



# CONTRA COSTA COUNTY

## Committee Meeting Minutes - Draft

### Economic Opportunity Council

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Thursday, November 13, 2025

6:00 PM

1470 Civic Court, Suite 200, Room 207,

Concord | Zoom:

<https://cccouny-us.zoom.us/j/84112970168> |

Call in: 8882780254 | meeting ID: 841 1297 0168

| code: 7038773

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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

Chair Medlen called the meeting to order at 6:02 pm.

Staff Present: Alexandra Heinitz, Roshunda Ward, Melissa Molina, Jen Quallik

**Present**

Karanbir Bal, Patricia Campbell, Jessica Cisneros, Christian Dean, Ajit Kaushal, Janelle Lafrades, Nikki Lopez, Desire Medlen, Monisha Merchant, Devlyn Sewell, Kanwar Singh, Victor Tiglao, and Renee Zeimer

**Absent**

Karen Coleman, Buffie Lafayette, and LaTonia Peoples-Stokes

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

No members of the public present.

3. APPROVE EOC Business Meeting minutes of 10/9/2025.

[25-4734](#)

**Attachments:**

[EOC Business Meeting Minutes of 10-9-2025 DRAFT](#)

A motion was made by Lopez, seconded by Lafrades, to approve the October 9, 2025 Business Meeting Minutes. The motion carried by the following vote:

**Motion:**

Lopez

**Second:**

Lafrades

**Aye:**

Bal, Campbell, Cisneros, Dean, Kaushal, Lafrades, Lopez, Medlen, Merchant, Sewell, Singh, Tiglao, and Zeimer

**Absent:**

Coleman, Lafayette, and Peoples-Stokes

**Result:**

Passed

4. RECEIVE Fiscal Report for CSBG Grant #25F-6007 for September 2025.

[25-4735](#)

**Attachments:**

[CSBG 2025 Budget with September 2025](#)

Heinitz presented the report; Tiglao inquired about the line item for the EOC meals and why they were not accounted for; Heinitz will follow up next meeting.

**This Discussion Item was received.**

5. APPROVE the 2026-2028 CSBG Funding Decision made by the Outreach Committee. [25-4736](#)

**Attachments:** [Copy of 2026 RFP 1227 Scoring Matrix](#)

- Medlen and Ward recapped the meeting regarding the scoring of the RFPs
  - Zeimer expressed concern about not funding enough West County subcontractors and the board members who scored but were not able to attend
  - Ward explained the scoring process
  - Lopez expressed concern about the scoring rubric
  - Medlen advocated for adding a training about RFP scoring and priorities of the RFP
  - Zeimer agreed with Medlen about adding a training about RFP and EOC
  - Sewell suggested discussing RFP process at the roundtable
  - Molina responded to Sewell about not discussing RFP process during roundtable since it's a networking event
  - Lopez shared concerns about axing immigrant services during this time
1. Motion: Zeimer made a motion to include Lao Family and reduce funding equally for others to include it
- 1. Second: Sewell
  - 2. Vote:
    - 1. AYES: Medlen, Kaushal, Sewell, Lafrades, Bal, Lopez, Zeimer
    - 2. NOES: Cisneros, Singh, Merchant, Campbell, Tiglao, Dean
    - 3. ABSTAIN: None
  - 3. RESULT: Motion carried
2. Motion: Merchant made the motion to include White Pony Express
- 1. Second: Dean
  - 2. AYES: None
  - 3. NOES: Medlen, Kaushal, Sewell, Bal, Merchant, Lopez, Campbell, Zeimer, Tiglao, Dean
  - 4. ABSTAIN: Lafrades, Cisneros, Singh
  - 5. Motion does not carry

**This Consent Item was tabled.**

6. APPROVE the 2025 Annual Advisory Body Report to the Board of Supervisors. [25-4737](#)

**Attachments:** [Advisory Body Annual Report 10-16-24 DRAFT](#)

Ward requested a list of achievements from the members

**This Consent Item was tabled.**

7. Discuss 2025-26 Onsite Monitoring Visits and Conduct Sign Ups.

Molina asked for members' choices in attending

**This was approved.**

8. RECEIVE reports from attendees of the 2025 CalCAPA Conference.

Tiglao reported about David Bradley's optimism about continuing CSBG funding

Cisneros reported about legislation being prioritized by other agencies

Ward reported about weatherization and LIHEAP

9. Staff Report

No business meeting in December

10. Chair Report

Medlen thanked the members who participated in the scoring process, and reiterated the need change the bylaws.

11. EOC Member Reports

Kaushal invited members to donate \$500 to Monument Crisis Center

Sewell shared the City of Concord a program for home modifications for seniors

Lopez invited to volunteer for the Rotary Club

12. Next Steps and Meeting Evaluation

Codify scoring process of RFPs regarding attendance into the bylaws

Change protocol to add a training about RFP scoring and priorities of the RFP

The next meeting is currently scheduled for January 8, 2026.

Chair Medlen adjourned the meeting at 7:31 PM.

13. Adjourn

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For Additional Information Contact: Christina Castle-Barber 925-608--8-819