

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: 3/14/2024 **Time: From:** 6:00 p.m. **To** 7:50 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=9vMY9TLNqDOyOJHBqBZjJGEonEuVsZ.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 reich@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 reich@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. Welcome and Introduce Kanwar Singh, new Public Sector V Appointee to the EOC.
4. Action: Interview and consider approval of perspective EOC members.
5. Action: Review and approve the draft February 8, 2024, EOC Business Meeting minutes.
6. Receive January 2024 Fiscal Report.
7. Action: Consider staff options for fully spending Grant 23F-4007 and approve reallocation plan.
8. Appointment of EOC members to Committees by Chair Zeimer
9. Confirm dates for Ad Hoc Meetings for the following. <ul style="list-style-type: none"> • 60TH Anniversary Roundtable on May 9 with quick meeting prior to event • Community Action Month Presentation to the Board of Supervisors on May 14.
10. Discuss Low-Income Member reimbursement for expenses to attend EOC meetings.
11. Receive CSB staff and EOC Member reports.
12. Identify next steps.

13. 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. Welcome and Introductions: Kanwar Singh, District 5 Representative	Present	Group	5 Minutes
4. Action: Interview and consider approval of perspective EOC members.	Present Clarify Check for Understanding	Group	15 minutes
5. Action: Review and approve the draft February 8, 2024 EOC Business Meeting minutes.	Present Clarify Check for Understanding	Renee Zeimer	5 Minutes
6. Fiscal Reports: <ul style="list-style-type: none"> CSBG Expenditure Report for January 2024 for Grant #23F-4007 LiHEAP/LiWap Report 	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	5 Minutes
7. Action: Review staff options for fully spending Grant 23F-4007 and approve reallocation plan.	Present Clarify Check for Understanding	Michael Morris & Roshunda Ward	15 Minutes
8. Appoint EOC Members to Subcommittees	Present Clarify Check for Understanding	Renee Zeimer	10 Minutes
9. Confirm 3/20/24 tentative date for Ad Hoc Meeting for the following. <ul style="list-style-type: none"> Community Action Month Activities 60th Anniversary Roundtable on May 9th with quick meeting prior to event Community Action Month Presentation to the Board of Supervisors on May 14. 	Present Clarify Check for Understanding	Christina Reich	10 Minutes
10. Discuss Low-Income Member reimbursement for expenses to attend EOC meetings.	Present Clarify Check for Understanding Check for Approval	Roshunda Ward	15 Minutes
11. Reports: <ul style="list-style-type: none"> CSB Director CSB Staff <ul style="list-style-type: none"> Head Start Update CalCAPA Legislation Day 	Present Clarify Check for Understanding	Group	20 Minutes 2

<ul style="list-style-type: none"> ○ Community Outreach Event ○ Form 700s Due ● Chair <ul style="list-style-type: none"> ○ AB 817 Update ● Other member reports <ul style="list-style-type: none"> ○ CalCAPA Update: Ajit Kaushal 			
12. Next Steps	Present Clarify Check for Understanding	Melissa Molina	3 Minutes
13. Meeting Evaluation	Plus/Delta	Melissa Molina	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

Application Form

Profile

Janelle _____ T _____ Lafrades _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ State _____ Postal Code _____
 City

_____ Primary Phone _____

_____ Email Address _____

[District Locator Tool](#)

Resident of Supervisorial District:

None Selected

_____ Job Title _____
 Employer

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?

Contra Costa Council on Homelessness: 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?

Policy Council meeting, if that counts.If not then, no I have not.

Education

Select the option that applies to your high school education *

High School Diploma

College/ University A

Name of College Attended

Norfolk State University

Degree Type / Course of Study / Major

Political Science-Pre-Law

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Degree Type / Course of Study / Major

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

Paralegal Certificate

Certificate Awarded for Training?

Yes No

Other Training B

Marketing

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 would love to serve on this particular board because I volunteer now with my daughters school and I am one of the policy council members now. I enjoy serving my community and helping out with the youth. I also know that if one wants to help make a difference or be a part of any changes, you have to be involved and that is why I want to be of service and serve!

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

I was a part of the policy council when my son attended Head Start and 3 years after he left the school as well. I have worked with the youth all my life, rather it be with the boys and girls club, the youth center in Norfolk VA or any other schools or centers that have needed me. I have been a treasurer on 4 different boards along with Vice President and President. Giving back and being a servant is definitely my motto!

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:

I have two little people that if at any time may need my services. If something were to come up, I would have to listen in on the meeting or so if someone in my family could help out I would have them do that. I am 90% of the time, if not always present, so there should not be any issues. I would also let someone know way beforehand if an emergency came about during meeting time.

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:

N/A

If Yes, please also list the Contra Costa County advisory board(s) on which you have previously served:

N/A

List any volunteer or community experience, including any advisory boards on which you have served.

First Baptist, Head Start and the YMCA I volunteered whenever I was and am needed. I also served 3 terms on the Policy Council board and was a member for about 5. With my Sorority, we volunteer with several community events and help serve at many different shelters.

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:

N/A

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:

N/A

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.

Application Form

Profile

Nicola _____ Lopez _____
 First Name Middle Initial Last Name

_____ Suite or Apt _____
 Home Address

_____ State _____ Postal Code _____
 City

_____ Primary Phone

_____ Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 3

_____ Founder _____
 Employer Job Title

Length of Employment

1

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

District 3

How long have you lived or worked in Contra Costa County?

12 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

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

Strayer

Degree Type / Course of Study / Major

MBA

Degree Awarded?

Yes No

College/ University B

Name of College Attended

Kaplan

Degree Type / Course of Study / Major

Bsc Business

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

Diversity Practitioner

Certificate Awarded for Training?

Yes No

Other Training B

Life Coach

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 am interested in serving on the EEOC board with the county because I am passionate about promoting diversity, equity, and inclusion in the workplace. I believe in the mission of the EEOC to enforce federal laws that prohibit workplace discrimination, and I want to contribute my skills and experiences to ensure fair treatment and opportunities for all individuals, regardless of race, gender, religion, or any other protected characteristic. Additionally, I am dedicated to fostering a positive work environment where everyone feels valued and respected, and I see this position as an opportunity to make a meaningful impact in advancing these goals within the community.

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

As a certified diversity practitioner, I have undergone specialized training and obtained certification in diversity and inclusion strategies. My expertise in this field includes understanding the nuances of diversity issues, implementing inclusive policies and practices, conducting diversity training, and fostering an inclusive organizational culture. In my roles within corporate America, I have actively championed diversity and inclusion initiatives. As a DEI and ERG Program Manager, I led diversity task forces and developed comprehensive diversity and inclusion plans tailored to the needs of the organization. I collaborated with HR departments to implement recruitment and retention strategies that promoted diversity and equal opportunity. Additionally, I facilitated workshops and training sessions on topics such as unconscious bias, cultural competence, and inclusive leadership to enhance awareness and foster a more inclusive workplace environment. Furthermore, I have served on various committees and boards focused on diversity and inclusion, where I have contributed my expertise to drive positive change and advocate for underrepresented groups. My combination of formal education, practical experience, and a demonstrated commitment to diversity and inclusion make me well-equipped to serve effectively on the EEOC board with the county.

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
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

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 - (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.



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



Date: 2/8/24 **Time Convened:** 6:15pm **Time Terminated:** 8:02 pm **Recorder:** Melissa Molina

Meeting attendees: Renee Zeimer, Devlyn Sewell, Ajit Kaushal, LaTonia Peoples-Stokes, Patricia Campbell, Victor Tiglao, Mattieu Rogers, Karen Coleman, Desire Medlen

Absentees: Monisha Merchant, Alison McKee

Staff: Christina Reich, Roshunda Ward, Melissa Molina, Michael Morris, Donn Matsuzaki

Guest: Scott Thompson, Marla Stuart

Quorum: Yes

TOPIC	RECOMMENDATION / SUMMARY
Review desired outcomes and ground rules.	<ul style="list-style-type: none"> Chair Zeimer called the meeting to order at 6:15pm and reviewed the desired outcomes and meeting rules.
Public Comment	<ul style="list-style-type: none"> None
Action: <ul style="list-style-type: none"> ➤ Move Item# 11, CSB Director updates from the agenda to Items #4 	<p>A motion to approve moving item# 11 to item #4 on the agenda was made by Kaushal and seconded by Peoples-Stokes. Approved by unanimous votes. No objections.</p>
Welcome and Introduction of Marla Stuart and Scott Thompson	<ul style="list-style-type: none"> Zeimer welcomed EHSD director, Stuart and CSB's deputy director Thompson and asked to introduce themselves and what they do. Stuart explained that CSB is the community Services Bureau, MJ is the interim director and reports to her. Stuart explained that EHSD is divided by different departments, CSB which is the first bureau since we serve young children, child & family services, workforce services, adult & aging services and workforce development. There are about 2000 staff and this year have an annual budget of \$636,000,000.

TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> • Stuart stated she has a masters in social work, she use to be a social worker and has been working for 38 years. She has a PHD in social welfare with an emphasis in community well being and public private partnership in delivering social services. • Thompson introduced himself and has been with CSB for 14 days. His background is in education, working in Washington D.C, New York and California.
<p>Reports:</p> <ul style="list-style-type: none"> • CSB Director <ul style="list-style-type: none"> ○ Corrective Action Plan Status 	<ul style="list-style-type: none"> • Reich reviewed and provided an update on the corrective action plan, we have 2 out of the 4 non-compliance to correct and we have until April to do so. • A new board member, Mr. Singh, was elected by Federal Glover’s office and will be joining us in our next EOC meeting. • Both EARS reports were submitted on time • The Annual report was submitted on time and accepted in full. • There is a spending plan later in the agenda. • Reich explained the process of how contracts are paid and approved. • Reich advised members that on 2/27/24 the amendment will be going to the board for the spent funds that were approved in October 2023. • Stuart recognized CSBG staff for their hard work, and explained the process of how grants are processed and approved. • Stuart encouraged EOC members to attend a board of supervisors meeting and make a public comment.
<p>Action:</p> <ul style="list-style-type: none"> ➤ Review and approve the draft December 18, 2023 EOC Business Meeting Minutes. 	<ul style="list-style-type: none"> • The group reviewed the EOC Business Meeting Minutes from 12/18/2024. <p>A motion to approve December 18, 2024, business meetings was made by Campbell, the motion was seconded by Tiglao.</p> <p>The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Abstentions: 0 Absent: 2</p>

TOPIC	RECOMMENDATION / SUMMARY
<p>Fiscal Reports:</p> <ul style="list-style-type: none"> CSBG-Expenditure Report for November and December for Grant #23F-4007 	<ul style="list-style-type: none"> Morris presented the November and December 2023 expenditure reports. There were no questions.
<p>Action:</p> <ul style="list-style-type: none"> Review staff options for fully spending Grant #23F-4007 and approve reallocation plan. 	<ul style="list-style-type: none"> Morris reviewed the budget project through the end of the contract term. Admin costs are about 102%, we're able to go up to 110% but not exceed. Reallocating funds from the student intern budget. The funds for homelessness outreach are about 83% of the budget. Bay Area Community will not be able to spend \$9,700.00 by the end of their contract. Ward explained that BACR does not have the students to spend their remaining funds. Reich stated that reallocation funds must be spent by April 2024.
<p>Action:</p> <ul style="list-style-type: none"> Appoint new EOC Secretary and EOC Policy County Representative 	<ul style="list-style-type: none"> Tiglao was appointed the new EOC New Secretary Coleman was appointed the Policy Council Representative <p>Campbell made a motion to approve Tiglao and Coleman's new positions, the motion was seconded by Kaushal.</p> <p>The motion passed with EOC members voting as follows: Ayes: 9 Nays: 0 Abstentions: 0 Absent: 2</p>
<ul style="list-style-type: none"> Receive 2023 CSBG Annual Report 	<ul style="list-style-type: none"> Reich reviewed the 2023 CSBG Annual Report; 13,918 individuals and 5,750 households were served. St. Vincent De Paul, WPE, and Loaves and Fishes were highlighted under innovative practices. EHS/ HS, Weatherization, and LiHEAP/LiWAP are included in the report. The reports show the NPI's and what NPI's we hit. Reich stated that this report covers January to December 2023.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> • Receive 2023 Onsite Monitoring Reports to date 	<ul style="list-style-type: none"> • Reich stated that all the onsite monitoring is done. • Reich spoke about the strength of each of the 13 subcontractors. Mental Health Connections as the only sub-contractor who was non-compliant by not gathering income verification from their clients. She also noted they are not part of our next contract term.
<p>Discuss and refer to Outreach Subcommittee:</p> <ul style="list-style-type: none"> • Community Action Month-May 2024 • 60th Anniversary of Community Action Roundtable 2024 	<ul style="list-style-type: none"> • Reich informed the group that we have been invited to the CalCAPA Legislative Day event; in Sacramento on 04/30/24 through 5/01/24 called Past to Present: Commemorating 60 years. The plan is to have a big event where all the counties represent on the lawn by having booths and talking to lawmakers about what we do. • The projected amount is \$569.00 person and requires an overnight stay. • Molina recorded 5 EOC members to attend Leg Day: Kaushal, Tiglao, Peoples-Stokes, Rogers and Coleman. • Kaushal suggested having historical packets in our booth and advised us that 58 counties will be present. • Reich spoke about setting aside funds for the Roundtable, for the facility and food. • Reich stated that during our onsite monitoring subcontractors loved the homeless back packs and requested more and would like to prepare some for spring and summer. She asked if we could get an outreach committee together and discuss the budget to discuss all these items. • Reich invited Thompson to join us in Sacramento. • Ad Hoc meeting will be scheduled for 2/15/2024 at 5:00pm with the those interested in outreach Sewell, Zeimer, Campbell and Tiglao. • Reich briefly presented the 60th Anniversary Planning Guide that we'll be filling out at our outreach committee meeting, and this includes the Roundtable.
<p>Reports:</p> <ul style="list-style-type: none"> • CSB Staff <ul style="list-style-type: none"> ○ Head start update. ○ CalCAPA T/TA update • Chair <ul style="list-style-type: none"> ○ AB 817 update 	<ul style="list-style-type: none"> • We passed our federal review; CSB is creating a competitive grant due on 3/29/2024 to re compete for the grant. The existing funding is good through June 30, 2024. • Reich stated that CSB was referred to T/TA to assist us with filling our EOC seats and shared the outcomes that are still in progress. • AB 817 which allows teleconferences: on 1/10/24 the bill passed through committee unanimously; it was read 3 times, it was amended, and a few changes were made. It also passed the California Assembly. It's in the state Senate and referred to the Senate rules committee. • Zeimer submitted a letter of support on /1/30/24 on behalf of EOC to the City of Concord for residential tenant protections.

TOPIC	RECOMMENDATION / SUMMARY
<ul style="list-style-type: none"> • Other Member Reports <ul style="list-style-type: none"> ○ CalCAPA Update: Ajit Kaushal 	<ul style="list-style-type: none"> • Zeimer announced 2 events: An Action forum on 2/22/2024 for Baby Bonds in Oakland from 9:30am to 4:00pm and the Family and Economic Security Partnership offering a free training on policy advocacy for non-profit providers on 3/11/224 from 10:30 to 12:00pm. • Kaushal spoke about the Legislative Day and urged all to attend.
<p>Next Steps</p>	<p><u>Next Steps</u></p> <ul style="list-style-type: none"> • Reich to schedule an AD HOC meeting with the outreach committee on 2/15/2024. • Molina to prepare travel requests for Legislative Day 4/30/24 through 5/1/2/24. • Molina to follow up with McKee and Merchant if interested in attending Legislative Day.
<p>Evaluate the Meeting</p>	<ul style="list-style-type: none"> • Plus – we met quorum. • Tiglao appointed as EOC Secretary • Coleman appointment as Policy Council Rep • EHSD director Stuart and CSB Deputy Director Thompson joined us. • Delta – none.

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	
ADMINISTRATIVE COSTS:												
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%	
	Total Administrative Costs		100,734	6,264.36	2,004.09	5,376.63	23,444.73	8,823.06	77,302.05	23,431.95	77%	
PROGRAM COSTS:												
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%	
	Subtotal Program		159,769	5,694.93	10,021.27	13,032.41	15,181.25	46,869.63	128,805.59	30,963.41	81%	
	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%	
	Student Interns		113,057	1,507.23	1,579.00	1,579.00	2,799.06	1,778.11	16,854.86	96,202.14	15%	
	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%	
	Supplies for Outreach/Homeless	2150/2490	2,500						-	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	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%	
	Total Program Costs		835,281	26,079.41	53,284.50	56,128.86	95,213.33	114,019.51	565,393.80	269,887.20	68%	
	Total Expenditures		936,015	32,343.77	55,288.59	61,505.49	118,658.06	122,842.57	642,695.85	293,319.15	69%	

- \$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.

Budget projection through May 2024

Balance

Administrative Costs	(2,021.15)
Program Cost/Student Intern	24,112.67
Fringe benefits	3,736.97
Operating Expense	(6,390.30)
Supplies for Outreach/Homeless	1,894.14
Out of State Travel	1,802.65
Subcontractor	8,805.06
Total	31,940.04

Spend Down

Outreach/Homeless	12,623.04
300 Backpacks with supplies	
Legislative Day	4,552.00
8 Attendees \$569 ea	
CA 60 year shirt	325.00
25.00 x 13	
Roundtable Room/Food/gift	2,440.00
Hall \$60 x 4hrs \$240	
Food \$1000	
Cup&Candy \$1,200	
Sub-Contractor Wish List	12,000.00
12 x 1,000	
Total	31,940.04

2024 Economic Opportunity Council Committees

Executive Subcommittee: *1st Thursday of every month-12:00 pm – 1:00 pm (unless stated otherwise)*

- Renee Zeimer - Chair
- Devlyn Sewell - Vice Chair
- Victor Tiglao - Secretary

Fiscal Subcommittee: *1st Thursday of every month-11:00 am – 12:00 pm (unless stated otherwise)*

- Ajit Kaushal - Chair
- Renee Zeimer
- Devlyn Sewell

Program Services: *Meets as needed*

- Devlyn Sewell – Chair
- Desire Medlen
- Alison McKee

- All EOC members participate in the grant-making process unless there is a conflict of interest

Outreach Subcommittee: *Meets as needed*

- Victor Tiglao – Chair
- Alison McKee
- Karen Coleman
- Monisha Merchant

- All EOC members participate in community outreach

Governance Subcommittee: *Meets as needed*

- Patricia Campbell – Chair
- Matthieu Rogers
- LaTonia Peoples-Stokes

- EOC members are encouraged to participate on any committee regardless of assignment.
- All meetings are open to the public.

**The Economic Opportunity Council
of
Contra Costa County
ByLaws**

VIII. Membership Vacancies

A. Scheduled Vacancy

A scheduled vacancy occurs when a member's term expires. A scheduled vacancy can be filled after an open recruitment process and upon approval by the Board of Supervisors.

B. Unscheduled Vacancy

An unscheduled vacancy occurs when a member leaves prior to the end of their seated term. Staff will notify the Board of Supervisors of any unscheduled vacancies. The Clerk of the Board will post the vacancy for a minimum of ten business days. All persons seeking appointment must follow application protocols.

IX. Reimbursement

- A. The Economic Opportunity Council is responsible for providing, if necessary, reimbursements for reasonable expenses incurred by the low income sector representatives and alternates (i.e. transportation).
- B. Low Income representatives and alternates will be reimbursed for mileage according to standard rates when attending approved activities related to the Economic Opportunity Council.

1. Rates

All reimbursement rates are based on Administrative Bulletin #111.8 (dated 7-13-2010) and are subject to change.

2. Procedures for Requesting Reimbursement

Reimbursement request must be made using Demand form D-15 with original receipts attached. Reimbursement is made on a monthly basis.

X. Administration and Staff

CSB staff will provide technical and administrative program management and support to the EOC. Staff will ensure compliance with all local, state and federal requirements.

XI. Rules

The EOC may adopt such rules and procedures as are necessary to conduct its business. The EOC shall be governed in its activities by all applicable laws, regulations and instructions.

XII. Meeting and Meeting Notices

Meeting notices shall comply with the Brown Act, Contra Costa County's Better Government Ordinance, and all applicable local and state meetings laws.

A. General Meetings

General meetings of the EOC shall be held monthly at a time and location(s) convenient for the