



CONTRA COSTA COUNTY

AGENDA

Economic Opportunity Council

Friday, January 3, 2025

10:00 AM

1470 Civic Court, Suite 200, Room 221,
Concord | Zoom:

[https://cccouny-us.zoom.us/j/87376064808?](https://cccouny-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.1)

[pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.1](https://cccouny-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.1) | Call In: 8882780254 code: 812185

Executive Subcommittee Meeting

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
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. APPROVE the Executive Committee Meeting Minutes of 12-4-24. [25-12](#)
Attachments: [12-4-24 EOC Executive Meeting Minutes](#)
4. APPROVE the EOC Business Meeting Minutes of 12-12-24. [25-13](#)
Attachments: [EOC Business Meeting Minutes of 12-12-24 - DRAFT](#)
5. APPROVE the EOC Business Meeting Agenda for January 9, 2025. [25-14](#)
Attachments: [Proposed Agenda Items for 1-9-25 EOC Meeting](#)
6. Next Steps
7. Meeting Evaluation

The next meeting is currently scheduled for February 5, 2025 .

8. Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Court, Suite 200, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-12

Agenda Date: 1/3/2025

Agenda #: 3.

Advisory Board: Economic Opportunity Council Executive Committee
Subject: APPROVE the Executive Committee Meeting Minutes of 12-4-24.
Presenter: Victor Tiglao
Contact: Christina Castle-Barber 925-608-8819

Information:

APPROVE the Executive Committee Meeting Minutes of 12-4-24.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Economic Opportunity Council

Wednesday, December 4, 2024

10:00 AM

1470 Civic Court, Suite 200, Room 221,

Concord | Zoom:

[https://cccounty-us.zoom.us/j/87376064808?](https://cccounty-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.)

[pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.](https://cccounty-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.)

1 | Call in: 8882780254 Code: 812185

Executive Subcommittee Meeting

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

Staff Present: Christina Castle-Barber, Michael Morris, Roshunda Ward, and Melissa Molina

Meeting called to order at 10:05 am.

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

Public Present

3. APPROVE the EOC Executive Committee meeting minutes of November 6, 2024.

Correction: Remove Roshunda Ward as staff present as she was not.

The EOC Executive Committee Minutes of 11-6-24 were approved as amended.

Motion passed unanimously.

Motion: Lopez

Second: Medlen

4. APPROVE the EOC Business Meeting Minutes of November 14, 2024.

A motion was made by Medlen, seconded by Lopez, to approve the EOC Business Meeting Minutes of 11-14-2024. The motion passed.

Motion: Medlen

Second: Lopez

5. APPROVE the agenda for the December 12, 2024 EOC Business Meeting.

Add Approval of Amendment 3, Reallocation of Funds, and Budget for 2025. Add Subcontractor Monitoring and Advocacy Day under Staff Report.

A motion was made by Lopez, seconded by Medlen, to approve the Business Meeting

Agenda as amended .The motion carried unanimously.

Motion: Lopez

Second: Medlen

6. Next Steps

Christina to make correction on Executive Subcommittee minutes from 11/6/2024
Christina to add two action items on business agenda for 12/12/24
Melissa to bring the draft of monitoring sign ups on 12/12/24

7. Meeting Evaluation

Efficinet

The next meeting is currently TBD as January 1 is a holiday.

Next meeting will be January 3 at 10 am, due to the holiday on January 1.

8. Adjourn

Meeting adjourned at 10:27 am.

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Court, Suite 200, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-13

Agenda Date: 1/3/2025

Agenda #: 4.

Advisory Board: Economic Opportunity Council Executive Committee

Subject: APPROVE the EOC Business Meeting Minutes of 12-12-24.

Presenter: Victor Tiglao

Contact: Christina Castle-Barber

Information:

APPROVE the EOC Business Meeting Minutes of 12-12-24.



CONTRA COSTA COUNTY
Committee Meeting Minutes
Economic Opportunity Council

Thursday, December 12, 2024

6:00 PM

1470 Civic Court, Suite 200, Room 207,

Concord | Zoom:

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

Call In: 8882780254 Code: 812185

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

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Court, Suite 200, Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at www.contracosta.ca.gov. If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 25-14

Agenda Date: 1/3/2025

Agenda #: 5.

Advisory Board: Economic Opportunity Council Executive Committee
Subject: APPROVE the EOC Business Meeting Agenda for January 9, 2025.
Presenter: Christina Castle-Barber
Contact: 925-608-8819

Information:

APPROVE the EOC Business Meeting Agenda for January 9, 2025.

PROPOSED EOC AGENDA FOR JANUARY 9, 2025

1. Call To Order/Welcome
2. Public Comment
3. **ACTION:** Approval of the EOC Business Meeting Minutes of 12-12-2024
4. Receive October Fiscal Reports for CSBG Grant #24F-3007, including Amendment 1 and 2
5. Present and Discuss: Achieving the Community Action Vision: Category 1 – Shared Humanity Indicators
6. Staff Report
 - Discuss Onsite Monitoring
 - Discuss CalCAPA Advocacy Day
7. Chair Report
8. EOC Member Reports
9. Next Steps
10. Evaluated the Meeting
11. Adjourn