

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:** 3/7/2024 **Time: From:** 11:00 a.m. **To** 12:00 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://cccounty-us.zoom.us/j/82120230741?pwd=5aNctYdFINVwb2C6mo7efFCh6jHfMZ.1>  
 Password: 592098

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

- **Zoom meeting Dial-In-Number:** +1-888 278 0254
- **Conference code:** 812185
- **Meeting ID:** 821 2023 0741
- **Password:** 592098

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

**Meeting Leader:** Ajit Kaushal, Chair

**Purpose:** Review Financial Reporting

*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 November and December 2023 for Grant #23F-4007.
4. Discuss budget spend-down plan to-date and any budget amendments we will need to request.
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 <sup>1</sup>

3. Discuss: CSBG Monthly Expenditure Report for November and December for Grant #23F-4007	Present Clarify Check for Understanding	Michael Morris	20 Minutes
4. Discuss: Spend-down plan	Present Clarify Check for Understanding	Roshunda Ward	30 Minutes
5. Next Steps	Present Clarify Check for Understanding	CSB staff	5 Minutes
6. Meeting Evaluation	+/\u0394	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												
			53%	59%	65%	71%	76%	69%	31%			
Line		sub	Original	Sep	Oct	Nov	Dec	Jan	YTD			
Item	Description	object	Budget	2023	2023	2023	2023	2024	Total	Balance	% Spent	
<b>ADMINISTRATIVE COSTS:</b>												
1	Salaries and Wages	1011	16,609	2,603.36	-	-	6,581.20	4,633.19	17,621.61	(1,012.61)	106%	
	Comm Svcs Dir		6,728						-	6,728.00	0%	
	Accountant		9,881	2,603.36			6,581.20	4,633.19	17,621.61	(7,740.61)	178%	
2	Fringe Benefits		12,125	1,767.78	37.22	-	6,109.92	1,490.97	12,912.30	(787.30)	106%	
3	Other Costs-Indirect Costs		72,000	1,893.22	1,966.87	5,376.63	10,753.61	2,698.90	46,768.14	25,231.86	65%	
	Indirect Costs	5022	72,000	1,893.22	1,966.87	5,376.63	10,753.61	2,698.90	46,768.14	25,231.86	65%	
	<b>Total Administrative Costs</b>		<b>100,734</b>	<b>6,264.36</b>	<b>2,004.09</b>	<b>5,376.63</b>	<b>23,444.73</b>	<b>8,823.06</b>	<b>77,302.05</b>	<b>23,431.95</b>	<b>77%</b>	
<b>PROGRAM COSTS:</b>												
1	Salaries and Wages	1011	272,826	7,202.16	11,600.27	14,611.41	17,980.31	48,647.74	145,660.45	127,165.55	53%	
	<b>Subtotal Program</b>		<b>159,769</b>	<b>5,694.93</b>	<b>10,021.27</b>	<b>13,032.41</b>	<b>15,181.25</b>	<b>46,869.63</b>	<b>128,805.59</b>	<b>30,963.41</b>	<b>81%</b>	
	Division Manager		12,657	3,030.47	2,994.40	633.46		3,443.02	36,638.24	(23,981.24)	289%	
	ASA III		98,072			4,324.25	7,303.18	35,650.46	50,056.27	48,015.73	51%	
	CSM/Contracts		49,040	2,664.46	7,026.87	8,074.70	7,878.07	7,776.15	42,111.08	6,928.92	86%	
	<b>Student Interns</b>		<b>113,057</b>	<b>1,507.23</b>	<b>1,579.00</b>	<b>1,579.00</b>	<b>2,799.06</b>	<b>1,778.11</b>	<b>16,854.86</b>	<b>96,202.14</b>	<b>15%</b>	
	90326 Aterrado, Rogeliza	3	16,151				1,291.83		1,291.83	14,859.17	8%	
	93753 Acosta,C	4	16,151	1,507.23	1,579.00	1,579.00	1,507.23	1,778.11	10,677.93	5,473.07	66%	
	77059 Echavarria, M	5	16,151						4,885.10	11,265.90	30%	
2	Fringe Benefits		124,245	3,244.89	5,590.52	7,618.85	10,489.18	27,983.41	77,709.41	46,535.59	63%	
	Program Fringe Benefits		109,548	3,076.24	5,413.82	7,442.16	10,175.97	27,784.45	75,826.27	33,721.73	69%	
	Student Interns Fringe Benefits		14,697	168.65	176.70	176.69	313.21	198.96	1,883.14	12,813.86	13%	
3	Operating Expenses		13,389	320.71	566.73	-	-	-	13,638.96	(249.96)	102%	
	Office Expense	2100/02	500		(185.01)				5,679.76	(5,179.76)	1136%	
	Communications	2110	1,013	263.70	27.10				1,325.59	(312.59)	131%	
	Tel Exchange Service	2111	1,726	57.01	56.21				270.37	1,455.63	16%	
	Membership Dues	2200	6,650		-				4,495.00	2,155.00	68%	
	Local Travel Conferences	2300/03	3,500		668.43				1,868.24	1,631.76	53%	
	<b>Supplies for Outreach/Homeless</b>	2150/2490	<b>2,500</b>						<b>-</b>	<b>3,639.93</b>	<b>(1,139.93)</b>	<b>146%</b>
4	Out-of-State Travel		13,321	3,495.00	-	-	-	-	3,495.00	9,826.00	26%	
5	Subcontractor Services		409,000	11,816.65	35,526.98	33,898.60	66,743.84	37,388.36	321,250.05	87,749.95	79%	
1	Opportunity Junction, Inc	2310	36,000		3,000.00		6,000.00	3,000.00	27,000.00	9,000.00	75%	
2	GRIP	2310	26,000						26,704.98	(704.98)	103%	
3	The Contra Costa Clubhouse Inc	2310	35,200			18,638.03	3,606.55	3,854.54	26,099.12	9,100.88	74%	
4	CC Interfaith (Hope Solutions)	2310	36,200				12,661.00		23,077.41	13,122.59	64%	
5	White Pony Express	2310	37,000		16,266.00		11,919.00	3,084.00	31,269.00	5,731.00	85%	
6	Bay Area Legal Aid (BALA)	2310	29,000				9,134.60		23,543.60	5,456.40	81%	
7	STAND!	2310	33,000		1,098.31			9,758.67	13,074.55	19,925.45	40%	
8	Loaves and Fishes of Contra Costa	2310	27,000	11,816.65	7,104.78	1,980.57			27,000.00	-	100%	
9	Monument Crisis Center	2310	33,200			13,280.00	6,640.00	6,640.00	26,560.00	6,640.00	80%	
10	St. Vincent de Paul	2310	26,200						26,200.00	-	100%	
11	Lao Family Community Development	2310	32,200		5,839.02		5,766.07	3,220.02	24,794.45	7,405.55	77%	
12	Bay Area Community Resources	2310	30,000				3,219.18	2,175.89	20,171.69	9,828.31	67%	
13	Rising Sun Center For Opportunity	2310	28,000		2,218.87		7,797.44	5,655.24	25,755.25	2,244.75	92%	
	<b>Total Program Costs</b>		<b>835,281</b>	<b>26,079.41</b>	<b>53,284.50</b>	<b>56,128.86</b>	<b>95,213.33</b>	<b>114,019.51</b>	<b>565,393.80</b>	<b>269,887.20</b>	<b>68%</b>	
	<b>Total Expenditures</b>		<b>936,015</b>	<b>32,343.77</b>	<b>55,288.59</b>	<b>61,505.49</b>	<b>118,658.06</b>	<b>122,842.57</b>	<b>642,695.85</b>	<b>293,319.15</b>	<b>69%</b>	

- \$10,204 in Operating Expenses will be added to the report once the budget amounts in EARS reflect the latest contract amendment.
- \$2,000 in Admin. Salaries/Benefits will be added to Admin.