



# CONTRA COSTA COUNTY

## AGENDA

### Economic Opportunity Council

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Thursday, February 13, 2025

6:00 PM

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

[https://cccouny-us.zoom.us/j/87597737980?](https://cccouny-us.zoom.us/j/87597737980?pwd=2Xw3ua2C4IuCWfnyb3copvKBVbd5uu.1)

[80?  
pwd=2Xw3ua2C4IuCWfnyb3copvKBVbd5uu.1](https://cccouny-us.zoom.us/j/87597737980?pwd=2Xw3ua2C4IuCWfnyb3copvKBVbd5uu.1) | Call In: 8882780254 | Code:  
812185

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

1. Call to Order and Welcome
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. APPROVE the EOC Business Meeting Minutes of 1-9-2025. [25-471](#)  
**Attachments:** [January 9 2025 Business Meeting Minutes - DRAFT](#)
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](#)
5. RECEIVE reports from Onsite Monitoring Visits. [25-473](#)  
**Attachments:** [Onsite Monitoring Non-Compliances](#)
6. RECEIVE report on the 2024 CSBG Annual Report. [25-474](#)  
**Attachments:** [2024 CSBG Annual Report Summary](#)
7. RECEIVE presentation on Make Parenting a Pleasure. [25-475](#)  
**Attachments:** [Make Parenting a Pleasure](#)
8. DISCUSS Legislative Advocacy Day and Contra Costa County Legislative Platform.

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](#)
10. APPROVE questions to be asked at Public Hearings. [25-477](#)  
**Attachments:** [Confirmed Public Hearings and Hearing Questions](#)
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](#)
12. EOC Chair Report
13. EOC Member Reports
14. Next Steps

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

16. Adjourn

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

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



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-471

**Agenda Date:** 2/13/2025

**Agenda #:** 3.

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Advisory Board: Economic Opportunity Council

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

Presenter: Victor Tiglao

Contact: Christina Castle-Barber 925-608-8819

Information:

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



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Economic Opportunity Council

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Thursday, January 9, 2025

6:00 PM

1470 Civic Court, Suite 200, Room 207,

Concord | Zoom:

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

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

call in: 8882780254 code: 812185

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

1. Roll Call and Introductions

Chair Medlen called the meeting to order at 6:03 pm.

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

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

Monisha Merchant was on Zoom as a member of the public.

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

**A motion was made by Lopez, seconded by Lafrades, to approve the Consent Agenda. The motion carried by the following vote: unanimous.**

**Motion: Lopez**

**Second: Lafrades**

4. RECEIVE the November 2024 Fiscal Report for Grant 24F-3007 including amendments.

Morris presented the budget updates for Grant 24F-3007.

**This Discussion Item was received.**

5. PRESENT and DISCUSS Shared Humanity Indicators to Achieve the Community Action Vision.

Zeimer asked the methodology of the Shared Humanity Indicators, to which Medlen answered that it's a way to prioritize what could be a more restricted funding options in the near future through our own individual perspectives on each word.

Commissioners agreed to move forward with the ranking of the Shared Humanity Indicator words to create a word cloud.

Commissioners read the summaries for each word and anonymously and individually ranked the words. The result of the overall ranking was: 1) Equity, 2) Opportunity, 3) Belonging, 4) Hope, 5) Dignity, 6) Liberation.

6. HEAR reports from Onsite Monitoring Visits to date.

- Singh shared his experience at Opportunity Junction and talked about the different programs they provide, such as technology classes
- Zeimer asked Singh what the Opportunity Junction's greatest need was, to which Singh answered that he would provide more funding for their healthcare program
- Lopez shared her experience with hiring former Opportunity Junction interns
- Medlen shared that her aunt's employer Dow Chemical has also hired Opportunity Junction, and Molina added that CSBG has as well
- Zeimer mentioned that OJ has a post-employment support that is crucial
- Cisneros shared her experience at St. Vincent de Paul, talked about their workforce development programs, and highlighted their shelter for mothers and children, and mentioned that their area of most need is their bandwidth
- Ward added that St. Vincent de Paul helps people with histories of drug addiction rehabilitate back into the workforce
- Lopez asked about the eligibility of St. Vincent de Paul's programs, to which Molina, Ward, and Cisneros answered that they are open to anyone who walks in

7. Staff Reports : CalCAPA Advocacy Day

- CalCAPA Advocacy Day is on April 2nd and 3rd.
- 10 people are attending, including staff.
- Ward walked the EOC through the contents of the 2025 Homeless Outreach Backpacks, which includes a solar power bank charger that was shared at a Walnut Creek forum on homeless as a major need.
- Zeimer thanked staff for their coordinating with regional organizations to find the greatest need items among homeless population.
- Cisneros asked when staff is giving away the backpacks, to which Ward answered that staff brings four backpacks to each onsite visit.

8. Chair Report

No report this month.

9. EOC Members Reports

- Zeimer shared that on January 10th and January 20th 6-8pm Know Your Rights training sessions with Contra Costa Immigrants Alliance, January 14th at 9am Board of Supervisors that Scales Preston will be inaugurated as the first African American woman elected to the Board of Supervisors
- Ward mentioned that she, Ajit, Zeimer attended her informal community inauguration
- Kaushal mentioned that we should recognize the wildfires in Southern California and added that maybe the county can help them

10. Next Steps

None.

11. Meeting Evaluation

Good and productive.

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

12. Adjourn

The meeting was adjourned at 7:05 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](http://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

DRAFT



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-472

**Agenda Date:** 2/13/2025

**Agenda #:** 4.

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Advisory Board: Economic Opportunity Council

Subject: REVIEW and DISCUSS the December Fiscal Reports for CSBG Grant # 24F-3007 including Amendments 1 and 2.

Presenter: Michael Morris

Contact: C. Castle-Barber 925-608-8819

Information:

REVIEW and DISCUSS the December Fiscal Reports for CSBG Grant # 24F-3007 including Amendments 1 and 2.

<b>Community Services Block Grant</b>											
<b>Monthly Expenditures</b>											
<b>2024 Contract # 24F-3007 (Base with Discretionary)</b>											
<b>Term: Jan 1, 2024 through April 30, 2025</b>											
				<b>47%</b>	<b>53%</b>	<b>59%</b>	<b>65%</b>	<b>71%</b>	<b>67%</b>	<b>33%</b>	
<b>Line</b>	<b>Sub</b>	<b>Original</b>	<b>Aug</b>	<b>Sep</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>YTD</b>	<b>Balance</b>	<b>% Spent</b>	
<b>Item</b>	<b>Description</b>	<b>Object</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>2024</b>	<b>Total</b>	<b>Balance</b>	<b>% Spent</b>	
<b>ADMINISTRATIVE COSTS:</b>											
<b>1</b>	<b>Salaries and Wages</b>	1011	<b>16,599</b>	-	-	-	-	<b>2,052.86</b>	<b>2,448.39</b>	<b>14,150.61</b>	<b>15%</b>
	Comm Svcs Dir		-				-	-	-	-	
	Accountant		16,599				-	2,052.86	2,448.39	14,150.61	15%
<b>2</b>	<b>Fringe Benefits</b>		<b>10,125</b>	-	-	-	-	<b>309.68</b>	<b>672.43</b>	<b>9,452.57</b>	<b>7%</b>
	Labor recd/provided-other empl	1081	10,125					309.68	585.27	9,539.73	6%
<b>3</b>	<b>Other Costs-Indirect Costs</b>		<b>70,000</b>	<b>2,912.65</b>	<b>1,418.79</b>	<b>4,477.39</b>	<b>852.62</b>	<b>10,698.63</b>	<b>50,990.47</b>	<b>19,009.53</b>	<b>73%</b>
	Indirect Costs	5022	70,000	2,912.65	1,418.79	4,477.39	852.62	10,698.63	50,990.47	19,009.53	73%
	<b>Total Administrative Costs</b>		<b>96,724</b>	<b>2,912.65</b>	<b>1,418.79</b>	<b>4,477.39</b>	<b>852.62</b>	<b>13,061.17</b>	<b>54,111.29</b>	<b>42,612.71</b>	<b>56%</b>
<b>PROGRAM COSTS:</b>											
<b>1</b>	<b>Salaries and Wages</b>	1011	<b>275,030</b>	<b>22,375.12</b>	<b>21,877.79</b>	<b>21,784.01</b>	<b>23,334.74</b>	<b>26,639.58</b>	<b>163,589.01</b>	<b>111,440.99</b>	<b>59%</b>
	<b>Subtotal Program</b>		<b>194,275</b>	<b>20,763.71</b>	<b>20,396.03</b>	<b>18,792.70</b>	<b>20,445.31</b>	<b>21,295.98</b>	<b>140,971.24</b>	<b>53,303.76</b>	<b>73%</b>
	Division Manager		20,673	3,164.97	2,703.90	2,054.08	4,016.86	3,409.28	19,504.34	1,168.66	94%
	ASA III		104,946	9,585.43	9,585.43	9,585.43	9,585.43	9,585.43	69,023.03	35,922.97	66%
	CSM		68,656	8,013.31	8,106.70	7,153.19	6,843.02	8,301.27	52,443.87	16,212.13	76%
	<b>Student Interns</b>		<b>80,755</b>	<b>1,611.41</b>	<b>1,481.76</b>	<b>2,991.31</b>	<b>2,889.43</b>	<b>5,343.60</b>	<b>22,617.77</b>	<b>58,137.23</b>	<b>28%</b>
	95694 Tabin, A	1	16,151			981.67	1,481.76	1,741.07	4,204.50	11,946.50	26%
	93753 Acosta,C	2	16,151				-	-	2,725.14	13,425.86	17%
	95324 Colburn, C	3	16,151				296.35	1,629.94	2,074.47	14,076.53	13%
	95029 Caolie, Ryan	4	16,151	1,611.41	1,481.76	1,861.46	1,111.32	1,972.59	13,465.48	2,685.52	83%
	95960 Gil, S	5	16,151			148.18	-	-	148.18	16,002.82	1%
<b>2</b>	<b>Fringe Benefits</b>		<b>129,006</b>	<b>12,880.99</b>	<b>12,970.20</b>	<b>12,135.48</b>	<b>13,797.82</b>	<b>14,534.15</b>	<b>92,478.63</b>	<b>36,527.37</b>	<b>72%</b>
	Program Fringe Benefits		118,508	12,692.69	12,797.07	11,785.98	13,460.20	13,909.79	90,175.03	28,332.97	76%
	Student Interns Fringe Benefits		10,498	188.30	173.13	349.50	337.62	624.36	2,303.60	8,194.40	22%
<b>3</b>	<b>Operating Expenses</b>		<b>51,608</b>	<b>6,554.94</b>	<b>137.62</b>	<b>513.01</b>	<b>1,296.18</b>	<b>16,756.64</b>	<b>44,082.61</b>	<b>7,525.39</b>	<b>85%</b>
	Office Expense	2100/02	1,000	27.90	18.38		462.15		3,243.82	(2,243.82)	324%
	Communications	2110	2,000	133.38	31.68	172.25	133.00	32.41	634.21	1,365.79	32%
	Tel Exchange Service	2111	900	67.74	40.66	40.71	40.65	27.10	286.79	613.21	32%
	Membership Dues	2200	6,650				195.00	4,945.00	5,140.00	1,510.00	77%
	Local Travel Coferences	2300/03	13,711		46.90	300.05	203.06	11,453.61	18,337.93	(4,626.93)	134%
	Meeting Meals	2150	3,418	263.40			-	298.52	561.92	2,856.08	16%
	Supplies for Outreach/Homeless	2490	23,929	6,062.52			262.32	-	15,877.94	8,051.06	66%
<b>4</b>	<b>Out-of-State Travel</b>		<b>10,100</b>	-	<b>397.80</b>	-	<b>2,463.84</b>	-	<b>4,313.48</b>	<b>5,786.52</b>	<b>43%</b>
<b>5</b>	<b>Subcontractor Services</b>		<b>409,002</b>	<b>15,654.96</b>	<b>66,906.27</b>	<b>79,090.75</b>	<b>12,651.30</b>	<b>117,793.71</b>	<b>292,096.99</b>	<b>116,905.01</b>	<b>71%</b>
1	Opportunity Junction, Inc	2310	37,182			24,591.00	4,197.00	-	28,788.00	8,394.00	77%
2	GRIP	2310	37,182				-	24,683.29	24,683.29	12,498.71	66%
3	Rising Sun Center For Opportunity	2310	37,182				-	24,873.03	24,873.03	12,308.97	67%
4	CC Interfaith (Hope Solutions)	2310	37,182	15,654.96	3,369.93	2,921.11	-	4,203.83	26,149.83	11,032.17	70%
5	Bay Area Legal Aid (BALA)	2310	37,182		10,011.85	7,386.56	2,637.48	-	20,035.89	17,146.11	54%
6	STAND!	2310	37,182		16,342.13	5,130.70	-	4,764.94	26,237.77	10,944.23	71%
7	Loaves and Fishes of Contra Costa	2310	37,182				-	37,182.00	37,182.00	-	100%
8	Monument Crisis Center	2310	37,182			21,689.57	-	-	21,689.57	15,492.43	58%
9	St. Vincent de Paul	2310	37,182		37,182.36		-	-	37,182.36	(0.36)	100%
10	Lao Family Community Development	2310	37,182				3,051.84	19,321.64	22,373.48	14,808.52	60%
11	Monument Impact	2310	37,182			17,371.81	2,764.98	2,764.98	22,901.77	14,280.23	62%
	<b>Total Program Costs</b>		<b>874,746</b>	<b>57,466.01</b>	<b>102,289.68</b>	<b>113,523.25</b>	<b>53,543.88</b>	<b>175,724.08</b>	<b>596,560.72</b>	<b>278,185.28</b>	<b>68%</b>
	<b>Total Expenditures</b>		<b>971,470</b>	<b>60,378.66</b>	<b>103,708.47</b>	<b>118,000.64</b>	<b>54,396.50</b>	<b>188,785.25</b>	<b>650,672.01</b>	<b>320,797.99</b>	<b>67%</b>





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-473

**Agenda Date:** 2/13/2025

**Agenda #:** 5.

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Advisory Board: Economic Opportunity Council

Subject: RECEIVE reports from Onsite Monitoring Visits.

Presenter: EOC and Staff

Contact: Christina Castle-Barber 925-608-8819

Information:

RECEIVE reports from Onsite Monitoring Visits.

**Onsite Monitoring Non-Compliances**

Site	Review Date	Staff	Non-Compliance Notes
St. Vincent De Paul	1/9/2025	Melissa	Client #2, did not have proof of residency in CoCo County
Hope Solutions	1/10/2025	Melissa	Quarterly reports were not turned in a timely manner
Monument Impact	1/14/2025	Melissa	All three files did not have proof of income
GRIP	1/16/2025	Melissa	Client#3, did not have proof of income, quarterly reports not turned in
Rising Sun	1/21/2025	Roshunda	Client #2, did not have proof of residency in CoCo County, Client# 3 did not have record of vouchers, passes or financial asst, Client 2 and 3 did not have record of referrals and income verification or changes during assessment periods



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-474

**Agenda Date:** 2/13/2025

**Agenda #:** 6.

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Advisory Board: Economic Opportunity Council

Subject: RECEIVE report on the 2024 CSBG Annual Report.

Presenter: Christina Castle-Barber

Contact: 925-608-8819

### Information:

RECEIVE report on the 2024 CSBG Annual Report.

**CSBG ANNUAL REPORT 2024 SUMMARY OF SERVICES AND CHARACTERISTICS**

Submitted to State 2/3/25

<b>SERVICES</b>	
<b>Indicator</b>	<b>Number of Unduplicated Individuals Served</b>
Vocational Training	79
On the Job Work Experience	85
Apprenticeship/Internship	73
Job Readiness Training	267
Career Counseling Workshops	71
Career Counseling Coaching	101
Job Search Coaching	66
Resume Development	204
Interview Skills Training	156
Job Referrals	95
Job Placements	75
Pre Employment Physicals/Background Checks	30
Post employment Coaching	34
Interactions with Employers	77
Employment Supplies	62
Early Head Start	661
Head Start	789
Financial Literacy Education	53
Literacy/English Language Education	86
Post Secondary Preparation	10
School Supplies	33
Before and After School Activities	22
Summer Youth Rec Activities	17
Leadership Training	14
English Language Classes	53
Parenting Supports	45
Applied Technology Classes	266
Home Visits	1247
Financial Management Counseling	5
First Time Homebuyer Counseling	4
Health Insurance Advocacy	14
SNAP Benefit Advocacy	183
VITA/EITC/Tax Preparation	547
Rent Payments	43
Eviction Counseling	33
Landlord/Tenant Mediations	3
Utility Payments	2263
Utility Deposits	216
Utility Arrears Payments	1380
Level Billing Assistance	1913
Temporary Housing Placement	213
Transitional Housing Placements	26
Home Repairs	181
Energy Efficiency Improvements	181

**CSBG ANNUAL REPORT 2024 SUMMARY OF SERVICES AND CHARACTERISTICS**

Submitted to State 2/3/25

Immunizations	1441
Physicals	1450
Developmental Delay Screening	1450
Vision Screening	1450
Maternal Health	36
Wellness Classes	16
Domestic Violence Programs	107
Mental Health Support Groups Meetings	13
Child Dental Screenings	627
Child Dental Services	610
Prepared Meals	3378
Food Distribution	9189
Parenting Classes	64
Emergency Hygiene Kits/Boxes	300
Voter Education and Access	26
Leadership Training	29
Tripartite Board Membership	17
<b>CHARACTERISTICS</b>	
<b>Indicator</b>	<b>Number of Individuals</b>
<b>Total Unduplicated # of individuals served</b>	<b>15986</b>
<b>Total Unduplicated # of households served</b>	<b>7991</b>
Male	5281
Female	5357
Other	6
Unknown/not reported	5342
Age 0-5	1450
6-13	145
14-17	636
18-24	882
25-44	2925
45-54	1425
55-59	702
60-64	509
65-74	990
75+	520
Unknown/Not Reported	5802
Grades 0-8	151
Grades 9-12/Non-Graduate	772
High School Graduate	2093
GED/Equivalency Diploma	524
12 <sup>th</sup> Grade + Some Post Secondary	138
2 or 4 years College Graduate	151
Graduate of other post-secondary school	6
Unknown/not reported	5761
Youth Ages 14-24 not working or in school	40
Disabling Condition	475

**CSBG ANNUAL REPORT 2024 SUMMARY OF SERVICES AND CHARACTERISTICS**

Submitted to State 2/3/25

Uninsured for Health	1092
On Medicaid	6620
On Medicare	280
On State Health Insurance	81
Hispanic	8478
Non Hispanic	5938
Unknown/Not Reported	1570
American Indian or Alaskan Native	53
Asian	1891
Black/African American	1046
Native Hawaiian/Pacific Islander	128
White	3056
Other	7340
Multi-Race	1065
Unknown/Not Reported	1407
Veteran	65
Employed Full Time	734
Employed Part Time	101
Unemployed 6 months or less	37
Unemployed more than 6 months	63
Unemployed – not in labor force	152
Retired	5
Unknown/Not Reported	184
Single person	611
2 adults no children	1759
Single Female Parent	2027
Single Male Parent	211
Two Parent Household	241
Non-related adults with children	78
Multigenerational Household	116
Unknown Not Reported	2943
Single person household	611
2 person household	1239
3 person household	3250
4 person household	989
5 person household	544
6 or more	34
Unknown/Not reported	1324
Home Owner	3
Rent	5178
Other Permanent Housing	20
Homeless	430
Other	9
Unknown/Not Reported	2351
Living at 50% of FPL	4976
51-75 % of FPL	255

**CSBG ANNUAL REPORT 2024 SUMMARY OF SERVICES AND CHARACTERISTICS**

Submitted to State 2/3/25

76-100% of FPL	53
101-125% of FPL	26
126-150% of FPL	6
151-175% of FPL	12
176-200% of FPL	2
201-25% of FPL	6
Unknown/Not reported	2655



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-475

**Agenda Date:** 2/13/2025

**Agenda #:** 7.

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Advisory Board: Economic Opportunity Council

Subject: RECEIVE presentation on Make Parenting a Pleasure.

Presenter: Michelle Mankewich

Contact: Christina Castle-Barber 925-608-8819

### Information:

RECEIVE presentation on Make Parenting a Pleasure.



**Community Services Bureau presents:**

# **Make Parenting A Pleasure**

*Parenting Now!*



## **A Group-Based Positive Parenting Education**

**For Parents With Children  
0 to 6 Years old**

**Training Sessions will take place between  
October 8, 2024 and January 14, 2025**

**Join us from 9:30 to 11:00am via Zoom**

**Meeting ID: 850 9176 7512**

**Passcode: 918617**

**Presentations will be in English only**

*Please see other side for training details*

Scan this QR code with your phone's camera: the link to join on zoom will appear!



Training Calendar		
Sessions are from 9:30 to 11:00 AM as scheduled		
Sessions	Dates	Training Topics
1	10/8/2024	Our Values and Goals
2	10/15/2024	Caring for Ourselves
3	10/22/2024	Special Time
4	10/29/2024	Understanding Stress
5	11/5/2024	Stress Busters
6	11/12/2024	Who is My Child?
7	11/19/2024	Family Helpers
8	12/3/2024	Communication
9	12/10/2024	My Child's Emotions
10	12/17/2024	Discipline is Teaching
11	1/7/2025	Strategies for Effective Discipline
12	1/14/2025	Reflection and Celebration



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-476

**Agenda Date:** 2/13/2025

**Agenda #:** 9.

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Advisory Board: Economic Opportunity Council

Subject: PRESENT Community Action Plan Project Charter and Conduct Sign Ups for Public Hearings.

Presenter: Christina Castle-Barber

Contact: 925-608-8819

### Information:

PRESENT Community Action Plan Project Charter and Conduct Sign Ups for Public Hearings.

# PROJECT CHARTER

1. General Project Information				
<b>Project Name:</b>	Community Action Plan 2026-2027			
<b>Executive Sponsors:</b>	Scott Thompson, Interim Director			
<b>Division Sponsors</b>	Christina Castle-Barber, Division Manager			
<b>Project Manager</b>	Roshunda Ward, ASA III			
<b>Impact of project:</b>	CSBG programming in informed by the needs of the community and makes a difference.			
2. Project Team				
Workgroup Team Members: (do not include subgroup)	Name	Working Title	Bureau	Division
	Christina Caslte-Barber	Division Manager	CSB	Community Action
	Roshunda Ward	ASA III	CSB	Community Action
	Melissa Molina	CSAM	CSB	Community Action
3. Stakeholders (e.g., those with a significant interest in or who will be significantly affected by this project)				
Economic Opportunity Council The Contra Costa County Board of Supervisors Contracts Unit Fiscal Unit Community-Based Organizations Low-Income Residents of Contra Costa County				
4. Project Scope Statement				
<b>Project Purpose / Business Justification</b> Describe the business need this project addresses				
<p>Public Law 105-285 (the CSBG Act) and the California Government Code require that CSD secure a CAP, including a CNA from each agency. Section 676(b)(11) of the CSBG Act directs that receipt of a CAP is a condition to receive funding. Section 12747(a) of the California Government Code requires the CAP to assess poverty-related needs, available resources, feasible goals, and strategies that yield program priorities consistent with standards of effectiveness established for the program. Although CSD may prescribe statewide priorities or strategies that shall be considered and addressed at the local level, each agency is authorized to set its own program priorities in conformance to its determination of local needs. The CAP supported by the CNA is a two-year plan that shows how agencies will deliver CSBG services. CSBG funds are by their nature designed to be flexible. They shall be used to support activities that increase the capacity of low-income families and individuals to become self-sufficient.</p>				
<b>Objectives (in business terms)</b>				
<ul style="list-style-type: none"> <li>To prepare and submit a completed and approved Community Needs Assessment and Community Action Plan by no later than June 30, 2025 that is reflective of the true needs of low income families and individuals in our county.</li> <li>To operate a Community Action Program funded by CSBG that improves the lives of the low-income families and individuals as measured by the National Performance Indicators and guided by the information in the Community Action Plan and reflected in the 2026-27 RFP for community-based organization.</li> </ul>				

**Deliverables** *List the high-level "products" to be created (e.g., improved xxxx process, employee manual on yyyy)*

- A comprehensive Community Needs Assessment that includes all necessary data to make informed decisions around priorities by February 3, 2025.
- A minimum of 4 public hearings/listening sessions conducted around the county where low-income families and individuals gather by March 30, 2025.
- A strategic planning session with Lucy Hernandez, the Economic Opportunity Council, and CSBG staff to look at our vision and mission and other aspects of program planning to set the tone for the CAP planning by March 30, 2025.
- A Community Action Plan that is approved by both the EOC and the Board of Supervisors and submitted to CSD no later than June 30, 2025

**Scope** *List what the project will and will not address (e.g., this project addresses units that report into the Office of the Director. Units that report into the Bureau Directors are not included)*

This project addresses the work requirements of the CSBG program only. It will include staff to the Head Start Policy Council in the matter of a public hearing and selected subcontractors who will also host public hearings and does not include the work of the other units of the bureau.

**Project Milestones** *Propose start and end dates for Project Phases (e.g., Inception, Planning, Construction, Delivery) and other major milestones*

12/1/24—1-31/25 Community Needs Assessment Completed

1/15/25 – 2/5/25 Purchase giveaways and raffle prizes for Public Hearings

1/15/25 – 2/7/25 Public Hearing Dates and Locations Set

2/13/25 – EOC Signs up to facilitate Public Meetings and choses questions to be asked.

2/14/25 – 2/28/25 – Extensive outreach to community regarding hearings (emails, calls, social media, newsletters, postings, flyer distribution at coummunity meetings.

3/4/25 – PUBLIC HEARING from 11:30 -12:30 at GRIP in Richmond.

3/6/25 – Strategic Planning Session with Lucy Hernandez on Zoom from 6-8 pm.

3/11/25 – PUBLIC HEARING from 4-5pm at Loaves and Fishes in Martinez. They will serve a special dinner for the participants.

3/13/25 – EOC Business Meeting to present key findings from the 2025 Community Assessment and to finalize mission and vision for Community Action Plan. Review of progress to date on CAP Plan.

3/19/25 – PUBLIC HEARING from 6pm to 6:20 pm at Head Start Policy Council Meeting in Pleasant Hill.

3/27/25 – PUBLIC HEARING at St. Vincent de Paul – 12:30-1:30 pm.

4/10/25 – EOC Business Meeting – approval of Community Action Plan!

Week of April 21 – Presentation of Community Action Plan to Marla Stuart and approval to proceed with Board of Supervisors Approval.

4/29/25 – Public Hearing on CAP from 4-5 pm on Zoom.

Week of May 5, 2025 – Submit board order for approval by BOS.

5/20/25 – Board of Supervisors approval of Community Action Plan

5/21/25 – SUBMIT CAP TO STATE!!!!

<b>Major Known Risks (including significant Assumptions)</b> <i>Identify obstacles that may cause the project to fail.</i>		
<b>Risk</b>	<b>Risk Rating (Hi, Med, Lo)</b>	
Poor attendance at Public Hearings	Hi	
Difficulty securing timely inclusion on the Board Agenda.	Med	
Inclusion of DEI information included in the CAP template given the Executive Orders.	Hi	
<b>Constraints</b> <i>List any conditions that may limit the project team's options with respect to resources, personnel, or schedule (e.g., predetermined budget or project end date, limit on number of staff that may be assigned to the project).</i>		
There are no constraints identified at this time as all resources, personnel, and budget has been secured.		
<b>External Dependencies</b> <i>Will project success depend on coordination of efforts between the project team and one or more other individuals or groups? Has everyone involved agreed to this interaction?</i>		
The project team will need to work with the Policy Council team, St. Vincent de Paul, Loaves and Fishes, Greater Richmond Interfaith Program, and the contracts unit. They have all agreed to this interaction.		
<b>5. Communication Strategy</b> <i>(specify how the project manager will communicate to the Executive Sponsor, Project Team members and Stakeholders, e.g., frequency of status reports, frequency of Project Team meetings, etc.</i>		
Executive Sponsor: C. Castle-Barber will provide written updates twice monthly at her regularly sheduled one-on-ones with S. Thompson		
Project Team Members: Will meet as needed frequently to move the project along. Email will be used for this process, primarily.		
Stakeholders: The EOC will receive formal updates at their regularly scheudled monthly meetings and during the Exectuve Subcommittee. Urgent updates and reminders will be sent out via email. The CSBG subcontractors will receive the formal public hearing notices and email reminders.		
<b>6. Charter Update</b>		
<b>Name</b>	<b>Purpose of Update</b>	<b>Date (MM/DD/YYYY)</b>
<b>7. Notes</b>		

# PUBLIC HEARING

Help us help you!

**Wednesday, March 19, 2025, 6:00 pm**

**Head Start Policy Council Meeting**

**500 Ellinwood, Pleasant Hill, CA 94523**

Come share your input on what services you need to thrive!

- **RAFFLE PRIZES!** You will receive a raffle ticket each time you provide a statement!
- **GIVEAWAYS!** All those in attendance will receive a special gift!

You deserve to be heard and to have input into programs and services that meet your needs!



# PUBLIC HEARING RAFFLE





## PUBLIC HEARING ATTENDEE GIFTS





# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-477

**Agenda Date:** 2/13/2025

**Agenda #:** 10.

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Advisory Board: Economic Opportunity Council

Subject: APPROVE questions to be asked at Public Hearings.

Presenter: Christina Castle-Barber

Contact: 925-608-8819

Information:

APPROVE questions to be asked at Public Hearings.

# CSBG Public Hearing Planning 2025

## Confirmed Public Hearings

1. March 4, 2025 at GRIP in Richmond from 11:30 am to 12:30 pm.
2. March 11, 2025 at Loaves and Fishes in Martinez from 4 to 5 pm.
3. March 19, 2025 at Head Start Policy Council in Pleasant Hill from 6-6:20 pm.
4. March 27, 2025 at St. Vincent de Paul in Pittsburg from 12:30-1:30 pm.

## Questions We Asked in 2023 at the Public Hearings

- What has changed for you since 2021, for better or worse?
- What are the biggest challenges you and your family are facing? How are you dealing with those challenges?
- What services are you using? What has been most helpful to you? What's missing?
- We have all been through a lot. What are you most proud of?

## Suggestions for Consideration for Questions to be Asked in 2025

- What are the most pressing issues facing our community today?
- What are the biggest barriers preventing people from accessing essential services?
- What positive changes would you like to see happen in our community?
- How can we best work together to address these concerns?



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

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**File #:** 25-478

**Agenda Date:** 2/13/2025

**Agenda #:** 11.

---

Advisory Board: Economic Opportunity Council

Subject: RECEIVE staff report on updated remote meeting policy.

Presenter: Christina Castle-Barber

Contact: 925-608-8819

### Information:

RECEIVE staff report on updated remote meeting policy.

**Office of the County Counsel**  
1025 Escobar Street, 3<sup>rd</sup> Floor  
Martinez, CA 94553

**Contra Costa County**  
Phone: (925) 655-2200  
Fax: (925) 655-2263

*Date:* December 30, 2024

*To:* Staff to Advisory Bodies

*From:* Thomas L. Geiger, County Counsel 

*Re:* **Remote Attendance at Brown Act Meetings as a Reasonable Accommodation under the Americans with Disabilities Act (ADA)**

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This memo describes a new option for members of the County's advisory bodies to attend meetings remotely if they have a qualifying disability that precludes their in-person attendance at advisory body meetings, and explains the procedure for advisory body members to attend meetings remotely as an accommodation for a qualifying disability.

## **Background**

Under the Brown Act, members of County advisory bodies generally must attend meetings in person. They also may participate remotely under the Brown Act's traditional teleconferencing rules, or they may participate remotely for "just cause" reasons or under "emergency circumstances." If an advisory body member participates from a remote location under the Brown Act's traditional teleconferencing rules, the public must be allowed to attend the meeting at the remote location.

Until recently, the California Attorney General had advised that counties and cities were not permitted to provide a teleconferencing connection at a non-public location as an accommodation for an advisory body member with a disability who is unable to attend a regularly scheduled meeting. (84 Ops.Cal.Atty.Gen. 181 (2001).) The Attorney General had concluded in its 2001 opinion that allowing an advisory body member to participate remotely in a public meeting from a location not open to the public would result in a meeting held in violation of the Brown Act.

The Attorney General, however, has reconsidered its previous opinion and now advises that the Americans with Disabilities Act (ADA) generally requires that an advisory body member who has a qualifying disability that prevents them from attending meetings in person must be allowed to participate remotely in the body's meetings from a non-public location. (Opinion No. 23-1002.) The Attorney General advises that when a member with a qualifying disability participates remotely from a non-public location, the member must (1) use two-way video and audio streaming in real time; and (2) disclose the identity of individuals 18 years or older who are present with the member at the remote location and the general nature of the member's relationship with any of these individuals.

### **Procedure for Requesting Remote Attendance as a Reasonable Accommodation**

Before an advisory body member with a qualifying disability attends a meeting remotely, the member must request to appear remotely as a reasonable accommodation and receive approval from the Clerk of the Board. Examples of a qualifying disability that would prevent in-person attendance include, but are not limited to, a mobility disability, an immunocompromising disability, or a disability that limits time spent outside of home or bed.

To request this accommodation, the member must submit a written request to the Clerk of the Board at least one week before the time of the first meeting for which remote attendance is requested. The request may be in a letter or via email, with the phrase “Advisory Body Reasonable Accommodation” in the subject line. Requests should be sent to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us). The Clerk of the Board will evaluate and approve or deny the request using the following criteria:

1. The request to attend remotely as a reasonable accommodation must include the following:
  - a. A self-attestation that the accommodation is needed as a result of a disability.
  - b. A general description explaining the need for the accommodation, which need not exceed 20 words. The member does not need to submit medical documentation or disclose a medical diagnosis or disability.
  - c. The duration of the requested accommodation.
  - d. The name of the advisory body on which the member sits.
2. In consultation with the member with a disability, the Clerk of the Board will determine if the request is approved and the most effective way to provide the accommodation. Responses to reasonable accommodation requests will be provided in writing in a timely manner before the start of the specific meeting. Otherwise, the response will be provided orally, followed by written confirmation.
3. If the Clerk of the Board approves remote appearance as a reasonable accommodation, the member may appear remotely at meetings for the approved duration of the accommodation. Members may be granted a teleconferencing accommodation on a permanent basis or a temporary basis. The duration will be determined in accordance with the member’s disability-related needs. For temporary disabilities, the member may need to seek reapproval from time to time, as determined by the Clerk of the Board.

### **Procedures for Attending Meetings Remotely as a Reasonable Accommodation**

During every meeting that a member attends remotely as an approved reasonable accommodation, the member must:

1. Use two-way, real-time video and audio streaming; and
2. Disclose the presence of other adults at the remote location and nature of the member’s relationship with these individuals.

When a member attends a meeting remotely as an approved reasonable accommodation, the following Brown Act requirements are waived with respect to the remote location:

1. Including the teleconference location in the notice and agenda;
2. Posting the meeting agenda at the teleconference location; and
3. Allowing public access to the teleconference location.

cc: Board of Supervisors  
Monica Nino, County Administrator  
Jami Morritt, Chief Assistant Clerk of the Board


TLG:  
H:\2024\County Administrator\Brown Act rsbl acco.docx

**Office of the County Counsel**  
1025 Escobar Street, 3<sup>rd</sup> Floor  
Martinez, CA 94553

Contra Costa County  
Phone: (925) 655-2200  
Fax: (925) 655-2263

*Date:* December 27, 2024

*To:* Staff to Advisory Bodies

*From:* Thomas L. Geiger, County Counsel  
By: Hannah M. Shafsky, Deputy County Counsel 

*Re:* **Revised Limits for Meeting Participation Using an Alternative Remote Teleconferencing Option (“Just Cause” or “Emergency Circumstances”)**

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This memo describes a change in the Brown Act rules that allow advisory body members to participate in meetings remotely for a “just cause” reason or due to “emergency circumstances.” “Just cause” includes a need to care for a family member, a contagious illness that prevents in person attendance, a need related to a disability not otherwise accommodated for, and travel while on official business of the body or other public agency. “Emergency circumstances” is a physical or family medical emergency that prevents a member from attending the meeting in person.

Assembly Bill 2302, effective January 1, 2025, revises the limits on the number of remote appearances a member can make for “just cause” reasons or under “emergency circumstances.” The law now prohibits using one of these alternative remote teleconferencing options for more than a specified number of meetings per year, based on the regular meeting schedule of the legislative body.

Under the revised rules for these alternative teleconferencing options, a member of a body may not participate via teleconference from a remote location for more than the following number of meetings:

- 2 meetings per year, if the body regularly meets once per month or less.
- 5 meetings per year, if the body regularly meets twice per month.
- 7 meetings per year, if the body regularly meets three or more times per month.

The existing restriction that limits a member’s remote participation for “just cause” to no more than 2 meetings per calendar year remains in place.

Below are some examples of how many meetings per year a member of an advisory body may attend remotely under the alternative teleconferencing rules if the body regularly meets twice per month:



The member may attend:

- 2 meetings for a just cause reason and 3 meetings under emergency circumstances.
- 5 meetings under emergency circumstances and 0 meetings for a just cause reason.

The member may not attend:

- 3 meetings for a just cause reason and 2 meetings under emergency circumstances.

Otherwise, the rules regarding the alternative teleconferencing option remain unchanged, including the requirement that a quorum of the body must meet in person when a member is attending remotely using one of the alternative teleconferencing options. There are no changes to the rules regarding the traditional teleconferencing option.

The attached chart provides a detailed summary of the requirements for traditional teleconferencing and teleconferencing for “just cause” or due to “emergency circumstances.”

The new law on the two alternative teleconferencing options will remain in effect until January 1, 2026.

HMS:

Attachment: Teleconference Meeting Options Comparison Chart

cc: Board of Supervisors  
Monica Nino, County Administrator  
Jami Morritt, Chief Assistant Clerk of the Board

## Teleconference/Remote Meeting Options

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	Alternative Teleconferencing (Gov. Code, § 54953(f))
<b>Applicable Timeframe</b>	<ul style="list-style-type: none"> <li>▪ Available anytime.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Available between <u>January 1, 2025</u> and <u>January 1, 2026</u>.</li> </ul>
<b>Who May Appear Remotely and Quorum Requirements</b>	<ul style="list-style-type: none"> <li>▪ Individual board members, if at least a quorum of the members of the body participate from locations within the jurisdictional boundaries of the body.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Individual board members if:               <ol style="list-style-type: none"> <li>(1) a quorum of the members of the body participates in person; and</li> <li>(2) the quorum meets in a single, physical location clearly identified on the agenda that is open to the public and situated within the agency’s jurisdiction.</li> </ol> </li> </ul>
<b>Bases for Remote Appearance</b>	<ul style="list-style-type: none"> <li>▪ Applies when a board member is unable to attend in person.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A member may appear remotely for “Just Cause” or “Emergency Circumstances”:               <ul style="list-style-type: none"> <li>▶ <b>“Just cause”</b> is any of the following:                   <ol style="list-style-type: none"> <li>(1) A need to care for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner;</li> <li>(2) A contagious illness that prevents a member from attending in person;</li> <li>(3) A need related to a physical or mental disability that is not otherwise accommodated for; or</li> <li>(4) Travel while on official business of the body or another state or local agency.</li> </ol> </li> <li>▶ <b>“Emergency circumstances”</b> is a physical or family medical emergency that prevents a member from attending in person.</li> </ul> </li> </ul>
<b>Notification and Approval Requirements</b>	<ul style="list-style-type: none"> <li>▪ No additional requirements.</li> </ul>	<ul style="list-style-type: none"> <li>▪ To attend remotely for:               <ul style="list-style-type: none"> <li>▶ <b>“Just Cause”</b></li> </ul> </li> <li>▪ The member must notify the body at the earliest possible opportunity, including at the start of a regular meeting, of the need to participate remotely.</li> </ul>

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	Alternative Teleconferencing (Gov. Code, § 54953(f))
		<ul style="list-style-type: none"> <li>▪ The member must provide a general description of the circumstances necessitating the remote appearance.</li> <li>▪ The body need not take action in response. <ul style="list-style-type: none"> <li>▶ <b>“Emergency Circumstances”</b></li> </ul> </li> <li>▪ The member’s request to appear remotely must include a general description of the need to appear remotely, which need not exceed 20 words, and need not include any personal medical information.</li> <li>▪ The member must make the request to participate remotely as soon as possible and must make a separate request for each meeting.</li> <li>▪ The body must take action on the request at a public meeting.</li> <li>▪ If there is insufficient time to include the item on a posted agenda, the body may take action at the beginning of the meeting.</li> <li>▪ Approval must be by majority vote.</li> </ul>
<b>Agenda and Public Access and Comment Requirements</b>	<ul style="list-style-type: none"> <li>▪ The teleconference location must be open to the public.</li> <li>▪ The agenda must be posted at all meeting locations, including the teleconference location.</li> <li>▪ The agenda must identify all meeting locations, including the teleconference location.</li> <li>▪ The agenda must provide for public comment at all meeting locations, including the teleconference location.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Must provide notice and post agendas as otherwise required under the Brown Act and must indicate on the notice how the public may access the meeting and offer comment.</li> <li>▪ The agenda must include an opportunity for all persons to attend and address the body via a call-in option, an internet-based service option, and at the in-person location.</li> <li>▪ The law does not require that the agency post an agenda at the remote location, include the address of the remote location, or provide for public access to the remote location.</li> </ul>

	<b>Traditional Teleconferencing (Gov. Code, § 54953(b).)</b>	<b>Alternative Teleconferencing (Gov. Code, § 54953(f))</b>
		<ul style="list-style-type: none"> <li>▪ The body may not require public comments to be submitted in advance and must allow the public to address the body and comment in real time.</li> <li>▪ An individual may be required to register for public comment before being allowed to comment, where the body uses a third-party platform (like Zoom) for the meeting.</li> </ul>
<b>Voting Requirements</b>	<ul style="list-style-type: none"> <li>▪ Members must vote by rollcall.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Members must vote by rollcall.</li> </ul>
<b>Technological Requirements</b>		<ul style="list-style-type: none"> <li>▪ The public must be able to remotely hear and visually observe the meeting, and remotely address the body. Thus, the body must provide either: <ul style="list-style-type: none"> <li>(1) a two-way audiovisual platform; or</li> <li>(2) a two-way telephonic service and a live webcasting of the meeting.</li> </ul> </li> </ul>
<b>Other Requirements</b>		<ul style="list-style-type: none"> <li>▪ If a member participates remotely, the member must also: <ul style="list-style-type: none"> <li>(1) Publicly disclose at the meeting before any action is taken, whether any other individuals 18 years or older are in the room at the remote location with the member and the general nature of the member’s relationship with such individuals; and</li> <li>(2) Participate through both audio and visual technology.</li> </ul> </li> <li>▪ If the broadcasting of the meeting to the public by phone or internet service is disrupted, or a disruption within the local agency’s control prevents members of the public from commenting using the phone or internet service, the body shall not take any action at the meeting, until public access to the meeting via the phone option or the internet service option is restored. Actions</li> </ul>

	Traditional Teleconferencing (Gov. Code, § 54953(b).)	Alternative Teleconferencing (Gov. Code, § 54953(f))
		<p>taken on agenda items during a disruption that prevents the body from broadcasting the meeting may be challenged pursuant to Section 54960.1.</p> <ul style="list-style-type: none"> <li>▪ The body must have and implement a procedure for receiving and quickly resolving reasonable accommodation requests for individuals with disabilities. Any doubt should be resolved in favor of accessibility.</li> </ul>
<b>Limitations on Frequency of Remote Appearances</b>	<ul style="list-style-type: none"> <li>▪ None.</li> </ul>	<ul style="list-style-type: none"> <li>▪ A member may participate remotely for “just cause” no more than two times per calendar year.</li> <li>▪ A member may not participate remotely for more than the following number of meetings: <ul style="list-style-type: none"> <li>(1) 2 meetings per year, if the body regularly meets once per month or less;</li> <li>(2) 5 meetings per year, if the legislative body regularly meets twice per month; and</li> <li>(3) 7 meetings per year, if the body regularly meets three or more times per month.</li> </ul> </li> </ul>