



CONTRA COSTA COUNTY

AGENDA

Economic Opportunity Council

Thursday, November 14, 2024

6:00 PM

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

[https://cccouny-us.zoom.us/j/82552125332?](https://cccouny-us.zoom.us/j/82552125332?pwd=bkxieNSsrbVIARgWsBFzfNGP5BoJ3.1)

[pwd=bkxieNSsrbVIARgWsBFzfNGP5BoJ3.1](https://cccouny-us.zoom.us/j/82552125332?pwd=bkxieNSsrbVIARgWsBFzfNGP5BoJ3.1) | Call in: 8882780254 Code: 812185

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

1. Call to Order and Welcome
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 October 10, 2024 Business Meeting Minutes. [24-3892](#)
Attachments: [Oct 10 2024 EOC Business Meeting Minutes - Corrected - DRAFT](#)
4. RECEIVE and DISCUSS the September 2024 Fiscal Reports for Grant 24F-3007, including Amendment 1 [24-3893](#)
Attachments: [CSBG Sept 2024 Fiscal Reports](#)
5. APPROVE the 2024 Annual Advisory Body Report for the Board of Supervisors. [24-3894](#)
Attachments: [Advisory Body Annual Report for the Economic Opportunity Council 10-18-24](#)
6. DISCUSS and sign up for the 2024 CSBG Onsite Monitoring Visits [24-3895](#)
Attachments: [2024 CSBG ONSITE MONITORING AND OUTREACH VISITS - Sign ups](#)
[2024 CSBG Onsite Monitoring Guidelines](#)
[CSBG Site Visit Monitoring Form](#)
7. Staff Report
8. Chair Report

- 9. EOC Member Reports
- 10. Next Steps
- 11. Meeting Evaluation

The next meeting is currently scheduled for December 12, 2024.

- 12. 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. 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: Melissa Molina, mmolina@ehsd.cccounty.us



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3892

Agenda Date: 11/14/2024

Agenda #: 3.

Advisory Board: Economic Opportunity Council

Subject: APPROVE the October 10, 2024 Business Meeting Minutes.

Presenter: Victor Tiglao

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

Information:

APPROVE the October 10, 2024 Business Meeting Minutes.



CONTRA COSTA COUNTY

Committee Meeting Minutes

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=bkxieNSsrbVlArRgWsBFzfNGP5BoJ3.1)

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

call in: 8882780254 code: 812185

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

1. Welcome and Call to Order (2 Minutes)

The meeting was called to order by Chair Medlen at 6:02 pm.

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

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)

There was no public present.

- 2.5 *APPROVE an addition to the agenda: Report on CSBG Strategic Plan*

The motion was carried by unanimous vote.

Motion: Lafrades

Second: Coleman

- 3 APPROVE the EOC Business Meeting Minutes of 9/19/24.(5 Minutes)

The motion was carried by unanimous vote.

Motion: Campbell

Second: Coleman

4. INTERVIEW and SELECT prospective EOC member.

This consent item was withdrawn as the candidate has rescinded his application due to lack of time to commit.

REPORT: Strategic Plan Update

Castle-Barber reviewed the 2024 Update to the 2022-2027 CSBG Strategic Plan. Merchant suggested that we do a press release on the Student Intern Program. Zeimer recommended we add the work of the County Librarian in selecting children's books under the DEI section of the plan.

This was received.

5. RECEIVE August 2024 CSBG Fiscal Reports. (10 Minutes)

Morris presented the fiscal reports and Ward shared real time payment history for the subcontractor demands.

6. APPROVE Budget Proposal for CSBG Amendment 2. (10 Minutes)

Ward shared that while the budget for Amendment 2 was approved last month, this is a follow up to share specific line items. A list of outreach items was also provided. Other recommendations included, shower shoes, garbage bags, and electrolyte powder to add to water. Ward will follow up.

The motion was carried by unanimous vote.

Motion: Zeimer

Second: Lafrades

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

Castle Barber shared the draft ideas for the EOC Annual Report to the Board of Supervisors that we need to approve in November as it is due to the board on December 5. Merchant suggested adding much of the information from the strategic plan to the report. Coleman recommended adding Sewell's clothing outreach. Molina distributed a diversity survey that will be used to respond to the question of diversity on the board.

8. PRESENT 2024 Organizational Standards Update (10 minutes)

Castle-Barber reviewed the organizational standards for public entities and shared that we have been asked for the following additional information by 10/18/24: screen shot of job descriptions on county webpage, copies of actual certificates of completion for ethics training, a succession planning policy, and minutes showing the Strategic Plan was discussed.

9. 2024 ByLaws Update (5 Minutes)

Castle-Barber shared that county council did not approve the new definition of quorum and we have reverted to the definition that all advisory bodies in the county must adhere to. All other amendments have been approved as to form and are being sent to the Board of Supervisors for approval.

10. Reports from Staff, Chair, and EOC Members (10 Minutes)

Staff Reports: Castle-Barber shared that Governor Newsom has appointed Daphne Hunt as Chief Deputy Director of CSD. Also, Monument Impact is inviting us all to their play called iLEGALLY BROWN, which is about the housing crisis and immigrants. Molina informed the new members that she will be sending training links out to them. She also requested that all members requesting reimbursement for their mileage to be sure to sign their demands before they leave.

Chair Report: Medlen shared her vision of emphasizing education and enlightenment in all that we do. Citing that knowledge is power, we need to provide the tools to our clients that help them overcome the pressures of poverty, including mental health support and things like parenting classes. Castle-Barber will look into offering Head Start's Make Parenting a Pleasure curriculum to our subcontractors. Molina, who used to facilitate these classes spoke to how useful they are.

Member Reports: Zeimer spoke about getting out to vote.

11. Next Steps

1. Castle-Barber to work on press release for student intern program and outcomes
2. Castle-Barber to bring the full written annual report to the November Business meeting
3. Castle-Barber will work on ways to further the vision of the chair

This was approved.

12. Meeting Evaluation

Started on time and ended early.

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

13. Adjourn

Chair Medlen adjourned the meeting at 7:13 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 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 #: 24-3893

Agenda Date: 11/14/2024

Agenda #: 4.

Advisory Board: Economic Opportunity Council

Subject: RECEIVE and DISCUSS the September 2024 Fiscal Reports for Grant 24F-3007, including Amendment 1

Presenter: Michael Morris

Contact: 925-608-8819

Information:

RECEIVE and DISCUSS the September 2024 Fiscal Reports for Grant 24F-3007, including Amendment 1

Community Services Block Grant										
Monthly Expenditures										
2024 Contract # 24F-3007										
Term: Jan 1, 2024 through April 30, 2025										
				35%	41%	47%	53%	30%	70%	
Line	Description	Sub Object	Original Budget	Jun 2024	Jul 2024	Aug 2024	Sep 2024	YTD 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	25,906.21	-	2,912.65	1,418.79	34,961.83	35,038.17	50%
	Indirect Costs	5022	70,000	25,906.21	-	2,912.65	1,418.79	34,961.83	35,038.17	50%
	Total Administrative Costs		96,724	26,664.49	-	2,912.65	1,418.79	35,720.11	61,003.89	37%
PROGRAM COSTS:										
1	Salaries and Wages	1011	275,030	23,741.36	21,064.96	22,375.12	21,877.79	91,830.68	183,199.32	33%
	Subtotal Program		194,275	20,638.93	18,638.58	20,763.71	20,396.03	80,437.25	113,837.75	41%
	Division Manager		20,673	1,925.38	2,229.87	3,164.97	2,703.90	10,024.12	10,648.88	48%
	ASA III		104,946	11,510.45	9,585.43	9,585.43	9,585.43	40,266.74	64,679.26	38%
	CSM		68,656	7,203.10	6,823.28	8,013.31	8,106.70	30,146.39	38,509.61	44%
	Student Interns		80,755	3,102.43	2,426.38	1,611.41	1,481.76	11,393.43	69,361.57	14%
	93753 Acosta, C	2	16,151	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	1,620.67	1,685.50	1,611.41	1,481.76	8,520.11	7,630.89	53%
2	Fringe Benefits		129,006	14,235.59	11,924.40	12,880.99	12,970.20	52,011.18	76,994.82	40%
	Program Fringe Benefits		118,508	13,888.42	11,640.88	12,692.69	12,797.07	51,019.06	67,488.94	43%
	Student Interns Fringe Benefits		10,498	347.17	283.52	188.30	173.13	992.12	9,505.88	9%
3	Operating Expenses		25,708	18,781.56	42.66	492.42	137.62	19,454.26	6,253.74	76%
	Office Expense	2100/02	1,000	2,735.39		27.90	18.38	2,781.67	(1,781.67)	278%
	Communications	2110	2,000	102.37	29.12	133.38	31.68	296.55	1,703.45	15%
	Tel Exchange Service	2111	900	56.39	13.54	67.74	40.66	178.33	721.67	20%
	Membership Dues	2200	6,650					-	6,650.00	0%
	Local Travel Coferences	2300/03	5,000	6,334.31			46.90	6,381.21	(1,381.21)	128%
	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	1,451.84	-	-	397.80	1,849.64	8,150.36	18%
5	Subcontractor Services		409,002	-	-	15,654.96	66,906.27	82,561.23	326,440.77	20%
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	3,369.93	19,024.89	18,157.11	51%
5	Bay Area Legal Aid (BALA)	2310	37,182				10,011.85	10,011.85	27,170.15	27%
6	STAND!	2310	37,182				16,342.13	16,342.13	20,839.87	44%
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				37,182.36	37,182.36	(0.36)	100%
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	58,210.35	33,032.02	51,403.49	102,289.68	247,706.99	601,039.01	29%
	Total Expenditures		945,470	84,874.84	33,032.02	54,316.14	103,708.47	283,427.10	662,042.90	30%

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 #: 24-3894

Agenda Date: 11/14/2024

Agenda #: 5.

Advisory Board: Economic Opportunity Council

Subject: APPROVE the 2024 Annual Advisory Body Report for the Board of Supervisors.

Presenter: Christina Castle-Barber

Contact: 925-608-8819

Information:

APPROVE the 2024 Annual Advisory Body Report for the Board of Supervisors.



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.



CONTRA COSTA COUNTY

1025 ESCOBAR STREET
MARTINEZ, CA 94553

Staff Report

File #: 24-3895

Agenda Date: 11/14/2024

Agenda #: 6.

Advisory Board: Economic Opportunity Council

Subject: DISCUSS and sign up for the 2024 CSBG Onsite Monitoring Visits

Presenter: Melissa Molina

Contact: mmolina@ehsd.cccounty.us

Information:

DISCUSS and sign up for the 2024 CSBG Onsite Monitoring Visits

2024 CSBG ONSITE MONITORING AND OUTREACH VISITS

EOC MEMBER SIGN UPS

SUBCONTRACTOR	EOC MEMBER
Bay Area Legal Aid, Richmond	
Hope Solutions, Concord	
Greater Richmond Interfaith Program, Richmond	
Lao Family Community Development, Richmond	
Loaves and Fishes, Martinez	
Monument Crisis Center, Concord	
Monument Impact, Concord	
Opportunity Junction, Antioch	
Rising Sun, Oakland	
St. Vincent de Paul, Pittsburg	
STAND! For Families Free of Violence, Concord	

2024 CSBG Onsite Monitoring Guidelines

- CSB staff will schedule the visit at a mutually agreed upon time with the agency and EOC member and will confirm the visit by email.
- Please be on time for the scheduled monitoring visit. Leave extra time to make sure can find the location as given to you by staff.
- Staff will bring to visit and will email out ahead of time to assigned EOC member:
 - Copies of the Monitoring Form (see attached)
 - Copies of the File Review Forms (see attached)
 - Copies of the 2023-24 Service Plan from the Contract describing the agreed upon deliverables
 - Copies of Demand Tracking Sheet Information for the Contractor to ensure proper spend-down of the contract by the provider
 - Copy of EOC/CSBG Mission Statement
- EOC Members will interview the agency staff and staff will record answers (using a laptop is best practice but not required).
- Agency will provide staff and EOC members with a tour of the facility.
- When the monitoring form is complete, EOC members will be excused, and staff will remain to conduct the file review due to confidentiality (see attached completed report as an example).
- Leave your business card with the Director and thank the agency staff for their time.
- Be prepared to briefly report to the EOC at the February 8 Business Meeting.



Contra Costa County Employment & Human Services Department Community Services Bureau



CSBG Site Monitoring Evaluation

Site Location:	Date of Visit: _____
Site Representative:	Title: _____
EOC Representative:	Time of Visit: _____
CSB Representative:	
Purpose of Facility _____	23-24 CSBG Amount _____

Attach Mission Statement or Brochure(s)

Does the Service Provider Mission Support the EOC Mission Statement? Yes No

Site Program(s) (Check all Applicable Programs):

<input type="checkbox"/> Education	<input type="checkbox"/> Medical
<input type="checkbox"/> Job Training	<input type="checkbox"/> Probation
<input type="checkbox"/> Housing	<input type="checkbox"/> After School Program
<input type="checkbox"/> Emergency Shelter Childcare	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Transportation	<input type="checkbox"/> Others: skill-building

Population served (i.e., families, specific high-risk groups, neighborhood, etc.):

Interview Questions:

- How does your program receive referrals? (i.e., Religious Organization(s), Walk-in's, Outreach, Schools, Corrections, Self, Other)
- How many client(s) does the facility support? Daily: Weekly: Monthly: Annual:
- Number staff employed: Volunteers:
- Is staffing fully in place for your CSBG funded program? If not, why?
- What screening criteria are used to determine eligibility?
- What obstacles do your clients face before, during, and after your program? (i.e., unemployment, housing, etc.)
- In general, is your program well known and received positively in the community?
- What issues/barriers have you encountered as an organization? What specific actions are you taking to address these problems? Are any of these issue areas in which the EOC might provide assistance?
- Are there other issues or facets of your program of which you would like the EOC to be aware?



Contra Costa County Employment & Human Services Department Community Services Bureau



Environment Observation:

	Lowest			Highest	
	1	2	3	4	5
1. Was the facility clean?	1	2	3	4	5
2. Was the staff professional and easily to be identified?	1	2	3	4	5
3. Was the facility organized and professional?	1	2	3	4	5
4. How were the clients interacting with staff?	1	2	3	4	5
5. What is your overall perception of the facility?	1	2	3	4	5

Contract Service Activities:

Activity:	Status:

Review of 2022-23 Closeout Budgets:

Did the Provider Spend Down Entire Contract?	If not, explain:

NOTES:

Improvement(s) / Recommendations:
