



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Economic Opportunity Council

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Thursday, December 12, 2024

6:00 PM

1470 Civic Court, Suite 200, Room 207,

Concord | Zoom:

[https://cccounty-us.zoom.us/j/82552125332?](https://cccounty-us.zoom.us/j/82552125332?pwd=bkxieNSsrbVlArRgWsBFzfNGP5BoJ3.1)

[pwd=bkxieNSsrbVlArRgWsBFzfNGP5BoJ3.1](#) |

Call In: 8882780254 Code: 812185

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Agenda Items: Items may be taken out of order based on the business of the day and preference of the Committee

1. Call to Order and Welcome

Staff Present: Roshunda Ward, Melissa Molina, and Michael Morris.

Public: Andrea Figueroa

Meeting was called to order at 6:01 PM.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).

Andrea Figueroa introduced herself as a teacher and friend of Secretary Tiglao.

3 APPROVE the EOC Business Meeting Minutes of 11/14/2024.

**A motion was made by Kaushal, seconded by Lopez, to approve the he EOC Business Meeting Minutes of 11/14/2024. The motion carried unanimously.**

**Motion: Kaushal**

**Second: Lopez**

4. RECEIVE October 2024 Fiscal Reports for Grant #24F-3007, including Amendments 1 and 2.

Morris presented the report. Merchant inquired about subcontractors that have zero spending to which Ward replied that payments are in process.

**This Consent Item was received.**

5. APPROVE the CSBG Budget for Amendment 3 for Grant #24F-3007

Ward presented the updates for Amendment 3 for Grant #24F-3007 and proposed the additional funding go to homeless outreach. Kaushal asked about the legality of purchasing nonperishable food for the backpacks for the homeless population, to which Morris answered that he is adding wording to clarify this specific item purchase on contracts.

**A motion was made by Merchant, seconded by Tiglao, to approve the CSBG Budget for Amendment 3 for Grant #24F-3007. The motion carried unanimously.**

**Motion: Merchant**

**Second: Tiglao**

6. APPROVE reallocation of unexpended funds for Grant #24F-3007

Ward presented the issue of reallocation of \$35,000 due to not carrying 5 student interns. Ward further explained the “Outreach Supplies” item on the budget reallocation, which includes reaching out to anti-homelessness partners to see how CSBG is able to assist. Kaushal asked about “Christina Castle-Barber’s Salary and Fringe Benefits”, to which Ward explained that this reallocation is a clarification of Castle-Barber’s role in CSBG.

Campbell raised the issue that Castle-Barber’s salary could be a larger issue that should be addressed in the budget Lopez asked about the plan to hire the full number of student interns, which Ward mentioned the outreach efforts they’re taking to reach potential interns

**A motion was made by Merchant, seconded by Bullard, to approve the reallocation of unexpended funds for Grant #24F-3007. The motion carried with 7 ayes and 2 nays.**

**Motion: Merchant**

**Second: Bullard**

7. APPROVE the 2025 CSBG Budget

Ward presented the 2025 CSBG Budget. Kaushal asked about the importance of the student internship program.

Lopez responded to Kaushal that this program is important and Molina talked about the success of the interns she managed, who now work with Contra Costa County and San Joaquin County. The EOC recommended moving funding from Outreach/Homeless supplies to Local Travel so that more members can attend conferences.

**A motion was made by Campbell, seconded by Lopez, to approve the 2025 CSBG Budget as amended to include the moving Outreach/Homeless supplies funds to local travel. The motion carried unanimously.**

**Motion: Campbell**

**Second: Lopez**

8. RECEIVE CSBG Staff Report

Molina talked about the CSBG Onsite Monitoring schedule and will schedule a training that will be recorded and shared for those that cannot attend. Ward talked about the 2025 CalCAPA Advocacy Day.

**This Discussion Item was received.**

9. Chair Report

Medlen requested that Commissioners rest for the holidays and wished a happy holiday to all.

**This was received.**

10. EOC Members Reports

Kaushal asked about the timing of the fiscal and executive subcommittees.  
Merchant asked the EOC to think about focusing on the needs of 16-24 year olds.  
Attendees reported out about the CalCAPA conference in Monterey.

**This was received.**

11. Next Steps

Tiglao will send out the slides.  
Molina will email members Student Intern flyers and job application.  
Molina will set up a zoom meeting to discuss the process of onsite monitoring.  
Molina will change Merchant's onsite monitoring to Bay Area Legal and send her the calendar invite.

12. Evaluation of Meeting

Productive and robust.

The next meeting is currently scheduled for January 9, 2024.

13. Adjourn to Holiday Party

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For Additional Information Contact: Christina Castle-Barber 925-608-8819