



## **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 COMMUNITY ACTION PROGRAM****STRATEGIC PLAN 2022-2027****UPDATES TO ECONOMIC OPPORTUNITY COUNCIL – 10-10-24****UPDATES TO ECONOMIC OPPORTUNITY COUNCIL – 8-14-25****1. AGENCY LEVEL GOAL**

Rooted in economic and environmental fairness, build capacity for and deeper connections and knowledge sharing amongst Economic Opportunity Council members, subcontractors, and community, promoting leadership development and interconnected collaboration.

**Strategies:**

- Engage staff, Economic Opportunity Council and subcontractors in exploring and learning about our interconnectedness to better understand it together and fully integrate it into our service delivery models so that our services are grounded in fairness, respect, and justice.
  - **60<sup>th</sup> Anniversary Roundtable held on May 9, 2024 included updates and client stories that showed integration into service delivery models.**
  - **Will hold Subcontractor Roundtable “Stronger Together” on October 9, 2025.**
- Transition to a two-year grant cycle for CSBG subcontractors to allow for deeper work and relationship-building resulting in greater outcomes.
  - **Complete: This was done with the 2024—2025 contracts.**
- Align the work of the Contra Costa County Community Action Agency with an increased number of community partners to aid in furthering the work outlined in the Community Action Plan.
  - **In 2024 the work of our agency has been shared with other community partners at broad based coalitions such as: FESP (Family Economic Security Partnership), Ensuring Opportunity, Homelessness Action Coalition, and several town hall meetings held by county legislators.**
  - **In 2025, we continue to align our work with the coalitions noted above and met with Congressman DeSalnier to share our plan and outcomes on August 27, 2025 in a Roundtable discussion facilitated by CalCAPA.**
- Fully utilize the Community Action Virtual Onboarding (CAVO) eCourse system to train staff and board members, with an emphasis on leadership development for low-income sector representatives.
  - **Staff will be presenting a recommendation to the Fiscal Committee for the 2025 CSBG budget to include CAVO with Roshunda Ward as project manager.**
  - **Will consider using any additional funding that comes in for this in 2025.**
- Increase efficiency and transparency by sharing the Employment and Human Services Department’s written policies and procedures as they relate to the work of the Community Action Agency so that we can hold ourselves and others accountable.
  - **Required Advisory Body training and supplemental training on RFI scoring, Site Monitoring, and use of social media have been shared.**
  - **New Remote Meeting policy shared.**
  - **New Advisory Body Required Trainings policy shared.**

Alignment with National Community Action Goal: Communities where people with low incomes live are healthy and offer economic opportunity.

**2. COMMUNITY LEVEL GOAL**

## CONTRA COSTA COUNTY COMMUNITY ACTION PROGRAM

STRATEGIC PLAN 2022-2027

UPDATES TO ECONOMIC OPPORTUNITY COUNCIL – 10-10-24

UPDATES TO ECONOMIC OPPORTUNITY COUNCIL – 8-14-25

Create living wage jobs through our subcontractors and the CSBG internship program, sharing best practices and increasing connections between them to have a bigger impact.

### Strategies:

- Elevate best practices and promote best practices, invite speakers, and increase connections with the subcontractors and student interns at the Roundtable Events hosted by the EOC.
  - Four speakers were selected for the 2024 Subcontractor Roundtable to share lived experiences with poverty and how Community Action Programs help them. They were:
    - Desire Medlen, Economic Opportunity Council Low Income Sector
    - Myhanh Lopes, Opportunity Junction, Administrative Careers Training Graduate
    - Sandra Locke, Rising Sun Center for Opportunity, Opportunity Build Program Graduate
    - Guadalupe Ristenza, St. Vincent de Paul, Workforce Development Program Graduate
- Create an alumni program comprised of Student Intern graduates and leverage their experiences to empower and encourage current student interns.
  - Complete: Student interns are linked with graduates that are now employed by CSB in a buddy system upon hire. In addition, the current program coordinator is a former Student Intern.
- Integrate the work of Contra Costa County and the City of Richmond Workforce Development programs with that of the Contra Costa County Community Action Program in an effort to create more living wage jobs.
  - Complete: MOU signed by Marla Stuart in 2023, and Christina Castle-Barber sits on the committee.
- Educate ourselves about successful job training programs and share learnings to replicate them in the community.
  - Will work on this in 2025
  - Will host a convening in 2026
- Invite labor, libraries, and other entities that offer volunteer or paid internship and apprenticeship positions that involve skill building and lead to attainment of entry level jobs leading to living wages.
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Alignment with National Community Action Goal: People with low incomes are engaged and active in building opportunities in communities.

### 3. INDIVIDUAL/FAMILY LEVEL GOAL

Acknowledge gaps, meet people where they are, and advocate for compassionate solutions to provide the basic needs for the most vulnerable individuals and families in Contra Costa County.

## CONTRA COSTA COUNTY COMMUNITY ACTION PROGRAM

### STRATEGIC PLAN 2022-2027

UPDATES TO ECONOMIC OPPORTUNITY COUNCIL – 10-10-24

UPDATES TO ECONOMIC OPPORTUNITY COUNCIL – 8-14-25

#### Strategies:

- Increase advocacy efforts by engaging the EOC and community partners in opportunities to contact legislators on a regular basis regarding policy issues that impact the work of Community Action and the low-income community.
  - EOC members remain engaged in town hall meetings, one-on-one meetings with legislators, and, in May 2024, visited Sacramento for CalCAPAs Legislative Conference and Capitol visit.
  - EOC was well represented at CalCAPA Advocacy Day in April 2025. All seven Contra Costa County Legislators were contacted via visits to the Swing Building or on the lawn of the Capitol Building. Advocated for three bills.
- Identify gaps by conducting listening sessions with the low-income community and community partners and actively seek solutions to ensure the well-being of individuals and families.
  - Site monitoring includes a listening session with each subcontractor on what their needs and opportunities are and how the agency and EOC can align. The Subcontractor Roundtable in May also including opportunities for clients and agencies to share. Plans are in progress for a minimum of 5 listening sessions in early 2025 to inform the Community Action Plan.
  - Site monitoring and five public hearings held in 2025 yielded excellent information to identify gaps and address them with the 2026-2027 funding awards. RFP to be issued in August 2025.
- Increase knowledge of and gain a better understanding of systems changes and use this knowledge to help individuals and families navigate these changes through educational campaigns and appropriate methods of communication.
  - EOC Chair Zeimer training Head Start Policy Council members on how to register to vote, CSB educated the community about the new regulation allowing anyone who receives CalFresh to be automatically income-eligible for head start services through a mailing and social media campaign.
  - Staff and some EOC members attended immigration training available in the community. CSBG staff attended webinars on new executive orders to ensure that programs funded by the federal government were following all requirements as instructed by funding agency.
- Keep abreast of funding coming into the county and advocate for its use to address the gaps identified.
  - EOC members have been active on Measure X committees and have attended public hearings and town halls to address gaps as identified in the Community Action Plan.
  - Measure X funds received by Measure X to expand mental health services to Head Start and Early Head Start program children, families and staff.

Alignment with National Community Action Goal: Individuals and families with low incomes are stable and achieve economic security.

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