

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:** 11/9/2023 **Time: From:** 6:00 p.m. **To** 7:30 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=9vMY9TLNqDOyOJHBqBZjlGEonEuVsZ.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](mailto:rward@ehsd.cccounty.us) or [creich@ehsd.cccounty.us](mailto: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](mailto:rward@ehsd.cccounty.us) or [creich@ehsd.cccounty.us](mailto: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. <b>Action:</b> Review and approve the draft October 26, 2023 EOC Business Meeting minutes.
4. <b>Action:</b> Ratify Recommendations made at Oct 26, 2023 EOC Informational Meeting due to lack of quorum.
5. Receive Fiscal Reports
6. <b>Action:</b> Review and approve the Phase 1 Triennial Review Survey
7. <b>Action:</b> Review and approve the EOC Annual Report to the Board of Supervisors
8. Discuss and Sign Ups for 2023 CSBG Onsite Monitoring and Outreach Visits
9. Receive CSB staff and EOC Member reports.
10. Identify next steps and new business.

11. 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. <b>Action:</b> Review and approve the draft October 26, 2023 EOC Informational Meeting minutes.	Present Clarify Check for Understanding	Renee Zeimer	7 Minutes
4. <b>Action:</b> Ratify Actions Taken at Oct 26, 2023 EOC Business Meeting due to lack of quorum.	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
5. Fiscal Reports: <ul style="list-style-type: none"> <li>CSBG Expenditure Report for September for Grant #23F-4007</li> <li>Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007</li> </ul>	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	15 Minutes
6. <b>Action:</b> Review and approve the Phase 1 Triennial Review Survey	Present Clarify Check for Understanding Check for Approval	Christina Reich	10 minutes
7. <b>Action:</b> Review and approve the EOC Annual Report to the Board of Supervisors	Present Clarify Check for Understanding Check for Approval	Roshunda Ward	10 Minutes
8. Discuss and Sign Ups for 2023 CSBG Onsite Monitoring	Present Clarify Check for Understanding Check for Approval	Christina Reich	15 Minutes
9. Reports: <ul style="list-style-type: none"> <li>CSB Director</li> <li>CSB Staff</li> <li>Chair</li> <li>Other member reports <ul style="list-style-type: none"> <li>Alison McKee: Library and Measure X</li> </ul> </li> </ul>	Present Clarify Check for Understanding	Group	15 Minutes

10. Next Steps and New Business	Present Clarify Check for Understanding	CSB staff	3 Minutes
11. 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](mailto: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) Informational Meeting Minutes

Location: 1470 Civic Court, Suite 200, Conf. Room #207, Concord



**Date:** 10/26/2023    **Time Convened:** 6:15 pm    **Time Terminated:** 8:14 pm    **Recorder:** Christina Reich

**Meeting attendees:** Renee Zeimer, Devlyn Sewell, Ajit Kaushal, Monisha Merchant (Zoom), LaTonia Peoples-Stokes (Zoom), Patricia Campbell, Tim Barrow, Desire Medlen

**Absentees:** Allison McKee, Matt Rogers

**Staff:** Christina Reich, Roshunda Ward, Melissa Molina, Hera Chan, Michael Morris

**Guest:** Victor Tiglao, Karen Coleman

**Quorum:** NO – All Actions Taken will be Ratified at 11/9/2023 Meeting – Inability to teleconference is seriously impacting our ability to achieve quorum.

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"><li>Chair Zeimer called the meeting to order at 6:19 pm.</li><li>Kaushal read the desired outcomes.</li></ul>
Public Comment	<ul style="list-style-type: none"><li>None</li></ul>
<b>Action:</b> <ul style="list-style-type: none"><li>➤ Interview a prospective EOC Board Members</li><li>➤ Discuss and make recommendations for prospective EOC Board Members</li></ul>	<ul style="list-style-type: none"><li>Applicants Victor Tiglao and Dr. Karen Coleman were interviewed by the EOC members present.</li></ul> <p><b>A motion to recommend Victor Tiglao to the EOC was made by Campbell and seconded by Barrow.</b></p> <p><b>The motion passed with EOC members voting as follows:</b> <b>Ayes: UNANIMOUS</b> <b>Nays: None</b> <b>Abstentions: None</b> <b>Absent: None</b></p> <p><b>A motion to recommend Dr. Karen Coleman to the EOC was made by Campbell and seconded by Sewell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b></p>

TOPIC	RECOMMENDATION / SUMMARY
	<b>Ayes: UNANIMOUS</b> <b>Nays: None</b> <b>Abstentions: None</b> <b>Absent: None</b>
<b>Action:</b> <ul style="list-style-type: none"> <li>Review and approve the draft June 13, 2023 EOC Meeting minutes</li> </ul>	<b>A motion to recommend the Business Meeting minutes of June 13, 2023 as presented was made by Sewell and seconded by Barrow.</b>  <b>The motion passed with EOC members voting as follows:</b> <b>Ayes: UNANIMOUS</b> <b>Nays: None</b> <b>Abstentions: None</b> <b>Absent: None</b>
<b>Fiscal Reports:</b> <ul style="list-style-type: none"> <li>Close-out of Grant #22F-5007</li> <li>CSBG May- August 2023 Expenditure Report for Grant #23F-4007</li> <li>Statuses on demands received, paid, and pending for Program Year 2023-2024 Grant #23F-4007.</li> </ul>	<ul style="list-style-type: none"> <li>Morris presented the Grant 22F-5007 Close Out Report. We ended the year at 90.25% expended. We did not spend down our personnel costs due to staff shortages and program costs due to finding out that the county would not let us accrue any funds prior to June 30, 2023.</li> <li>Reich reported that we will make early budget modifications if we find ourselves in this space again.</li> <li>Morris presented the expenditure report for Grant #23F-4007 reported we are 47% spent as of August and we are doing well. We should be in good shape.</li> <li>Sewell asked about subcontractor demands and noted the ones that aren't spending. Reich referred her to the current demand tracking sheet in the packet.</li> </ul>
<b>Action:</b> <ul style="list-style-type: none"> <li>Approve Amendment #2 for Grant #23F-4007</li> </ul>	<ul style="list-style-type: none"> <li>Reich reported that we have been awarded an Amendment 2 in the amount of \$9,455.</li> <li>Ward presented three options to expend the funds and explained each one.</li> <li>Staff recommended Option 3, which includes restoring operating expenses, sending 4 people to CalCAPA conference in SF, CA, and increasing outreach to the community funds.</li> <li>Zeimer asked if we have money set aside for travel to local meetings. Reich responded that yes, that would come out of local travel.</li> </ul> <b>A motion was made to recommend option #3 as the method by which we will expend Amendment 2 by Campbell and seconded by Barrow.</b>  <b>The motion passed with EOC members voting as follows:</b> <b>Ayes: UNANIMOUS</b> <b>Nays: None</b> <b>Abstentions: None</b>

TOPIC	RECOMMENDATION / SUMMARY
	<b>Absent: None</b>
<b>Action:</b> <ul style="list-style-type: none"> <li>• Approve attendees for 2023 CalCAPA Conference in SF, CA</li> </ul>	<ul style="list-style-type: none"> <li>• Reich reported that due to the lack of quorum and subsequent cancellation of the regularly scheduled meeting on October 12, we had to send in the registrations, so we handled that by email and the following individuals have been registered: R. Ward, R. Zeimer, M. Molina, and A. Kaushal.</li> <li>• Zeimer offered to share her registration with members, but the offer was declined by all in attendance.</li> </ul>
<b>Action:</b> <ul style="list-style-type: none"> <li>• Review and Approve the 2024-2026 RFP</li> </ul>	<ul style="list-style-type: none"> <li>• Reich shared the 2024-26 RFP. She stated that the Contracts Department informed her that an RFP instead of and RFI is required.</li> <li>• Zeimer asked for a full explanation as to why this was required, as it requires extra work on the part of our subcontractors. Reich will follow up.</li> <li>• Barrow shared that this is a new process, and it is being used with Measure X partners as well.</li> </ul> <p><b>A motion was made to recommend the RFP for approval by Kaushal and seconded by Barrow.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: UNANIMOUS</b>  <b>Nays: None</b>  <b>Abstentions: None</b></p>
<b>Action:</b> <ul style="list-style-type: none"> <li>• Conduct and Approve EOC Executive Committee Elections</li> </ul>	<ul style="list-style-type: none"> <li>• Reich shared the job descriptions of the Executive Officers of the EOC.</li> <li>• Chairperson: Sewell nominated Renee and she accepted. Kaushal self-nominated. Merchant nominated Medlen to be chair; Medlen declined with appreciation. Both shared why they would like to be Chair. A ballot was cast, and Zeimer emerged as the winner.</li> <li>• Vice Chair: Zeimer nominated Sewell and she accepted. Sewell was unopposed so no ballot was cast by members.</li> <li>• Secretary: Zeimer nominated Medlen, and she declined with appreciation. Barrow expressed interest and was unopposed, so no ballot was cast by members.</li> </ul> <p><b>A motion was made to recommend the slate of officers for approval – Zeimer as Chair, Sewell as Vice Chair, and Barrow as Secretary was moved by Medlen and seconded by Campbell.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Barrow, Peoples-Stokes, Merchant, Campbell, and Medlen</b>  <b>Nays: None</b>  <b>Abstentions: Kaushal</b></p>

TOPIC	RECOMMENDATION / SUMMARY
<b>Action:</b> <ul style="list-style-type: none"> <li>Approve EOC Community Representative to the Head Start Policy Council</li> </ul>	<ul style="list-style-type: none"> <li>Sewell shared her experience volunteering as the EOC Community Representative to the Head Start Policy Council.</li> <li>Merchant expressed interest as it is held in Pleasant Hill and close to her if there is no one else.</li> <li>Reich shared the richness of the information gleaned from a full body of low-income</li> </ul> <p><b>A motion was made to recommend Merchant as the Policy Council Rep for the Head Start Policy Council by Sewell and seconded by Medlen.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: Zeimer, Sewell, Kaushal, Peoples-Stokes, Merchant, Campbell, and Medlen</b>  <b>Nays: Barrow</b>  <b>Abstentions: none</b></p>
<b>Discussion:</b> <ul style="list-style-type: none"> <li>Discuss New Implicit Bias Training</li> </ul>	<ul style="list-style-type: none"> <li>Molina shared that she sent out an email with a tracking sheet showing where everyone stands in terms of the three trainings that are due every two years: Brown Act, Ethics, and now Implicit Bias.</li> <li>Deadline is November 15, 2023.</li> <li>Molina needs certificates of completion for each training along with the form included in the email.</li> </ul>
<b>Discussion:</b> <ul style="list-style-type: none"> <li>Discuss Phase 1 Triennial Review Survey and Annual Report</li> </ul>	<ul style="list-style-type: none"> <li>Reich shared the drafts of the Phase 1 Triennial Review Survey and the Annual Report on the EOC.</li> <li>Reich will send out both drafts in WORD docs and we need feedback before the EOC meeting on November 9. We can also do real-time editing in our meeting.</li> <li>Zeimer stated that she thinks there are several areas of the reports where we can articulate the struggle, we are having in achieving maximum feasible participation. Voices are being silenced.</li> </ul>
<b>Reports:</b> <ul style="list-style-type: none"> <li>CSB Director</li> <li>CSB Staff</li> <li>EOC Chair</li> <li>EOC Members</li> </ul>	<ul style="list-style-type: none"> <li>Reich shared that CSB has a new Interim Director, MJ Robb. She will join our next meeting. She used to work for CSB and is a retiree from the Sheriff's Office. Reich also shared the new staff at the table: Roshunda Ward, ASAll and Melissa Molina, Comprehensive Assistant Mgr.</li> <li>Zeimer shared that she is continuing her relentless pursuit of Brown Act reform.</li> <li>Barrow shared that his assignment to the Measure X Innovation Committee has ended and most of the funding has been awarded. He thanked the EOC for recommending him to represent them. All thanked Tim for his service.</li> <li>Zeimer would like McKee to report on the struggles the Library is having and any Measure X funds.</li> </ul>
<b>Next Steps</b>	<u>Next Steps</u> <ul style="list-style-type: none"> <li>Provide the EOC with the policy that now requires us to issue an RFP</li> <li>Invite McKee to report on the library funding.</li> <li>Sewell would like to put Outreach on the next agenda as the holidays are coming and it is getting cold.</li> </ul>
<b>Evaluate the Meeting</b>	<ul style="list-style-type: none"> <li>Pluses – got it done!</li> <li>Deltas – need to meet quorum!</li> </ul>

Community Services Block Grant										
Monthly Expenditures										
2023 Contract # 23F-4007										
Term: Jan 1, 2023 through May 31, 2024										
				35%	41%	47%	53%	29%	71%	
Line		sub	Original	Jun	Jul	Aug	Sep	YTD		
Item	Description	object	Budget	2023	2023	2023	2023	Total	Balance	% Spent
	<b>ADMINISTRATIVE COSTS:</b>									
1	Salaries and Wages	1011	16,609	-	-	3,803.86	2,603.36	6,407.22	10,201.78	39%
2	Fringe Benefits		12,125	883.08	-	2,623.33	1,767.78	5,274.19	6,850.81	43%
3	Other Costs-Indirect Costs		72,000	19,613.73	-	4,465.18	1,893.22	25,972.13	46,027.87	36%
	Total Administrative Costs		100,734	20,496.81	-	10,892.37	6,264.36	37,653.54	63,080.46	37%
	<b>PROGRAM COSTS:</b>									
1	Salaries and Wages	1011	272,826	11,596.29	18,536.68	15,485.59	7,202.16	52,820.72	220,005.28	19%
2	Fringe Benefits		124,245	6,925.59	10,504.84	5,352.13	3,244.89	26,027.45	98,217.55	21%
3	Operating Expenses		13,389	6,084.45	1,178.39	5,488.68	320.71	13,072.23	316.77	98%
	Supplies for Outreach/Homeless	2150/2490	2,500	1,082.14	1,443.36	1,114.43		3,639.93	(1,139.93)	146%
4	Out-of-State Travel		13,321	-	-	-	3,495.00	3,495.00	9,826.00	26%
5	Subcontractor Services		409,000	80,762.19	6,078.04	35,907.00	11,816.65	134,563.88	274,436.12	33%
1	Opportunity Junction, Inc	2310	36,000	6,000.00	3,000.00	3,000.00		12,000.00	24,000.00	33%
2	GRIP	2310	26,000	20,161.85		6,543.13		26,704.98	(704.98)	103%
3	The Contra Costa Clubhouse Inc	2310	35,200	-		-		-	35,200.00	0%
4	CC Interfaith (Hope Solutions)	2310	36,200	8,082.25		2,334.16		10,416.41	25,783.59	29%
5	White Pony Express	2310	37,000	-		-		-	37,000.00	0%
6	Bay Area Legal Aid (BALA)	2310	29,000	9,894.00		4,515.00		14,409.00	14,591.00	50%
7	STAND!	2310	33,000	-	1,201.44	1,016.13		2,217.57	30,782.43	7%
8	Loaves and Fishes of Contra Costa	2310	27,000	-		6,098.00	11,816.65	17,914.65	9,085.35	66%
9	Monument Crisis Center	2310	33,200	-		-		-	33,200.00	0%
10	St. Vincent de Paul	2310	26,200	16,623.77	1,876.60	-		18,500.37	7,699.63	71%
11	Lao Family Community Development	2310	32,200	5,364.54		2,176.04		7,540.58	24,659.42	23%
12	Bay Area Community Resources	2310	30,000	7,363.93		7,412.69		14,776.62	15,223.38	49%
13	Rising Sun Center For Opportunity	2310	28,000	7,271.85		2,811.85		10,083.70	17,916.30	36%
	Total Program Costs		835,281	106,450.66	37,741.31	63,347.83	26,079.41	233,619.21	601,661.79	28%
	Total Expenditures		936,015	126,947.47	37,741.31	74,240.20	32,343.77	271,272.75	664,742.25	29%



# **Contra Costa County Board of Supervisors**



## **Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

### **Phase I**

## INTRODUCTION

Contra Costa County is governed by a five-member Board of Supervisors elected by the citizens of our county. The work of the Board of Supervisors is augmented by various boards, committees, and commissions that are comprised of residents who are appointed by the Board of Supervisors. These appointed bodies are formed to provide support and citizen input by making recommendations to the Board of Supervisors on various issues such as service delivery problems or community needs. County advisory bodies are created in response to specific community needs or because of state and federal legislation or contractual agreements with other public agencies. These bodies serve as direct links between the Board of Supervisors and our community while expanding communication between the public and County government and enhancing the quality of life for our residents.

## SUMMARY OF THE TRIENNIAL SUNSET REVIEW PROCESS

The Contra Costa County Board of Supervisors adopted Resolution No. 2012/261 on June 26, 2012, establishing a “triennial sunset review process” for most county advisory bodies whose members are appointed by the Board of Supervisors. Each year the Clerk of the Board schedules one-third of these bodies for review by the County Administrator's Office and the Internal Operations Committee of the Board of Supervisors.

The purpose of the Triennial Sunset Review is to provide the Board of Supervisors with a method to periodically evaluate the purpose, performance, and effectiveness of advisory bodies. For additional information about the review procedure, please refer to [Resolution 2012/261](#) and the [Advisory Body Handbook](#).

## INSTRUCTIONS

Phase I of the Triennial Review will cover the years 2020, 2021, and 2022. Please complete all three parts of the attached survey, including [Part I: Questions](#), [While the individual achievements are many, some of the highlights of the impact of the board members are:](#)

- Our Chairperson and District II Public Sector Representative is active in voter registration outreach and provides training throughout the community. She also came out of retirement to work for Health Services in our county during the pandemic so ensure our community had equitable access to vaccines, boosters, and testing. She is also on the executive board of the Family Economic Security Partnership (FESP).
- Our District III Public Sector representative was the First Vice President on the California Community Action Partnership Association (CalCAPA) which serves as the premier poverty fighting association in California. This representation allows for the EOC to hear directly from leaders who are strategizing to beat poverty in the State and our community.
- Our Private/Non-Profit Sector Seat 5 member has supplied children in our CSBG funded shelters with new clothing every year, which she purchased herself. She is also a mentor for the graduates of the Rising Sun Center for Opportunity program as she is a retired union electrician. She also attends numerous Town Halls in central county, hosted by federal, state, and local legislators to ensure they know about the issues

facing our communities.

- Our Private/Non-Profit Sector Seat 4 member purchased two sturdy pop-up shelters for a small church outreach group that provides emergency food to the hungry in Concord after she heard their call for help during our devastating rains.

**Part II: Materials**, and [Part III: Signatures & Certification](#).

Completed surveys are due to the Clerk of the Board by **Friday, December 1, 2023**. You can submit your completed materials to Lauren Hull, Senior Management Analyst for the Clerk of the Board by *either* e-mail or hardcopy mail.

**E-mail:**     [Lauren.Hull@cob.cccounty.us](mailto:Lauren.Hull@cob.cccounty.us)

**Mail:**        Contra Costa County Clerk of the Board  
                  Attn: Lauren Hull, Senior Management Analyst  
                  1025 Escobar Street, 1<sup>st</sup> Floor  
                  Martinez, CA 94553

*Should you have any questions, please contact Lauren Hull at the above e-mail address or at (925) 655-2007.*

**Contra Costa County Board of Supervisors  
Triennial Sunset Review of Appointed Boards, Committees, & Commissions**

**Part I: Questions**

**STAFFING & CONTACT INFORMATION**

**Name of Advisory or Independent Body:** Economic Opportunity Council

**Name of Person Completing the Triennial Review Survey:** Christina Reich

**Chairperson Name:** Renee Zeimer

**Main Staff Person Name:** Christina Reich

**Staff Agency/Department:** Employment and Human Services Community Services Bureau

**Main Staff Telephone Number:** 925-608-8819

**Main Staff Email:** creich@ehsd.cccounty.us

**Website (enter "N/A" if the body does not have a website):** www.ehsd.org

**How many staff members provide support for this body?** Four (4)

**On average, how many total hours per week of staff support does this body utilize?** 16

**MEMBERSHIP**

**1. How many authorized, voting seats are on the body?** 15

**2. How many authorized, voting seats are currently filled?** 10

**3. Does the body have a sufficient number of members to achieve its mission?**

☐ Yes

☒ No

**If "No", do you recommend an adjustment to the number of seats (an increase, decrease, or other restructuring)?**

The EOC and staff strongly support restructuring in the form of Brown Act reforms so that teleconferencing is allowed without exception. One important lesson learned from the Pandemic is that participation is much more robust and achieving quorum was greatly improved.

**4. Does the body have a sufficient composition of members/types of seats to achieve its mission?**

☐ Yes

☒ No

**If “No”, please indicate which seats you would modify and why.**

Due to the need to attend meetings in person, there has been tremendous difficulty in recruiting and retaining members, particularly in the low-income sector and the public sector, with long-standing vacancies in both sectors despite expanded recruitment efforts. Without the voices of those with lived experience on the EOC, we are not fulfilling the requirements of Section 676B of the Community Services Block Grant Reauthorization Act of 1998.

- 5. Has the body experienced any membership challenges (i.e., high vacancy rates, trouble filling seats, high member turnover, difficulty meeting quorum, or issues with recruitment and retention)?**

☒ Yes

☐ No

**If “Yes”, please describe the membership challenges experienced.**

Low-income, disabled, and senior members have difficulty attending meetings in person and the EOC is advocating for changes in the Brown Act to allow teleconferencing to ensure “maximum feasible participation” as required by CSBG IM 182.

- 6. Are there special qualifications, requirements, or prerequisites for members to serve on the body?**

☒ Yes

☐ No

**If “Yes”, please explain whether the requirements are important and necessary, or describe any issues where these requirements have limited recruitment of potential candidates.**

One-third of the members (5) must be Public Sector and appointed by each Supervisor, one-third (5) must be low-income, and one-third (5) must be from the Private/Non-Profit Sector with compelling reasons for working with the poor. This composition is statutory as found in Section 676B of the Community Services Block Grant Reauthorization Act of 1998.

## MEETINGS

- 1. How many “full body” meetings were scheduled during the last 36 months?** 33
- 2. How many “full body” meetings were cancelled during the last 36 months?** 6
- 3. How many “full body” meetings were cancelled during the last 36 months specifically due to a lack of quorum?** 6
- 4. How many subcommittees does the body have and how frequently do they meet?**  
There are 5 subcommittees. The Executive and Fiscal subcommittees meeting monthly, and the rest meet as needed, and not more the twice per year.
- 5. How many times did members attend meetings remotely for “just cause” in the past year?** 0
- 6. How many times did members attend meetings remotely for “emergency**

circumstances” in the past year? 0

**7. Aside from being in person, how can members of the public view meetings and provide public comment?**

☐ N/A (i.e. attending in person is the only option)

☒ Via both phone and an online platform

☐ Via phone only

☐ Via an online platform only

<b>COMMUNITY INFORMATION, OUTREACH, &amp; MEETING NOTICES</b>
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- 1. How does the body engage stakeholders and the general public on issues and programs within the body’s area of responsibility?** Every two years, the EOC holds a series of public hearings in East, Central, and West County and with the Head Start Policy Council to hear their issues and address them in the Community Action Plan. The EOC also holds annual events with CSBG Subcontractors to foster a system of care environment. They also conduct annual monitoring of the service providers and hear concerns and successes.
- 2. How are stakeholder and public input incorporated into the body’s mission and objectives?** The information gleaned from public hearings, on-site monitoring visits and a county-wide Community Assessment is incorporated into the EOC’s five-year strategic plan (inclusive of mission), its 2-year Community Action Plan, and its RFI process for funding of non-profits using CSBG funds.
- 3. What outreach efforts are undertaken to encourage public participation in meetings and sponsored activities?** Information is shared on social media, the Employment and Human Services website and the county website. We also purchase useful incentives and provide food to encourage participation. For example, we provided backpacks for the house-less during the pandemic full of personal hygiene products, PPE, and healthy snacks. For the public hearings, we provided messenger bags with planners, gloves, hats, scarfs, and healthy snacks.
- 4. How far in advance of the meeting date does the body post its meeting notice?** 96 hours or more.
- 5. Where are meeting notices posted? Please note all locations, both physical and electronic.** The county website and the EHSD website, as well as in the enclosed bulletin board outside the location of the meetings at 1470 Civic Court, Concord, CA 94520.
- 6. What information is regularly presented to the body’s members to keep them informed of the body’s performance?** Annual report data that includes demographics and data on our efforts to meet the National Performance Indicators (NPIs), budget reports on spend-down efforts by subcontractors, and monitoring reports, which they help to develop.



## MISSION & PURPOSE

**1. Is this body or its activities mandated by state or federal law or regulations?**

☒ Yes

☐ No

**If “Yes”, please provide the citation to the applicable law.** Section 676B of the Community Services Block Grant Reauthorization Act of 1998.

**2. What is the original purpose and responsibility of the body, as prescribed in its establishing documents?** Since 1968, local community action agencies have been required to have tripartite governing boards to gain and retain designation as eligible entities and to receive CSBG funding. Effective tripartite boards reflect and promote the unique anti-poverty leadership, action, and mobilization responsibilities assigned by law to community action agencies. Boards are responsible for assuring that agencies continue to assess and respond to the causes and conditions of poverty in their community, achieve anticipated family and community outcomes, and remain administratively and fiscally sound.

**3. Have there been major changes to the body’s responsibility (such as changes in legal mandates or in the major activities that it has undertaken)?**

☒ Yes

☐ No

**If “Yes”, please describe these changes.**

On March 1, 2023, the EOC was required to return to in-person meetings following the expiration of the Governor’s COVID-19 emergency board order. Teleconferencing was no longer available to us for achieving a quorum. Since then, the EOC has had to cancel more meetings than ever before. The Ralph M. Brown Act was enacted in response to public concerns over informal undisclosed meetings held by local elected officials. The law guarantees the public’s right to attend and participate in meetings of local legislative bodies. The EOC wholeheartedly supports this premise. However, with today’s technology, what originally was intended as a measure of good governance, greater accountability, and transparency of local government meetings, in 2023 the Brown Act does just the opposite. It limits public access and community board participation.

**4. Are the body’s bylaws reflective of the body’s current mission, purpose, and focus?**

☒ Yes

☐ No

☐ N/A - body does not currently have bylaws

**If “No”, please describe how the body’s current mission, purpose, or focus differ from the existing bylaws.**

*[Click or tap here to enter text.](#)*

**5. Do you recommend changes to the body’s mission, purpose, or focus?**

☐ Yes

☒ No

**If “Yes”, please explain the changes you would suggest and why.**

*[Click or tap here to enter text.](#)*

6. **What target population or priority communities are served by the body?** Low-income individuals and families living in Contra Costa County.
7. **List activities, services, programs, and/or special projects the body delivers to achieve its current mission.** Through CSBG funded community-based partners, the EOC implemented the following: Emergency food distribution, food reclamation, hot meal programs, emergency family shelter, transitional shelter (for transitional age youth, children and families), gun violence prevention programs, mental health and domestic violence intervention programs, legal service, eviction prevention, rental assistance, job training and placement programs, union construction trades training and placement, and economic security training. The EOC also engaged with the Low-Income Energy Assistance Program, the Low-Income Water Assistance Program, Weatherization, and Head Start to ensure that these safety net services were integrated into their work.

## BUDGET

1. **Does the body have an annual operating budget?**  
☒ Yes  
☐ No
2. **Does the body collaborate with any private organization (not the county or an associated governmental agency) that provides, holds, and/or disburses funds on behalf of the body, such as a “Friends” committee or other organization?**  
☐ Yes  
☒ No

**If “Yes”, please list the organization.**

*Click or tap here to enter text.*

## CHALLENGES

1. **Are there any additional challenges or problems that the body has been unable to resolve or wishes to bring to the attention of County Administration and/or the Board of Supervisors?**  
☒ Yes  
☐ No

**If “Yes”, please provide a description of the challenge or concern.**

On March 1, 2023, the EOC was required to return to in-person meetings following the expiration of the Governor’s COVID-19 emergency board order. Teleconferencing was no longer available to us for achieving a quorum. Since then, the EOC has had to cancel more meetings than ever before.

**If “Yes”, please also list who is affected by this challenge or problem.**

Not surprisingly, participation for many low-income members has become unsustainable and resulted in board resignations. We are losing the low-income voices on our board! Despite our recruitment efforts we have had greatest difficulty



filling vacated low-income sector seats although it has been difficult filling seats in all three sectors given the imposed in-person meeting requirement.

**If “Yes”, please also list what changes or other recommendations the committee has considered in response.**

As a federal program, Community Action is designed for “maximum feasible participation” of local, low-income community stakeholders. Given our situation, we are unable to meet that goal. We are hopeful that there is an administrative fix that would afford California’s public Community Action Agencies (CAAs) the same meeting flexibility as the non-profits CAAs in our network. We look forward to working with you on a resolution.

## ACCOMPLISHMENTS & IMPACT

- 1. Describe the specific impact of the work of the body and its work in achieving its mission.** The EOC made tremendous impact during 2020-22 as the pandemic raged on in our county. They effectively distributed 28 pallets of PPE to 13 subcontractors serving our low-income community, held roundtable discussions to ensure that our subcontractors practiced wellness and collective impact, and hosted an incredible event to celebrate the House passing the reauthorization of CSBG with guests Congressman Mark DeSaulnier and David Bradly, CEO of the National Community Action Foundation.
- 2. Describe any effects the body has had on the target population or community.** In addition to providing the services described in the Mission and Purpose Section, #7, the EOC effectively distributed 1.2 million dollars in CARES Act funding into the community to address rental assistance, food insecurity, water debt relief, and mental health support to over 10,000 low-income residents in Contra Costa County. Collectively, over the last three years, 30,459 individuals have benefited from services provided using CSBG funds as determined by the EOC.
- 3. Optional: Describe any additional comments on the effectiveness of the accomplishments and impact of the body.** You may use this space to share additional comments about the work of the body, its effectiveness, the services it provides, or any other related achievements. While the individual achievements are many, some of the highlights of the impact of the board members are:
  - Our Chairperson and District II Public Sector Representative is active in voter registration outreach and provides training throughout the community. She also came out of retirement to work for Health Services in our county during the pandemic so ensure our community had equitable access to vaccines, boosters, and testing. She is also on the executive board of the Family Economic Security Partnership (FESP).
  - Our District III Public Sector representative was the First Vice President on the California Community Action Partnership Association (CalCAPA) which serves as the premier poverty fighting association in California. This representation allows for the EOC to hear directly from leaders who are strategizing to beat poverty in the State and our community.
  - Our Private/Non-Profit Sector Seat 5 member has supplied children in our CSBG funded shelters with new clothing every year, which she purchased herself. She is also a mentor for the graduates of the Rising Sun Center for Opportunity program as

she is a retired union electrician. She also attends numerous Town Halls in central county, hosted by federal, state, and local legislators to ensure they know about the issues facing our communities.

- Our Private/Non-Profit Sector Seat 4 member purchased two sturdy pop-up shelters for a small church outreach group that provides emergency food to the hungry in Concord after she heard their call for help during our devastating rains.

## **Part II: Materials**

**Please attach or provide links to the following materials.**

- Agendas from the last 5 meetings
  - ☒ Attached; *or*
  - ☐ Link: [\*Click or tap here to enter text.\*](#)
- Minutes (or records of action) from the last 5 meetings
  - ☒ Attached; *or*
  - ☐ Link : [\*Click or tap here to enter text.\*](#)
- Bylaws currently in effect
  - ☐ This body does not have bylaws; *or*
  - ☒ Attached; *or*
  - ☐ Link: [\*Click or tap here to enter text.\*](#)
- Annual Reports for years 2020, 2021, and 2022 if available, as submitted to the Board of Supervisors
  - ☐ There are no annual reports for the years 2020-2022; *or*
  - ☒ Attached; *or*
  - ☐ Link: [\*Click or tap here to enter text.\*](#)

### Part III: Signatures & Certification

**Please print, handwritten, and sign this section after reading the certification below:**

*I certify that I have reviewed this survey and believe that our board, committee, or commission's (body's) responses to the Triennial Review Phase III survey are complete and accurate.*

**Name of Board, Committee, or Commission (body) Chairperson:** Renee Zeimer

**Signature of Chairperson:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Name of Board, Committee, or Commission (body) Staff Person:** Christina Reich

**Signature of Staff Person:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please direct completed surveys and any questions to:**

Lauren Hull, Senior Management Analyst for the Clerk of the Board  
[Lauren.Hull@cob.cccounty.us](mailto:Lauren.Hull@cob.cccounty.us)  
(925) 655-2007

**Thank you for your time and cooperation!**



## **ADVISORY BODY ANNUAL REPORT**

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

### **I. Activities**

(estimated response length: 1/2 page)

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

### **II. Accomplishments**

(estimated response length: 1/2 page)

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

III. Attendance/Representation

(estimated response length: 1/4 page)

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

IV. Training/Certification

(estimated response length: 1/4 page)

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

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

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

# 2023 CSBG ONSITE MONITORING AND OUTREACH VISITS

## EOC MEMBER SIGN UPS

SUBCONTRACTOR	EOC MEMBER
Bay Area Community Resources, Antioch	
Bay Area Legal Aid, Richmond	
Hope Solutions, Concord	
Greater Richmond Interfaith Program, Richmond	
Lao Family Community Development, Richmond	
Loaves and Fishes, Martinez	
Mental Health Connections, Concord	
Monument Crisis Center, Concord	
Opportunity Junction, Antioch	
Rising Sun, Oakland	
St. Vincent de Paul, Pittsburg	
STAND! For Families Free of Violence, Concord	
White Pony Express, Pleasant Hill	