



CONTRA COSTA COUNTY

Committee Meeting Minutes - Final

Economic Opportunity Council

Thursday, February 13, 2025

6:00 PM

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

[https://cccounty-us.zoom.us/j/87597737980?](https://cccounty-us.zoom.us/j/87597737980?pwd=2Xw3ua2C4IuCWfnyb3copyKBVbd5uu.1)
[pwd=2Xw3ua2C4IuCWfnyb3copyKBVbd5uu.1](https://cccounty-us.zoom.us/j/87597737980?pwd=2Xw3ua2C4IuCWfnyb3copyKBVbd5uu.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

The meeting was called to order by Chair Medlen at 6:04 am.

Staff present: Donn Matsuzaki, Michael Morris, Roshunda Ward, Melissa Molina and Christina Castle-Barber

Present

Patricia Campbell, Karen Coleman, Ajit Kaushal, Buffie Lafayette, Janelle Lafrades, Nicola Lopez, Desire Medlen, Monisha Merchant, Devlyn Sewell, Kanwar Singh, Victor Tiglao, and Renee Zeimer

Absent

Karanbir Bal, Clearnise Bullard, Jessica Cisneros, and LaTonia Peoples-Stokes

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 Morataya Flores was present from the Public and was there to listen and learn.

3. APPROVE the EOC Business Meeting Minutes of 1-9-2025.

[25-471](#)

Attachments:

[January 9 2025 Business Meeting Minutes - DRAFT](#)

A motion was made by Lopez, seconded by Campbell, to approve the EOC Business Meeting Minutes of 1-9-2025. The motion carried by the following vote: 11 ayes and 1 abstention.

Motion: Lopez

Second: Campbell

Aye: Campbell, Kaushal, Lafayette, Lafrades, Lopez, Medlen, Merchant, Sewell, Singh, Tiglao, and Zeimer

Absent: Bal, Bullard, Cisneros, and Peoples-Stokes

Abstain: Coleman

Result: **Passed**

4. REVIEW and DISCUSS the December Fiscal Reports for CSBG Grant # 24F-3007 including Amendments 1 and 2. [25-472](#)

Attachments: [2024 CSBG Combined Budget December](#)

Michael Morris presented the fiscal report for December 2024 and Roshunda Ward shared the subcontractor spending report. Matsuzaki delivered a heartfelt goodbye as he moves on to a new opportunity.

This Discussion Item was received.

5. RECEIVE reports from Onsite Monitoring Visits. [25-473](#)

Attachments: [Onsite Monitoring Non-Compliances](#)

Castle-Barber presented the onsite monitoring non-compliance, which were minor issues in client files. Corrective Action plans are due on February 21st 2025.

Lafrades reported on her onsite visit at GRIP

Medlen reported on her onsite visit at Hope Solutions and STAND

Tiglao and Zeimer reported on their onsite visit at Rising Sun

Sewell reported on her onsite visit at Loaves and Fishes

Kaushal reported on his onsite visit at Monument Impact

This Discussion Item was received.

6. RECEIVE report on the 2024 CSBG Annual Report. [25-474](#)

Attachments: [2024 CSBG Annual Report Summary](#)

Castle-Barber presented the CSBG Annual Report 2024 Summary of Services and Characteristics

Lopez asked about home visits, to which Castle-Barber responded that it usually done through Head Start and checking children's wellbeing.

Sewell asked if this were the same categories as last year, to which Castle-Barber responded affirmatively.

Sewell asked if there was a difference from last year's data, to which Castle-Barber answered that we served 209 families more this year.

This Discussion Item was received.

7. RECEIVE presentation on Make Parenting a Pleasure. [25-475](#)

Attachments: [Make Parenting a Pleasure](#)

Castle-Barber gave a short presentation on Make Parenting a Pleasure. We will begin a Spanish session in the spring and an English session in the fall.

This Discussion Item was received.

8. DISCUSS Legislative Advocacy Day and Contra Costa County Legislative Platform.

Castle-Barber guided the EOC through the Contra Costa Legislative Platform, asked the EOC to bring in ideas about bills

Kaushal asked if he we can send a letter of invitation to our State Senator and Assemblymember.

Tiglao asked if we could do a lobby visit as opposed to waiting for the visit our booth, to which Castle-Barber answered we will explore that option.

Zeimer highlighted the importance of the state and federal platforms to use in these events.

Castle-Barber asked that she would ask the legislative offices if their preference would be to visit our booth, receive us at their office, or both.

Zeimer asked if the staff can tie in David Bradley, to which Castle-Barber answered that staff has been participating in webinars particularly regarding impoundment and other executive orders.

This was received.

9. PRESENT Community Action Plan Project Charter and Conduct Sign Ups for Public Hearings. [25-476](#)

Attachments:

[Project Charter Template - CSBG CAP 2026-2027](#)
[PUBLIC HEARING FLYER - Policy Council - English](#)
[PUBLIC HEARING RAFFLE](#)
[Public Hearing Attendee Gifts](#)

Castle-Barber presented the Community Action Plan Project Charter. Commissioners selected their public hearings to facilitate.

10. APPROVE questions to be asked at Public Hearings. [25-477](#)

Attachments: [Confirmed Public Hearings and Hearing Questions](#)

A motion was made by Lafayette, seconded by Zeimer, to approve the list of public hearing questions recommended by staff. The motion carried by the following vote: unanimous.

Motion: Lafayette

Second: Zeimer

Aye: Campbell, Coleman, Kaushal, Lafayette, Lafrades, Lopez, Medlen, Merchant, Sewell, Singh, Tiglao, and Zeimer

Absent: Bal, Bullard, Cisneros, and Peoples-Stokes

Result: Passed

11. RECEIVE staff report on updated remote meeting policy. [25-478](#)

Attachments:

[Memo Re Remote Meeting Attendance as a Reasonable Accommodation](#)
[Memo Re Revised Limits for Meeting Participation - Alternate Remote Teleconferencing Option](#)

Castle-Barber presented the report on the updated remote meeting policy.

Castle-Barber shared that Ward will now be leading LIHEAP.

Ward gave a report regarding purchases for outreach and items to increase the visibility of the program.

12. EOC Chair Report

Medlen shared appreciation to commissioners for site visits and requested that members contact officials regarding current events.

13. EOC Member Reports

No reports from members.

14. Next Steps

Castle-Barber will contact legislators via their schedulers.

Castle-Barber will get the EHSD Legislative Report and share with EOC.

The next meeting is currently scheduled for March 13, 2025 at 6pm.

16. Adjourn

Chair Medlen adjourned the meeting at 7:46 pm.

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