



# CONTRA COSTA COUNTY

## AGENDA

### Economic Opportunity Council

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Thursday, September 19, 2024

6:00 PM

1470 Civic Court, Suite 200, Room 207,  
Concord | Zoom:

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

[pwd=bkxieNSsrbVlArRgWsBFzfNGP5BoJ3.1](https://ccccounty-us.zoom.us/j/82552125332?pwd=bkxieNSsrbVlArRgWsBFzfNGP5BoJ3.1) | Call In: 8882780254 passcode:  
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. Welcome and Call To Order (2 minutes)
  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 minutes)
  3. APPROVE the EOC Business Meeting Minutes of 8/8/2024 (5 Minutes) [24-2937](#)  
**Attachments:** [August 8 2024 EOC Business Meeting Minutes-DRAFT](#)
  4. DISCUSS and ACCEPT the Fiscal Reports for July 2024. (10 minutes) [24-2938](#)  
**Attachments:** [CSBG DISC July 2024](#)  
[CSBG July 2024](#)
  5. APPROVE Amendment 2 for CSBG Grant #24F-3007 for \$7,000. (10 minutes) [24-2939](#)  
**Attachments:** [2024 CSBG Disc Amendment 2 24F-3007](#)
  6. INTERVIEW and APPROVE new Economic Opportunity Council Applicants (20 minutes) [24-2940](#)  
**Attachments:** [Bullard Clearnise \(EOC\) Redacted](#)  
[Lafayette Buffie \(EOC\) application Redacted](#)
  7. APPROVE the names of two EOC members to forward to the Measure X Innovation Fund for consideration. (10 minutes) [24-2941](#)  
**Attachments:** [Request for Panelists for Measure X](#)
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8. CONDUCT elections for Chair, Vice Chair and Secretary of the Economic Opportunity Council. (20 minutes) [24-2942](#)

**Attachments:** [Executive Committee Positions and Responsibilities](#)

9. Report on 2024 Organizational Standards (5 minutes)
10. Staff, Chair and EOC Member Reports (15 minutes)
11. Next Steps (3 minutes)
12. Evaluation the Meeting (2 minutes)

The next meeting is currently scheduled for October 10, 2024 at 6pm.

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, CA, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). 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

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**File #:** 24-2937

**Agenda Date:** 9/19/2024

**Agenda #:** 3.

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Advisory Board: Economic Opportunity Council

Subject: APPROVE EOC Minutes of 8/8/24

Presenter: Victor Tiglao

Contact: Christina Castle-Barber

### Information:

APPROVE the Economic Opportunity Council Business Meeting Minutes of August 8, 2024.



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



**Date:** 8/8/24

**Time Convened:** 6:27pm

**Time Terminated:** 7:20pm

**Recorder:** Melissa Molina

**Meeting attendees:** Renee Zeimer, Devlyn Sewell, Ajit Kaushal, Victor Tiglaio, Patricia Campbell, Janelle Lafrades, Kanwar Singh, Jessica Cisneros

**Absentees:** Nikki Lopez, Monisha Merchant, Karen Coleman, LaTonia Peoples- Stokes, Karanbir Bal, Desire Medlen

**Staff:** Christina Reich, Roshunda Ward, Melissa Molina, Michael Morris

**Guest:** none

**Quorum:** Yes

| TOPIC   | RECOMMENDATION / SUMMARY  |
|---|---|
| Call to order and Welcome   | <ul style="list-style-type: none"> <li>➤ Chair Zeimer called the meeting to order at 6:27pm</li> <li>➤ Zeimer welcomed newest member Cisneros</li> </ul>  |
| Public Comment  | <ul style="list-style-type: none"> <li>➤ None</li> <li>➤ J. Lafrades daughter was present as a member of the public</li> </ul>  |
| <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Approve the late receipt of August 8, 2024, agenda to proceed</li> </ul> | <ul style="list-style-type: none"> <li>➤ Castle-Barber reviewed the extenuating circumstances for waiving the Better Government Ordinance 96 Hour Posting Timeline</li> </ul> <p><b>A motion to approve the late agenda was made by Campbell and seconded by Kaushal.</b></p> <p><b>The motion passed with EOC members voting as follows:</b></p> <p><b>Ayes: 8</b><br/> <b>Nays: 0</b><br/> <b>Abstentions:0</b><br/> <b>Absent: 6</b></p> |

| TOPIC   | RECOMMENDATION / SUMMARY   |
|---|--|
| <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>➤ Review and approve draft July 11, 2024, EOC Business Meeting minutes.</li> </ul> | <ul style="list-style-type: none"> <li>• EOC members reviewed Business Meeting Minutes from July 11, 2024</li> </ul> <p><b>A motion to approve July 11, 2024, business meetings was made by Lafrades, and seconded by Kaushal.</b></p> <p><b>The motion passed with EOC members voting as follows:</b><br/> <b>Ayes: 7</b><br/> <b>Nays: 0</b><br/> <b>Abstentions: 1</b><br/> <b>Absent: 6</b></p>  |
| <p><b>Fiscal Reports:</b></p> <ul style="list-style-type: none"> <li>• Receive June 2024 Fiscal Reports.</li> </ul>                             | <ul style="list-style-type: none"> <li>• Morris briefed members on the Jan 1<sup>st</sup> to April 30, 2025, Monthly Expenditures for Contract #24F-3007</li> <li>• Morris explained how the budget process works for the new EOC member, and how the staff balances the budget.</li> <li>• Castle-Barber stated that subcontractors will receive their funding by March 2025.</li> </ul>  |
| <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>• Approve the Economic Opportunity Council By Laws.</li> </ul>                     | <ul style="list-style-type: none"> <li>• Castle-Barber briefed members regarding the Bylaw changes, reviewed by the Governances Subcommittees at the Ad Hoc Meeting.</li> <li>• Castle-Barber clarified quorum must be 51% of filled seats, alternates only vote when needed and alternates do not count toward filled seats.</li> <li>• Castle-Barber explained the policy regarding the need to review the ByLaws every 2 years.</li> </ul> <p><b>A motion to approved revised Bylaws was made by Kaushal, the motion was seconded by Cisneros.</b></p> <p><b>The motion passed with EOC members voting as follows:</b><br/> <b>Ayes: 8</b><br/> <b>Nays: 0</b><br/> <b>Abstentions: 0</b><br/> <b>Absent: 6</b></p> |
| <p>Receive the 2024 Desk Audit Report from CSD.</p>   | <ul style="list-style-type: none"> <li>• Castle-Barber briefed members on the desk audit and highlighted that there are no corrective actions.</li> </ul>  |

| TOPIC   | RECOMMENDATION / SUMMARY   |
|---|--|
| <p>Reports:</p> <ul style="list-style-type: none"> <li>➤ Staff Report</li> <li>➤ Chair Report</li> <li>➤ EOC Member Report</li> </ul> | <p>Staff Report:</p> <ul style="list-style-type: none"> <li>• Castle-Barber updated members that we're being audited, report will come out in spring of 2025.</li> <li>• Castle-Barber updated members the Head Start grand it underway and CSB anticipates good news, and CSB's director Thompson may not be available to attend EOC meetings. However, he's available and members can reach out to him anytime.</li> <li>• Ward invited members to a Homelessness Seminar on August 13, 2024</li> <li>• Castle-Barbers invited members to Laundry Love with Grace, every 2<sup>nd</sup> and 4<sup>th</sup> Friday of the month.</li> <li>• Ward briefed members about community shower programs and suggested we look into nonprofits as future protentional subcontractors.</li> </ul> <p>Chair Report:</p> <ul style="list-style-type: none"> <li>• Zeimer will be presenting voter registration at the Head Start's Policy Council meeting.</li> </ul> <p>EOC Member Report:</p> <ul style="list-style-type: none"> <li>• Tiglao attended the Opportunity Junction's ribbon cutting for their new healthcare facility and invited members to the Monument Impact Gala on September 12, 2024.</li> <li>• Sewell brought the attention on communication issues with the homeless population, not having access to a phone and call for help. Castle-Barber suggested we research free phone programs, Cisneros suggested that public sector buildings could have signs that would allow them to use their landlines.</li> </ul> |
| <p><b>Next Steps</b></p>  | <ul style="list-style-type: none"> <li>• Castle-Barber to take late revenue contracts to the operations committee.</li> <li>• Castle-Barber to extend an invitation to CSB director Thompson to attend our meeting via zoom.</li> <li>• Castle Barber to check with Araujo on voter registration presentation</li> <li>• Castle-Barber will connect with Health and homeless about phone access/communication.</li> </ul>  |
| <p><b>Evaluate the Meeting</b></p>  | <ul style="list-style-type: none"> <li>• Plus – we met quorum.</li> <li>• New member Cisneros attending</li> <li>• Deltas – none.</li> </ul>   |



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-2938

**Agenda Date:** 9/19/2024

**Agenda #:** 4.

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Advisory Board: Economic Opportunity Council

Subject: DISCUSS and ACCEPT the CSBG Fiscal Report for July 2024

Presenter: Michael Morris

Contact: Christina Castle-Barber

### Information:

DISCUSS and ACCEPT the CSBG Fiscal Reports for July for Grant #24F-3007 and Amendment 1.

|   |                                |         |                 |             |             |              |                  |                |
|---|--------------------------------|---------|-----------------|-------------|-------------|--------------|------------------|----------------|
| <b>Community Services Block Grant</b>           |                                |         |                 |             |             |              |                  |                |
| <b>Monthly Expenditures</b>                     |                                |         |                 |             |             |              |                  |                |
| <b>2024 Contract # 24F-3007 DISC</b>            |                                |         |                 |             |             |              |                  |                |
| <b>Term: Jan 1, 2024 through April 30, 2025</b> |                                |         |                 |             |             |              |                  |                |
|   |                                |         |                 | <b>35%</b>  | <b>41%</b>  | <b>0%</b>    | <b>100%</b>      |                |
| Line  |                                | sub     | <b>Original</b> | <b>Jun</b>  | <b>Jul</b>  | <b>YTD</b>   |                  |                |
| Item  | Description                    | object  | <b>Budget</b>   | <b>2024</b> | <b>2024</b> | <b>Total</b> | <b>Balance</b>   | <b>% Spent</b> |
| <b>Operating Expenses</b>                       |                                |         | <b>18,900</b>   | -           | -           | -            | <b>18,900.00</b> | <b>0%</b>      |
|   | Office Expense                 | 2100/02 | -               | -           | -           | -            |                  | 0%             |
|   | Communications                 | 2110    | -               | -           | -           | -            | -                | 0%             |
|   | Tel Exchange Service           | 2111    | -               | -           | -           | -            | -                | 0%             |
|   | Membership Dues                | 2200    | -               | -           | -           | -            | -                | 0%             |
|   | Local Travel Coferences        | 2300/03 | 8,711           | -           | -           | -            | 8,711.00         | 0%             |
|   | Meeting Meals                  | 2150    | -               | -           | -           | -            | -                | 0%             |
|   | Supplies for Outreach/Homeless | 2490    | 10,189          | -           | -           | -            | 10,189.00        | 0%             |
| <b>Out-of-State Travel</b>                      |                                |         | <b>100</b>      | -           | -           | -            | <b>100.00</b>    | <b>0%</b>      |
| <b>Total Program Costs</b>                      |                                |         | <b>19,000</b>   | -           | -           | -            | <b>19,000.00</b> | <b>0%</b>      |
| <b>Total Expenditures</b>                       |                                |         | <b>19,000</b>   | -           | -           | -            | <b>19,000.00</b> | <b>0%</b>      |

| Community Services Block Grant           |                                   |          |                |                 |                  |                  |                   |                   |            |
|--|-----------------------------------|----------|----------------|-----------------|------------------|------------------|-------------------|-------------------|------------|
| Monthly Expenditures                     |                                   |          |                |                 |                  |                  |                   |                   |            |
| 2024 Contract # 24F-3007                 |                                   |          |                |                 |                  |                  |                   |                   |            |
| Term: Jan 1, 2024 through April 30, 2025 |                                   |          |                |                 |                  |                  |                   |                   |            |
|  |                                   |          |                | 29%             | 35%              | 41%              | 13%               | 87%               |            |
| Line                                     | sub                               | Original | May            | Jun             | Jul              | YTD              |                   |                   |            |
| Item                                     | Description                       | object   | Budget         | 2024            | 2024             | 2024             | Total             | Balance           | % Spent    |
| <b>ADMINISTRATIVE COSTS:</b>             |                                   |          |                |                 |                  |                  |                   |                   |            |
| 1  | Salaries and Wages                | 1011     | 16,599         | -               | 395.53           | -                | 395.53            | 16,203.47         | 2%         |
|  | Comm Svcs Dir                     |          | -              | -               | -                | -                | -                 | -                 |            |
|  | Accountant                        |          | 16,599         |                 | 395.53           | -                | 395.53            | 16,203.47         | 2%         |
| 2  | Fringe Benefits                   |          | 10,125         | -               | 362.75           | -                | 362.75            | 9,762.25          | 4%         |
| 3  | Other Costs-Indirect Costs        |          | 70,000         | 4,724.18        | 23,045.31        | -                | 27,769.49         | 42,230.51         | 40%        |
|  | Indirect Costs                    | 5022     | 70,000         | 4,724.18        | 23,045.31        | -                | 27,769.49         | 42,230.51         | 40%        |
| <b>Total Administrative Costs</b>        |                                   |          | <b>96,724</b>  | <b>4,724.18</b> | <b>23,803.59</b> | <b>-</b>         | <b>28,527.77</b>  | <b>68,196.23</b>  | <b>29%</b> |
| <b>PROGRAM COSTS:</b>                    |                                   |          |                |                 |                  |                  |                   |                   |            |
| 1  | Salaries and Wages                | 1011     | 275,030        | 2,771.45        | 23,741.36        | 21,064.96        | 47,577.77         | 227,452.23        | 17%        |
| <b>Subtotal Program</b>                  |                                   |          | <b>194,275</b> | <b>-</b>        | <b>20,638.93</b> | <b>18,638.58</b> | <b>39,277.51</b>  | <b>154,997.49</b> | <b>20%</b> |
|  | Division Manager                  |          | 20,673         |                 | 1,925.38         | 2,229.87         | 4,155.25          | 16,517.75         | 20%        |
|  | ASA III                           |          | 104,946        |                 | 11,510.45        | 9,585.43         | 21,095.88         | 83,850.12         | 20%        |
|  | CSM                               |          | 68,656         | -               | 7,203.10         | 6,823.28         | 14,026.38         | 54,629.62         | 20%        |
| <b>Student Interns</b>                   |                                   |          | <b>80,755</b>  | <b>2,771.45</b> | <b>3,102.43</b>  | <b>2,426.38</b>  | <b>8,300.26</b>   | <b>72,454.74</b>  | <b>10%</b> |
|  | 93753 Acosta,C                    | 2        | 16,151         | 650.68          | 1,333.58         | 740.88           | 2,725.14          | 13,425.86         | 17%        |
|  | 95324 Colburn, C                  | 3        | 16,151         |                 | 148.18           | -                | 148.18            | 16,002.82         | 1%         |
|  | 95029 Caolie, Ryan                | 4        | 16,151         | 2,120.77        | 1,620.67         | 1,685.50         | 5,426.94          | 10,724.06         | 34%        |
| 2  | Fringe Benefits                   |          | 129,006        | -               | 14,235.59        | 11,924.40        | 26,159.99         | 102,846.01        | 20%        |
|  | Program Fringe Benefits           |          | 118,508        |                 | 13,888.42        | 11,640.88        | 25,529.30         | 92,978.70         | 22%        |
|  | Student Interns Fringe Benefits   |          | 10,498         |                 | 347.17           | 283.52           | 630.69            | 9,867.31          | 6%         |
| 3  | Operating Expenses                |          | 25,708         | -               | 18,735.62        | 42.66            | 18,778.28         | 6,929.72          | 73%        |
|  | Office Expense                    | 2100/02  | 1,000          |                 | 2,735.39         |                  | 2,735.39          | (1,735.39)        | 274%       |
|  | Communications                    | 2110     | 2,000          |                 | 73.25            | 29.12            | 102.37            | 1,897.63          | 5%         |
|  | Tel Exchange Service              | 2111     | 900            |                 | 56.39            | 13.54            | 69.93             | 830.07            | 8%         |
|  | Membership Dues                   | 2200     | 6,650          |                 |                  |                  | -                 | 6,650.00          | 0%         |
|  | Local Travel Coferences           | 2300/03  | 5,000          |                 | 6,317.49         |                  | 6,317.49          | (1,317.49)        | 126%       |
|  | Meeting Meals                     | 2150     | 3,418          |                 |                  |                  | -                 | 3,420.00          | 0%         |
|  | Supplies for Outreach/Homeless    | 2490     | 6,740          |                 | 9,553.10         |                  | 9,553.10          | (2,813.10)        | 142%       |
| 4  | Out-of-State Travel               |          | 10,000         | -               | -                | -                | -                 | 10,000.00         | 0%         |
| 5  | Subcontractor Services            |          | 409,002        | -               | -                | -                | -                 | 409,002.00        | 0%         |
| 1  | Opportunity Junction, Inc         | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 2  | GRIP                              | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 3  | Rising Sun Center For Opportunity | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 4  | CC Interfaith (Hope Solutions)    | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 5  | Bay Area Legal Aid (BALA)         | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 6  | STAND!                            | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 7  | Loaves and Fishes of Contra Costa | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 8  | Monument Crisis Center            | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 9  | St. Vincent de Paul               | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 10                                       | Lao Family Community Development  | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| 11                                       | Monument Impact                   | 2310     | 37,182         |                 |                  |                  | -                 | 37,182.00         | 0%         |
| <b>Total Program Costs</b>               |                                   |          | <b>848,746</b> | <b>2,771.45</b> | <b>56,712.57</b> | <b>33,032.02</b> | <b>92,516.04</b>  | <b>756,229.96</b> | <b>11%</b> |
| <b>Total Expenditures</b>                |                                   |          | <b>945,470</b> | <b>7,495.63</b> | <b>80,516.16</b> | <b>33,032.02</b> | <b>121,043.81</b> | <b>824,426.19</b> | <b>13%</b> |



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-2939

**Agenda Date:** 9/19/2024

**Agenda #:** 5.

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Advisory Board: Economic Opportunity Council

Subject: APPROVE CSBG Grant # 24F-3007 Amendment 2

Presenter: Roshunda Ward and Michael Morris

Contact: Christina Castle-Barber

### Information:

APPROVE Amendment 2 for CSBG Grant #24F-3007 for \$7,000.



**JASON WIMBLEY**  
DIRECTOR

State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



**GAVIN NEWSOM**  
GOVERNOR

Dear Executive Director:

The purpose of this letter is to notify you that on July 9, 2024, the Department of Community Services and Development (CSD) received additional Community Services Block Grant (CSBG) funds for Fiscal Year (FY) 2024 from the U.S. Department of Health and Human Services (HHS).

The source of the additional CSBG Block Grant funds is the one percent of FY 2024 CSBG funding withheld by HHS for discretionary projects. Because HHS did not utilize the funds for discretionary projects, HHS has elected to distribute the one percent funding allocation to all states. California's share of the one percent funding distribution is \$683,790.00 bringing the final 2024 CSBG grant allocation to \$68,379,005.00. Of this amount, \$406,000 will be equally distributed to CSBG agencies in the amount of \$7,000 each. A small portion (\$15,000) will be allocated CCEDA to meet additional requests for economic development services. The remaining amount will be allocated to SupplyBank to assist in mitigating the impacts of extreme weather and other disasters by providing recovery supplies.

Attached is the 2024 CSBG Contract Amendment 2 for the term of January 1, 2024, through April 30, 2025. The effective date of this amendment is September 1, 2024. To facilitate the timely execution of the contract amendment, please refer to the 2024 CSBG Amendment 2 Checklist for specific contract changes, required documents, and due dates for contract deliverables. Please review the allocation spreadsheet, column labeled "Total 2024 Contract" for your final award amount. All budget forms may be accessed through CSD's [Local Agencies Portal](#), located under the "Forms" tab after selecting "CSBG."

CSD looks forward to a continued productive partnership so that, together, we can effectively administer our critical programs and services designed to strengthen the economic security of vulnerable Californians.

Sincerely,

*Wilmer Brown, Jr.*

WILMER BROWN, JR.  
Chief, Community Services Branch

Attachments

## 2024 Community Services Block Grant (CSBG) Contract Amendment 2 Checklist

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### General Comments and Requirements:

Contact your assigned Field Operations Representative immediately if this Agreement requires corrections. To access the DocuSign form, click on the following link: [Local Agencies Portal](#).

### Contract Amendment Packet:

The completed contract packet (list of documents/forms below) must be returned to CSD to execute the contract. Please use the checkboxes below to indicate the completed documents/forms are included:

- Submitted contract via DocuSign, which includes the signed Contract Face Sheet (STD 213)** with the name and title of the individual authorized to sign the Agreement
- Current insurance documents or Self-Insurance Authority Certification** if not already on file with CSD. New evidence of insurance (ACORD 25) is required if current insurance expires during the contract term, or if the amount of insurance needs to be increased.
- Board resolution.** (Not applicable if a general board resolution has already been submitted and is not specific to the program, program year, or contract number, and does not contain any changes).

**Please submit your completed contract packet within 30 days (45 days for public agencies) from the release of the contract via DocuSign.**

### Contract Amendment 2 Deliverables:

The following **contract amendment deliverables** (as applicable) must be completed and returned to your Field Representative within 30 calendar days for private non-profit agencies and 45 calendar days for public agencies from the date of this contract release. Please use the checkboxes below to indicate the completed documents/forms are included:

- 627 Budget Series Forms**, ensuring all numbers match the Allocation Spreadsheet posted to the Local Agencies Portal at: [Local Agencies Portal](#).
  - **CSD 627S CSBG Discretionary Contract Budget Summary**
  - **CSD 627A CSBG Discretionary Budget Support Personnel Costs**
  - **CSD 627B CSBG Discretionary Budget Support Non-Personnel Costs**
  - **CSD 627C CSBG Contract Budget Narrative**
  - **Discretionary CSD 626 Work Plan** (If applicable)

## 2024 Community Services Block Grant (CSBG) Contract Amendment 2 Checklist

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To locate your final award amount, review the allocation spreadsheet, column labeled “Total 2024 Contract”.

Please return your completed **contract deliverables** (as applicable) via email to your assigned Field Operations Representative.

All forms are located on the **Forms** page under the **CSBG tab** of the CSD’s Local Agencies Portal at: [Local Agencies Portal](#)

Attachment A

State of California  
 Department of Community Services and Development  
 2024 CSBG Allocation  
 Non-CAAs

**NATIVE AMERICAN INDIANS**

| Agency   | Contract Number                    | Initial Contract (9/21/23) | Amended Contract (5/8/24) | Amended Contract (7/18/24) | Total 2024 Contract |
|--|------------------------------------|----------------------------|---------------------------|----------------------------|---------------------|
| Karuk Tribe of California (NAI-LPA) (Core Funding) | 24F-3101                           | 42,000                     | 0                         | 0                          | 42,000              |
| Karuk Tribe of California (NAI-LPA)                | 24F-3102                           | 105,840                    | 19,000                    | 7,000                      | 131,840             |
| NCIDC, Inc. (NAI-LPA) (Core Funding)               | 24F-3103                           | 122,000                    | 0                         | 0                          | 122,000             |
| NCIDC, Inc./LIFE (NAI-LPA) (Core Funding)          | <i>(Included with NCIDC below)</i> |                            |                           |                            |                     |
| NCIDC, Inc. (NAI-LPA)                              | 24F-3104                           | 1,949,823                  | 19,000                    | 7,000                      | 1,975,823           |
| Los Angeles County Department of Arts and Culture  | 24F-3105                           | 447,118                    | 19,000                    | 7,000                      | 473,118             |
| <b>TOTAL</b>                                       |                                    | 2,666,781                  | 57,000                    | 21,000                     | 2,744,781           |

| PROJECT BUDGETS  |                     |                     |
|------------------|---------------------|---------------------|
| NAI              | NAI - Discretionary | Total 2024 Contract |
| 42,000           | 0                   | 42,000              |
| 105,840          | 26,000              | 131,840             |
| 122,000          | 0                   | 122,000             |
| 1,949,823        | 26,000              | 1,975,823           |
| 447,118          | 26,000              | 473,118             |
| <b>2,666,781</b> | <b>78,000</b>       | <b>2,744,781</b>    |

**MIGRANT & SEASONAL FARMWORKERS**

| Agency                                   | Contract Number | Initial Contract (9/21/23) | Amended Contract (5/8/24) | Amended Contract (7/18/24) | Total 2024 Contract |
|--|-----------------|----------------------------|---------------------------|----------------------------|---------------------|
| California Human Development Corporation | 24F-3201        | 1,572,717                  | 19,000                    | 7,000                      | 1,598,717           |
| Proteus, Inc.                            | 24F-3202        | 2,530,024                  | 19,000                    | 7,000                      | 2,556,024           |
| Central Valley Opportunity Center, Inc.  | 24F-3203        | 615,411                    | 0                         | 0                          | 615,411             |
| Center for Employment Training           | 24F-3204        | 2,119,749                  | 19,000                    | 7,000                      | 2,145,749           |
| <b>TOTAL</b>                             |                 | 6,837,901                  | 57,000                    | 21,000                     | 6,915,901           |

| PROJECT BUDGETS  |                      |                     |
|------------------|----------------------|---------------------|
| MSFW             | MSFW - Discretionary | Total 2024 Contract |
| 1,572,717        | 26,000               | 1,598,717           |
| 2,530,024        | 26,000               | 2,556,024           |
| 615,411          | 0                    | 615,411             |
| 2,119,749        | 26,000               | 2,145,749           |
| <b>6,837,901</b> | <b>78,000</b>        | <b>6,915,901</b>    |

**LIMITED PURPOSE AGENCIES (DISCRETIONARY FUNDS)**

| Agency                                 | Contract Number | Initial Contract (9/21/23) | Amended Contract (5/8/24) | Amended Contract (7/18/24) | Total 2024 Contract |
|--|-----------------|----------------------------|---------------------------|----------------------------|---------------------|
| Community Design Center                | 24F-3301        | 177,138                    | 0                         | 0                          | 177,138             |
| Del Norte Senior Center, Inc.          | 24F-3302        | 143,476                    | 0                         | 0                          | 143,476             |
| Rural Community Assistance Corporation | 24F-3303        | 191,929                    | 0                         | 0                          | 191,929             |
| <b>TOTAL</b>                           |                 | 512,543                    | 0                         | 0                          | 512,543             |

| PROJECT BUDGETS |          |                     |
|-----------------|----------|---------------------|
| DISC            | N/A      | Total 2024 Contract |
| 177,138         |          | 177,138             |
| 143,476         |          | 143,476             |
| 191,929         |          | 191,929             |
| <b>512,543</b>  | <b>0</b> | <b>512,543</b>      |

**Attachment A**  
**State of California**  
**Department of Community Services and Development**  
**2024 CSBG Allocation**  
**CAAs**

| County               | Agency  | Contract Number | Initial Contract (9/21/23) | Amended Contract (5/8/24) | Amended Contract (7/18/24) | Total 2024 Contract | PROJECT BUDGETS |                     |                     |
|----------------------|---|-----------------|----------------------------|---------------------------|----------------------------|---------------------|-----------------|---------------------|---------------------|
|                      |   |                 |                            |                           |                            |                     | CAA             | CAA - Discretionary | Total 2024 Contract |
| Alameda              | Berkeley Community Action Agency                            | 24F-3001        | 299,495                    | 19,000                    | 7,000                      | 325,495             | 26,000          | 299,495             | 325,495             |
| Alameda              | City of Oakland, Human Services Department                  | 24F-3002        | 1,319,745                  | 19,000                    | 7,000                      | 1,345,745           | 26,000          | 1,319,745           | 1,345,745           |
| Alpine               | Inyo Mono Advocates for Community Action, Inc.              | 24F-3003        | 1,359                      | 0                         | 0                          | 1,359               | 0               | 1,359               | 1,359               |
| Amador/Tuolumne      | Amador-Tuolumne Community Action Agency                     | 24F-3004        | 279,197                    | 19,000                    | 7,000                      | 305,197             | 26,000          | 279,197             | 305,197             |
| Butte                | Community Action Agency of Butte County, Inc.               | 24F-3005        | 397,263                    | 19,000                    | 7,000                      | 423,263             | 26,000          | 397,263             | 423,263             |
| Calaveras/Mariposa   | Calaveras-Mariposa Community Action Agency                  | 24F-3006        | 299,493                    | 19,000                    | 7,000                      | 325,493             | 26,000          | 299,493             | 325,493             |
| Colusa               | SEE GLENN COUNTY  |                 |                            |                           |                            |                     |                 |                     |                     |
| Contra Costa         | Contra Costa Employment & Human Services Dept/CSB           | 24F-3007        | 945,470                    | 19,000                    | 7,000                      | 971,470             | 26,000          | 945,470             | 971,470             |
| Del Norte            | Del Norte Senior Center, Inc.                               | 24F-3008        | 41,710                     | 19,000                    | 7,000                      | 67,710              | 26,000          | 41,710              | 67,710              |
| El Dorado            | El Dorado County Health and Human Services Agency           | 24F-3009        | 330,268                    | 19,000                    | 7,000                      | 356,268             | 26,000          | 330,268             | 356,268             |
| Fresno               | Fresno County Economic Opportunities Commission             | 24F-3010        | 2,039,380                  | 19,000                    | 7,000                      | 2,065,380           | 26,000          | 2,039,380           | 2,065,380           |
| Glenn/Colusa/Trinity | Glenn County Community Action Department                    | 24F-3011        | 278,470                    | 19,000                    | 7,000                      | 304,470             | 26,000          | 278,470             | 304,470             |
| Humboldt             | Redwood Community Action Agency                             | 24F-3012        | 326,696                    | 19,000                    | 7,000                      | 352,696             | 26,000          | 326,696             | 352,696             |
| Imperial             | Campesinos Unidos, Inc.                                     | 24F-3013        | 390,491                    | 19,000                    | 7,000                      | 416,491             | 26,000          | 390,491             | 416,491             |
| Inyo/Mono            | Inyo Mono Advocates for Community Action, Inc.              | 24F-3014        | 274,082                    | 19,000                    | 7,000                      | 300,082             | 26,000          | 274,082             | 300,082             |
| Kern                 | Community Action Partnership of Kern                        | 24F-3015        | 1,791,327                  | 19,000                    | 7,000                      | 1,817,327           | 26,000          | 1,791,327           | 1,817,327           |
| Kings                | Kings Community Action Organization, Inc.                   | 24F-3016        | 285,893                    | 19,000                    | 7,000                      | 311,893             | 26,000          | 285,893             | 311,893             |
| Lake/Mendocino       | North Coast Opportunities, Inc.                             | 24F-3017        | 570,511                    | 19,000                    | 7,000                      | 596,511             | 26,000          | 570,511             | 596,511             |
| Lassen/Plumas/Sierra | Plumas County Community Development Commission              | 24F-3018        | 270,471                    | 19,000                    | 7,000                      | 296,471             | 26,000          | 270,471             | 296,471             |
| Los Angeles          | Foothill Unity Center, Inc.                                 | 24F-3019        | 353,127                    | 19,000                    | 7,000                      | 379,127             | 26,000          | 353,127             | 379,127             |
| Los Angeles          | Long Beach Community Action Partnership                     | 24F-3020        | 713,790                    | 19,000                    | 7,000                      | 739,790             | 26,000          | 713,790             | 739,790             |
| Los Angeles          | County of Los Angeles Dept. of Public Social Services       | 24F-3021        | 6,270,685                  | 19,000                    | 7,000                      | 6,296,685           | 26,000          | 6,270,685           | 6,296,685           |
| Los Angeles          | City of Los Angeles Community Investment for Families Dept. | 24F-3022        | 6,487,190                  | 19,000                    | 7,000                      | 6,513,190           | 26,000          | 6,487,190           | 6,513,190           |
| Madera               | Community Action Partnership of Madera County, Inc.         | 24F-3023        | 318,202                    | 19,000                    | 7,000                      | 344,202             | 26,000          | 318,202             | 344,202             |
| Marin                | Community Action Marin                                      | 24F-3024        | 299,424                    | 19,000                    | 7,000                      | 325,424             | 26,000          | 299,424             | 325,424             |
| Mariposa             | SEE CALAVERAS COUNTY  |                 |                            |                           |                            |                     |                 |                     |                     |
| Mendocino            | SEE LAKE COUNTY   |                 |                            |                           |                            |                     |                 |                     |                     |
| Merced               | Merced County Community Action Agency                       | 24F-3025        | 504,574                    | 19,000                    | 7,000                      | 530,574             | 26,000          | 504,574             | 530,574             |
| Modoc/Siskiyou       | Modoc-Siskiyou Community Action Agency                      | 24F-3026        | 278,454                    | 19,000                    | 7,000                      | 304,454             | 26,000          | 278,454             | 304,454             |
| Mono                 | SEE INYO COUNTY   |                 |                            |                           |                            |                     |                 |                     |                     |
| Monterey             | Monterey County Community Action Partnership                | 24F-3027        | 499,164                    | 19,000                    | 7,000                      | 525,164             | 26,000          | 499,164             | 525,164             |
| Napa                 | Community Action Napa Valley                                | 24F-3028        | 279,766                    | 19,000                    | 7,000                      | 305,766             | 26,000          | 279,766             | 305,766             |
| Nevada               | Nevada County Dept. of Housing & Community Services         | 24F-3029        | 298,666                    | 19,000                    | 7,000                      | 324,666             | 26,000          | 298,666             | 324,666             |
| Orange               | Community Action Partnership of Orange County               | 24F-3030        | 3,197,415                  | 19,000                    | 7,000                      | 3,223,415           | 26,000          | 3,197,415           | 3,223,415           |

**Attachment A**  
**State of California**  
**Department of Community Services and Development**  
**2024 CSBG Allocation**  
**CAAs**

| County                     | Agency   | Contract Number | Initial Contract (9/21/23) | Amended Contract (5/8/24) | Amended Contract (7/18/24) | Total 2024 Contract | PROJECT BUDGETS   |                     |                     |                   |
|----------------------------|--|-----------------|----------------------------|---------------------------|----------------------------|---------------------|-------------------|---------------------|---------------------|-------------------|
|                            |  |                 |                            |                           |                            |                     | CAA               | CAA - Discretionary | Total 2024 Contract |                   |
| Placer                     | Project GO, Inc.   | 24F-3031        | 422,347                    | 19,000                    | 7,000                      | 448,347             | 422,347           | 26,000              | 448,347             |                   |
| Plumas                     | SEE LASSEN COUNTY  |                 |                            |                           |                            |                     |                   |                     |                     |                   |
| Riverside                  | Community Action Partnership of Riverside County             | 24F-3032        | 3,065,608                  | 19,000                    | 7,000                      | 3,091,608           | 3,065,608         | 26,000              | 3,091,608           |                   |
| Sacramento                 | Sacramento Employment and Training Agency                    | 24F-3033        | 2,130,858                  | 19,000                    | 7,000                      | 2,156,858           | 2,130,858         | 26,000              | 2,156,858           |                   |
| San Benito                 | San Benito County H&HSA, CS & WD                             | 24F-3034        | 281,647                    | 19,000                    | 7,000                      | 307,647             | 281,647           | 26,000              | 307,647             |                   |
| San Bernardino             | Community Action Partnership of San Bernardino County        | 24F-3035        | 3,193,994                  | 19,000                    | 7,000                      | 3,219,994           | 3,193,994         | 26,000              | 3,219,994           |                   |
| San Diego                  | County of San Diego, H&HSA, CAP                              | 24F-3036        | 3,549,776                  | 19,000                    | 7,000                      | 3,575,776           | 3,549,776         | 26,000              | 3,575,776           |                   |
| San Francisco              | Urban Services YMCA  | 24F-3037        | 871,723                    | 19,000                    | 7,000                      | 897,723             | 871,723           | 26,000              | 897,723             |                   |
| San Joaquin                | San Joaquin County Dept. of Aging & Community Services       | 24F-3038        | 1,009,268                  | 19,000                    | 7,000                      | 1,035,268           | 1,009,268         | 26,000              | 1,035,268           |                   |
| San Luis Obispo            | CAP of San Luis Obispo County, Inc.                          | 24F-3039        | 295,452                    | 19,000                    | 7,000                      | 321,452             | 295,452           | 26,000              | 321,452             |                   |
| San Mateo                  | San Mateo County Human Services Agency                       | 24F-3040        | 473,796                    | 19,000                    | 7,000                      | 499,796             | 473,796           | 26,000              | 499,796             |                   |
| Santa Barbara              | Community Action Commission of Santa Barbara County          | 24F-3041        | 546,140                    | 19,000                    | 7,000                      | 572,140             | 546,140           | 26,000              | 572,140             |                   |
| Santa Clara                | Sacred Heart Community Service                               | 24F-3042        | 1,365,590                  | 19,000                    | 7,000                      | 1,391,590           | 1,365,590         | 26,000              | 1,391,590           |                   |
| Santa Cruz                 | Community Action Board of Santa Cruz County, Inc.            | 24F-3043        | 312,283                    | 19,000                    | 7,000                      | 338,283             | 312,283           | 26,000              | 338,283             |                   |
| Shasta                     | County of Shasta, A Political Subdivision of the State of CA | 24F-3044        | 301,019                    | 19,000                    | 7,000                      | 327,019             | 301,019           | 26,000              | 327,019             |                   |
| Sierra                     | SEE LASSEN COUNTY  |                 |                            |                           |                            |                     |                   |                     |                     |                   |
| Siskiyou                   | SEE MODOC COUNTY   |                 |                            |                           |                            |                     |                   |                     |                     |                   |
| Solano                     | Community Action Partnership of Solano, JPA                  | 24F-3045        | 399,530                    | 19,000                    | 7,000                      | 425,530             | 399,530           | 26,000              | 425,530             |                   |
| Sonoma                     | Community Action Partnership of Sonoma County                | 24F-3046        | 435,371                    | 19,000                    | 7,000                      | 461,371             | 435,371           | 26,000              | 461,371             |                   |
| Stanislaus                 | Central Valley Opportunity Center, Inc.                      | 24F-3047        | 732,490                    | 19,000                    | 7,000                      | 758,490             | 732,490           | 26,000              | 758,490             |                   |
| Sutter                     | Sutter County Community Action Agency                        | 24F-3048        | 282,675                    | 19,000                    | 7,000                      | 308,675             | 282,675           | 26,000              | 308,675             |                   |
| Tehama                     | Tehama County Community Action Agency                        | 24F-3049        | 302,929                    | 19,000                    | 7,000                      | 328,929             | 302,929           | 26,000              | 328,929             |                   |
| Trinity                    | SEE GLENN COUNTY   |                 |                            |                           |                            |                     |                   |                     |                     |                   |
| Tulare                     | Community Services & Employment Training, Inc.               | 24F-3050        | 1,005,645                  | 19,000                    | 7,000                      | 1,031,645           | 1,005,645         | 26,000              | 1,031,645           |                   |
| Tuolumne                   | SEE AMADOR COUNTY  |                 |                            |                           |                            |                     |                   |                     |                     |                   |
| Ventura                    | Community Action of Ventura County, Inc.                     | 24F-3051        | 748,553                    | 19,000                    | 7,000                      | 774,553             | 748,553           | 26,000              | 774,553             |                   |
| Yolo                       | County of Yolo Health and Human Services Agency              | 24F-3052        | 398,789                    | 19,000                    | 7,000                      | 424,789             | 398,789           | 26,000              | 424,789             |                   |
| Yuba                       | Yuba County Community Services Commission                    | 24F-3053        | 269,162                    | 19,000                    | 7,000                      | 295,162             | 269,162           | 26,000              | 295,162             |                   |
| <b>TOTAL, all counties</b> |  |                 |                            |                           |                            |                     | <b>52,036,423</b> | <b>988,000</b>      | <b>364,000</b>      | <b>53,388,423</b> |
| <b>TOTAL, all counties</b> |  |                 |                            |                           |                            |                     | <b>52,036,423</b> | <b>1,352,000</b>    | <b>53,388,423</b>   |                   |



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-2940

**Agenda Date:** 9/19/2024

**Agenda #:** 6.

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Advisory Board: Economic Opportunity Council  
Subject: INTERVIEW and APPROVE new EOC Applicants  
Presenter: Roshunda Ward  
Contact: Christina Castle-Barber

### Information:

INTERVIEW and APPROVE new EOC Applicants.

# Application Form

## Profile

Clearnise

First Name

P

Middle Initial

Bullard

Last Name

[Redacted]

Home Address

Suite or Apt

[Redacted]

City

[Redacted]

State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

## [District Locator Tool](#)

### Resident of Supervisorial District:

District 1

Telecare Inc.

Employer

Program Director

Job Title

### Length of Employment

8 years

### Do you work in Contra Costa County?

Yes  No

### If Yes, in which District do you work?

District 1

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

30+

### 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**

---

Public Sector

**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**

---

Southern New Hampshie

**Degree Type / Course of Study / Major**

---

MS Human Resource Management

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

University of Phoneix

**Degree Type / Course of Study / Major**

---

MS Business Management

**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**

State of California ARF

**Certificate Awarded for Training?**

Yes  No

**Other Training B**

**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.**

One of the main reasons I am interested in this role is because it has been a while since I have served in my community, and it is time. What better way to start giving back than helping in the community in which I live? In my current role at Telecare Hope House in Martinez, I have a proven history in effectively managing departments to profitability, enhancing productivity, and developing skilled workforces through talent identification and development. Expertise in strategic planning, operations management, and program development with a solid foundation in human resources and community engagement. My history includes successfully managing departments to profitability, driving productivity enhancements, and cultivating a skilled workforce through talent identification and development initiatives. With expertise spanning strategic planning, operations management, and program development, coupled with a solid foundation in human resources and community engagement, I am well-equipped to contribute to the achievement of your organizational goals. I take pride in my ability to thrive in fast-paced, challenging environments and to effectively communicate and lead teams to success. If given the opportunity, I am confident that I can leverage my strong leadership, communication skills, and dedication to service excellence to make meaningful contributions to Economic Opportunity Council. In this role, I can contribute by being a resolute, responsible, and a dependent District Chair Person. My current skills and experiences can be integrated in this role.

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

---

With my current experience working with Contra Costa County System of Care Mental Health Services, I have been cited as being an efficient and effective leader that knows how to implement change management. Developing and growing others is my passion. I focus on delivering excellence, meeting the goals and expectations of the job. I am a strong believer in teamwork, communication, and leading by example. I have one goal, one mission to deliver one outcome. With my proven success record of managing successful and profitable departments, I have increased dramatically in productivity, managed positive departmental changes, developed a strong workforce, identified talent, and managed all phases of a full-cycle recruit to effectively achieve the corporate overall goals. My professional skills are in strategic planning, operations direction and oversight, and program management; together with my background in human resources management, community development and relationship building, operations management, client development, staff management, business management, program development, quality assurance, training and development and implementing best practices and internal policies. My direct achievements are indicative of an effective leader who communicates well and has a proven history of succeeding in a fast-paced, challenging environment. With that in mind, I will bring to the position effective communications skills, strong leadership, and team building, with a commitment to first-rate service and satisfaction.

---

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.**

---

Board Member - Oakland and San Francisco Workforce Investment Board Board Member - Commission for Women Advisory Board, Contra Costa County Founder - Youth Football Organization - Deer Valley Wolverines

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**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**

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**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.**

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I Agree

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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.

# Clearnise P. Bullard

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## *Summary of Qualifications*

Proven history in effectively managing departments to profitability, enhancing productivity, and developing skilled workforces through talent identification and development. Expertise in strategic planning, operations management, and program development with a solid foundation in human resources and community engagement.

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## *Education, Community Leadership and Affiliation*

- Master of Science, Human Resource Management, Southern New Hampshire University
  - Bachelor of Science, Business Management, University of Phoenix
  - Adult Residential Facility Licensed Administrator – #6044470735
  - Board Member, Workforce Investment Board of San Francisco County Board Member
  - Commission for Women Advisory Board, Contra Costa County Founder
  - Life Coach Certified
- 

## *Professional Experience*

Telecare Corporation – Program Administrator

- Villa Fairmont Mental Health Rehabilitation Center - Large Inpatient Program      September 2020 - Present
- Hope House Residential Treatment Program      June 2016 – September 2020

Seasoned Administrator with 8+ years' experience managing a large inpatient mental health rehabilitation program and a 16-bed residential treatment program; top-notch leader with tangible experience in developing and implementing company-wide operating policies and procedures; led developing and implementing program standard and operating policies and procedures; strategic leader with the ability to manage cross-functional projects and deliver results under tight schedules; consistently implements and executes processes that positively impact organizational goals, objectives, and expectations; effective operation of the programs ranging from \$2,000,000 to \$16,000,000.00; direct oversight of the Dietary, Rehab, Nursing, Maintenance, Housekeeping, Clinical, and Business Office Departments; establish staffing requirements for all departments, managing a team of 25 staff to 130 staff managing all HR functions and employee supervision; spearhead initiatives to enhance client satisfaction and program effectiveness, drive change management and engagement initiatives to improve employee relations.

## *Skills Highlights:*

- > Leadership collaboration on therapeutic issues and provides staff training making theory relevant to practice and resulting in quantifiable results.
- > Collaborate with Sr. Management on strategic priorities planning, organizing the overall Clinical and Administrative operation of the Program.
- > Safeguards the Program state, county, federal, and local licensing regulations, and requirements.
- > Establish and outline expectations, provides appropriate staff training to ensure safety and therapeutically effective.
- > Confirm adherence to Member Rights as determined by corporate policy and governmental regulations.
- > Establish the culture of the Program and create initiatives that reinforce the culture.
- > Analyze client satisfaction and program effectiveness.
- > Supervise department managers and maintain supervisory authority over personnel assignment to the departments.
- > Contributed to the development and implementation of new hire orientation and staff training.
- > Establish and redefine the culture of the Program and created initiatives that reinforce the culture diversity.
- > Administer internal employee relation investigation and grievances complaints.

# Clearnise P. Bullard

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- Supervise and direct employees in multiple program sites regarding best practices for an overly aggressive population.
  - Communicate coaching and counseling to employees in areas of performance, conflict resolution, and career development.
  - Foster effective change management and engagement plans to foster sound employee relations and engagement.
- 

D&A Communications, Inc.

- Job Corps Northern California Outreach & Admissions- Project Director 4/2014 – 6/2016

Contract monitor for Job Corps Northern California Outreach & Admissions Department, managing a staff of 21 Admission Counselors. Direct oversight of the outreach and recruitment efforts for three Job Corps Centers in the Northern California Region (San Francisco, San Jose, Sacramento); managed a large complex \$6.5 million budget; developed and implemented programs strategies to improve measurable outcomes and contract performance goals; ensured compliance with the government PRH standards, ethical standards, and compliance with all federal requirements.

### ***Service Highlights:***

- Sustained effective relationships and collaboration with community partners, youth focused government agencies, nonprofits, businesses, and Workforce Investment Act (WIA) Partners.
  - Developed and monitored key performance metrics in conjunction with Admission Leadership, emphasizing improved performance through training and development.
  - Sound fiscal management, programmatic and operational excellence; provided financial sustainability and oversight of the day-to-day operations and long-range mission of the organization.
  - Developed reliable quality assurance platform to ensure consistency, compliancy and positive service and support behaviors.
  - Designed a competency based promotional pathway program to support the development of individual contributors that builds knowledge, skills, and capabilities.
  - Contributor to the development and implementation of the outreach and admission client manual.
  - Responsible for the development and execution of Innovative Outreach Campaigns and Activities to achieve Department of Labor contract goals for student admissions at Northern California Job Corps Centers.
    - o Ranked #16 out of seventy-two (72) contracts in first contract year
- 

### ***Additional Work Experience***

- Job Corps Northern California Education & Training, June 2009 – June 2016
    - Job Corps Northern California Outreach & Admissions – Director
    - Residential Social Development Director
    - Outreach & Admissions Recruitment Manager
  - Longs Drug Stores, Security Administrator – Project Management, December 2001 – March 2003
  - Gap Inc. Corporate, Security Administrator – Project Management, February 2000 – February 2001
  - Bank of America, Business Analyst; IT Support, April 1990 – February 2000
- 

### ***Key Skills***

# Clearnise P. Bullard

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Change Management | Process Improvement | Organizational Development  
Performance Management | Strategy & Execution | Project Management  
Public Speaking | Strategic Decision Making | Visionary Leadership  
People Management | Coaching

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*References furnished upon request.*

# Application Form

## Profile

**Buffie** \_\_\_\_\_ **Lafayette** \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Home Address Suite or Apt

\_\_\_\_\_  
City State Postal Code

\_\_\_\_\_  
Primary Phone

\_\_\_\_\_  
Email Address

### [District Locator Tool](#)

#### Resident of Supervisorial District:

None Selected

**IRS** \_\_\_\_\_ **CUSTOMER SERVICE REP** \_\_\_\_\_  
Employer Job Title

#### Length of Employment

2 YEARS

#### Do you work in Contra Costa County?

Yes  No

#### If Yes, in which District do you work?

N/A

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

26 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**

---

LOW INCOME

**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?**

---

N/A

---

**Education**

**Select the option that applies to your high school education \***

---

CA High School Proficiency Certificate

**College/ University A**

**Name of College Attended**

---

LIBERTY UNIVERSITY

**Degree Type / Course of Study / Major**

---

DIVINITY MASTERS

**Degree Awarded?**

---

Yes  No

**College/ University B**

**Name of College Attended**

---

PATTEN UNIVERSITY

**Degree Type / Course of Study / Major**

---

BACHELORS PSYCHOLOGY

**Degree Awarded?**

---

Yes  No

---

**College/ University C**

**Name of College Attended**

---

LOS MEDANOS

**Degree Type / Course of Study / Major**

ASSOCIATE PSYCHOLOGY

**Degree Awarded?**

Yes  No

**Other Trainings & Occupational Licenses**

**Other Training A**

CNA

**Certificate Awarded for Training?**

Yes  No

**Other Training B**

**Certificate Awarded for Training?**

Yes  No

**Occupational Licenses Completed:**

N/A

**Qualifications and Volunteer Experience**

**Please explain why you would like to serve on this particular board, committee, or commission.**

I raised 3 children with the help of my mother. I attended college and university during the teenage years but made sure each of them graduated. It was a tremendous struggle, but I succeeded. Today the struggle is still present

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

I raised 3 children with the help of my mother. I attended college through my children's teen years which was a challenge. Keeping them in school let alone graduating was difficult while attending college myself. I worked 2 jobs, one fulltime the other on weekends all as a fulltime student. I want to empower woman and girls to become all they can be. I want to make a difference in my community with opportunities and advancement for women and the economically impacted adults of Contra Costa.

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:**

N/A

**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.**

I volunteered as inspector for Contra Costa Elections for 17 years.

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### **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

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**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.**

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I Agree

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### 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.

# Buffie Lafayette



## OBJECTIVE

Dedicated professional with Psychology background  
Excellent customer care experience  
Experienced in coordination and scheduling  
Effective ability to handle multiples tasks in fast paced environments  
Organized and detail oriented  
Enthusiastic self-starter, eager to meet challenges and quickly apply concepts  
Unsurpassed interpersonal skills  
Computer proficient in Microsoft Word, PowerPoint, Excel, and Outlook

## Work Experience

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### Customer Service Representative

Internal Revenue Service – Oakland CA

2022 - present

Performing administrative and technical procedures using a computer to locate and review records and reconcile discrepancies. working with records or financial accounts applying established rules and procedures. Resolving problems and issues. Negotiating with others to resolve issues.

### Patient Advocate Liaison

Getixhealth - Concord, CA

2018 to 2022

Acting as support to providers and nurses with patient management and administrative tasks. Organize and implement social services to patients and families. To improve access to care, quality of care, and patient outcomes through financial assistance, secured billing documents, and other task related to patient data.

### Nursing Assistant Team Trainer

Visiting Angels - San Ramon, CA

2016 to 2018

Provides skilled training to team members for patient-centered care, within home and facilities to offer comfort and reassurance to patients and families. These skills provide a needed resource for social stimulation, assisting with meeting activities of daily living and documentation of daily care.

## Education

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### **Master of Divinity in Divinity**

Liberty University - Lynchburg, VA

2015

### **Bachelor of Arts in Psychology**

Patten University - Oakland, CA

2010

### **AA in Psychology**

Los Medanos College - Pittsburg, CA

2007

## Volunteer

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### **SANTA RITA JAIL, DUBLIN, CA**

#### **Volunteer Chaplain**

**2010- Current**

- Assisted in religious services
- Participated in inmate programs and supporting chaplains in inmate activities
- Lead chapel services on rotation
- Attends annual Inmate Services and Chaplain Volunteer Service meetings

### **WEST COUNTY JAIL, RICHMOND, CA**

**2016- Current**

#### **Volunteer Chaplain**

- Assisted and organized religious services for both men and women
- Lead chapel services and Bible study 4 times a week
- Attends annual Inmate Services and Chaplain Volunteer Service meetings
- Schedule and coordinate volunteer services monthly

### **SUTTER DELTA HOSPITAL, Antioch, CA**

**2010- 2020**

#### **Volunteer Chaplain**

- Visit patients/families and perform spiritual assessments
- Provide spiritual support and counseling to patients and hospital staff
- Maintains patient confidentiality according to HIPAA regulations



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-2941

**Agenda Date:** 9/19/2024

**Agenda #:** 7.

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Advisory Board: Economic Opportunity Council

Subject: APPROVE the names of two EOC Members to forward to Measure X Committee for Consideration

Presenter: Christina Castle-Barber

Contact: Christina Castle-Barber

### Information:

APPROVE the name of two EOC Members to forward to Measure X Committee for Consideration for the Innovation Fund project.

Hi Christina:

I am writing to request your Advisory Body's assistance in the assemblage of a panel of individuals ("Review Panel") whose purpose will be to review, evaluate and rank proposals submitted for the County's Measure X-funded Innovation Fund grant program. A more detailed report on Measure X and the Innovation Fund can be found at this [link](#). Briefly, the Board of Supervisors, in 2022, set the policies and parameters of the Innovation Fund, originally a one-time allocation of \$2M to seed innovative public service programs. The Innovation Fund was among the many recommendations of the Measure X Community Adv Board on how to spend Measure X sales tax proceeds.

In recognition of the positive progress made by the first round grantees, the Board has decided to make a second \$2M allocation for a new round of grants. The County Administrator initiated Phase I of the Innovation Fund process with the September 13, 2024 issuance of a request for Statements of Qualifications (SoQs) and Concept Papers. Proposals can fall into the following broad categories:

- **Safe & Engaged Communities:** Improving health, wellness, and public safety outcomes through community outreach/awareness, education and engagement
- **Agriculture and Food Systems:** Improving environmental health, economic profitability, and social and economic equity.
- **Economic Vitality:** Providing education, job training, decent jobs and viable businesses to reduce the number of people at a poverty level.
- **Clean & Sustainable (Clean and Green) Environment:** Safe food and water, proper waste disposal, clean air, pest control; preventing waste.
- **Reliable & Accessible Infrastructure:** Modernization, technology, or equity in digital access, cybersecurity and resilience.

The role of the Review Panel will be to review the eligible proposals and make recommendations to the County Administrator for Phase 1 planning grants of \$5,000, the purpose of which are to fund the preparation of comprehensive grant applications for up to \$1.95M in Innovation Funds that will be considered in Phase 2. The Review Panel will also evaluate the comprehensive Phase 2 grant applications and make recommendations to the County Administrator on award of Innovation Funds. It is anticipated that serving on the Review Panel will require approximately 12-24 hours to review Phase 1 and Phase 2 applications and approximately 12 hours of interview time during Phase 2, so **approximately a 24-36 hour time commitment** over the two phases. Phase 1 work would likely occur throughout **October 2024** and Phase 2 evaluations would likely occur throughout **January 2025**.

The Review Panel will be composed of 7 individuals, **up to 3** of whom will be selected from nominations made by selected Board advisory bodies. The County Administrator's Office will make final selections of panelists from the pool of nominees according to the representation needs of the panel.

We ask that your body meet and vote to nominate **one or two individuals** for consideration by the County Administrator. To be eligible for selection, panelists will need to meet the criteria below:

- Be knowledgeable in one or more of the service areas described above, preferably with "lived experience".
- Be able to commit the necessary time and energy, as described above, to the evaluation process
- Have neither affiliation nor conflict of interest regarding any of the proposers (this will be determined during the final selection)
- Be willing to maintain strict confidentiality throughout the entire process until recommendations are made public by the County Administrator (panelists will be required to sign a nondisclosure agreement)

To be considered, nominations should be submitted to the attention of Julie Enea, Senior Deputy County Administrator, [Julie.enea@cao.cccounty.us](mailto:Julie.enea@cao.cccounty.us), along with a copy of meeting minutes documenting the nominations, **no later than October 4, 2024**. Please provide a brief explanation of how your nominee(s) meet the criteria for the panel.

*Julie DiMaggio Enea*

**Senior Deputy County Administrator  
Contra Costa County Administrator's Office**

1025 Escobar St.  
Martinez, CA 94553  
(925) 655-2056



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 24-2942

**Agenda Date:** 9/19/2024

**Agenda #:** 8.

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Advisory Board: Economic Opportunity Council

Subject: ELECTION of EOC Chair, Vice Chair and Secretary

Presenter: Melissa Molina

Contact: Christina Castle-Barber

### Information:

ELECTION of the Economic Opportunity Council Chair, Vice Chair, and Secretary.



# Contra Costa County Employment & Human Services Department Community Services Bureau

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## Executive Committee Positions and Responsibilities

**Officers:** The officers of the EOC shall be the Chairperson, Vice-Chairperson, and Secretary. Officers shall be elected annually at the September meeting.

**Executive Committee:** Executive officers shall attend all EOC and Executive Committee meetings. They shall plan the general meetings, review the previous month's minutes and set the agenda. The Executive Committee may conduct emergency meetings if the majority of the members cannot meet. A quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership. In this case, all Executive Committee decisions must be ratified by the full body of the EOC at the next scheduled meeting.

**Chairperson:** The Chairperson shall preside at all EOC meetings. He or she has the authority to call special meetings and make appointments to standing and ad-hoc committees. The Chairperson shall enforce the observance of order and decorum among the members. Meetings shall be conducted in accordance with all applicable federal, state, and local laws.

**Vice-Chairperson:** The Vice-Chairperson shall assist the Chairperson and assume all the obligations and authority if the Chairperson is absent.

**Secretary:** The Secretary shall declare whether a quorum exists at the beginning of each meeting. The Secretary shall monitor attendance. He or she shall read any correspondence at EOC meetings. He or she shall check for any corrections or clarification on previous month's minutes, and seek approval of minutes. The Secretary shall also help prepare minutes of the meeting and ensure that the meeting is recorded. Staff assistance shall be provided.