

# Agenda

---

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

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

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

**Meeting Leader:** Kathy Jones, 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/or state their interest to become a member of the EOC, and we are knowledgeable of the community’s concerns and/or interests.
A vote to recommend or deny new EOC Member candidates to the Board of Supervisors for EOC membership.
Agreement to approve the minutes from the previous meetings.
An awareness of the current status of the Next Steps from the previous meetings so that we are informed.
An awareness of the current status of CSBG fiscal report & program activities.
An awareness of the EOC’s transition to reduce the use of paper so that the EOC Members are informed.
An understanding of the EOC Subcommittees Protocol & purpose so that EOC Members can join a subcommittee.
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.

<b>Agenda</b>			
<b>What</b>	<b>How</b>	<b>Who</b>	<b>Time</b>
➤ Review Desired Outcomes & Ground Rules	Present, Clarify, Check for Understanding	Chair	1 Minute
➤ Public Comment	Present comment/s	Members of the Public	5 Minutes
Action: ➤ EOC Membership Recommendations Vote	Make recommendations or deny membership	EOC Members	5 Minutes
Action: ➤ June Meeting Minutes	Approve	EOC Members	1 Minute

➤ Reviewed the Next Steps from the Previous Meeting	Present, Clarify, Check for Understanding	Michelle	2 Minutes
➤ CSBG Fiscal Reports	Present, Review, Clarify	Joanne	5 Minutes
➤ EOC's Paperless Transition	Present, Clarify, Check for Understanding	Vice-Chair	5 Minutes
➤ EOC Subcommittees Protocol & Sign-ups	Present, Clarify, Discuss, Check for Understanding, Sign-up	Vice-Chair	15 Minutes
➤ EOC Member Reports	Present, Clarify	Chair, Vice-Chair, Delegates, Members	20 Minutes
➤ Staff Reports	Present, Clarify, Check for Understanding	Joanne, Michelle	10 Minutes
➤ Next Steps	Clarify, Check for Understanding	Michelle	5 Minutes
➤ Adjournment		Chair	1 Minute

**Next Steps from the June 9, 2011 EOC Meeting:**

- Staff will forward Board Order recommendations to the BOS.
- Delphine will email Michelle flyers about West County programs.
- Caylin will make updates to CAP with regards to the "Safety" area of interest.
- We will coordinate an extra key for EOC members to access restrooms.

*The Economic Opportunity Council will provide reasonable accommodations for persons with disabilities planning who contact EOC Staff at least 24 hours before the meeting at 925.313.1631.*

*The public may comment on any Agenda item or any item of public interest within the jurisdiction of the Contra Costa County Economic Opportunity Council. In accordance with the Brown Act, if a member of the public addresses an item not on the posted agenda, no response, discussion or action on the item may occur.*

*"Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Contra Costa County Economic Opportunity Council (EOC) to a majority of members of the EOC less than 72 hours prior to that meeting are available for public inspection at 40 Douglas Drive, Martinez, CA 94553 during normal business hours."*