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## Agenda

**Group/Meeting Name:** EOC Executive Subcommittee Meeting

**Date:** 2/1/2024 **Time: From:** 12:00 p.m. **To** 1:00 p.m.

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

**Online/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.

**HOW TO JOIN THE MEETING VIA ZOOM: FOR PUBLIC ONLY**

Link: <https://ccccounty-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 accommodation 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 [awardr@ehsd.cccounty.us](mailto:awardr@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. Review and approve the draft December 7, 2023 EOC Executive Meeting minutes.
4. Review and approve the draft December 14, 2023 EOC Business Meeting minutes.
5. Review status of the On-Site Monitoring Visits.
6. Discuss appointment of a new Secretary and Policy Council Representative.
7. Review and approve the draft February 8, 2024 EOC Business Meeting agenda.
8. Identify next steps.
9. 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 December 7, 2023 EOC Executive Meeting minutes.	Present Clarify Check for Understanding Check for Approval	Group	5 Minutes
4. <b>Action:</b> Review and approve the draft December 14, 2023 EOC Business Meeting minutes.	Present Clarify Check for Understanding	CSB staff	5 Minutes
5. Review Onsite Monitoring Visit Status	Present Clarify Check for Understanding	Group	10melis Minutes
6. Discuss appointment of a new Secretary and Policy Council Representative	Present Clarify Check for Understanding	Group	5 Minutes
7. <b>Action:</b> Review and approve the draft February 8, 2024 EOC Business Meeting agenda.	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
8. Next Steps	Present Clarify Check for Understanding	CSB staff	2 Minutes
9. Meeting Evaluation	+/-Δ	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](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) Executive Meeting Minutes**  
 Location: In-person/Zoom for public  
 1470 Civic Court, Suite 200, Concord, CA. 94520, Conference Room 221



**Date:** 12/07/23      **Time Convened:** 12:03 p.m.      **Time Terminated:** 1:00 p.m.      **Recorder:** Melissa Molina

**Meeting attendees:** Renee Zeimer, Devlyn Sewell  
**Staff:** Christina Reich, Melissa Molina  
**Absentees:** Roshunda Ward, Timothy Barrow

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> <li>Chair Zeimer called the meeting to order at 12:00pm.</li> <li>Zeimer read the desired outcomes.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Action:</b> Review and approve the draft November 2, 2023 Executive Meeting Minutes.	<ul style="list-style-type: none"> <li>The group reviewed the draft of the Executive Meeting minutes.</li> <li>No changes</li> </ul> <p><b>A motion to approve the October 5, 2023 Executive Meeting minutes with no changes, approved by acclamation.</b></p> <p><b>The motion passed with EOC members voting as follows:</b>  <b>Ayes:</b> Zeimer, Sewell.  <b>Nays:</b> None.  <b>Abstentions:</b> None.</p>
<b>Action:</b> Review and approve the draft for November 9, 2023 Informational Business Meeting	<ul style="list-style-type: none"> <li>Informational Minutes were added separately.</li> <li>Make changes to remove all first initials and first names, including last names only in minutes; Reich will make the changes for the business packet.</li> <li>When people are approved for office first and last names must be included</li> <li>BOS will be changed to last name and the district they are representing (page 3 of 5)</li> <li>Molina stated that Coleman has not submitted her training, however, has 30 days after being appointed to submit them. Molina has contacted and emailed the information to Coleman.</li> <li>Reich stated that Tiglao and Coleman will be approved on 12/12/23 by the BOS.</li> <li>Zeimer is working on writing a letter to Measure X to support the Contra Costa County library.</li> </ul>

TOPIC	RECOMMENDATION / SUMMARY
	<p><b>A motion to approve the November 9, 2023 Informational Business Meeting minutes with changes noted, approved by acclamation.</b></p> <p><b>The motion passed with EOC member voting as follows:</b>  <b>Aye: Zeimer, Sewell</b>  <b>Nays: None</b>  <b>Abstentions: None</b></p>
Review the 2023-2024 Onsite Monitoring/Visits	<ul style="list-style-type: none"> <li>Reich reviewed the purpose of the onsite monitoring and shared the information she will be sharing with members at our next EOC business meeting including guideline, EOC, Staff and sub-contractors roles.</li> <li>Staff and EOC members will leave their business cards.</li> <li>Staff will bring CSB's mission statement.</li> <li>Zeimer requested to include in the CSBG monitoring guidelines that staff will email and bring monitoring forms during the visits.</li> </ul>
Discuss RFI Scoring Training	<ul style="list-style-type: none"> <li>Reich reviewed the power point regarding the RFP scoring and asked if both she and Zeimer can alternate the power point slides for the business meeting, this power point includes the tools for scoring.</li> <li><i>Zeimer will start with the Key principles; Reich will start with Integrity along with reviewing the National Performance Standards.</i></li> <li><i>Reich reviewed the timelines for the proposals and stated that we'll be having an ADHOC meeting in lieu of our regularly scheduled EOC meeting. ADHOC meeting will take place on 1/11/2024.</i></li> </ul>
CSD Monitoring/Desk Audit	<ul style="list-style-type: none"> <li>Reich reviewed and discussed CSD's desk audit</li> <li>1<sup>st</sup> finding was the long-term vacancies which are longer than 12 months. Reich will share this information with the Board of Supervisors offices - Supervisor Glover and Supervisor Gioia.</li> <li>A T/TA ticket was opened and Lawrence Hiner will be working with us; meeting will be set in January 2024 and will be shared with Zeimer.</li> <li>2<sup>nd</sup> finding is untimely EARS submissions which is reported by Morris in fiscal. Due to the auditor controller's office having challenges, Morris is consistently reporting late each month. Reich will be forwarding this report to Donn in Fiscal and EHSD director Stuart so the Auditor Controller's office will let us know what the corrective action plan will be.</li> <li>There were two observations, CARES Annual Report and revenue contracts were submitted late.</li> <li>Reich is working on the corrective action plan and will send EOC members a copy once completed, this does not need to be approved by the EOC board.</li> </ul>
Next Steps	<ul style="list-style-type: none"> <li><i>Melissa will make business cards for EOC members</i></li> <li><i>Reich to make changes to business meeting minutes</i></li> </ul>
Evaluate the Meeting	<ul style="list-style-type: none"> <li>Meeting ended on time.</li> </ul>



**Economic Opportunity Council (EOC) Business Meeting Minutes**  
 Location: 1470 Civic Court, Suite 200, Conf. Room #207, Concord



**Date:** 12/18/2023    **Time Convened:** 6:15pm    **Time Terminated:** 7:57 pm    **Recorder:** Melissa Molina

**Meeting attendees:** Renee Zeimer, Devlyn Sewell, Ajit Kaushal, LaTonia Peoples-Stokes, Alison McKee, Patricia Campbell, Victor Tiglao, Mattieu Rogers

**Absentees:** Timothy Barrow, Desire Medlen, Monisha Merchant, Karen Coleman

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

**Guest:** none

**Quorum:** Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> <li>Chair Zeimer called the meeting to order at 6:15pm and reviewed the desired outcomes and meeting rules.</li> </ul>
Public Comment	<ul style="list-style-type: none"> <li>None</li> </ul>
<b>Action:</b> <ul style="list-style-type: none"> <li>➤ Approve the draft of November 9, 2023 Business Meeting minutes</li> </ul>	<b>A motion to approve the draft November EOC Business Meeting minutes was made by Campbell and seconded by Sewell. Minutes approved by acclamation.</b>

6 TOPIC	RECOMMENDATION / SUMMARY
<b>Fiscal Reports:</b> <ul style="list-style-type: none"> <li>CSBG-Expenditure Report for October for Grant #23F-4007</li> </ul>	<ul style="list-style-type: none"> <li>Morris presented the October 2023 expenditure report.</li> <li>Morris stated that wages are understated, once updated it will increase.</li> <li>Ward stated that demands paid will show in November's 2023 budget report and that the auditor controller's office is short staffed which is causing a delay in payments.</li> <li>Reich stated by February 2024 we'll have a true picture of spending and anything that needs to be adjusted, and that by the end of May 2024 all the money is spent.</li> </ul>
<b>Action:</b> <ul style="list-style-type: none"> <li>Approve the 2024 CSBG Budget for Contract #24-3007</li> </ul>	<p>Morris explained this is the 2024 proposed budget which is a more detailed copy.</p> <ul style="list-style-type: none"> <li>A distribution between reducing admin expenses by \$4000.00 and spreading them towards operations.</li> <li>Admin costs: There is a \$10.00 decrease in salary and wages.</li> <li>A decrease in fringe benefits by \$2000.00</li> <li>Increase in program overhead costs of \$2204.00.</li> <li>A decrease of 2 slots for student interns, going from 7 to 5</li> <li>Reich pointed out that the subcontractors listed are the ones we currently have but will change based on the outcome of the RFP awards in January.</li> </ul> <p><b>McKee made a motion to formally approve the 2024 CSBG budget, the motion was seconded by Kaushal.</b>  <b>The motion passed with EOC members voting as follows:</b>  <b>Ayes: 8</b>  <b>Nays: 0</b>  <b>Abstentions: 0</b>  <b>Absent: 4</b></p>
<ul style="list-style-type: none"> <li>Review of 2023 CSB Desk Audit Report</li> </ul>	<ul style="list-style-type: none"> <li>Reich explained the desk audit, which includes all of our reporting documents to be reviewed such as our rosters, fiscal expenditures, minutes, organizational standards and our community action plan.</li> <li>Reich advised members that she will be emailing them the corrective action plan, which does not require their approval.</li> <li>1<sup>st</sup> finding is having several vacancies and having them vacant on the books for several months, 2 of the seats are from Supervisor's Goia's office and Supervisor Glover's office. Both supervisors have advertised in their newsletters, and they are being asked to do a more active job by Stuart our EHSD director. Both Supervisors have received the corrective action plan.</li> <li>In addition, we have been assigned to work with Lawrence Hiner in Training and Technical Assistance, Ward stated that she will follow up with Lawrence Hiner on a meeting date and time.</li> <li>We have 2 low income and 2 public vacancies.</li> </ul>

7 TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>• The 2<sup>nd</sup> finding is untimely EARS report submissions, which is a fiscal report that Morris must do and he's been reporting late due to the auditor controller's office.</li> <li>• Reich spoke about the observations and what needs to be improved. One is the untimely CARES Annual report, and it was submitted late by a previous manager. Ward and Reich will be going to a training in January, they will ensure that the next report due on 02/1/2024 is submitted on time.</li> <li>• The next observation is untimely contract execution and deliverables submissions. The contracts were submitted late. Reich is working on this with Director Stuart.</li> <li>• Ward and Reich are going to work on the budget packet for the Board of supervisor's approval which is due on 01/8/2024. Reich will report back to EOC members.</li> <li>• The final observation is Unspent Contract Allocation. This pattern started with the pandemic funds and followed us from 2021 to 2022 of underspending the contract. 2023 will not be underspent, in February we'll have a real time where our money is and a request to change any underspend line items with EOC member's approval and spend it by May 2024.</li> <li>• Reich will send EOC members the corrective action plan by the end of December 2023.</li> <li>• EOC members asked for Stuart to be present at our next business meeting for questions.</li> </ul>
<ul style="list-style-type: none"> <li>• Review 2023 Monitoring plan update and training on Monitoring Process</li> </ul>	<ul style="list-style-type: none"> <li>• Reich reviewed the 2023 CSBG Onsite Monitoring Guidelines.</li> <li>• EOC members to report out at the next EOC business meeting in February as to what the findings/observations were for each visit.</li> <li>• Reich reviewed each section of the onsite monitoring evaluation form and the file review tool; an example was included.</li> <li>• Reich advised members that if there is a finding, subcontractors can send them a picture or document that demonstrates that the finding was fixed so as to avoid return visits.</li> <li>• Molina discussed all of the appointments that have been scheduled and will follow up with a phone call with sub-contractors and EOC members who have not responded.</li> </ul>
<ul style="list-style-type: none"> <li>• Update on RFP 1204 and training on scoring applications</li> </ul>	<ul style="list-style-type: none"> <li>• Zeimer and Reich provided training and alternated slides on the PowerPoint in the packet.</li> <li>• Reich stated that we have 17 applicants, 2 are disqualified because they did not include the required items and they are Grace Arms of Antioch and Team Jesus. Therefore, 15 who passed contracts will be reviewed by fiscal and due to be finished by tomorrow. Copies will be made available on Wednesday and Ward and Molina will hand deliver them.</li> <li>• To participate in the selection process on January 11, 2024, score sheets must be turned in to Reich by January 9, 2023.</li> <li>• Reich explained that sub-contractors who were not selected can ask why and we then present them with member's scoring, demonstrating why they are not going to be funded.</li> <li>• Zeimer suggested members read the National Performance Indicators carefully before scoring.</li> </ul>

8 TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> <li>Reich reviewed each section of the RFP #1204 Evaluation sheet and reminded members that an ADHOC meeting will be held on zoom along with person if they're interested.</li> <li>Reich reviewed the timeline.</li> </ul>
<b>Reports:</b> <ul style="list-style-type: none"> <li><b>CSB Director</b></li> <li><b>CSB Staff</b></li> <li><b>EOC Chair</b></li> <li><b>EOC Members</b></li> </ul>	<ul style="list-style-type: none"> <li>Director's Report: Reich reported that MJ Rob is on vacation and excused.</li> <li>Staff Report: Reich shared that Head start passed the Federal Review and report is included in the packet. We are waiting to hear when we can submit the re-competition grant for next year.</li> <li>Staff Report: Ward advised members that we received funding for 97 backpacks and showed members all the items included in each backpack.</li> <li>Zeimer Reported on ABA17 - there will be a hearing in January. This bill will allow zoom meetings to meet quorum.</li> <li>Zeimer gave an update on Measure X decisions that were made at the last Board of Supervisors meeting. The county library proposal was not funded but the new office for diversity, equity and inclusion was approved for funding.</li> </ul>
<b>Next Steps</b>	<u>Next Steps</u> <ul style="list-style-type: none"> <li>Molina to make business cards for EOC members and deliver them with proposals.</li> <li>Molina to follow up with subcontractors to schedule remaining visits.</li> <li>Ward will follow up with L. Hiner for a meeting in January 2024</li> <li>Reich to ask Stuart to join EOC meeting in February 2024</li> <li>Members to send scoring sheet to Reich by 1/9/2024</li> </ul>
<b>Evaluate the Meeting</b>	<ul style="list-style-type: none"> <li>Plus – we met quorum.</li> <li>Victor Tiglao joined us.</li> <li>Delta – none.</li> </ul>



Community Services Block Grant												
Monthly Expenditures												
2023 Contract # 23F-4007												
Term: Jan 1, 2023 through May 31, 2024												
			29%	35%	41%	47%	53%	59%	65%	71%	56%	44%
Line		Original	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	YTD	
Item	Description	Budget	2023	2023	2023	2023	2023	2023	2023	2023	Total	Balance % Spent
<b>ADMINISTRATIVE COSTS:</b>												
1	Salaries and Wages	16,609	-	-	-	3,803.86	2,603.36	-	-	6,581.20	12,988.42	3,620.58 78%
	Comm Svcs Dir	6,728	-	-							-	6,728.00 0%
	Accountant	9,881	-	-		3,803.86	2,603.36			6,581.20	12,988.42	(3,107.42) 131%
2	Fringe Benefits	12,125	-	883.08	-	2,623.33	1,767.78	37.22	-	6,109.92	11,421.33	703.67 94%
3	Other Costs-Indirect Costs	72,000	-	19,613.73	-	4,465.18	1,893.22	1,966.87	5,376.63	10,753.61	44,069.24	27,930.76 61%
	Indirect Costs	72,000	-	19,613.73		4,465.18	1,893.22	1,966.87	5,376.63	10,753.61	44,069.24	27,930.76 61%
	<b>Total Administrative Costs</b>	<b>100,734</b>	<b>-</b>	<b>20,496.81</b>	<b>-</b>	<b>10,892.37</b>	<b>6,264.36</b>	<b>2,004.09</b>	<b>5,376.63</b>	<b>23,444.73</b>	<b>68,478.99</b>	<b>32,255.01 68%</b>
<b>PROGRAM COSTS:</b>												
1	Salaries and Wages	272,826	-	11,596.29	18,536.68	15,485.59	7,202.16	11,600.27	14,611.41	17,980.31	97,012.71	175,813.29 36%
	<b>Subtotal Program</b>	<b>159,769</b>	<b>-</b>	<b>11,115.28</b>	<b>15,663.15</b>	<b>11,227.67</b>	<b>5,694.93</b>	<b>10,021.27</b>	<b>13,032.41</b>	<b>15,181.25</b>	<b>81,935.96</b>	<b>77,833.04 51%</b>
	Division Manager	12,657		8,710.03	10,898.43	6,928.43	3,030.47	2,994.40	633.46		33,195.22	(20,538.22) 262%
	ASA III	98,072				2,778.38			4,324.25	7,303.18	14,405.81	83,666.19 15%
	CSM/Contracts	49,040	-	2,405.25	4,764.72	1,520.86	2,664.46	7,026.87	8,074.70	7,878.07	34,334.93	14,705.07 70%
	<b>Student Interns</b>	<b>113,057</b>	<b>-</b>	<b>481.01</b>	<b>2,873.53</b>	<b>4,257.92</b>	<b>1,507.23</b>	<b>1,579.00</b>	<b>1,579.00</b>	<b>2,799.06</b>	<b>15,076.75</b>	<b>97,980.25 13%</b>
2	Fringe Benefits	124,245	-	6,925.59	10,504.84	5,352.13	3,244.89	5,590.52	7,618.85	10,489.18	49,726.00	74,519.00 40%
	Program Fringe Benefits	109,548		6,874.70	10,183.27	4,875.66	3,076.24	5,413.82	7,442.16	10,175.97	48,041.82	61,506.18 44%
	Student Interns Fringe Benefits	14,697		50.89	321.57	476.47	168.65	176.70	176.69	313.21	1,684.18	13,012.82 11%
3	Operating Expenses	13,389	-	6,084.45	1,178.39	5,488.68	320.71	566.73	-	-	13,638.96	(249.96) 102%
	Office Expense	500		4,742.49	1,122.28			(185.01)			5,679.76	(5,179.76) 1136%
	Communications	1,013		241.31		793.48	263.70	27.10			1,325.59	(312.59) 131%
	Tel Exchange Service	1,726		44.77	56.11	56.27	57.01	56.21			270.37	1,455.63 16%
	Membership Dues	6,650		-		4,495.00		-			4,495.00	2,155.00 68%
	Local Travel Confernces	3,500		1,055.88		143.93		668.43			1,868.24	1,631.76 53%
	<b>Supplies for Outreach/Homeless</b>	<b>2,500</b>	<b>-</b>	<b>1,082.14</b>	<b>1,443.36</b>	<b>1,114.43</b>					<b>3,639.93</b>	<b>(1,139.93) 146%</b>
4	Out-of-State Travel	13,321	-	-	-	-	3,495.00	-	-	-	3,495.00	9,826.00 26%
5	Subcontractor Services	409,000	13,128.39	80,762.19	6,078.04	35,907.00	11,816.65	35,526.98	33,898.60	66,743.84	283,861.69	125,138.31 69%
1	Opportunity Junction, Inc	36,000	3,000.00	6,000.00	3,000.00	3,000.00		3,000.00		6,000.00	24,000.00	12,000.00 67%
2	GRIP	26,000		20,161.85		6,543.13					26,704.98	(704.98) 103%
3	The Contra Costa Clubhouse Inc	35,200		-		-			18,638.03	3,606.55	22,244.58	12,955.42 63%
4	CC Interfaith (Hope Solutions)	36,200		8,082.25		2,334.16				12,661.00	23,077.41	13,122.59 64%
5	White Pony Express	37,000		-		-		16,266.00		11,919.00	28,185.00	8,815.00 76%
6	Bay Area Legal Aid (BALA)	29,000		9,894.00		4,515.00				9,134.60	23,543.60	5,456.40 81%
7	STAND!	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	27,000		-		6,098.00	11,816.65	7,104.78	1,980.57		27,000.00	- 100%
9	Monument Crisis Center	33,200		-		-			13,280.00	6,640.00	19,920.00	13,280.00 60%
10	St. Vincent de Paul	26,200	7699.63	16,623.77	1,876.60	-					26,200.00	- 100%
11	Lao Family Community Development	32,200	2428.76	5,364.54		2,176.04		5,839.02		5,766.07	21,574.43	10,625.57 67%
12	Bay Area Community Resources	30,000		7,363.93		7,412.69				3,219.18	17,995.80	12,004.20 60%
13	Rising Sun Center For Opportunity	28,000		7,271.85		2,811.85		2,218.87		7,797.44	20,100.01	7,899.99 72%
	<b>Total Program Costs</b>	<b>835,281</b>	<b>13,128.39</b>	<b>106,450.66</b>	<b>37,741.31</b>	<b>63,347.83</b>	<b>26,079.41</b>	<b>53,284.50</b>	<b>56,128.86</b>	<b>95,213.33</b>	<b>451,374.29</b>	<b>383,906.71 54%</b>
	<b>Total Expenditures</b>	<b>936,015</b>	<b>13,128.39</b>	<b>126,947.47</b>	<b>37,741.31</b>	<b>74,240.20</b>	<b>32,343.77</b>	<b>55,288.59</b>	<b>61,505.49</b>	<b>118,658.06</b>	<b>519,853.28</b>	<b>416,161.72 56%</b>

## Notes:

- \$3,949 in Operating Expenses will be added to the report once the budget amounts in EARS reflect the latest contract amendment.
- \$42,956 in Operating Salaries have been entered in Workday for R. Ward (amount above is understated by this amount).
- CSM/Contracts line item includes \$8,436 in Salaries for CSB Contracts Staff.

*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:** 2/8/2024 **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 December 14, 2023 EOC Business Meeting minutes.
4. Receive November and December 2023 Fiscal Reports
5. <b>Action:</b> Fiscal Recommendation to spend down 100%
6. <b>Action:</b> Appoint new EOC Secretary and EOC Policy Council Representative
7. Receive 2023 CSBG Onsite Monitoring Reports to date
8. Receive 2023 CSBG Annual Report
9. Receive CSB staff and EOC Member reports.
10. Identify next steps.
11. Evaluate the meeting.

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 December 19, 2023 EOC Business Meeting minutes.	Present Clarify Check for Understanding	Renee Zeimer	5 Minutes
4. Fiscal Reports: <ul style="list-style-type: none"> <li>CSBG Expenditure Report for November and December for Grant #23F-4007</li> </ul>	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	5 Minutes
5. <b>Action:</b> Approve fiscal recommendations for spend down	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	15 Minutes
6. <b>Action:</b> Appoint new EOC Secretary and EOC Policy Council Representative	Present Clarify Check for Understanding	Christina Reich	10 Minutes
7. Receive 2023 Onsite Monitoring Reports to date	Present Clarify Check for Understanding Check for Approval	Christina Reich	15 minutes
8. Receive 2023 CSBG Annual Report	Present Clarify Check for Understanding Check for Approval	Christina Reich	15 Minutes
9. Reports: <ul style="list-style-type: none"> <li>CSB Director <ul style="list-style-type: none"> <li>Head Start Update</li> </ul> </li> <li>CSB Staff</li> <li>Chair <ul style="list-style-type: none"> <li>AB 817 Update</li> </ul> </li> <li>Other member reports <ul style="list-style-type: none"> <li>Measure X</li> </ul> </li> </ul>	Present Clarify Check for Understanding	Group	15 Minutes
10. Next Steps	Present Clarify Check for Understanding	Melissa Molina	3 Minutes
11. Meeting Evaluation	Plus/Delta	Melissa Molina	2 Minutes

*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*