



Agency Information

Agency Names Contra Costa County Employment & Human Services
Department/Community Services Bureau
Agency Abbreviation CCC EHSD CSB
Agency Type Public
Report # C-25-008
CSD/Field Representative Patrick Kane
Date Report Completed June 30, 2025

Contracts Reviewed

Contract #	Contract Term	Amount	Contract Type
24F-3007	1/1/24- 4/30/25	\$951,164	Annual CSBG
24F-3007	6/15/24- 4/30/25	\$26,000	CSBG Discretionary
25F-6007	1/1/25- 4/30/26	\$945,470	Annual CSBG

Entrance Conference

Purpose of Visit

The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy.

Date of Entrance Conference

May 6, 2025

The following persons were present during the Entrance Conference:

Entity	Position	Name
EHSD CSB	EHSD Director	Marla Stuart
EHSD CSB	Chief of Admin. Services	Ernestine Cook
EHSD CSB	CFO	Navdeep Singh
EHSD CSB	Accountant III	Michael Morris
EHSD CSB	Asst. Manager	Melissa Molina
EHSD CSB	Division Manager	Christina Castle-Barber
EHSD CSB	ASA III	Roshunda Ward
EHSD CSB	Interim CSB Director	Scott Thompson
CSD	CSBG Field Representative	Patrick Kane

The following items were discussed:

- Monitoring Overview
- CSD Updates
- Tripartite Board Meeting Minutes
- Contract Execution
- CSBG Expenditures and Trend Chart

- Closeout Process
- 2024 CSBG Annual Report Outcome Discrepancies
- 2026-2027 CAP CNA
- Organizational Standards
- 2024 Desk Review and Status Updates

Administrative Review

Board Composition

According to the agency's bylaws dated October 22, 2024, the Tripartite Board must be composed of fifteen (15) Members. Per agency's bylaws the Board membership shall be composed of: five (5) public sector members, five (5) low-income members, and five (5) private sector members. Bylaws do not specify a target timeframe for filling board vacancies.

Regarding the establishment of a quorum the bylaws state, a "quorum of 51% of current Executive Committee members, excluding vacancies, will be required to make a program recommendation on behalf of the general membership."

A review of the agency's bylaws did confirm the agency has an acceptable, enumerated policy for the democratic selection of low-income board members.

The CSD 188 board roster dated May 9, 2025, indicates the Board has fourteen members seated: four public sector members, five low-income sector members, five private sector members with the following board vacancy:

Date of Vacancy	Sector	Length of Vacancy
6/21/2024	Public	10 months

Board Meeting Minutes

Submission of Board Meeting Minutes

Agency did submit approved minutes for its board meetings to CSD within thirty days of approval as required in the annual contract agreement (2025 CSBG Contract Agreement Section 4.1.5).

Board Involvement

A review of the board minutes from February 12, 2025, March 13, 2025, and May 8, 2025 indicates a quorum was met for each meeting. The information contained within the board minutes did provide the Field Representative with sufficient information to confirm the board's

involvement in the development, planning, implementation, and evaluation of the program.

Date of Board Meeting	Date Minutes Approved by the Board	Date Minutes Submitted to CSD	Minutes submitted within 30-day requirement (Y/N)	Minutes reflect Board Involvement (Y/N)	Quorum? (Y/N)
4/10/25	5/8/25	5/9/25	Y	Y	Y
3/13/25	4/10/25	4/11/25	Y	Y	Y
2/13/25	3/13/25	3/14/25	Y	Y	Y

Fiscal Review

Working Capital Advance

The Field Representative was presented documentation which demonstrates the agency does retain the advance payment in an interest-bearing account or submitted an appropriate waiver (45 CFR § 75.305(b)(8)).

Expenditure Progress

During the entrance conference the Field Representative met with the Executive Director and Program Manager to discuss the status of all open contracts.

CSBG Contract 24F-3007

A review of EARS reports from June 2024 through April 2025 indicates 100% of the \$951,164 allocation has been expended. The agency has fully expended its contract.

CSBG Disc Contract 24F-3007

A review of EARS reports from June 2024 through April 2025 indicates 100% of the \$26,000 allocation has been expended. The agency has fully expended its contract.

CSBG Contract 25F-6007

A review of EARS reports from January 2025 through March 2025 indicates 0% or \$0 of \$945,470 has been expended. The Agency is within 15% of its historic 3-year spending trend.

Expenditure Reporting

A review of agency's monthly Expenditure Activity Reporting System (EARS) reports from June 2024 through March 2025 indicates agency has not submitted monthly expenditures for open contracts on or before the 25th calendar day following the report period in accordance with current reporting requirements. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS Invoice Due Date).

Expenditure activity reports were submitted after the due date and end of the month grace period for the following contract reporting periods:

Contract #	Expenditure Reporting Period	Due Date	Certification Date	No. of Days Overdue
24F-3007 CAA	12/1/2024-12/31/2024	1/25/2025	2/5/2025	11
	2/1/2025-2/28/2025	3/25/2025	4/23/2025	29
24F-3007 Disc.	1/1/2025-1/31/2025	2/25/2025	4/23/2025	57

Contract Execution and Deliverables Submission

As a Public agency, Contra Costa County Employment & Human Services Department/Community Services Bureau is required to complete contract execution and deliverable submission within 45 days of receipt (2025 CSBG Contract Agreement Section 2.1.1).

2025 CSBG Contract Agreement 25F-6007 and associated programmatic deliverables were due to CSD on or before February 3, 2025.

A review of the contract and deliverable submission tracking for this contract indicated that while the deliverables were submitted on time, the contract was not submitted in a timely manner.

The contracts and amendments listed below were submitted after the contractually prescribed due dates:

Contract #	Work Product	Due Date	Submission Date
24F-3007	Amendment 1 Contract Execution	7/15/24	10/4/24
	Amendment 2 Contract Execution	10/8/24	11/21/24
	Amendment 3 Contract Execution	1/16/25	3/20/25
25F-6007	Contract Execution	2/3/25	4/9/25

Contract Close-out Submission

A review of agency's 2024 contract close-out report submission indicates agency did submit the applicable Close-Out Checklist and Certification of Documents Transmitted (CSD 715), Close-Out Program Income/Interest Earned Expenditure Report (CSD 715C), Close-Out Equipment Inventory

Line-Item Expenditure Review

Schedule (CSD 715D), on or before the contractually prescribed due date. (2024 CSBG Contract Agreement Section 6.2).

Based upon agency's CSBG allocation, Field Representative sampled the following nine transactions from costs reported across three line-items in EARS:

Contract #	Report Period	Section (Program/Admin)	Line Item	Amount
24F-3007	9/1/24-9/30/24	Program	Out-of-State Travel	\$90.52
24F-3007	9/1/24-9/30/24	Program	Out-of-State Travel	\$84.57
24F-3007	9/1/24-9/30/24	Program	Out-of-State Travel	\$66.00
24F-3007	10/1/24-10/31/24	Program	Subcontractor/Consultant Services	\$3,098.51
24F-3007	10/1/24-10/31/24	Program	Subcontractor/Consultant Services	\$4,098.50
24F-3007	10/1/24-10/31/24	Program	Subcontractor/Consultant Services	\$4,130.70
24F-3007	10/1/24-10/31/24	Program	Subcontractor/Consultant Services	\$1,792.46
24F-3007 Disc	12/1/24-12/31/24	Program	Subcontractor/Consultant Services	\$397.35
24F-3007 Disc	12/1/24-12/31/24	Program	Subcontractor/Consultant Services	\$680.40

The Field Representative reviewed the general ledger, subledger detail, vendor invoices, expenditure authorizations, and cancelled checks and verified the documentation supported the transactions sampled from expenditures reported in EARS.

Equipment Validation Review

Not Applicable

Programmatic Review

Program Reports

A review of the 2024 CSBG Annual Report Modules 2 – 4 indicates the report was submitted timely by the agency in accordance with the annual CSBG Contract Agreement Section 7.4.4.

Program Performance

A review of the agency's 2024 CSBG Annual Report Modules 3 – 4 shows the agency achieved the following results:

Family Domains (Module 4)	Indicator	Target	Actual
FNPI 1. Employment	FNPI 1b. The number of unemployed adults who obtained employment (up to a living wage).	60	58
FNPI 2. Education and Cognitive Development	FNPI 2c. The number of children and youth who demonstrated improved positive approaches toward learning, including improved attention skills	1,470	1,450
FNPI 2. Education and Cognitive Development	FNPI 2h. The number of individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills.	85	81
FNPI 4. Housing	FNPI 4a. The number of individuals experiencing homelessness who obtained safe temporary shelter.	150	141

Client File Review

The Field Representative reviewed twelve participant files for program outcomes reported in Section A of Module 4 of the 2024 CSBG Annual Report. The review was a sampling of the clients served for the indicators referenced in the Program Performance section above. The documentation provided for these outcome indicators did contain the necessary documentation to demonstrate the clients met income eligibility for services and achieved the stated outcome.

Organizational Standard Review

Agency did submit the 2024 Organizational Standards assessment by the August 31, 2024, due date. (CSBG Contract Agreement Section 7.3).

Agency's final 2024 Organizational Standards score is 100%

Executive Director confirmed Agency is on track to submit 2025 Organizational Standards by September 2, 2025 due date.

Subcontractor Review

The Field Representative, in accordance with the 2024 CSBG, and 2025 CSBG Agreement Section 4.21.2 assessed the contractor requirements,

which included verification of submission of the CSD 163 Subcontractor List form which included the completion of an Excluded Parties List System (“EPLS”) search for each subcontractor and adherence to agency monitoring and procurement policies and procedures. The assessment determined the agency is in compliance.

Child Support Referral Policy

The Field Representative determined the agency has a written referral policy in place to the state or local Department of Child Support Services (42 U.C.S. § 9919(b)).

Safeguard of Client Files

The Field Representative reviewed agency records retention and destruction policy and verified the agency has safeguards in place to protect client information including physical security measures, administrative controls, and technical controls (45 CFR §§ 75.361 - 75.370).

Site Visits

Program Visit

The Field Representative conducted a site visit during agency on-site monitoring. The program visited was:

Program Name:	Opportunity Junction
Address:	3102 Delta Fair Blvd, Antioch, CA
Phone Number:	(925) 775-0315
Contact Name:	Brianna Robinson

Opportunity Junction offers job training, support, work experience, and placement assistance for careers in healthcare (starting with Certified Nursing Assistant training) and office administration (focused on office technology skills), as well as offering career counseling and placement assistance to those with other goals and ambitions.

Second Program Visit

The Field Representative also visited the following program/subcontractor:

Program Name:	STAND!
Address:	1410 Danzig Plaza, Concord, CA
Phone Number:	(925) 608-8875
Contact Name:	Rhonda James

STAND! Is a nonprofit organization dedicated to helping survivors of domestic violence. They provide a wide variety of programs from emergency shelter and transitional housing to children’s therapy, childcare, and children’s educational programs to abused children and those affected by domestic violence. STAND! also trains legal and law enforcement personnel, human services professionals, educators and

Community Action Board (CAB)
Visit

Exit Conference

Date of Exit Conference

The following persons were
present during the Entrance
Conference:

The following items were
discussed:

Corrective Actions

Findings

Observations

health care providers in domestic violence prevention and survivor support.

Field Representative was unable to attend a CAB meeting.

Thursday, May 8, 2025.

Entity	Position	Name
EHSD CSB	EHSD Director	Marla Stuart
EHSD CSB	Chief of Admin. Services	Ernestine Cook
EHSD CSB	CFO	Navdeep Singh
EHSD CSB	Accountant III	Michael Morris
EHSD CSB	Asst. Manager	Melissa Molina
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EHSD CSB	ASA III	Roshunda Ward
EHSD CSB	Interim CSB Director	Scott Thompson
CSD	CSBG Field Representative	Patrick Kane

- Highlights of Review
- Monitoring Timeline
- CAB – Fiscal and Programmatic Reporting
- EARS Report Submission
- Closeout Process
- Data Collection and Analysis

No findings issued.

Observation 1: Board Vacancy

Vacancy between 4-12 months.

The board roster dated May 9, 2025 indicates the following board vacancy:

Date of Vacancy	Sector	Length of Vacancy
6/21/2024	Public	11 months

Corrective Action:

Agency will be required to submit updates to CSD according to the schedule below outlining efforts to fill open board seat until filled:

September 30, 2025

December 31, 2025

March 31, 2026

Response/Resolution Due Date:

This observation will be closed once agency demonstrates that outstanding board vacancy have been filled through the submission of an updated CSD 188 board roster.

Observation 2: Untimely Contract Execution and/or Deliverables Submission

As a public agency, Contra Costa County Employment & Human Services Department, Community Services Bureau is required to complete contract execution and deliverable submission within 45 days of receipt (2022 CSBG Contract Agreement Article 2.1.1).

Following Agency's 2024 CSBG Desk Review, EHSD CSB explained their internal approval process for revenue contracts takes 12 weeks, or 84 days. As a result of these conversations, Contra Costa EHSD CSB are expected to return their contracts within 84 days instead of the standard 45 days for Public Agencies.

The following contracts were submitted after the mutually agreed upon due dates:

Contract #	Work Product	Adjusted Due Date	Submission Date
24F-3007	Amendment 1 Contract Execution	8/19/24	10/2/24
	Amendment 2 Contract Execution	11/18/24	11/20/24
	Amendment 3 Contract Execution	2/27/25	3/20/25
25F-6007	Contract Execution	3/17/25	4/7/25

Corrective Action:

To address this observation Agency must take the following actions:

- 1) Agency must complete and submit future amendments for contract 25F-6007 reflecting the inclusion of additional funds through any additional amendments by December 31, 2025, as well as submitting the 2026 CSBG Contract Agreement and all associated contract deliverables within the timeframe agreed upon by Contra Costa County Employment & Human Services Department, Community Services Bureau and CSD (84 days).
- .
- 2) Agency must inform CSD in advance of any challenges which will impact future contract related submissions.

Response/Resolution Due Date:

This observation will be reassessed during the 2026 CSD desk review and will be closed following the completion and submission by the agency of all items noted in the above corrective action.

Please note:

CSD may request additional information related to meeting/resolving Findings addressed in this report. Unresolved Findings may result in additional monitoring or a High-Risk designation.

Recommendations

Recommendations

Recommendation 1:
Agency should endeavor to submit expenditure reports by the prescribed due dates in order to meet contractual requirements.

Technical Training Assistance

Not applicable.