes).

Please submit your completed contract packet within 30 days (45 days for public agencies) from the release of the contract via DocuSign.

Contract Amendment 2 Deliverables:

The following **contract amendment deliverables** (as applicable) must be completed and returned to your Field Representative within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this contract release. Please use the checkboxes below to indicate the completed documents/forms are included:

- ☐ Completed 425 Budget Series Forms, ensuring all numbers match the Allocation Spreadsheet posted to the Local Agencies Portal.
 - o **CSBG Contract Budget Summary (CSD 425.S)**
 - o **CSBG Budget Support Personnel Costs (CSD 425.1.1)**
 - o **CSBG Budget Support Non-Personnel Costs (CSD 425.1.2)**
 - o **CSBG Budget Support Other Agency Operating Funds (CSD 425.1.3)**
 - o **CSBG Contract Budget Narrative (CSD 425.1.4)**

2023 Community Services Block Grant (CSBG) Contract Amendment 2 Checklist

- o **CSBG Annual Work Plan (CSD 641) (If applicable)**

To locate your final award amount, review the allocation spreadsheet, column labeled “Total 2023 Contract”.

Please return your completed **contract deliverables** (as applicable) via email to your assigned Field Operations Representative.

All forms are located on the **Forms** page under the **CSBG tab** of the CSD’s Local Agencies Portal at: [Local Agencies Portal](#).

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT - AMENDMENT

STD. 213A (Rev. 10/2019) CSD Rev (12/2019)

| | | |
|-------------------------------------|------------------------------|---|
| AGREEMENT NUMBER 23F-4007 | AMENDMENT NUMBER 2 | PURCHASING AUTHORITY NUMBER (if applicable) |
|-------------------------------------|------------------------------|---|

1. This Agreement is entered into between the State Agency and the Contractor named below
STATE AGENCY NAME
Department of Community Services and Development
CONTRACTOR NAME
Contra Costa Employment & Human Services Department/Community Services Bureau
2. The term of this Agreement is : January 1, 2023 through May 31, 2024
3. The maximum amount of this Agreement is: Total \$945,470.00
4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
 - i. The maximum amount of this Agreement payable to Contractor by the State has changed from \$936,015.00 to \$945,470.00, reflecting an increase of \$9,455.00

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

| | | | | | | | | | | | |
|--|--|--|--|---|--|--|--|---|--------------------|---------------------|--|
| CONTRACTOR | | | | CALIFORNIA Department of General Services Use Only | | | | | | | |
| CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i> Contra Costa Employment & Human Services Department/Community Services Bureau | | | | | | | | | | | |
| CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 40 Douglas Drive, Martinez, CA 94553 | | | | | | | | | | | |
| PRINTED NAME OF PERSON SIGNING | | | | TITLE | | | | | | | |
| CONTRACTOR AUTHORIZED SIGNATURE | | | | DATE SIGNED | | | | | | | |
| I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval. | | | | | | | | | | | |
| | | | | | | STATE OF CALIFORNIA | | | | | |
| | | | | | | CONTRACTING AGENCY NAME Department of Community Services and Development | | | | | |
| | | | | | | CONTRACTING AGENCY ADDRESS 2389 Gateway Oaks Drive, Suite 100 | | CITY Sacramento | STATE CA | ZIP 95833 | |
| | | | | | | PRINTED NAME OF PERSON SIGNING Chris Vail | | TITLE Chief Financial Officer | | | |
| CONTRACTING AGENCY AUTHORIZED SIGNATURE | | | | DATE SIGNED | | | | | | | |
| <input type="checkbox"/> Exempt per _____ | | | | | | | | | | | |

State of California
Department of Community Services and Development
2023 CSBG Allocation
Non-CAAs

Attachment A

NATIVE AMERICAN INDIANS

| Agency | Contract Number | First Release (8/30/22) | Second Release (4/12/23) | Third Release (8/2/23) | Total 2023 Contract |
|---|-----------------------------|-------------------------|--------------------------|------------------------|---------------------|
| Karuk Tribe (NAI-LPA) (Core Funding) | 23F-4101 | 42,000 | 0 | 0 | 42,000 |
| Karuk Tribe (NAI-LPA) | 23F-4102 | 103,609 | 7,248 | 1,153 | 112,010 |
| NCIDC, Inc. (NAI-LPA) (Core Funding) | 23F-4103 | 122,000 | 0 | 0 | 122,000 |
| NCIDC, Inc./LIFE (NAI-LPA) (Core Funding) | (Included with NCIDC below) | | | | |
| NCIDC, Inc. (NAI-LPA) | 23F-4104 | 1,910,112 | 126,175 | 21,753 | 2,058,040 |
| Los Angeles County Department of Arts and Culture | 23F-4105 | 437,512 | 4,637 | 4,969 | 447,118 |
| TOTAL | | 2,615,233 | 138,060 | 27,875 | 2,781,168 |

| PROJECT BUDGETS | | |
|-----------------|---------------------|---------------------|
| NAI | NAI - Discretionary | Total 2023 Contract |
| 42,000 | 0 | 42,000 |
| 105,840 | 6,170 | 112,010 |
| 122,000 | 0 | 122,000 |
| 1,949,823 | 108,217 | 2,058,040 |
| 447,118 | 0 | 447,118 |
| 2,666,781 | 114,387 | 2,781,168 |

MIGRANT & SEASONAL FARMWORKERS

| Agency | Contract Number | First Release (8/30/22) | Second Release (4/12/23) | Third Release (8/2/23) | Total 2023 Contract |
|--|-----------------|-------------------------|--------------------------|------------------------|---------------------|
| California Human Development Corporation | 23F-4201 | 1,542,317 | 40,673 | 15,727 | 1,598,717 |
| Proteus, Inc. | 23F-4202 | 2,481,119 | 49,604 | 25,301 | 2,556,024 |
| Central Valley Opportunity Center, Inc. | 23F-4203 | 603,515 | 5,742 | 6,154 | 615,411 |
| Center for Employment Training | 23F-4204 | 2,078,775 | 45,777 | 21,197 | 2,145,749 |
| TOTAL | | 6,705,726 | 141,796 | 68,379 | 6,915,901 |

| PROJECT BUDGETS | | |
|-----------------|----------------------|---------------------|
| MSFW | MSFW - Discretionary | Total 2023 Contract |
| 1,572,717 | 26,000 | 1,598,717 |
| 2,530,024 | 26,000 | 2,556,024 |
| 615,411 | 0 | 615,411 |
| 2,119,749 | 26,000 | 2,145,749 |
| 6,837,901 | 78,000 | 6,915,901 |

LIMITED PURPOSE AGENCIES
(DISCRETIONARY FUNDS)

| Agency | Contract Number | First Release (8/30/22) | Second Release (4/12/23) | Third Release (8/2/23) | Total 2023 Contract |
|--|-----------------|-------------------------|--------------------------|------------------------|---------------------|
| Community Design Center | 23F-4301 | 176,097 | 503 | 538 | 177,138 |
| Del Norte Senior Center, Inc. | 23F-4302 | 142,435 | 503 | 538 | 143,476 |
| Rural Community Assistance Corporation | 23F-4303 | 190,888 | 503 | 538 | 191,929 |
| TOTAL | | 509,420 | 1,509 | 1,614 | 512,543 |

| PROJECT BUDGETS | | |
|-----------------|-----|---------------------|
| DISC | N/A | Total 2023 Contract |
| 177,138 | 0 | 177,138 |
| 143,476 | 0 | 143,476 |
| 191,929 | 0 | 191,929 |
| 512,543 | 0 | 512,543 |

State of California
Department of Community Services and Development
2023 CSBG Allocation
CAAs

Attachment A

| | | | | | | | PROJECT BUDGETS | | |
|----------------------|---|-----------------|-------------------------|--------------------------|------------------------|---------------------|-----------------|---------------------|---------------------|
| County | Agency | Contract Number | First Release (8/30/22) | Second Release (4/12/23) | Third Release (8/2/23) | Total 2023 Contract | CAA | CAA - Discretionary | Total 2023 Contract |
| Alameda | Berkeley Community Action Agency | 23F-4001 | 293,705 | 15,602 | 2,995 | 312,302 | 299,495 | 12,807 | 312,302 |
| Alameda | City of Oakland, Human Services Department | 23F-4002 | 1,294,234 | 107,602 | 14,159 | 1,415,995 | 1,319,745 | 96,250 | 1,415,995 |
| Alpine | Inyo Mono Advocates for Community Action, Inc. | 23F-4003 | 1,333 | 12 | 14 | 1,359 | 1,359 | 0 | 1,359 |
| Amador/Tuolumne | Amador-Tuolumne Community Action Agency | 23F-4004 | 273,800 | 28,605 | 2,792 | 305,197 | 279,197 | 26,000 | 305,197 |
| Butte | Community Action Agency of Butte County, Inc. | 23F-4005 | 389,584 | 19,972 | 3,972 | 413,528 | 397,263 | 16,265 | 413,528 |
| Calaveras/Mariposa | Calaveras-Mariposa Community Action Agency | 23F-4006 | 293,704 | 8,967 | 2,995 | 305,666 | 299,493 | 6,173 | 305,666 |
| Colusa | SEE GLENN COUNTY | | | | | | | | |
| Contra Costa | Contra Costa Employment & Human Services Dept/CSB | 23F-4007 | 927,194 | 8,821 | 9,455 | 945,470 | 945,470 | 0 | 945,470 |
| Del Norte | Del Norte Senior Center, Inc. | 23F-4008 | 40,903 | 26,389 | 418 | 67,710 | 41,710 | 26,000 | 67,710 |
| El Dorado | El Dorado County Health and Human Services Agency | 23F-4009 | 323,884 | 5,684 | 3,303 | 332,871 | 330,268 | 2,603 | 332,871 |
| Fresno | Fresno County Economic Opportunities Commission | 23F-4010 | 1,999,960 | 19,026 | 20,394 | 2,039,380 | 2,039,380 | 0 | 2,039,380 |
| Glenn/Colusa/Trinity | Glenn County Community Action Department | 23F-4011 | 273,087 | 28,599 | 2,784 | 304,470 | 278,470 | 26,000 | 304,470 |
| Humboldt | Redwood Community Action Agency | 23F-4012 | 320,381 | 3,048 | 3,267 | 326,696 | 326,696 | 0 | 326,696 |
| Imperial | Campesinos Unidos, Inc. | 23F-4013 | 382,943 | 3,643 | 3,905 | 390,491 | 390,491 | 0 | 390,491 |
| Inyo/Mono | Inyo Mono Advocates for Community Action, Inc. | 23F-4014 | 268,784 | 28,558 | 2,740 | 300,082 | 274,082 | 26,000 | 300,082 |
| Kern | Community Action Partnership of Kern | 23F-4015 | 1,756,701 | 16,713 | 17,913 | 1,791,327 | 1,791,327 | 0 | 1,791,327 |
| Kings | Kings Community Action Organization, Inc. | 23F-4016 | 280,367 | 31,372 | 3,149 | 314,888 | 285,893 | 28,995 | 314,888 |
| Lake/Mendocino | North Coast Opportunities, Inc. | 23F-4017 | 559,482 | 31,324 | 5,705 | 596,511 | 570,511 | 26,000 | 596,511 |
| Lassen/Plumas/Sierra | Plumas County Community Development Commission | 23F-4018 | 265,243 | 28,524 | 2,704 | 296,471 | 270,471 | 26,000 | 296,471 |
| Los Angeles | Foothill Unity Center, Inc. | 23F-4019 | 346,301 | 21,882 | 3,531 | 371,714 | 353,127 | 18,587 | 371,714 |
| Los Angeles | Long Beach Community Action Partnership | 23F-4020 | 699,993 | 114,707 | 8,229 | 822,929 | 713,790 | 109,139 | 822,929 |
| Los Angeles | County of Los Angeles Dept. of Public Social Services | 23F-4021 | 6,149,474 | 135,626 | 63,486 | 6,348,586 | 6,270,685 | 77,901 | 6,348,586 |
| Los Angeles | City of Los Angeles Community Investment for Families Dept. | 23F-4022 | 6,361,802 | 445,041 | 68,755 | 6,875,598 | 6,487,190 | 388,408 | 6,875,598 |
| Madera | Community Action Partnership of Madera County, Inc. | 23F-4023 | 312,051 | 10,220 | 3,182 | 325,453 | 318,202 | 7,251 | 325,453 |
| Marin | Community Action Marin | 23F-4024 | 293,637 | 18,677 | 2,994 | 315,308 | 299,424 | 15,884 | 315,308 |
| Mariposa | SEE CALAVERAS COUNTY | | | | | | | | |
| Mendocino | SEE LAKE COUNTY | | | | | | | | |
| Merced | Merced County Community Action Agency | 23F-4025 | 494,821 | 30,707 | 5,046 | 530,574 | 504,574 | 26,000 | 530,574 |
| Modoc/Siskiyou | Modoc-Siskiyou Community Action Agency | 23F-4026 | 273,071 | 28,598 | 2,785 | 304,454 | 278,454 | 26,000 | 304,454 |
| Mono | SEE INYO COUNTY | | | | | | | | |
| Monterey | Monterey County Community Action Partnership | 23F-4027 | 489,515 | 30,657 | 4,992 | 525,164 | 499,164 | 26,000 | 525,164 |
| Napa | Community Action Napa Valley | 23F-4028 | 274,358 | 28,610 | 2,798 | 305,766 | 279,766 | 26,000 | 305,766 |
| Nevada | Nevada County Dept. of Housing & Community Services | 23F-4029 | 292,893 | 21,111 | 2,986 | 316,990 | 298,666 | 18,324 | 316,990 |
| Orange | Community Action Partnership of Orange County | 23F-4030 | 3,135,610 | 29,831 | 31,974 | 3,197,415 | 3,197,415 | 0 | 3,197,415 |

State of California
Department of Community Services and Development
2023 CSBG Allocation
CAAs

Attachment A

| | | | | | | | PROJECT BUDGETS | | |
|---------------------|--|-----------------|-------------------------|--------------------------|------------------------|---------------------|-----------------|---------------------|---------------------|
| County | Agency | Contract Number | First Release (8/30/22) | Second Release (4/12/23) | Third Release (8/2/23) | Total 2023 Contract | CAA | CAA - Discretionary | Total 2023 Contract |
| Placer | Project GO, Inc. | 23F-4031 | 414,183 | 3,941 | 4,223 | 422,347 | 422,347 | 0 | 422,347 |
| Plumas | SEE LASSEN COUNTY | | | | | | | | |
| Riverside | Community Action Partnership of Riverside County | 23F-4032 | 3,006,351 | 28,601 | 30,656 | 3,065,608 | 3,065,608 | 0 | 3,065,608 |
| Sacramento | Sacramento Employment and Training Agency | 23F-4033 | 2,089,669 | 19,880 | 21,309 | 2,130,858 | 2,130,858 | 0 | 2,130,858 |
| San Benito | San Benito County H&HSA, CS & WD | 23F-4034 | 276,203 | 28,628 | 2,816 | 307,647 | 281,647 | 26,000 | 307,647 |
| San Bernardino | Community Action Partnership of San Bernardino County | 23F-4035 | 3,132,255 | 29,799 | 31,940 | 3,193,994 | 3,193,994 | 0 | 3,193,994 |
| San Diego | County of San Diego, H&HSA, CAP | 23F-4036 | 3,481,160 | 59,119 | 35,497 | 3,575,776 | 3,549,776 | 26,000 | 3,575,776 |
| San Francisco | Urban Services YMCA | 23F-4037 | 854,873 | 34,133 | 8,717 | 897,723 | 871,723 | 26,000 | 897,723 |
| San Joaquin | San Joaquin County Dept. of Aging & Community Services | 23F-4038 | 989,759 | 35,416 | 10,093 | 1,035,268 | 1,009,268 | 26,000 | 1,035,268 |
| San Luis Obispo | CAP of San Luis Obispo County, Inc. | 23F-4039 | 289,741 | 28,757 | 2,954 | 321,452 | 295,452 | 26,000 | 321,452 |
| San Mateo | San Mateo County Human Services Agency | 23F-4040 | 464,638 | 30,421 | 4,737 | 499,796 | 473,796 | 26,000 | 499,796 |
| Santa Barbara | Community Action Commission of Santa Barbara County | 23F-4041 | 535,583 | 31,095 | 5,462 | 572,140 | 546,140 | 26,000 | 572,140 |
| Santa Clara | Sacred Heart Community Service | 23F-4042 | 1,339,194 | 126,304 | 14,803 | 1,480,301 | 1,365,590 | 114,711 | 1,480,301 |
| Santa Cruz | Community Action Board of Santa Cruz County, Inc. | 23F-4043 | 306,246 | 27,851 | 3,124 | 337,221 | 312,283 | 24,938 | 337,221 |
| Shasta | Shasta County Community Action Agency | 23F-4044 | 295,200 | 28,808 | 3,011 | 327,019 | 301,019 | 26,000 | 327,019 |
| Sierra | SEE LASSEN COUNTY | | | | | | | | |
| Siskiyou | SEE MODOC COUNTY | | | | | | | | |
| Solano | Community Action Partnership of Solano, JPA | 23F-4045 | 391,808 | 29,727 | 3,995 | 425,530 | 399,530 | 26,000 | 425,530 |
| Sonoma | Community Action Partnership of Sonoma County | 23F-4046 | 426,954 | 37,478 | 4,691 | 469,123 | 435,371 | 33,752 | 469,123 |
| Stanislaus | Central Valley Opportunity Center, Inc. | 23F-4047 | 718,332 | 74,528 | 8,009 | 800,869 | 732,490 | 68,379 | 800,869 |
| Sutter | Sutter County Community Action Agency | 23F-4048 | 277,211 | 28,637 | 2,827 | 308,675 | 282,675 | 26,000 | 308,675 |
| Tehama | Tehama County Community Action Agency | 23F-4049 | 297,074 | 28,826 | 3,029 | 328,929 | 302,929 | 26,000 | 328,929 |
| Trinity | SEE GLENN COUNTY | | | | | | | | |
| Tulare | Community Services & Employment Training, Inc. | 23F-4050 | 986,205 | 9,383 | 10,057 | 1,005,645 | 1,005,645 | 0 | 1,005,645 |
| Tuolumne | SEE AMADOR COUNTY | | | | | | | | |
| Ventura | Community Action of Ventura County, Inc. | 23F-4051 | 734,083 | 15,945 | 7,486 | 757,514 | 748,553 | 8,961 | 757,514 |
| Yolo | County of Yolo Health and Human Services Agency | 23F-4052 | 391,080 | 3,721 | 3,988 | 398,789 | 398,789 | 0 | 398,789 |
| Yuba | Yuba County Community Services Commission | 23F-4053 | 263,959 | 28,512 | 2,691 | 295,162 | 269,162 | 26,000 | 295,162 |
| TOTAL, all counties | | | 51,030,576 | 2,097,638 | 529,537 | 53,657,751 | 52,036,423 | 1,621,328 | 53,657,751 |

Contra Costa County
Clerk of the Board



DATE: July 14, 2023

TO: County Advisory Bodies & Staff

FROM: Jami Morritt, Chief Assistant Clerk of the Board & Senior Deputy County Administrator
Lauren Hull, Senior Management Analyst

SUBJECT: **REQUIRED IMPLICIT BIAS TRAINING FOR COUNTY ADVISORY BODIES**

On July 11, 2023, the Board of Supervisors added an implicit bias training requirement to the county's required training curriculum for advisory body members. This training will be in addition to the Brown Act & Better Government Ordinance and AB 1234 Ethics trainings that were already in place, for a total of three required trainings. The board order adopting this requirement is included as Attachment A.

The implicit bias training is offered as a [3-module online course](#) developed by the National Institutes of Health (NIH). It will take approximately one hour to complete and will require that advisory body members take a screenshot of the course completion screen as well as complete a training certification form to evidence completion. The updated training certification form is included in this memo as Attachment B, and a handout summarizing all required trainings and how to access them is included as Attachment C.

Advisory body members will be required to complete this training within three (3) months of appointment or within three (3) months of the adoption of this requirement for current appointees. Advisory body members will be required to renew the training every two (2) years thereafter.

If an advisory body member has already received a training certificate by taking an implicit bias training course through their employer or another civic organization, such a certificate will be accepted in lieu of completing the NIH training modules.

If you have any questions, please contact Lauren Hull in the Clerk of the Board's Office at (925) 655-2007 or Lauren.Hull@cob.cccounty.us.

Thank you.

Attachment A – Board Order Adopting Implicit Bias Training Requirement

Attachment B – Updated Training Certification Form

Attachment C – Updated Training Requirements Handout

To: Board of Supervisors
 From: INTERNAL OPERATIONS COMMITTEE
 Date: July 11, 2023



Contra
 Costa
 County

Subject: AUGMENTING THE TRAINING CURRICULUM FOR BOARD ADVISORY BODY APPOINTEES WITH
 IMPLICIT BIAS TRAINING

RECOMMENDATION(S):

AUGMENT the County's required training curriculum for County advisory body members with Implicit Bias training offered free of charge online by the National Institutes of Health or as evidenced by a certificate of training through their employer or another civic organization, that would accepted in lieu.

FISCAL IMPACT:

The recommendation would result in no fiscal impact to the County. The recommended training is offered free of charge online.

BACKGROUND:

At its regular meeting on June 12, the Internal Operations Committee (IOC) considered whether the County should add Implicit Bias training to the required training curriculum for County advisory body appointees. Currently, advisory body members are required to take training on the Brown Act, Better Government Ordinance, and Ethics for Local Government Officials.

While most people believe decision-making is a rational process, research has proven that implicit bias can lead one to certain conclusions without one's conscious awareness. An implicit bias can make us susceptible to unintentionally acting in ways that are inconsistent with our values. For learning leaders, this can affect people throughout an organization. Implicit bias training can make people aware that unconscious bias exists and help them take steps to reduce the likelihood that bias will impact their decisions.

The IOC considered the following four free online Implicit Bias training offerings, including the [National Institutes](#)

☒ APPROVE ☐ OTHER
☐ RECOMMENDATION OF CNTY ADMINISTRATOR ☒ RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **07/11/2023** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: July 11, 2023

Contact: Julie Enea (925)
 655-2056

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

[of Health](#), [Nonprofitready.org](#), [Kirwan Institute for the Study of Race and Ethnicity](#), and the [UCLA Office of Equity, Diversity and Inclusion](#), and recommends the training offered by the National Institutes of Health, a three-module course designed to help users learn what bias is, how to recognize it, and how to minimize its impact. It promises to provide users with knowledge and strategies to create psychological safety and enhance team engagement to foster an inclusive culture. NIH is recommended because:

- NIH is a part of the U.S. Department of Health and Human Services
- It does not require establishment of a user account
- It Includes practice sessions with questions and interactive scenarios

BACKGROUND: (CONT'D)

The NIH training will require approximately one hour to complete and will require that users take a screen shot of the course completion screen to evidence completion. This is a link to the PDF version of the complete course:

https://diversity.nih.gov/sites/coswd/files/images/NIH_Implicit_Bias_Full_Course.pdf.

While all of the online trainings courses screened were very good, the IOC recommends specifying one training that will satisfy the County, to ensure a consistent knowledge base among Board advisory body appointees.

As an alternative, if a commissioner has received a certificate of training through their employer or another civic organization, that would accepted in lieu.

Training Certification for Members of County Advisory Bodies



Members of Contra Costa County's independent and advisory bodies are required to take three trainings.

Instructions:

1. **Brown Act & Better Government Ordinance Training:** Brown Act and Better Government Ordinance Training must be completed within three months of appointment. This training is available as a [video](#) and [materials packet](#), or as an in-person training. Contact the Clerk of the Board at ClerkoftheBoard@cob.cccounty.us or (925) 655-2000 to find out about opportunities for in-person training.
2. **Ethics Training:** Ethics training, also referred to as AB 1234 Local Government Official Training, is provided by the Fair Political Practices Commission (FPPC). To complete this training, please [create an account](#) and retain the certificate generated from the FPPC at the end of the training. Advisory body members who receive compensation, salary, stipend, or expense reimbursement must complete AB 1234 ethics training every two years. All other advisory body members should complete this training once within the first three months of appointment.
3. **Implicit Bias Training:** Implicit Bias Training is provided by the National Institutes of Health through an [online 3-module course](#) or a [materials packet](#). Alternatively, if you have received a certificate for completing an implicit bias training course through your employer or other civic organization, that can be accepted in lieu. This training is required to be completed within the first three months of appointment and every two years thereafter.

Certification

By signing below, I certify that on _____ (date), I have watched or attended the entire training: **"The Brown Act and Better Government Ordinance."**

By signing below, I certify that on _____ (date), I completed the Fair Political Practices Commission (FPPC) training: **"Ethics for Local Government Officials."** I have received the certificate of completion from the FPPC.

By signing below, I certify that on _____ (date), I completed the National Institutes of Health **"Implicit Bias Training"** OR have completed an alternative implicit bias training program through my employer or other civic organization.

(Name of Advisory Body)

(Name of Member)

(Date)

Return this Certification to staff of your advisory body. Your training completion status will be included in your advisory body's annual report to the Contra Costa County Board of Supervisors. The chair or staff to your advisory body must keep all certifications on file.

Contra Costa County Clerk of the Board

1025 Escobar Street, 1st Floor
Martinez, California 94553-4068
(925) 655-2000



Training Requirements for Boards, Commissions, & Committees

Appointed members of county advisory and independent bodies serve at the pleasure of the Board of Supervisors and must comply with county policies.

County policies require members to complete three trainings and certify completion. Members are required to complete these mandatory trainings within three months of appointment.

The three required trainings cover open meeting laws, ethics for local government officials, and implicit bias.

| <u>Training</u> | <u>Format</u> | <u>Offered by</u> |
|---|------------------------|--|
| Brown Act & Better Government Ordinance | Video | Contra Costa County Counsel & Clerk of the Board |
| Ethics for Local Government Officials | Online training module | California Fair Political Practices Commission |
| Implicit Bias Training Course | Online training module | National Institutes of Health |

Steps to complete the trainings:

1. Watch the [Open Meetings Training](#) and follow along using the [Materials Packet](#).
2. [Create an account](#) with the Fair Political Practices Commission and complete the [Ethics Training](#).
3. Complete the [Implicit Bias Training](#) from the National Institutes of Health, or provide a certificate from an implicit bias training course you completed through your employer or other civic organization.
4. Complete the [Training Certification Form](#) and return it to your advisory body staff person.

For more information or any questions, please visit the [Training Resources webpage](#) or contact the Clerk of the Board at (925) 655-2000 or ClerkoftheBoard@cob.cccounty.us.

Application Form

Profile

Dr. Karen

First Name

Coleman

Last Name

Home Address

State or Zip

Antioch

City

CA

State

94531

Postal Code

Mobile:

Primary Phone

ynettenub an@yahoo.com

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

Employer

Job Title

Length of Employment

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?

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 Phoenix

Degree Type / Course of Study / Major

Doctorate in Business

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

San Francisco State

Degree Type / Course of Study / Major

BSN/Nursing

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Holy Names University

Degree Type / Course of Study / Major

MSN/MBA/Nursing/Business

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.

Support and work on Health Disparities

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

I have over 30 years experience in nursing, healthcare management, and education. In my experience with patients, I have noticed the increase in demand for patient care with an emphasis on mental healthcare. I am pursuing my Psychiatric-Mental Health Nurse Practitioner degree to help improve health disparities.

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:

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.

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.

karencoleman0619@gmail.com

Pearland, Texas

KAREN COLEMAN

Holistic Nursing Professional

OBJECTIVE

I have over 20 years of experience in nursing, healthcare management, and education. In my experience with patients, I have noticed the increase in demand for patient care with an emphasis on mental healthcare. I am pursuing my Psychiatric-Mental Health Nurse Practitioners degree to provide better care to patients.

EDUCATION

Doctorate of Business Administration

University of Phoenix

2019

Master of Business Administration

Master of Nursing Administration

Holy Names University

2008

Bachelor of Science in Nursing

San Francisco State University

2001

LICENSURE & CERTIFICATION

Registered Nurse - Texas

2021-2023

Basic Life and Advanced Cardiac Life Support

2021-2023

Health Coach Institute

Certified Health Coach - in progress

Certified Life Coach - in progress

National Society of Leadership and Success

Member

EXPERIENCE

HEALTHCARE CONSULTANT & EDUCATOR

Helping Other People Ignite | 2003- Present

- Serve in communities that historically did not receive healthcare due to misinformation and distrust
- Build bridges between the community and healthcare professionals
- Lead patient education on self-advocacy, such as requesting information, preparing questions, making appointments, and requesting referrals
- Plan and implement various teaching strategies, methods, and materials tailored to diverse client needs and knowledge levels
- Network to cultivate client base and spread organizational awareness

CHARGE NURSE - INTENSIVE CARE UNIT

Saint Francis Memorial Hospital | 2003 - 2015

- Managed and planned care of pediatric and adult critically ill patients
- Developed nursing staff by creating DEIB training to foster trust and understanding
- Supported system-wide goals by planning and developing research activities for sepsis and burn unit certification
- Educated team on disadvantaged communities to promote advocacy
- Collaborated with physicians and key stakeholders to build and advocate for equitable and culturally relevant healthcare reform on a system-wide level

karencoleman0619@gmail.com

Pearland, Texas

KAREN COLEMAN

Holistic Nursing Professional

CHARGE NURSE - SURGICAL AND MEDICAL INTENSIVE CARE

Contra Costa Regional Medical Center | 2009 - 2011

- Supervised and led mentorship team of RN's, Nursing Assistants and Clerks
- Led Rapid Response team by assessing and triaging medical emergencies
- Provided specialized nursing care in the ICU and ER
- Partnered with key stakeholders to plan and advance center initiatives to meet strategic organization wide goals
- Facilitated team meetings for addressing unit issues and quality control
- Executed conflict resolution strategies to mitigate unit discourse

VOLUNTEER

Health and Wellness Educator

Grace Bible Fellowship of Antioch

PUBLICATIONS

Black Versus White Medicare/ Medicaid

Patients Health Care Experiences: A

Quantitative Causal Comparative Study

2019

Contra Costa County (County) Employment and Human Services Department (EHSD) announces **Request for Interest (RFI) #732** seeking applications from eligible organizations to design and deliver Community Action Projects in alignment with the 2022~~4~~/~~25~~³ Contra Costa County Community Action Plan. Selected organizations may be awarded up to, but not more than, \$200,000.00, if additional funding becomes available. Awarded amounts will range from \$20,000 to \$40,000. The award will be for a two-year period. This RFI is not in itself an offer of ~~workwork~~, nor does it commit the County to fund any proposal submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

An Informational Session will be held via Zoom on ~~Thursday, December 16, 2021 from 1:30 pm to 2:30 pm.~~ To attend this Zoom Informational Session, please use the following link and Password: <https://ccccounty-us.zoom.us/j/88651225777?pwd=VzB1ZUkwL0lrZWJmREhIT0RjVmhKZz09>.

While attendance at the Informational Session is not mandatory, it is highly recommended that potential applicants attend for information on completing a response to the RFI. If you plan to attend, please RSVP by email to contractbid@ehsd.cccounty.us or leave a voice message on (925) 608-4969.

Commented [CR1]: Contracts/Grants: Will we do this virtually or in person this year?



New in this RFI

- Two-Year Funding Term, contingent on award of funds. instead of one year.
- Emphasis on access and integration - see Section IIID.

Funding

EHSD will award a Federal subaward standard contract (or contracts) to selected organization(s). All Contracts will be billable monthly, in arrears. Award amounts will range from \$20,000 to \$40,000. Contracts will be for ~~twenty-four~~^{twelve} (24~~4~~²) months. Selected organizations may be awarded up to, but not more than, \$200,000.00 if additional funding becomes available. Federal Funds are passed through the California Department of Community Services and Development, and are identified as follows:

| | |
|--|---|
| <i>Federal Award Identification Number (FAIN):</i> | G-16B1CACOSR |
| <i>Subaward Period of Performance:</i> | 3/1/202 4 ² / to 2/28/202 6 ³ |
| <i>Catalog of Federal Domestic Assistance Number (CFDA):</i> | 93.569 |
| <i>Program Title:</i> | Community Services Block Grant (CSBG) |
| <i>Agency:</i> | Department of Health and Human Services |
| <i>Office:</i> | Administration for Children and Families |

Legal Authorities – Program Requirements, Standards and Guidance

All services and activities are to be provided in accordance with all applicable federal, state, and local laws and regulations, and as those laws and regulations may be amended from time to time, including but not limited to the following:

1. The Community Services Block Grant Act, as amended, 42 U.S.C. §9901 et seq., and 45 Code of Federal Regulations (CFR) Part 96.
2. The California Community Services Block Grant Program, Government Code §12085 et seq., as amended, and Title 22, California Code of Regulations (CCR) §§ 100601-100795;
3. The Single Audit Act, 31 U.S.C. §7301 et seq. and Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards, 2 CFR 200, and 45 CFR Part 75.

Purpose

EHSD's Community Services Bureau (CSB) serves as the federally designated Community Action Agency for Contra Costa County. CSB is part of the national Community Action Partnership (CAP) network of over 1,100 agencies that work to alleviate poverty and empower low-income families in communities throughout the United States. CAP is a public organization established under the Economic Opportunity Act of 1964. The Federal Department of Health and Human Services administers the Community Services Block Grant (CSBG) program funds which are then allocated annually to participating CSBG states. The CSBG administrator for California is the California Department of Community Services and Development (CSD). CSD distributes allocations within the state to the existing network of Community Action Agencies and additional community partners, which includes EHSD.

CSB's Economic Opportunity Council conducts public hearings and reviews data from multiple sources every two years to determine community need priorities. Community needs are met and program goals achieved by partnering with community members, establishing and fostering community partnerships; developing and adapting new and innovative initiatives and working with other community-based and public organizations to leverage funding.

The focus areas for this RFI are to support **Affordable Housing-Shelter-Rental Assistance** (preventing homelessness, supporting safe and affordable housing to low income families/youth), **Food Security-Nutrition** (reducing hunger, promoting healthy eating, improve access and availability of emergency healthy, fresh produce to our underserved population), **Mental Health Access** (mental health services, medical assistance and improving overall well-being through a more effective and efficient use of resources) and **Employment-Living Wage Jobs** (job training and/or placement, job readiness skills and/or development for living wage jobs). The RFI is available on EHSD website:

<http://chsd.org/directors/contracting-opportunities/rfis>, and the Contra Costa 2024-2025 Community Action Plan is available at <http://chsd.org/headstart/community-action>.

Project Deliverables

The intent of this RFI is to invite ~~profit/~~non-profit community-based organizations ~~or corporations~~ to submit a Letter of Interest describing a program or project to address locally identified needs in low-income communities in at least one of the following priority areas:

- **Affordable Housing-Shelter-Rental Assistance**-(preventing homelessness, supporting safe and affordable housing to ~~low-income~~low-income families/youth/adults)
- **Food Security-Nutrition** (reducing hunger and food, ~~promoting insecurity, promoting~~ healthy eating, improve access and availability of emergency healthy, fresh produce to our underserved population)
- **Mental Health Access** (mental health services, medical assistance and improving health outcomes and overall well-being through a more effective and efficient use of resources)
- **Employment- Living Wage Jobs** (job training and/or placement, job readiness and and/or development for living wage jobs)

Components of Letter of Interest (LOI):

Applicants must submit Letter of Interest that includes the following and follows the Letter of Interest Guide.

- Project Overview
- Program Budget Information (see Attachment C)
- Project Description
- Outcome Goals and Objectives of the Project (see Attachment B)
- Statement of agency qualifications regarding track record of providing the proposed services
- Proof of required insurance
- Current list of Board of Directors and Staff
- Statement of **NO Potential Conflict of Interest** between the Contra Costa County Economic Opportunity Council members and the applicant (see Attachment D)

| <u>Selection Criteria</u> | <u>Weight</u> |
|---|---------------|
| 1. Project Overview | 5% |
| 2. Program Budget | 20% |
| 3. Project Description | 25% |
| 4. Outcome Goals & Objectives | 30% |
| <u>5. Proven track record of providing the services</u> | <u>20%</u> |
| Total | 100% |

If you are a current subcontractor, your previous performance will be considered in the scoring application under selection criteria #5 Proven track record of providing the services.

Contract requirements

Applicants must provide proof of:

- Worker's Compensation
- Professional liability
- Commercial Comprehensive Liability Insurance and Automobile Insurance

- Current list of Board of Directors and Staff
- Statement of **NO Potential Conflict of Interest** between the Contra Costa County Economic Opportunity Council members and the applicant

Additionally, successful applicants must certify to the following prior to a resulting contract execution:

- Smoke-free work environment
- Discrimination policy
- **Affirmative Action compliance**
- Cultural Diversity policy
- Drug-free workplace
- ~~Comply with Covid 19 policy~~ **Disaster Plan**

Commented [CR2]: Contracts/Grants: Does the county still have Affirmative Action?

Submissions:

Submissions must follow the **Letter of Interest Guide** included in this RFI. Submissions must include the bidder's e-mail address and contact phone number. Emailed submissions must show **RFI #732** in the **Subject line**. Email attachments must be in MS Word, MS Excel, and/or PDF file formats. Send proposals to one of the addresses listed below. Please note that responses will not be returned, postmarks will **NOT** be accepted, and late deliveries will **NOT** be accepted. If you plan to hand-deliver your response, please be advised the building is open to the public 8:00a.m. to 5:00 p.m., Monday through Friday (except holidays).

Contra Costa County Employment and Human Services Department
Contracts Unit, Attention: **RFI #732**
40 Douglas Drive
Martinez, CA 94553

Telephone: (925) 608-4969
E-mail: contractbid@ehsd.cccounty.us
Website: www.ehsd.org/rfi

Letters of Interest (LOI) must be received no later than 5:00 p.m. on Monday, December 20, 2021. Please submit a cover letter detailing your agency's background, experience and references. Also attach your agency's proposed action plan to complete the services described herein.

Letter of Interest Guide

Section I. Project Overview

- Applicant/Organization information
- Project Name
- Areas of county where services are provided

Section II. Program Budget Information

- Amount of CSBG funds requested (not to exceed \$200,000)
- Total CSBG project cost (should match budget)
- Itemized CSBG project budget using Attachment C

- D. Leveraging-describe how you leverage other funds to provide the services you are proposing to fund.
- E. Provide budget contingency plan for reduced or disrupted funding (See Section III. ~~ED~~ below)

Section III. Project Description

- A. Priority Area(s) to be addressed [Affordable Housing/Shelter/Rental Assistance and/or Food Insecurity/Nutrition and/or Mental Health Access/Health Services and/-or Employment/Living Wage Jobs]
- B. Goal Statement (use Attachment B)
- C. Project objective(s). Description of what will be achieved, including specific measurable action-oriented, realistic and time-bound steps that demonstrate how goals will be obtained. Include National Performance Indicators (NPIs) found in Attachment A relative to the priority area(s) you wish to address along with other performance indicators or metrics related to your program proposal. In your submission, please use the template found in Attachment B.
- D. Access and Integration. How will you demonstrate your efforts to ensure clients have faire and consistent connections to services? How will you reduce/eliminate barriers to service? How will you integrate services so that individuals are served holistically?
- ~~D.E.~~ Sustainability Plan-what steps will you take if funding is reduced/eliminated?
- ~~E.F.~~ How will your program partner with existing agencies to amplify your services and -avoid any unnecessary duplication? and maximize efficiency?

Section IV. Contract Requirements

- A. Worker's Compensation
- B. Professional liability
- C. Comprehensive general liability, including automobile
- D. Current list of Board of Directors and Staff
- E. Statement of NO potential conflict of interest between the Contra Costa County Economic Opportunity Council members and the applicant

Appeal process/Disqualification

Each applicant submitting a letter of interest shall have an opportunity to appeal the funding decision of the Economic Opportunity Council. **Proposals disqualified for not meeting the deadline for submission and/or for not stating that there is a potential for conflict of interest in the application process are not eligible for appeal.**

All bidders will receive a written and emailed notice from EHSD notifying them of the funding decisions. If an applicant wishes to appeal the selection or award decision, the applicant must submit a written appeal via postal mail to **EHSD Director, 40 Douglas Drive, Martinez, CA 94553** or electronically to contract_clerk@ehsd.cccounty.us no later than 5:00 p.m. on the 10th business day after award notification. The appeal will be conducted in accordance with the EHSD process. Notification of a final decision on an appeal shall be made in writing to the applicant.

Appeals unresolved by the initial appeal process may be pursued with the Contra Costa County Board of Supervisors.

All written letters of appeal must state the following:

- The issue(s) appealed
- How the alleged issue detrimentally effects the appellant
- The rectification sought by the appellant

An appeal will only be considered valid if there has been a violation of one of the following criteria:

- The procurement process as outlined in the RFI was violated in some manner; and or
- Federal, state, and/or EHSD procurement guidelines have been violated.

An appeal would not be allowed:

- To contest individual score, the rating system, or dissatisfaction with the evaluation results unless there is a violation of the process as outlined above.

NATIONAL PERFORMANCE INDICATORS

Use one or more of the below questions to develop each goal and objective in your RFI response.

Commented [CR3]: EOC - I did a crosswalk between all the National Performance Indicators and these remain the ones that align with our CAP Priorities.

Housing - Shelter

1. How many clients obtained and/or maintained safe and affordable housing?
2. How many clients have you assisted with Emergency Temporary Shelter?
3. How many clients have you assisted with Emergency Home Repairs (i.e., structural appliances, heating systems, etc.)?
4. How many clients have you assisted with Emergency Rent or Mortgage Assistance?
5. How many clients purchased their own home in their community?
6. What is the number of Housing Consortiums/Collaboration, both public and private your agency actively works with?
7. How many safe and affordable housing units in the community will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?

Food - Nutrition

1. How many clients has your agency assisted in obtaining food assistance?
2. How many clients have you assisted with emergency food?
3. How many clients in your agency with infants and children have had an improvement on their health and development because of adequate nutrition?

Mental Health Access/Health Services

1. How many clients demonstrated improved mental and behavioral health and well-being?
2. How many clients obtained health care services for themselves and/or family member?
3. How many clients had access to safe and adorable health care services/facilities?
4. How many clients received Emergency Medical Care?
5. How many clients had access to reliable transportation and/or driver's license?
6. How many clients received Emergency Protection from Violence?
7. How many youths improved their health and physical development?
8. How many youths improved their social/emotional development?

Employment - Training

1. How many clients who are unemployed have obtained a job after visiting your agency?

- A. Out of those clients, how many have maintained a job for at least ninety (90) days?
 - B. Out of those clients employed, how many have obtained an increase in employment income and/or benefits?
- 2. How many clients have achieved “living wage” employment and/or benefits?
- 3. How many clients have obtained skills/competencies required for employment?
- 4. How many clients have completed ABE/GED and received certificate or diploma?
- 5. How many clients have completed post-secondary education program and obtained certificate or diploma?
- 6. How many accessible or increased educational and training placement opportunities, or those that are saved from reduction or elimination that are available for low-income people in the community, including vocational, literacy, and life skill training, ABE/GED, and post-secondary education will be preserved or improved through the partnership with Contra Costa County Employment and Human Service Department Community Services Bureau?
- 7. What is the number of Institutions of post-secondary education/training both public and private your agency actively works with?

SAMPLE GOAL AND OBJECTIVE SHEET

| GOAL: Please state your goal in the box below. Choose one of the four three priority areas and formulate a goal that describes how your program/project will impact the priority area. | | |
|--|---|--|
| Contra Costa Housing Advocacy's goal is to provide access to affordable and safe housing by providing low-income clients assistance with housing, evictions, foreclosure, and housing violations regardless of their location in the county. | | |
| OBJECTIVES | METRICS – Quantifiable Results (Use NPIs in Attachment A) | TIMEFRAME (When will you complete task?) |
| Provide housing advice and assistance to seventy-five (75) low-income residents which include housing referrals, emergency shelter assistance, eviction requirements and procedures. | Housing - Shelter Priority Areas: Our agency will assist sixty-five (65) low-income clients with emergency shelter in Contra Costa County. Our agency will assist ten (10) low-income clients maintain safe and affordable housing in Contra Costa County. | We intend on completing these tasks and assisting the projected number of low-income clients stated on our objective by the end of the 2020 CSBG contract. |
| | | |
| | | |
| | | |

Use this worksheet to complete Section III. B. Outcome Goal and Objective

GOAL: Please state your goal in the box below. Choose one of the ~~four~~^{three} priority areas and formulate a goal that describes how your program/project will impact the priority area.

| OBJECTIVES | METRICS – Quantifiable Results (Use NPIs in Attachment A) | TIMEFRAME (When will you complete task?) |
|------------|--|---|
| | | |
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| | | |

Budget Summary (Cost Reimbursement)

Legal Entity Name: _____

Doing Business As (DBA): _____

Contact Name: _____

Contact Email: _____

Contact Phone Number: _____

Contract Number: _____

RFI / RFP Number: _____

| Budget Category | Cost Reimbursement Amount | In-Kind Amounts | Total |
|------------------------------------|---------------------------|-----------------|-------|
| A. Personnel | | | |
| B. Fringe Benefits | | | |
| C. Travel | | | |
| D. Property | | | |
| E. Supplies | | | |
| F. Facility & Infrastructure Costs | | | |
| G. Consultants & Contracts | | | |
| H. Participant Costs | | | |
| I. Other | | | |
| TOTAL PROJECT COSTS: | | | |

CONFLICT OF INTEREST FORM

The below noted member of the board of directors and executive director of the noted agency hereby certifies (please check one):

The below noted member of the board of directors and executive director of the noted agency hereby certifies that there is not a conflict of interest with the Contra Costa County Economic Opportunity Council. We attest that, to the best of our knowledge, no board member or staff have any direct or indirect interest with any member of the Contra Costa County Economic Opportunity Council that would prevent the exercise of fair and impartial judgment in our proposal evaluation. A conflict of interest is a transaction or arrangement that might benefit the private interest of an officer, board member, or employee.

We also understand that all proposals and their contents are considered confidential information and may not be distributed. This form shall be returned to the Employment and Human Services Department, Contracts and Grants Unit, 40 Douglas Drive, Martinez, CA 94553. Upon awarding of any contract, the proposals, with some limitations, may become public information.

Signature of Board Member

Date

Print name

Title / Position / Agency

Signature of Executive Director (or designee)

Date

Print name

Title / Position / Agency

Application Form

Profile

Victor Benedict G Tiglao
First Name Middle Initial Last Name

[REDACTED] [REDACTED]
Home Address Suite or Apartment

Concord CA 94520
City State Postal Code

[REDACTED]
Primary Phone

victor.gao@berkeley.edu
Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

☒ District 4

N/A N/A
Employer Job Title

Length of Employment

N/A

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?

11 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

Low-Income Sector 4

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

UC Berkeley

Degree Type / Course of Study / Major

Bachelor of Arts in Political Science

Degree Awarded?

☒ Yes ☐ No

College/ University B

Name of College Attended

Dabney College

Degree Type / Course of Study / Major

Associate's Degree for Transfer in Political Science

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'd like to serve on the Economic Opportunity Council to offer an underrepresented perspective. Having lived along the Monument Corridor since I was in high school, I've lived and witnessed the struggles of being part of a working class family. I've seen the difficulty of navigating the bureaucracy of our government to access benefits, and how sometimes it discourages families from even trying. My lived, academic, and professional experience lend a unique voice that's not currently present on the Council.

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

Having served in two government committees now, the Blue Ribbon Committee and the Bicycle and Pedestrian Advisory Committee at the Concord City Council, I believe I have the technical qualifications to sit on the Economic Opportunity Council. My work involving overseeing budgets in political campaigns and nonprofits are also closely related to the work of the Council. Lastly, my professional experience in government and politics allowed me to build my skills in community outreach and organization.

[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:

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.

Communications Director at the Contra Costa Young Democrats, Board Member at the Monument Impact, Committee Member at the Bicycle and Pedestrian Advisory Committee at the Concord City Council, and Committee Member at the Blue Ribbon Committee at the Concord City Council

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 undersand 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.

VICTOR BENEDICT TIGLAO

Concord, CA 94520

██████████ | victortiglao@berkeley.edu

EDUCATION

Bachelor of Arts, Political Science

August 2021

University of California, Berkeley

- GPA: 3.6
- Achievements: Cal Alumni Pride Scholarship (from UC Berkeley Alumni Association), Award of Scholarship & Excellence (Pilipinx American Alliance of UC Berkeley)
- Extracurricular Activities: Editor at Berkeley Undergraduate Journal, Contributor at Maganda Magazine, Member at Debate Society of UC Berkeley, Member at Cal Berkeley Democrats, Member at Undergraduate Legal Honors Society

AWARDS AND HONORS

- Received the highest honor, the PG&E Kronenberger Memorial Scholar, from eQuality Scholarship Collaborative for stellar academic and legislative achievements (May 2019)
- Won the Congressman Eric Swalwell Outstanding Young Democrat of the Year award from Contra Costa Young Democrats for organizing 10,000 people for the March for Our Lives in Walnut Creek, CA (May 2018)
- Won the Volunteer of the Year award with Contra Costa Young Democrats from the California Democratic Party for registering more voters than any other Young Democrat organization statewide (May 2017)

PROFESSIONAL EXPERIENCE

Communications Director

Jun 2023 — Present

Contra Costa Young Democrats (Contra Costa County, CA)

- Manage the club's communications strategy, including social media and press releases
- Grew the club's social media accounts by more than 2300% since presiding over as Digital Director in 2018

Board of Directors

Mar 2023 — Present

Monument Impact (Concord, CA)

- Oversee the Monument Impact's budget and set financial goals for the nonprofit
- Strategize, build, and support the nonprofit's present and future programs

Delegate for California's 15th Assembly District

Feb 2023 — Present

California Democratic Party (Sacramento, CA)

- Campaigned on renewing the American Dream for my generation; prioritizing abundant housing development, expanding transportation options like the high-speed rail, and protecting our planet
- Received the second highest votes among 34 candidates for 14 Delegate spots
- Became the youngest Delegate from the 15th Assembly District

Committee Member

Aug 2022 — Feb 2023

Bicycle & Pedestrian Advisory Committee at the Concord City Council (Concord, CA)

- Oversee the city's transportation plans to ensure adherence to the Bicycle, Pedestrian, and Safe Routes to Transit Plan
- Advocate to fund alternative modes of transportation, including from the \$1 trillion Bipartisan Infrastructure Law
- Meet with various stakeholders and constituents to properly address community concerns

Campaign Manager

Aug 2022 — Nov 2022

Sasai for Pinole 2022 (Pinole, CA)

- Developed the political and campaign strategy that both embraced traditional and innovative aspects of retail politics
- Communicated and established the candidate's policy positions that successfully resonated with Pinole's voters
- Won the election resoundingly, beating out two incumbents for the top spot as a first-time candidate, who out-raised his opponents and made history as the first Filipino-American and youngest Councilmember of the City of Pinole

Campaign Manager

Jun 2021 — Jun 2022

Johnson for Fairfield 2022 (Fairfield, CA)

- Created innovative local policies to jumpstart the City of Fairfield, such as utility-scale battery storage systems, downtown revitalization, affordable housing development, and multimodal transportation designs
- Managed campaign strategy, including candidate branding, messaging, community outreach, and fundraising

Research Intern

Apr 2021 — Jul 2021

Political Violence Lab (Washington, DC)

- Researched media bias on international conflict reporting and identified sources of facts that compose media reports, particularly the role of academia in American journalism
- Collaborated with the United Nations in locating and identifying hundreds of remote refugee camps for proper documentation

Committee Member

Oct 2018 — Jun 2019

Blue Ribbon Committee at the Concord City Council (Concord, CA)

- Served as the student representative tasked with overseeing developments in education over the next 30 years
- Ensured student concerns were addressed, such as affordability, housing, diversity, and sustainability, which were all approved and retained in the foundational document

Legislative Fellow

Jun 2018 — Aug 2018

Office of State Senator Scott Wiener (Sacramento, CA)

- Wrote SR 127, commemorating the 40th year of the Briggs' Initiative's defeat
- Edited bill language, particularly the California Internet Consumer Protection and Net Neutrality Act
- Presented court cases to the Senator regarding the constitutionality of his bills

SKILLS

Campaign management, policy writing, program evaluations, public speaking, political organization, public communications, cultural awareness, social media marketing, Adobe Illustrator proficiency, fluent in Tagalog

PRESENTATIONS*Social Media Workshop at Contra Costa Young Democrats (Sept 2020)*

- Hosted a workshop for candidates about navigating and developing their social media strategy

Under 30 Making Change at Rock the Congress (Oct 2019)

- Spoke on best strategies and approaches for youth about entering politics

PROFESSIONAL AFFILIATIONS

Digital Director at Contra Costa Young Democrats (Apr 2017 — Present), Founder at Book Club Campaign (Jul 2020 — Present), Founder & President of College Democrats of Diablo Valley College (Aug 2017 — May 2019), Organizer at March for Our Lives Walnut Creek (Mar 2018), Newsletter Editor at Diablo Valley Literacy Council (Mar 2017 — Apr 2019)

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 Business Meeting

Date: 10/12/2023 **Time: From:** 6:00 p.m. **To** 8:00 p.m.

Location: **In-person:** 1470 Civic Court, Suite 200, Conf. Room #207, Concord

On-line/Call-in

PUBLIC ACCESS: The public may attend this meeting in person at the above location. The public also may attend this meeting remotely via Zoom or call-in. Login information and call-in information is provided below. For Public Comment Instructions, please refer to the bottom of this agenda.

Zoom: <https://cccouny-us.zoom.us/j/84263440280?pwd=9vMY9TLNqDOyOjHBqBZjIGEnEuVsZ.1>

Password: 119756
Meeting ID: 842 6344 0280
Call In: 1-888-278-0254
Conference Code: 812185
Password: 119756

HOW TO PROVIDE PUBLIC COMMENT: refer to the bottom of this agenda.

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 rward@ehsd.cccounty.us or creich@ehsd.cccounty.us. Persons who wish to address the EOC during the public comment or with respect to an agenda item may email their comments rward@ehsd.cccounty.us or creich@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:

1. Understand the desired outcomes and ground rules.
2. Receive any public comments.
3. **Action:** Interview and consider approval of new EOC members: V. Benedict and K. Coleman
4. **Action:** Review and approve the draft June13, 2023 EOC Business Meeting minutes.
5. Receive updates on fiscal reports: Grant #22F-5007 Closeout Report, May through August expenditures for Grant #23F-4007, and demand statuses.
6. **Action:** Review and Approve Amendment #2 for Grant #23F-4007
7. **Action:** Approve attendees for 2023 CalCAPA Conference in SF, CA
8. **Action:** Review and Approve the 2024-25 RFI
9. **Action:** Conduct and Approve EOC Executive Committee Elections
10. **Action:** Approve EOC Community Representative to the Head Start Policy Council
11. Discuss New Implicit Bias Training Required by all Boards and Commissions
12. Discuss Phase 1 Triennial Review Survey

| |
|---|
| 13. Receive CSB staff and EOC Member reports. |
| 14. Identify next steps and new business. |
| 15. 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: Interview and Consider for Approval New EOC Members | Present Clarify Check for Understanding | Renee Zeimer | 15 Minutes |
| 4. Action: Review and approve the draft June 13, 2023 EOC Business Meeting minutes | Present Clarify Check for Understanding Check for Approval | Group | 5 Minutes |
| 5. Fiscal Reports: <ul style="list-style-type: none"> CSBG Closeout Report for Grant #22F-5007 CSBG Discretionary Expenditure Report for May through August 2023 for Grant #22F-5007 Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007 | Present Clarify Check for Understanding | Michael Morris & Roshunda Ward | 15 Minutes |
| 6. Action: Review and approve Amendment 2 for Grant #23F-4007 | Present Clarify Check for Understanding Check for Approval | Christina Reich | 10 minutes |
| 7. Action: Approved attendees for the CalCAPA Conference in SF, CA | Present Clarify Check for Understanding Check for Approval | Roshunda Ward | 10 Minutes |
| 8. Action: Approved the 2024-25 RFI | Present Clarify Check for Understanding Check for Approval | Christina Reich | 10 Minutes |
| 9. Action: Conduct and Approve the 2023-24 EOC Executive Committee Elections | Present Clarify Check for Understanding | Christina Reich | 20 Minutes |
| 10. Action: Approve EOC Community Representative to the Head Start Policy Council | Present Clarify Check for Understanding | Devlyn Sewell | 5 Minutes |

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|--|---|-----------------|------------|
| 11. Discuss Implicit Bias Training | Present Clarify Check for Understanding | Christina Reich | 5 Minutes |
| 12. Discuss Phase 1 Triennial Review Survey | Present Clarify Check for Understanding | Christina Reich | 5 Minutes |
| 13. Reports: <ul style="list-style-type: none"> • CSB Director • CSB Staff • Chair • Other member reports (Tim Barrow - Measure X) | Present Clarify Check for Understanding | Group | 10 Minutes |
| 14. Next Steps and New Business | Present Clarify Check for Understanding | CSB staff | 3 Minutes |
| 15. Meeting Evaluation | +/-Δ | Group | 2 Minutes |

HOW TO PROVIDE PUBLIC COMMENT:

*Persons who wish to address the EOC during public comment on matters within the jurisdiction of the EOC that are not on the agenda, or who wish to comment with respect to an item on the agenda, may comment in person, via Zoom, or via call-in. Those participating in person should come to the podium when called upon. Those participating via Zoom should indicate they wish to speak by using the “raise your hand” feature in the Zoom app. Those calling in should indicate they wish to speak by pushing *9 on their phone.*

All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 608-8819

Public comments may also be submitted before the meeting by email at creich@ehsd.cccounty.us or by voicemail at (925) 608-8819. Comments submitted by email or voicemail will be included in the record of the meeting but will not be read or played aloud during the meeting

Cost per person to attend CalCAPA Annual Conference November 7 – 9, 2023

| | |
|----------------|----------|
| Conference | \$549.00 |
| Bart to & from | \$ 13.00 |
| Lunch 2 days | \$ 40.00 |
| Total | \$602.00 |