



CONTRA COSTA COUNTY

AGENDA

Economic Opportunity Council

Thursday, October 10, 2024

6:00 PM

1470 Civic Court, Suite 200, Room 207,
Concord, CA 94520 | zoom:

[https://cccouny-us.zoom.us/j/82552125332?](https://cccouny-us.zoom.us/j/82552125332?pwd=bkxieNSsrbVlArRgWsBFzfNGP5B)

[pwd=bkxieNSsrbVlArRgWsBFzfNGP5B](https://cccouny-us.zoom.us/j/82552125332?pwd=bkxieNSsrbVlArRgWsBFzfNGP5B)
[oJ3.1](https://cccouny-us.zoom.us/j/82552125332?pwd=bkxieNSsrbVlArRgWsBFzfNGP5B) | 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. 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 9/19/24.(5 Minutes) [24-3336](#)
Attachments: [EOC Business Meeting Minutes of 9-19-24 DRAFT](#)
4. INTERVIEW and SELECT prospective EOC member. [24-3337](#)
Attachments: [Kohli Rameet \(EOC\)application_Redacted](#)
5. RECEIVE August 2024 CSBG Fiscal Reports. (10 Minutes) [24-3338](#)
Attachments: [2024 CSBG August Expenses](#)
[2024 CSBG DISC August Expenses](#)
6. APPROVE Budget Proposal for CSBG Amendment 2. (10 Minutes) [24-3339](#)
Attachments: [Amendment 2 Budget and Proposal](#)
7. DISCUSS and PROVIDE input to the BOS Annual Report on the EOC. (10 minutes) [24-3340](#)
Attachments: [Advisory Body Annual Report Template with rough notes for exec meeting 10-3](#)
[Economic Opportunity Council Diversity Survey for BOS Annual Report](#)

8. PRESENT 2024 Organizational Standards Update (10 minutes) [24-3341](#)

Attachments: [Organizational Standards Overview](#)

9. 2024 ByLaws Update (5 Minutes)
10. Reports from Staff, Chair, and EOC Members (10 Minutes)
11. Next Steps
12. Meeting Evaluation

The next meeting is currently scheduled for November 14, 2024 at 6 pm.

13. 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 on line at 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



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3336

Agenda Date: 10/10/2024

Agenda #: 3

Advisory Board: Economic Opportunity Council

Subject: APPROVE the EOC Business Meeting Minutes of 9/19/24.

Presenter: Victor Tiglao

Contact: Mmolina@ehsd.cccounty.us

Information:

APPROVE the EOC Business Meeting Minutes of 9/19/24.



CONTRA COSTA COUNTY

Committee Meeting Minutes

Economic Opportunity Council

Thursday, September 19, 2024

6:00 PM

1470 Civic Court, Suite 200, Room 207,

Concord | Zoom:

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

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

Call In: 8882780254 passcode: 812185

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)

Chair Zeimer called the meeting to order at 6:05 pm.

Zeimer welcomed guests Clearnise Bullard and Buffie Lafayette who have both applied to be a member of the EOC.

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

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)

No members of the public were present.

3. APPROVE the EOC Business Meeting Minutes of 8/8/2024 (5 Minutes)

**A motion was made by Medlen, seconded by Coleman, that this item be approved.
The motion carried by a unanimous vote.**

Motion: Medlen

Second: Coleman

4. DISCUSS and ACCEPT the Fiscal Reports for July 2024. (10 minutes)

Morris presented the expenditures through July 2024. Ward shared that the demands are slowly coming in and she is working with the subcontractors on timely submission.

5. APPROVE Amendment 2 for CSBG Grant #24F-3007 for \$7,000. (10 minutes)

Amendment 2 for \$7,000 will go into outreach. Ward will bring the proposal for the funding to the October meeting.

**A motion was made by Campbell, seconded by Kaushal, that this item be approved.
The motion carried by a unanimous vote.**

Motion: Campbell

Second: Kaushal

6. INTERVIEW and APPROVE new Economic Opportunity Council Applicants (20 minutes)

A motion was made by Kaushal, seconded by Campbell, that Bullard and Lafayette be placed in Private/Non Profit Alternate and Low Income Sector seats, respectively, be approved. The motion carried by a unanimous vote.

Motion: Kaushal

Second: Campbell

7. APPROVE the names of two EOC members to forward to the Measure X Innovation Fund for consideration. (10 minutes)

A motion was made by Campbell, seconded by Merchant, that Devlyn Sewell be the EOC's representative for consideration on the Measure X Innovation Fund review panel. The motion carried by a unanimous vote.

Motion: Campbell

Second: Merchant

8. CONDUCT elections for Chair, Vice Chair and Secretary of the Economic Opportunity Council. (20 minutes)

**An election was held by secret ballot and tallied by staff. The results were as follows:
Chair: Desire Medlen, Vice Chair: Nicola Lopez, and Secretary: Victor Tiglao.**

9. Report on 2024 Organizational Standards (5 minutes)

This item was tabled to the October Meeting as Castle-Barber was unable to attend to present.

This was tabled.

10. Staff, Chair and EOC Member Reports (15 minutes)

Staff Report: Ward state the Hope Solutions will be moving a new family in their housing complex in Pleasant Hill and there is a need for volunteers on 9/20/24 from 9:30 am to 12:00 pm.

Chair Report: Zeimer will be attending the FESP meeting on 9/30/24 via zoom and encouraged others to attend. Zeimer will also be doing a voter registration presentation to the Head Start Policy Council on 9/25/24.

11. Next Steps (3 minutes)

Next Steps:

1) Molina to email EOC members the FESP link.

2) Molina to update Lopez's name tent.

3) Ward will forward the information regarding Hope Solutions to Merchant, Cisneros, Lopez, and Coleman.

12. Evaluation the Meeting (2 minutes)

Pluses: met quorum, approved two new members.

Deltas: none.

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

Adjourn

The meeting was adjourned by Zeimer at 7:48 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, CA, during normal business hours. Staff reports related to items on the agenda are also accessible on line at 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.

DRAFT



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3337

Agenda Date: 10/10/2024

Agenda #: 4.

Advisory Board: Economic Opportunity Council

Subject: INTERVIEW and SELECT prospective EOC member.

Presenter: Roshunda Ward

Contact: rward@ehsd.cccounty.us

Information:

INTERVIEW and SELECT prospective EOC member.

Application Form

Profile

Rameet

First Name

Kohli

Last Name

Middle Initial

[Redacted]

Home Address

Suite or Apt

[Redacted]

City

CA
State

[Redacted]

Postal Code

[Redacted]

Primary Phone

[Redacted]

Email Address

[District Locator Tool](#)

Resident of Supervisorial District:

District 2

[Redacted]

Employer

President & COO/Co-Founder

Job Title

Length of Employment

8 years

Do you work in Contra Costa County?

Yes No

If Yes, in which District do you work?

My company is headquartered in District 1 (El Cerrito, CA)

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

Lived in the County for 3 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

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

University of California at Davis

Degree Type / Course of Study / Major

BS/Computer Science

Degree Awarded?

Yes No

College/ University B

Name of College Attended

University of Rochester's William E. Simon Graduate School of Business

Degree Type / Course of Study / Major

MBA

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

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.

Throughout my life and career, I have been an advocate for equity, diversity, and inclusion in the communities I have lived in, the workplaces I have occupied, and the schools I have attended. I have lived in Contra Costa County for three years and I want to bring my experience and passion to help continue to make Contra Costa County a great, safe and inclusive place to work and live.

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

I am currently a Co-Founder and the President & COO of Metrical, a Contra Costa Country small business that enables e-commerce retailers to use AI to predict the behavior of their online shoppers – preventing bounce and converting them to customers. My career has spanned both the private and public sectors, and I am very interested in getting more involved in Contra Costa County. In the private sector, I have worked for both non- and for-profit entities in the areas of business development, strategy consulting, corporate social responsibility, project management and government relations. Organizations included GE, Chevron, IBM, FHI 360 and BSR, along with several venture backed technology startups. My work in the public sector has focused on public policy and public-private sector alliance building. This occurred while I was in the U.S. House of Representatives and at the U.S. Agency for International Development (USAID), respectively. Locally, I have served on the Planning Commission for the City of Dublin, CA (Chair of the Commission in 2016) and was an appointee to the City of Dublin, CA's Community Task Force on Equity, Diversity, and Inclusion. I most recently was appointed to the SRVUSD's Equity Steering Committee and I currently sit on the Board of Directors of the NGO Dublin Partners In Education (DPIE). I am confident that based on my past and current experiences I can be a value add on a Board, Body, Commission, Council or Committee within in Contra Costa County.
<https://www.linkedin.com/in/rameet-kohli-966105/>

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:

I work full time but am somewhat flexible when it comes to my schedule.

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, Dublin Partners in Education; i-GATE Advisory Group Member, i-GATE Innovation Hub; Committee Member, Equity Steering Committee, San Ramon Valley Unified School District; Board Member, Rural America Chamber of Commerce; Appointee, Community Task Force on Equity, Diversity, and Inclusion, City of Dublin; Planning Commissioner, City of Dublin; Board Member, i-GATE NEST; Appointee, Human Services Task Force, City of Dublin

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

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.

I Agree

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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3338

Agenda Date: 10/10/2024

Agenda #: 5.

Advisory Board: Economic Opportunity Council

Subject: RECEIVE August 2024 CSBG Fiscal Reports.

Presenter: Michael Morris

Contact: mmoriss@ehsd.cccounty.us

Information:

RECEIVE August 2024 CSBG Fiscal Reports.

Community Services Block Grant										
Monthly Expenditures										
2024 Contract # 24F-3007										
Term: Jan 1, 2024 through April 30, 2025										
				29%	35%	41%	47%	19%	81%	
Line	sub	Original	May	Jun	Jul	Aug	YTD			
Item	Description	object	Budget	2024	2024	2024	2024	Total	Balance	% Spent
ADMINISTRATIVE COSTS:										
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	25,906.21	-	2,912.65	33,543.04	36,456.96	48%
	Indirect Costs	5022	70,000	4,724.18	25,906.21	-	2,912.65	33,543.04	36,456.96	48%
Total Administrative Costs			96,724	4,724.18	26,664.49	-	2,912.65	34,301.32	62,422.68	35%
PROGRAM COSTS:										
1	Salaries and Wages	1011	275,030	2,771.45	23,741.36	21,064.96	22,375.12	69,952.89	205,077.11	25%
Subtotal Program			194,275	-	20,638.93	18,638.58	20,763.71	60,041.22	134,233.78	31%
	Division Manager		20,673		1,925.38	2,229.87	3,164.97	7,320.22	13,352.78	35%
	ASA III		104,946		11,510.45	9,585.43	9,585.43	30,681.31	74,264.69	29%
	CSM		68,656	-	7,203.10	6,823.28	8,013.31	22,039.69	46,616.31	32%
Student Interns			80,755	2,771.45	3,102.43	2,426.38	1,611.41	9,911.67	70,843.33	12%
	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	1,611.41	7,038.35	9,112.65	44%
2	Fringe Benefits		129,006	-	14,235.59	11,924.40	12,880.99	39,040.98	89,965.02	30%
	Program Fringe Benefits		118,508		13,888.42	11,640.88	12,692.69	38,221.99	80,286.01	32%
	Student Interns Fringe Benefits		10,498		347.17	283.52	188.30	818.99	9,679.01	8%
3	Operating Expenses		25,708	-	20,233.40	42.66	492.42	20,768.48	4,939.52	81%
	Office Expense	2100/02	1,000		2,735.39		27.90	2,763.29	(1,763.29)	276%
	Communications	2110	2,000		102.37	29.12	133.38	264.87	1,735.13	13%
	Tel Exchange Service	2111	900		56.39	13.54	67.74	137.67	762.33	15%
	Membership Dues	2200	6,650					-	6,650.00	0%
	Local Travel Coferences	2300/03	5,000		7,786.15			7,786.15	(2,786.15)	156%
	Meeting Meals	2150	3,418				263.40	263.40	3,420.00	8%
	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	-	-	-	15,654.96	15,654.96	393,347.04	4%
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				15,654.96	15,654.96	21,527.04	42%
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%
Total Program Costs			848,746	2,771.45	58,210.35	33,032.02	51,403.49	145,417.31	703,328.69	17%
Total Expenditures			945,470	7,495.63	84,874.84	33,032.02	54,316.14	179,718.63	765,751.37	19%

Community Services Block Grant									
Monthly Expenditures									
2024 Contract # 24F-3007 DISC									
Term: Jan 1, 2024 through April 30, 2025									
				47%	53%	59%	65%	100%	
Line		sub	Original	Aug	Sep	Oct	Nov		
Item	Description	object	Budget	2024	2024	2024	2024	Balance	% Spent
	Operating Expenses		18,900	6,062.52	-	-	-	12,837.48	32%
	Office Expense	2100/02	-						0%
	Communications	2110	-					-	0%
	Tel Exchange Service	2111	-					-	0%
	Membership Dues	2200	-					-	0%
	Local Travel Coferences	2300/03	8,711	6,062.52				2,648.48	70%
	Meeting Meals	2150	-					-	0%
	Supplies for Outreach/Homeless	2490	10,189					10,189.00	0%
	Out-of-State Travel		100	-		-	-	100.00	0%
	Total Program Costs		19,000	6,062.52	-	-	-	12,937.48	32%
	Total Expenditures		19,000	6,062.52	-	-	-	12,937.48	32%

Discretionary funds became available in EARS 8/24



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3339

Agenda Date: 10/10/2024

Agenda #: 6.

Advisory Board: Economic Opportunity Council

Subject: APPROVE Budget Proposal for CSBG Amendment 2.

Presenter: Roshunda Ward

Contact: rward@ehsd.cccounty.us

Information:

APPROVE Budget Proposal for CSBG Amendment 2.

	Budgeted amount	May	June	July	Aug	YTD	Balance	Amendment 2 proposal
Operating Expenses	\$25,708.00				\$19,000.00		44708.00	\$7,000
Office Expense	\$1,000.00		\$2,735.39		\$27.90	\$2,763.29	(1763.29)	\$2,000.00
Communications	\$2,000.00		\$102.37	\$29.12	\$133.38	\$264.87	1735.13	
Tel Exchange Service	\$900.00		\$56.39	\$13.54	\$67.74	\$137.67	762.33	
Membership Dues	\$6,650.00					\$0.00	6650.00	
Local Travel Conferences	\$13,711.00		\$7,786.15		\$6,062.52	\$13,848.67	(137.67)	\$3,150.00
Meeting Meals	\$3,418.00				\$263.40	\$263.40	3154.60	
Supplies for Outreach/Homeless	\$16,929.00		\$9,553.10			\$9,553.10	7375.90	\$1,850.00
							17777.00	
Total			\$20,233.40	\$42.66	\$6,554.94	\$26,831.00	26931.00	
Monterey Conference November	\$2,655.94							
ROMA training October	\$355.00							
Cover negative	\$137.67							
Total local travel	\$3,148.61							

Outreach 2024	cost	needed	Total					
Backpack	24/156.33	4	\$625.32	100/345.24	1	1	\$345.24	345.24
Emergency sleeping bag	50/129.99	2	\$259.98					
Ready Bath wipes	30/48.99	3	\$146.97					
Shampoo Cap	144/98.67	1	\$98.67					
Toothpaste	144/31.72	1	\$31.72					
Toothbrush	100/25.99	1	\$25.99					
Mouthwash	48/30.60	2	\$61.20					
Deodorant	96/51.43	1	\$51.43					
comb/brush set	100/29.48	1	\$29.48					
First Aid Kit	6/15.19	16	\$243.04					
Manicure Kit	50/67.79	2	\$135.58					
Chapstick	12/14.77	8	\$118.16					
Lotion	100/29.65	1	\$29.65					
Shaving kit cream/razor *	50/27.99	1	\$27.99					
Soap Sheets*	20/9.99	5	\$49.95					
			\$1,935.13	1066.77			\$1,670.24	(\$264.89)
Neck Warmer	20/25.99	5	\$129.95					
Thermal Socks	24/39.99	1	\$39.99					
Thermal Socks	72/64.99	1	\$64.99					
Beanie cap	48/25.00	2	\$50.00					
Winter Gloves	48/25.00	2	\$50.00					
Rain Poncho	10/32.99	10	\$329.90					
Waterproof Shoe covers *	2/8.90	25	\$222.50					
Waterproof Shoe Cover Men*	2/11.99	25	\$299.75					
Hand Warmer	100/67.29	1	\$67.29					
FlashLight	100/ 106.99	1	\$106.99					
			\$1,361.36					
Vienna Sausage	36/49.99	3	\$149.97					
Ritz Crackers	20/9.52	5	\$47.60					
Chicken Salad Kit	12/ 17.84	8	\$142.72					
Tuna Salad Kit	12/21.48	8	\$171.84					
Protein Bar	18/24.31	6	\$145.86					
Trail Mix	72/39.99	1	\$39.99					
Trail Mix	24/19.50	1	\$19.50					
Beef Stick w/cheese	48/57.94	2	\$115.88					
Gummi Bear	50/9.07	2	\$18.14					
Nutella	24/29.99	4	\$119.96					
Water Bottles*	100/195.42	1	\$195.42					
Kool-Aid Jammer								
			\$1,166.88					
			\$4,463.37				\$4,198.48	

Sales tax 9.75%

\$435.18
\$4,898.55

\$409.35
\$4,607.83

*** NEW ITEMS ADDED**



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3340

Agenda Date: 10/10/2024

Agenda #: 7.

Advisory Board: Economic Opportunity Council

Subject: DISCUSS and PROVIDE input to the BOS Annual Report on the EOC.

Presenter: Christina Castle-Barber

Contact: creich@ehsd.cccounty.us

Information:

DISCUSS and PROVIDE input to the BOS Annual Report on the EOC. (10 minutes)



ADVISORY BODY ANNUAL REPORT

Advisory Body Name: _____
Advisory Body Meeting Time/Location: _____
Chair (during the reporting period): _____
Staff Person (during the reporting period): _____
Reporting Period: _____

I. Activities

(estimated response length: 1/2 page)

Describe the activities for the past year including areas of study, work, special events, collaborations, etc.

II. Accomplishments

(estimated response length: 1/2 page)

Describe the accomplishments for the past year, particularly in reference to your work plan and objectives.

III. Attendance/Representation

(estimated response length: 1/4 page)

Describe your membership in terms of seat vacancies, diversity, level of participation, and frequency of achieving a quorum at meetings.

IV. Training/Certification

(estimated response length: 1/4 page)

Describe any training that was provided or conducted, and any certifications received, either as a requirement or done on an elective basis by members. NOTE: Please forward copies of any training certifications to the Clerk of the Board.

V. Proposed Work Plan/Objectives for Next Year

(estimated response length: 1/2 page)

Describe the advisory body's workplan, including specific objectives to be achieved in the upcoming year.

Economic Opportunity Council Diversity Survey – October 2024

What is your racial/ethnic identity? Check all that apply.

American Indian or Alaskan Native	
Asian or Asian American	
Black or African American	
Hispanic or Latino/a/x	
Middle Eastern or North African	
Native Hawaiian or Pacific Islander	
White or European	
Other	
Decline to State	

What is your gender identity? Check all that apply.

Gender nonconforming	
Genderqueer	
Man	
Nonbinary	
Questioning	
Woman	
Trans	
Other	
Decline to State	

Were you born in the United States of America?

Yes	
No	

Were your parents born in the United State of America?

Parent 1	Yes	
	No	
Parent 2	Yes	
	No	

Were your grandparents born in the United States of America?

Grandparent 1	Yes	
	No	
Grandparent 2	Yes	
	No	
Grandparent 3	Yes	
	No	
Grandparent 4	Yes	
	No	

Are you a member of the LGBTQIA population?

Yes	
No	



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3341

Agenda Date: 10/10/2024

Agenda #: 8.

Advisory Board: Economic Opportunity Council

Subject: PRESENT 2024 Organizational Standards Update

Presenter: Christina Castle-Barber

Contact: creich@ehsd.cccounty.us

Information:

PRESENT 2024 Organizational Standards Update Referral History and Update:

STANDARDS



CENTER OF EXCELLENCE DEVELOPED CSBG ORGANIZATIONAL STANDARDS

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Washington, DC 20036
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Introduction

In 2012, the Federal Office of Community Services (OCS) provided funding to establish the CSBG Organizational Standards Center of Excellence (COE). The COE was charged with developing a set of organizational standards designed to ensure that CSBG Eligible Entities (CEEs) have the capacity to provide high-quality services to low-income families and communities. The Community Action Partnership received this funding and engaged and expanded the existing CSBG Working Group to spearhead these efforts. The Partnership and the CSBG Working Group involved the breadth of CSBG Network including CSBG Eligible Entities/Community Action Agencies, CSBG State Lead Agencies/Offices, Community Action State Associations, National CSBG Partners (CAPLAW, NASCSP, NCAF), content experts, and others to develop this comprehensive set of CSBG organizational standards.

The initial effort included an intensive 9-month process of listening sessions, literature reviews, surveys, and field testing that resulted in a draft of the CSBG organizational standards being provided to OCS in July 2013. Readers of this document are encouraged to access the July 2013 submission to review the project's full background, standards development process, and implementation recommendations. In March 2014, OCS published a draft information memorandum (IM) including the proposed organizational standards, providing potential implementation recommendations and seeking additional input from the Network.

In January 2015, OCS released [IM 138, State Establishment of Organizational Standards for CSBG Eligible Entities under 678B of the CSBG Act, 42.U.S.C § 9914](#). IM 138 provides direction to States, the District of Columbia, U.S. Territories, and CEEs on establishing organizational standards by FY 2016 and includes the final wording of the standards developed by the Organizational Standards COE.

The Standards were developed in three thematic groups, comprising nine categories with the final set including 58 Standards for private/nonprofit CEEs and 50 for public/governmental entity CEEs. These categories include:

Maximum Feasible Participation

- Consumer Input and Involvement
- Community Engagement
- Community Assessment

Vision and Direction

- Organizational Leadership
- Board Governance
- Strategic Planning

Operations and Accountability

- Human Resource Management
- Financial Operations and Oversight
- Data and Analysis

The COE-developed organizational standards work together to characterize an effective and healthy organization. Some of the Standards have direct links to the CSBG Act, such as the standards on the tripartite board structure and the democratic selection process. Some Standards link with U.S. Office of Management and Budget (OMB) guidance, such as the standards on audits. As a whole, the standards reflect many of the requirements of the CSBG Act, applicable Federal laws and regulations, good management practices, and the values of Community Action.

This document provides the final language for the final COE-developed organizational standards. Additional resources can be found on the Partnership's website at www.communityactionpartnership.com and include Assessment Tools and a Glossary of Terms. These resources are designed to assist CEEs and States with assessing

CEEs against the organizational standards, provide clarity as to terms and activities, and offer non-binding guidance as to the intent of individual standards and how to demonstrate meeting them.

This document and other tools referenced are the work of the Organizational Standards Center of Excellence and the Community Action Partnership. Readers are encouraged to refer to IM 138 for OCS-guidance regarding the CSBG Organizational standards.

If you have questions about this document, please contact:

- Denise Harlow at dharlow@communityactionpartnership.com
- Jarle Crocker at jcrocker@communityactionpartnership.com
- Cashin Yiu at cyiu@communityactionpartnership.com

For the purposes of this document, the following definitions apply:

Private CSBG-Eligible Entity - Nonprofit 501(c) (3) organizations serving local communities that are eligible to receive Community Services Block Grant funding. These nonprofit entities are governed by a tripartite board of directors, run operationally by an Executive Director or CEO, and may receive funding from a variety of public and private sources.

Public CSBG-Eligible Entity - Units of local governmental entities, such as a county or city government, eligible to receive Community Services Block Grant funding. Many “Public CEEs” operate programs directly out of the government/municipal department while others subcontract to nonprofits in their communities to provide services. They are advised by a tripartite board/advisory body.

This publication was created by National Association of Community Action Agencies – Community Action Partnership in the performance of the U.S. Department of Human Services, Administration for Children and Families, Office of Community Services Grant Number 90ET0445. Any opinion, findings, and conclusions, or recommendations expressed in this material are those of the authors and do not necessarily reflect the views of the U.S. Department of Health and Human Services, Administration for Children and Families.

MAXIMUM FEASIBLE PARTICIPATION

CATEGORY ONE: Consumer Input and Involvement

Community Action is rooted in the belief that people with low incomes are in the best position to express what they need to make a difference in their lives. CSBG eligible entities work in partnership with the people and communities they serve. Community Action works in a coordinated and comprehensive manner to develop programs and services that will make a critical difference in the lives of participants. Individuals and families are well attuned to what they need, and when Community Action taps into that knowledge, it informs our ability to implement high-impact programs and services.

Research shows that through engagement in community activities such as board governance, peer to peer leadership, advisory bodies, volunteering, and other participatory means, the poor build personal networks and increase their social capital so that they are able to move themselves and their families out of poverty. Community Action is grounded in helping families and communities build this social capital for movement to self-sufficiency.

Standard 1.1 | Private **The organization demonstrates low-income individuals' participation in its activities.**

Standard 1.1 | Public **The department demonstrates low-income individuals' participation in its activities.**

Standard 1.2 | Private **The organization analyzes information collected directly from low-income individuals as part of the community assessment.**

Standard 1.2 | Public **The department analyzes information collected directly from low-income individuals as part of the community assessment.**

Standard 1.3 | Private **The organization has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the governing board.**

Standard 1.3 | Public **The department has a systematic approach for collecting, analyzing, and reporting customer satisfaction data to the tripartite board/advisory body, which may be met through broader local government processes.**

CATEGORY TWO: Community Engagement

No CSBG eligible entity can meet all of a community's needs independently. Through formal and informal partnerships, ongoing community planning, advocacy, and engagement of people with low incomes, partners ranging from community and faith-based organizations, educational institutions, government, and business work together with Community Action Agencies and other CSBG eligible entities to successfully move families out of poverty and revitalize communities.

Community Action is often the backbone organization of community efforts to address poverty and community revitalization: leveraging funds, convening key partners, adding the voice of the underrepresented, and being the central coordinator of efforts. It is not an easy role to play, but a vital one for families and communities.

Standard 2.1 Private	The organization has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.
Standard 2.1 Public	The department has documented or demonstrated partnerships across the community, for specifically identified purposes; partnerships include other anti-poverty organizations in the area.
Standard 2.2 Private	The organization utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
Standard 2.2 Public	The department utilizes information gathered from key sectors of the community in assessing needs and resources, during the community assessment process or other times. These sectors would include at minimum: community-based organizations, faith-based organizations, private sector, public sector, and educational institutions.
Standard 2.3 Private	The organization communicates its activities and its results to the community.
Standard 2.3 Public	The department communicates its activities and its results to the community.
Standard 2.4 Private	The organization documents the number of volunteers and hours mobilized in support of its activities.
Standard 2.4 Public	The department documents the number of volunteers and hours mobilized in support of its activities.

CATEGORY THREE: Community Assessment

Local control of Federal CSBG resources is predicated on regular comprehensive community assessments that take into account the breadth of community needs as well as the partners and resources available in a community to meet these needs. Regular assessment of needs and resources at the community level is the foundation of Community Action and a vital management and leadership tool that is used across the organization and utilized by the community to set the course for both CSBG and all agency resources.

Standard 3.1 Private	The organization conducted a community assessment and issued a report within the past 3 years.
Standard 3.1 Public	The department conducted or was engaged in a community assessment and issued a report within the past 3 years, if no other report exists.
Standard 3.2 Private	As part of the community assessment, the organization collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
Standard 3.2 Public	As part of the community assessment, the department collects and includes current data specific to poverty and its prevalence related to gender, age, and race/ethnicity for their service area(s).
Standard 3.3 Private	The organization collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
Standard 3.3 Public	The department collects and analyzes both qualitative and quantitative data on its geographic service area(s) in the community assessment.
Standard 3.4 Private	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
Standard 3.4 Public	The community assessment includes key findings on the causes and conditions of poverty and the needs of the communities assessed.
Standard 3.5 Private	The governing board formally accepts the completed community assessment.
Standard 3.5 Public	The tripartite board/advisory body formally accepts the completed community assessment.

VISION AND DIRECTION

CATEGORY FOUR: Organizational Leadership

Community Action leadership is exemplified at all levels across the organization and starts with a mission that clarifies Community Action’s work on poverty. A well-functioning board, and a focused chief executive officer (CEO)/executive director, well-trained and dedicated staff, and volunteers giving of themselves to help others will establish Community Action as the cornerstone and leverage point to address poverty across the community. Ensuring strong leadership both for today and into the future is critical.

This category addresses the foundational elements of mission as well as the implementation of the Network’s model of good performance management (ROMA). It ensures CAAs have taken steps to plan thoughtfully for today’s work and tomorrow’s leadership.

Standard 4.1 | Private The governing board has reviewed the organization’s mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The organization’s programs and services are in alignment with the mission.

Standard 4.1 | Public The tripartite board/advisory body has reviewed the department’s mission statement within the past 5 years and assured that:

1. The mission addresses poverty; and
2. The CSBG programs and services are in alignment with the mission.

Standard 4.2 | Private The organization’s Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.2 | Public The department’s Community Action plan is outcome-based, anti-poverty focused, and ties directly to the community assessment.

Standard 4.3 | Private The organization’s Community Action plan and strategic plan document the continuous use of the full Results Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the organization documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Standard 4.3 | Public The department’s Community Action plan and strategic plan document the continuous use of the full Result Oriented Management and Accountability (ROMA) cycle or comparable system (assessment, planning, implementation, achievement of results, and evaluation). In addition, the department documents having used the services of a ROMA-certified trainer (or equivalent) to assist in implementation.

Standard 4.4 | Private The governing board receives an annual update on the success of specific strategies included in the Community Action plan.

Standard 4.4 | Public The tripartite board/advisory body receives an annual update on the success of

specific strategies included in the Community Action plan.

Standard 4.5 | Private The organization has a written succession plan in place for the CEO/ED, approved by the governing board, which contains procedures for covering an emergency/unplanned, short-term absence of 3 months or less, as well as outlines the process for filling a permanent vacancy.

Standard 4.5 | Public The department adheres to its local government's policies and procedures around interim appointments and processes for filling a permanent vacancy.

Standard 4.6 | Private An organization-wide, comprehensive risk assessment has been completed within the past 2 years and reported to the governing board.

Standard 4.6 | Public The department complies with its local government's risk assessment policies and procedures.

CATEGORY FIVE: Board Governance

Community Action boards are uniquely structured to ensure maximum feasible participation by the entire community, including those the network serves. By law, Community Action boards are comprised of at least 1/3 low-income consumers (or their representatives), 1/3 elected officials (or their appointees), and the remainder private-sector community members. To make this structure work as intended, CAAs must recruit board members thoughtfully, work within communities to promote opportunities for board service, and orient, train, and support them in their oversight role. Boards are foundational to good organizational performance and the time invested to keep them healthy and active is significant, but necessary.

Standard 5.1 | Private The organization's governing board is structured in compliance with the CSBG Act:

1. At least one third democratically-selected representatives of the low-income community;
2. One-third local elected officials (or their representatives); and
3. The remaining membership from major groups and interests in the community.

Standard 5.1 | Public The department's tripartite board/advisory body is structured in compliance with the CSBG Act, by either:

1. Selecting the board members as follows:
 - At least one third are democratically-selected representatives of the low-income community;
 - One-third are local elected officials (or their representatives); and
 - The remaining members are from major groups and interests in the community; or
2. Selecting the board through another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

Standard 5.2 | Private The organization's governing board has written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community.

Standard 5.2 | Public The department's tripartite board/advisory body either has:

1. Written procedures that document a democratic selection process for low-income board members adequate to assure that they are representative of the low-income community, or
2. Another mechanism specified by the State to assure decision-making and participation by low-income individuals in the development, planning, implementation, and evaluation of programs.

Please note under IM 82 for Public Entities the law also requires that a minimum of 1/3 of tripartite board membership be comprised of representatives of low-income individuals and families who reside in areas served.

Standard 5.3 Private	The organization's bylaws have been reviewed by an attorney within the past 5 years.
Standard 5.3 Public	Not applicable: Review of bylaws by an attorney is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 5.4 Private	The organization documents that each governing board member has received a copy of the bylaws within the past 2 years.
Standard 5.4 Public	The department documents that each tripartite board/advisory body member has received a copy of the governing documents, within the past 2 years.
Standard 5.5 Private	The organization's governing board meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its bylaws.
Standard 5.5 Public	The department's tripartite board/advisory body meets in accordance with the frequency and quorum requirements and fills board vacancies as set out in its governing documents.
Standard 5.6 Private	Each governing board member has signed a conflict of interest policy within the past 2 years.
Standard 5.6 Public	Each tripartite board/advisory body member has signed a conflict of interest policy, or comparable local government document, within the past 2 years.
Standard 5.7 Private	The organization has a process to provide a structured orientation for governing board members within 6 months of being seated.
Standard 5.7 Public	The department has a process to provide a structured orientation for tripartite board/advisory body members within 6 months of being seated.
Standard 5.8 Private	Governing board members have been provided with training on their duties and responsibilities within the past 2 years.
Standard 5.8 Public	Tripartite board/advisory body members have been provided with training on their duties and responsibilities within the past 2 years.
Standard 5.9 Private	The organization's governing board receives programmatic reports at each regular board meeting.
Standard 5.9 Public	The department's tripartite board/advisory body receives programmatic reports at each regular board/advisory meeting.

CATEGORY SIX: Strategic Planning

Establishing the vision for a Community Action Agency is a big task and setting the course to reach it through strategic planning is serious business. CSBG eligible entities take on this task by looking both at internal functioning and at the community's needs. An efficient organization knows where it is headed, how the board and staff fit into that future, and how it will measure its success in achieving what it has set out to do. This agency-wide process is board-led and ongoing. A "living, breathing" strategic plan with measurable outcomes is the goal, rather than a plan that gets written but sits on a shelf and stagnates. Often set with an ambitious vision, strategic plans set the tone for the staff and board and are a key leadership and management tool for the organization.

Standard 6.1 Private	The organization has an agency-wide strategic plan in place that has been approved by the governing board within the past 5 years.
Standard 6.1 Public	The department has a strategic plan, or comparable planning document, in place that has been reviewed and accepted by the tripartite board/advisory body within the past 5 years. If the department does not have a plan, the tripartite board/advisory body will develop the plan.
Standard 6.2 Private	The approved strategic plan addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.
Standard 6.2 Public	The approved strategic plan, or comparable planning document, addresses reduction of poverty, revitalization of low-income communities, and/or empowerment of people with low incomes to become more self-sufficient.
Standard 6.3 Private	The approved strategic plan contains family, agency, and/or community goals.
Standard 6.3 Public	The approved strategic plan, or comparable planning document, contains family, agency, and/or community goals.
Standard 6.4 Private	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process.
Standard 6.4 Public	Customer satisfaction data and customer input, collected as part of the community assessment, is included in the strategic planning process, or comparable planning process.
Standard 6.5 Private	The governing board has received an update(s) on progress meeting the goals of the strategic plan within the past 12 months.
Standard 6.5 Public	The tripartite board/advisory body has received an update(s) on progress meeting the goals of the strategic plan/comparable planning document within the past 12 months.

OPERATIONS AND ACCOUNTABILITY

CATEGORY SEVEN: Human Resource Management

The human element of Community Action’s work is evident at all levels of the organization and the relationship an organization has with its staff often reflects the organization’s values and mission. Oversight of the chief executive officer (CEO)/executive director and maintaining a strong human resources infrastructure are key responsibilities of board oversight. Attention to organizational elements such as policies and procedures, performance appraisals, and training lead to strong organizations with the capacity to deliver high quality services in low-income communities.

Standard 7.1 | Private The organization has written personnel policies that have been reviewed by an attorney and approved by the governing board within the past 5 years.

Standard 7.1 | Public Not applicable: Local governmental personnel policies are outside of the purview of the department and the tripartite board/ advisory body, therefore this standard does not apply to public entities.

Standard 7.2 | Private The organization makes available the employee handbook (or personnel policies in cases without a handbook) to all staff and notifies staff of any changes.

Standard 7.2 | Public The department follows local governmental policies in making available the employee handbook (or personnel policies in cases without a handbook) to all staff and in notifying staff of any changes.

Standard 7.3 | Private The organization has written job descriptions for all positions, which have been updated within the past 5 years.

Standard 7.3 | Public The department has written job descriptions for all positions. Updates may be outside of the purview of the department.

Standard 7.4 | Private The governing board conducts a performance appraisal of the CEO/executive director within each calendar year.

Standard 7.4 | Public The department follows local government procedures for performance appraisal of the department head.

Standard 7.5 | Private The governing board reviews and approves CEO/executive director compensation within every calendar year.

Standard 7.5 | Public The compensation of the department head is made available according to local government procedure.

Standard 7.6 | Private The organization has a policy in place for regular written evaluation of employees by their supervisors.

Standard 7.6 | Public The department follows local governmental policies for regular written evaluation of employees by their supervisors.

Standard 7.7 Private	The organization has a whistleblower policy that has been approved by the governing board.
Standard 7.7 Public	The department provides a copy of any existing local government whistleblower policy to members of the tripartite board/advisory body at the time of orientation.
Standard 7.8 Private	All staff participate in a new employee orientation within 60 days of hire.
Standard 7.8 Public	The department follows local governmental policies for new employee orientation.
Standard 7.9 Private	The organization conducts or makes available staff development/training (including ROMA) on an ongoing basis.
Standard 7.9 Public	The department conducts or makes available staff development/training (including ROMA) on an ongoing basis.

CATEGORY EIGHT: Financial Operations and Oversight

The fiscal bottom line of Community Action is not isolated from the mission, it is a joint consideration. Community Action boards and staff maintain a high level of fiscal accountability through audits, monitoring by State and Federal agencies, and compliance with Federal Office of Management Budget circulars. The management of Federal funds is taken seriously by CSBG eligible entities and the Standards specifically reflect the board's oversight role as well as the day-to-day operational functions.

Standard 8.1 | Private The Organization's annual audit (or audited financial statements) is completed by a Certified Public Accountant on time in accordance with Title 2 of the Code of Federal Regulations, Uniform Administration Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements.

Standard 8.1 | Public The department's annual audit is completed through the local governmental process in accordance with Title 2 of the Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirement (if applicable) and/or State audit threshold requirements. This may be included in the municipal entity's full audit.

Standard 8.2 | Private All findings from the prior year's annual audit have been assessed by the organization and addressed where the governing board has deemed it appropriate.

Standard 8.2 | Public The department follows local government procedures in addressing any audit findings related to CSBG funding.

Standard 8.3 | Private The organization's auditor presents the audit to the governing board.

Standard 8.3 | Public The department's tripartite board/advisory body is notified of the availability of the local government audit.

Standard 8.4 | Private The governing board formally receives and accepts the audit.

Standard 8.4 | Public The department's tripartite board/advisory body is notified of any findings related to CSBG funding.

Standard 8.5 | Private The organization has solicited bids for its audit within the past 5 years.

Standard 8.5 | Public Not applicable: The audit bid process is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.

Standard 8.6 | Private The IRS Form 990 is completed annually and made available to the governing board for review.

Standard 8.6 | Public Not applicable: The Federal tax reporting process for local governments is outside of the purview of tripartite board/advisory body therefore this standard does not apply to public entities.

Standard 8.7 Private	The governing board receives financial reports at each regular meeting that include the following: 1. Organization-wide report on revenue and expenditures that compares budget to actual, categorized by program; and 2. Balance sheet/statement of financial position.
Standard 8.7 Public	The tripartite board/advisory body receives financial reports at each regular meeting, for those program(s) the body advises, as allowed by local government procedure.
Standard 8.8 Private	All required filings and payments related to payroll withholdings are completed on time.
Standard 8.8 Public	Not applicable: The payroll withholding process for local governments is outside of the purview of the department, therefore this standard does not apply to public entities.
Standard 8.9 Private	The governing board annually approves an organization-wide budget.
Standard 8.9 Public	The tripartite board/advisory body has input as allowed by local governmental procedure into the CSBG budget process.
Standard 8.10 Private	The fiscal policies have been reviewed by staff within the past 2 years, updated as necessary, with changes approved by the governing board.
Standard 8.10 Public	Not applicable: The fiscal policies for local governments are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 8.11 Private	A written procurement policy is in place and has been reviewed by the governing board within the past 5 years.
Standard 8.11 Public	Not applicable: Local governmental procurement policies are outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 8.12 Private	The organization documents how it allocates shared costs through an indirect cost rate or through a written cost allocation plan.
Standard 8.12 Public	Not applicable: A written cost allocation plan is outside of the purview of the department and the tripartite board/advisory body, therefore this standard does not apply to public entities.
Standard 8.13 Private	The organization has a written policy in place for record retention and destruction.
Standard 8.13 Public	The department follows local governmental policies for document retention and destruction.

CATEGORY NINE: Data and Analysis

The Community Action Network moves families out of poverty every day across this country and needs to produce data that reflect the collective impact of these efforts. Individual stories are compelling when combined with quantitative data: *no data without stories and no stories without data*. Community Action needs to better document the outcomes families, agencies, and communities achieve. The Community Services Block Grant funding confers the obligation and opportunity to tell the story of agency-wide impact and community change, and in turn the impact of the Network as a whole.

Standard 9.1 Private	The organization has a system or systems in place to track and report client demographics and services customers receive.
Standard 9.1 Public	The department has a system or systems in place to track and report client demographics and services customers receive.
Standard 9.2 Private	The organization has a system or systems in place to track family, agency, and/or community outcomes.
Standard 9.2 Public	The department has a system or systems in place to track family, agency, and/or community outcomes.
Standard 9.3 Private	The organization has presented to the governing board for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.
Standard 9.3 Public	The department has presented to the tripartite board/advisory body for review or action, at least within the past 12 months, an analysis of the agency's outcomes and any operational or strategic program adjustments and improvements identified as necessary.
Standard 9.4 Private	The organization submits its annual CSBG Information Survey data report and it reflects client demographics and organization-wide outcomes.
Standard 9.4 Public	The department submits its annual CSBG Information Survey data report and it reflects client demographics and CSBG-funded outcomes.