

# Agenda

**Group/Meeting Name:** Economic Opportunity Council General Meeting

**Date:** 4-14-11      **Time: From:** 6:00 pm      **To** 7:15 pm

**Location:** 40 Douglas Drive, Martinez – Rooms 101/102

**Meeting Leader:** Kathy Jones, EOC Vice-Chairperson

**Purpose:** EOC Business

**Desired Outcome: By the end of this meeting, we will have:**

An understanding of the desired outcomes and ground rules for this meeting so that we accomplish our meeting objectives in a timely and efficient manner.
An awareness of the public's comments so that the public has an opportunity to provide input, and we are knowledgeable of the community's concerns.
Agreement to approve the previous meeting minutes.
An awareness of the current status of the Next Steps from the previous meeting so that we are informed.
An understanding of the issues of each sector so that the members are informed and/or take action.
An awareness of administrative matters so that the EOC is informed and/or takes action.
List of next steps so that everyone is aware of their assigned tasks and will be prepared to report the status during the next general meeting.
Agreement to conclude the meeting.

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What	How	Who	Time
➤ Review Desired Outcomes & Ground Rules	Present, Clarify, Check for Understanding	Vice-Chairperson	5 Minutes
➤ Public Comment	Present comment/s	Members of the Public	5 Minutes
➤ March Meeting Minutes	Approve	EOC Members	4 Minutes
➤ Reviewed the Next Steps from the Previous Meeting	Present, Clarify, Check for Understanding	Michelle	5 Minute
➤ EOC Member Reports	Present, Clarify	Chair, Vice-Chair, Delegates, Members	35 Minutes
➤ Staff Reports	Present, Clarify, Check for Understanding	Caylin, Ed, Michelle, Mary	15 Minutes
➤ Next Steps	Clarify, Check for Understanding	Michelle	5 Minutes
➤ Adjournment		Vice-Chair	1 Minute