

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 Fiscal Subcommittee Meeting

**Date:** 12/7/2023 **Time: From:** 11:00 a.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: FOR PUBLIC ONLY**

Link: <https://ccccounty-us.zoom.us/j/83375296321?pwd=WTRqd3k4dTR2NUhtYk84cG1WcmtEUT09>

Password: 137005

**HOW TO JOIN THE MEETING VIA CALL-IN:**

- **Zoom meeting Dial-In-Number:** +1-888 278 0254
- **Conference code:** 812185
- **Meeting ID:** 833 7529 6321
- **Password:** 137005

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

**Meeting Leader:** Ajit Kaushal, Chair

**Purpose:** Review Reports and CSBG Budgets

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 to [akaur@ehsd.cccounty.us](mailto:akaur@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. Discuss the CSBG Monthly Expenditure Report for October 2023 for Grant #23F-4007. |
| 4. Review and Approve the 2024 CSBG Budget.  |
| 5. Identify Next Steps.  |
| 6. 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. Discuss: CSBG Monthly Expenditure Report for October for Grant #23F-4007	Present Clarify Check for Understanding	CSB staff	15 Minutes
4. Review and Approve: 2024 CSBG Budget	Present Clarify Check for Understanding	CSB staff	40 Minutes
5. Next Steps	Present Clarify Check for Understanding	CSB staff	5 Minutes
6. Meeting Evaluation	+/-Δ	Group	5 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*

Community Services Block Grant											
Monthly Expenditures											
2023 Contract # 23F-4007											
Term: Jan 1, 2023 through May 31, 2024											
Revised to Include Amendment 2											
				35%	41%	47%	53%	59%	35%	65%	
Line		sub	Original	Jun	Jul	Aug	Sep	Oct	YTD		
Item	Description	object	Budget	2023	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	37.22	5,311.41	6,813.59	44%
3	Other Costs-Indirect Costs		72,000	19,613.73	-	4,465.18	1,893.22	1,966.87	27,939.00	44,061.00	39%
	Total Administrative Costs		100,734	20,496.81	-	10,892.37	6,264.36	2,004.09	39,657.63	61,076.37	39%
	<b>PROGRAM COSTS:</b>										
1	Salaries and Wages	1011	272,826	11,596.29	18,536.68	15,485.59	7,202.16	11,600.27	64,420.99	208,405.01	24%
	Student Interns		113,057	481.01	2,873.53	4,257.92	1,507.23	1,579.00	10,698.69	102,358.31	9%
2	Fringe Benefits		124,245	6,925.59	10,504.84	5,352.13	3,244.89	5,590.52	31,617.97	92,627.03	25%
3	Operating Expenses		20,503	6,084.45	1,178.39	5,488.68	320.71	1,719.65	14,791.88	5,711.12	72%
	Office Expense*	2100/00	6,365	4,742.49	1,122.28			(185.01)	5,679.76	685.24	89%
	Communications	2110	1,535	241.31		793.48	263.70	27.10	1,325.59	209.41	86%
	Tel Exchange Service	2111	1,725	44.77	56.11	56.27	57.01	56.21	270.37	1,454.63	16%
	Membership Dues	2200	6,650	-		4,495.00		-	4,495.00	2,155.00	68%
	Local Travel Coferences	2300/00	4,228	1,055.88		143.93		1,821.35	3,021.16	1,206.84	71%
	Supplies for Outreach/Homeless	150/24	11,043	1,082.14	1,443.36	1,114.43			3,639.93	7,403.07	33%
4	Out-of-State Travel		7,119	-	-	-	3,495.00	-	3,495.00	3,624.00	49%
5	Subcontractor Services		409,000	80,762.19	6,078.04	35,907.00	11,816.65	35,526.98	170,090.86	238,909.14	42%
1	Opportunity Junction, Inc	2310	36,000	6,000.00	3,000.00	3,000.00		3,000.00	15,000.00	21,000.00	42%
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	-		-		16,266.00	16,266.00	20,734.00	44%
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		1,098.31	3,315.88	29,684.12	10%
8	Loaves and Fishes of Contra Costa	2310	27,000	-		6,098.00	11,816.65	7,104.78	25,019.43	1,980.57	93%
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 Developmer	2310	32,200	5,364.54		2,176.04		5,839.02	13,379.60	18,820.40	42%
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		2,218.87	12,302.57	15,697.43	44%
	Total Program Costs		844,736	106,450.66	37,741.31	63,347.83	26,079.41	54,437.42	288,056.63	556,679.37	34%
	Total Expenditures		945,470	126,947.47	37,741.31	74,240.20	32,343.77	56,441.51	327,714.26	617,755.74	35%

\*Note that Office Expenses were increased for this contract to cover costs that could not be included in the prior year contract (22F-5007).



<b>Community Services Block Grant</b>					
<b>Monthly Expenditures</b>					
<b>2024 Proposed Budget - Draft - Confidential</b>					
				<b>Proposed</b>	
Line		sub	<b>2023</b>	<b>2024</b>	
Item	Description	object	<b>Budget</b>	<b>Budget</b>	<b>Difference</b>
	<b><u>ADMINISTRATIVE COSTS:</u></b>				
1	<b>Salaries and Wages</b>	1011	<b>16,609</b>	<b>16,599</b>	<b>(10)</b>
2	<b>Fringe Benefits</b>		<b>12,125</b>	<b>10,125</b>	<b>(2,000)</b>
3	<b>Other Costs-Indirect Costs</b>		<b>72,000</b>	<b>70,000</b>	<b>(2,000)</b>
	<b>Total Administrative Costs</b>		<b>100,734</b>	<b>96,724</b>	<b>(4,010)</b>
	<b><u>PROGRAM COSTS:</u></b>				-
1	<b>Salaries and Wages</b>	1011	<b>272,826</b>	<b>275,030</b>	<b>2,204</b>
2	<b>Fringe Benefits</b>		<b>124,245</b>	<b>129,006</b>	<b>4,761</b>
3	<b>Operating Expenses</b>		<b>31,546</b>	<b>25,710</b>	<b>(5,836)</b>
4	<b>Out-of-State Travel</b>		<b>7,119</b>	<b>10,000</b>	<b>2,881</b>
5	<b>Subcontractor Services</b>		<b>409,000</b>	<b>409,000</b>	<b>-</b>
1	Opportunity Junction, Inc	2310	36,000		
2	GRIP	2310	26,000		
3	The Contra Costa Clubhouse Inc	2310	35,200		
4	CC Interfaith (Hope Solutions)	2310	36,200		
5	White Pony Express	2310	37,000		
6	Bay Area Legal Aid (BALA)	2310	29,000		
7	STAND!	2310	33,000		
8	Loaves and Fishes of Contra Costa	2310	27,000		
9	Monument Crisis Center	2310	33,200		
10	St. Vincent de Paul	2310	26,200		
11	Lao Family Community Development	2310	32,200		
12	Bay Area Community Resources	2310	30,000		
13	Rising Sun Center For Opportunity	2310	28,000		
	<b>Total Program Costs</b>		<b>844,736</b>	<b>848,746</b>	<b>4,010</b>
	<b>Total Expenditures</b>		<b>945,470</b>	<b>945,470</b>	<b>-</b>