



# CONTRA COSTA COUNTY

## AGENDA - PUBLISHED

### Economic Opportunity Council

---

Wednesday, November 6, 2024

10:00 AM

1470 Civic Ct. Ste. 200, Room  
221, Concord, | Zoom:

[https://cccounty-us.zoom.us/j/87376064808?](https://cccounty-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycG100NzKewegPt3wGY.1)

[pwd=SqQF0xW9fSNycG100NzKewegPt3wGY.1](https://cccounty-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycG100NzKewegPt3wGY.1) | Call In: 8882780254 Password:  
018926

---

#### Executive Subcommittee Meeting

1. Roll Call and Introductions
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. REVIEW and APPROVE the EOC Executive Committee Minutes of October 3, 2024 [24-3757](#)  
**Attachments:** [Executive Committee Meeting Minutes of 10-3-2024](#)
4. REVIEW and APPROVE the October 10 EOC Business Meeting Minutes - DRAFT [24-3758](#)  
**Attachments:** [EOC Business Meeting Minutes of 10-10-24 DRAFT](#)
5. REVIEW Advisory Body Annual Report [24-3759](#)  
**Attachments:** [Advisory Body Annual Report for the Economic Opportunity Council 10-18-24](#)
6. REVIEW and APPROVE November 14, 2024 Business Meeting Agenda [24-3760](#)  
**Attachments:** [Proposed Agenda Items for 11-14-24 EOC Meeting](#)
7. Next Steps
8. Meeting evaluation

The next meeting is currently scheduled for 12/4/2024 at 10:00 am

**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 Ct. Ste 200 Concord, during normal business hours. Staff reports related to items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov). If the Zoom connection malfunctions for any reason, the meeting may be paused while a fix is attempted. If the connection is not reestablished, the committee will continue the meeting in person without remote access. Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-3757

**Agenda Date:** 11/6/2024

**Agenda #:** 3.

---

Advisory Board: Economic Opportunity Council Executive Subcommittee

Subject: REVIEW and APPROVE the EOC Executive Meeting Minutes of October 3, 2024

Presenter: Melissa Molina

Contact: [mmolina@ehsd.cccounty.us](mailto:mmolina@ehsd.cccounty.us)

### Information:

REVIEW and APPROVE the EOC Executive Meeting Minutes of October 3, 2024



# CONTRA COSTA COUNTY

## Committee Meeting Minutes

### Economic Opportunity Council

---

Thursday, October 3, 2024

11:00 AM

1470 Civic Court, Suite 200, Room 221,

Concord | Zoom:

[https://cccounty-us.zoom.us/j/87376064808?](https://cccounty-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.1)

[pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.](https://cccounty-us.zoom.us/j/87376064808?pwd=SqQF0xW9fSNycGIO0NzKewegPt3wGY.1)

1 | Call In: 8882780254 code: 812185

---

#### Executive Committee 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

The meeting was called to order by Chair Medlen at 11:08 am.

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 were present.

3. REVIEW and APPROVE EOC Executive Committee Meeting Minutes from September 5, 2024

**The minutes of 9/5/2024 were approved unanimously.**

**Motion: Tiglao**

**Second: Medlen**

4. REVIEW and APPROVE the EOC Business Meeting Minutes of September 17, 2024.

**The minutes of 9/17/2024 were approved unanimously.**

**Motion: Tiglao**

**Second: Medlen**

5. REVIEW and APPROVE the agenda for the October 10, 2024 Business Meeting Agenda.

Medlen asked that the interview of potential member be moved after the approval of the minutes. Castle-Barber briefed the committee on the quorum changes by county counsel in the revised ByLaws.

**The agenda for 10/10/24 was approved unanimously as amended.**

**Motion: Tiglao**

**Second: Medlen**

6. Next Steps

There were no next steps.

7. Meeting Evaluation

Meeting ended early. Very efficient.

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

8. Adjourn

The meeting was adjourned at 11:30 am by Chair Medlen

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](http://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

DRAFT



# CONTRA COSTA COUNTY

1025 ESCOBAR STREET  
MARTINEZ, CA 94553

## Staff Report

---

**File #:** 24-3758

**Agenda Date:** 11/6/2024

**Agenda #:** 4.

---

Advisory Board: Economic Opportunity Council Executive Subcommittee

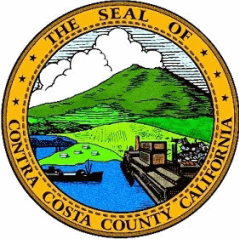
Subject: REVIEW and APPROVE the October 10 Business Meeting Minutes - DRAFT

Presenter: Melissa Molina

Contact: [mmolina@ehsd.cccounty.us](mailto:mmolina@ehsd.cccounty.us)

### Information:

REVIEW and APPROVE the October 10 Business Meeting Minutes - DRAFT



# 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?  
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 inter 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

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](http://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 #:** 24-3759

**Agenda Date:** 11/6/2024

**Agenda #:** 5.

---

Advisory Board: Economic Opportunity Council Executive Subcommittee

Subject: REVIEW Advisory Body Annual Report

Presenter: Christina Castle-Barber

Contact: creich@ehsd.cccounty.us

### Information:

REVIEW Advisory Body Annual Report



## 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 #:** 24-3760

**Agenda Date:** 11/6/2024

**Agenda #:** 6.

---

Advisory Board :Economic Opportunity Council Executive Subcommittee  
Subject: REVIEW and APPROVE November 14 Business Meeting Agenda  
Presenter: Christina Castle-Barber  
Contact: creich@ehsd.cccounty.us

### Information:

REVIEW and APPROVE November 14 Business Meeting Agenda

## PROPOSED EOC AGENDA FOR NOVEMBER 14, 2024

1. Call To Order/Welcome
2. Public Comment
3. **ACTION:** Approval of the EOC Business Meeting Minutes of 10/10/2024
4. Receive August Fiscal Reports for CSBG Grant #24F-3007, including Amendment 1
5. **ACTION:** Approved Annual Report to the Board of Supervisors
6. Discuss 2024 Onsite Monitoring and conduct sign ups.
7. Staff Report
8. Chair Report
9. EOC Member Reports
10. Next Steps
11. Evaluated the Meeting