

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 Executive Subcommittee Meeting

Date: 3/7/2024 **Time: From:** 12:00 p.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://cccouny-us.zoom.us/j/83114108066?pwd=OWNscDVjOOctVeWtFQklKeUloMmM4QT09>
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 or 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 or 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 February 1, 2024 EOC Executive Meeting minutes.
4. Review and approve the draft February 6, 2024 EOC Business Meeting minutes.
5. Discuss reimbursement for low-income sector expenses to ensure full representation at no expense to them.
6. Select dates to propose for AD Hoc for Roundtable and Community Action Month Presentation at BOS.
7. Discuss appointment of committee members and onboarding of new members.
8. Review and approve the draft March 14, 2024 EOC Business Meeting agenda.
9. Identify next steps.
10. 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. Action: Review and approve the draft February 1, 2024 EOC Executive Meeting minutes.	Present Clarify Check for Understanding Check for Approval	Renee	5 Minutes
4. Action: Review and approve the draft February 6, 2024 EOC Business Meeting minutes.	Present Clarify Check for Understanding	Renee	5 Minutes
5. Discuss reimbursement for low-income sector members	Present Clarify Check for Understanding	Christina	10 Minutes
6. Select Dates to Propose for Ad Hoc Meeting: a. Roundtable b. Community Action Month	Present Clarify Check for Understanding	Roshunda	5 Minutes
7. Discuss Committee Appointments and onboarding of new members	Present Clarify Check for Understanding	Roshunda	5 Minutes
8. Action: Review and approve the draft February 8, 2024 EOC Business Meeting agenda.	Present Clarify Check for Understanding Check for Approval	Group	15 Minutes
9. Next Steps	Present Clarify Check for Understanding	Melissa	2 Minutes
10. Meeting Evaluation	+/-	Renee	3 Minutes

HOW TO PROVIDE PUBLIC COMMENT:

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All public comments will be limited to 2 minutes per speaker.

For assistance with remote access contact: (925) 608-8819

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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: 2/1/2024 **Time Convened:** 12:00 p.m. **Time Terminated:** 1:04p.m. **Recorder:** Melissa Molina

Meeting attendees: Renee Zeimer, Devlyn Sewell
Staff: Christina Reich, Roshunda Ward, Melissa Molina
Absentees: N/A

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 12:00pm. • Zeimer read the desired outcomes.
Public Comment	<ul style="list-style-type: none"> • None
<p>Action: Review and approve the draft December 7, 2023 Executive Meeting Minutes.</p>	<ul style="list-style-type: none"> • The group reviewed the draft of the Executive Meeting minutes. <p>A motion to approve the December 7, 2023 Executive Meeting minutes with changes noted, approved by acclamation.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell. Nays: None. Abstentions: None.</p>

4 TOPIC	RECOMMENDATION / SUMMARY
<p>Action: Review and approve the draft for December 18, 2023 Business Meeting Minutes</p>	<ul style="list-style-type: none"> The group reviewed the draft of the Business Meeting minutes. <p>A motion to approve the December 18, 2023 Business Meeting minutes with changes noted, approved by acclamation.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell. Nays: None. Abstentions: None.</p>
<p>Review the 2023-2024 Onsite Monitoring/Visits</p>	<ul style="list-style-type: none"> Reich stated that all the onsite monitoring visits were completed by 1/31/2024. Reich stated that Deputy Director Scott Thompson attended one of the onsite visits. Zeimer spoke about the importance of visiting the subcontractors and how it's appreciated and received well on their end. Reich explained the RFP selection process and how non-recipients are notified. Zeimer suggested inviting agencies who are not our subcontractors to the round table for network purposes. Zeimer stated she will work on monitoring visit notes today for Opportunity Junction and send them to Molina. Coleman's notes for site visit to St. Vincent de Paul are pending, Molina has reached out a couple of times. Ward will follow up with her today. Reich reiterated the importance of staff recording the site visit notes. Reich will create a matrix with all the sub-contractor's strengths and non-compliance. Ward reported that Mental Health Connections were not in compliance with collecting client's income. Reich stated that Tamara was aware of this from last monitoring and was asked to verify client's income.
<p>Discuss appointment of a new Secretary and Policy Council Representative.</p>	<ul style="list-style-type: none"> Reich followed up to see if Sewell may return to the Policy Council but was shown the regulations and Sewell met the 5-year maximum. Zeimer expressed her concern about Rogers' commitment to the EOC; Reich will call and speak with him. Zeimer suggested Tiglao for EOC's secretary and will call to discuss it with him. Reich suggested Coleman as a Policy Council Rep; Ward will call and speak with her.

5 TOPIC	RECOMMENDATION / SUMMARY
	<ul style="list-style-type: none"> Reich suggested putting this item on the agenda for all the EOC members to bring their ideas.
<p>Action: Review and approve the draft February 8, 2024 agenda</p>	<ul style="list-style-type: none"> The group reviewed the draft of the agenda for the business meeting on 2/8/24. Reich will add the T/TA report to the Business Agenda, allocations of unspent funds and scenarios, introductions of deputy director Thompson and EHSD Director M. Stuart, Round Table Planning, 60th year anniversary and an outreach committee. Zeimer and Reich finalized the Business Agenda for 2/8/2024. <p>A motion to approve the February 8, 2024 Business Agenda with changes noted, approved by acclamation.</p> <p>The motion passed with EOC members voting as follows: Ayes: Zeimer, Sewell. Nays: None. Abstentions: None.</p>
Next Steps	<ul style="list-style-type: none"> Renee will contact Victor and ask if interested in the EOC secretary position. Reich to make minor changes to Executive and business meeting minutes. Reich to make changes to the agenda draft for EOC business meeting on 2/8/24. Ward to speak with Coleman if interested in the Policy Council position.
Evaluate the Meeting	<ul style="list-style-type: none"> The meeting ended on time.



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
<p>Action:</p> <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.

7 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 day. 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>

8 TOPIC	RECOMMENDATION / SUMMARY
Fiscal Reports: <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.
Action: <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% 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 reallocations funds must be spent by April 2024.
Action: <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 and what NPI's we hit. Reich stated that this report covers January to December 2023.

9 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 Solutions were the only sub-contractor who were 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 Legislative Conference in Sacramento on 04/30/24 through 5/01/24 hosted by CalCAPA 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 law makers 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 sub-contractors 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 Assembly. It's in the state senate and referred to 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.

10 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 Conference and urged all to attend.
Next Steps	<u>Next Steps</u> <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 iA the joining Legislative conference.
Evaluate the Meeting	<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.

DRAFT

**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

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.

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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

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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 Janelle Lafrades for a Low-Income Sector Seat.
5. Action: Review and approve the draft February 6, 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 Janelle Lafrades for a Low-Income Sector Seat.	Present Clarify Check for Understanding	Group	15 minutes
5. Action: Review and approve the draft February 6, 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 	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 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. 	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 	Present Clarify Check for Understanding	Group	20 Minutes 14

<ul style="list-style-type: none"> ○ CalCAPA Legislation Conference ○ 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

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