



AGENDA

CONTRA COSTA COUNTY Economic Opportunity Council

Thursday, October 3, 2024

10:00 AM

1470 Civic Court, Suite 200, Room 221,
Concord | Zoom:
[https://cccounty-us.zoom.us/j/821202307
41?
pwd=5aNctYdFINVwb2C6mo7efFCh6j
HfMZ.1](https://cccounty-us.zoom.us/j/82120230741?pwd=5aNctYdFINVwb2C6mo7efFCh6jHfMZ.1) | Call In: 8882780254 code:
812185

Fiscal Subcommittee Meeting

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

1. Call to Order and Welcome
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to two minutes).
3. RECEIVE and DISCUSS the 2024 Fiscal Reports for August for CSBG Grant # [24-3216](#) 24F-3007, including Amendment 1.
Attachments: [2024 CSBG August Expenses](#)
[2024 CSBG DISC August Expenses](#)
4. RECEIVE and DISCUSS Staff Proposal for Amendment 2 of CSBG Grant #24F-3007. [24-3217](#)
Attachments: [Amendment 2 Budget and Proposal](#)
5. Next Steps
6. Evaluate the Meeting

The next meeting is currently scheduled for November 7, 2024.

7. Adjourn

The Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting. Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Committee less than 96 hours prior to that meeting are available for public inspection at 1470 Civic Court, Suite 200, Concord, CA, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.contracosta.ca.gov. 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:



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3216

Agenda Date: 10/3/2024

Agenda #: 3.

Advisory Board: Economic Opportunity Council Fiscal Subcommittee

Subject: August 2024 Fiscal Reports

Presenter: Michael Morris

Contact: Roshunda Ward

Information:

RECEIVE and DISCUSS the 2024 Fiscal Reports for August for CSBG Grant # 24F-3007, including Amendment 1.

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 #: 24-3217

Agenda Date: 10/3/2024

Agenda #: 4.

Advisory Board: Economic Opportunity Council Fiscal Subcommittee

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

Presenter: Roshunda Ward

Contact: rward@ehsd.cccounty.us

Information:

RECEIVE and DISCUSS Staff Proposal for Amendment 2 of CSBG Grant #24F-3007.

	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**