Economic Opportunity Council Business Meeting Minutes
Location: 40 Douglas Drive, Martinez

Date: 10/20/11 **Time Convened: 6:00 pm** **Time Terminated: 7:20 pm** **Recorder: Alicia Prieto**

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	• Julie Mason reviewed the desired outcomes and meeting rules.
Public Comment	• Camilla Rand, CSB Director, greeted EOC members and expressed gratitude to the members for participation and involvement in the EOC. Ms. Rand informed the group that CSBG funding is in jeopardy of a 50% possibly by next year.
Review of Next Steps from September 24, 2011 Meeting	• The members reviewed the Next Steps for the September 24, 2011 meeting. • All of the Next Steps were completed.
Action: Consider Approval of September 24, 2011 EOC Meeting Minutes	• The group reviewed the minutes and no corrections were noted. • **A motion to approve the September 24, 2011 EOC meeting minutes was made by Joe McFerran and seconded by Deborah Polk. The motion was approved.**

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Administrative Reports: Staff Fiscal	• Joanne DeNardo presented the Areas of Interest Report format for members to prepare as they complete site visits or share resources regarding one of the areas of interest and report back during the business meeting. • Ms. DeNardo invited members to sign-up by the end of the meeting for the Bylaws and Fiscal Subcommittees: o The Fiscal Subcommittee will go over the report in detail. Sam Mendoza, CSBG Accountant, will be available via telephone conference to answer questions. Julie Mason and Deatra Pope-Sherman signed-up. o The Bylaws Subcommittee will review and edit the Bylaws. Clearnise Bullard and Melissa Alfaro signed-up. • Due to conference room scheduling conflicts Ms. DeNardo requested to return the Business meeting back to the 2nd Thursday of every month. • Executive meeting will be held the 4th Thursday of every month. • EOC members were in agreement to resume previous Business meeting reoccurring schedule. • Joanne presented the fiscal report: o 2011 CSBG 7/1/11-8/31/11: Administrative Costs Subtotal was $163,919.42 which is 58.23% of the budget. o 2011 CSBG 7/1/11-8/31/11: Program Costs Subtotal was $158,116.63 which is 40.44% of the budget.

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EOC Member Reports	• Julie Mason attended "Creating Your Future Together" workshop at the Ambrose Community Center. It was a three-day training, which focused on what the city of Bay Point was, is, or could be.
	  o SparkPoint, the new job and financial literacy training center, in Bay Point at the Ambrose Recreational Center was the host and one of the sponsors.
	  o For low-income families to think and get creative during this economy and on how to connect with resources.
	  o She showed the members a workbook that was given during the workshop.
	• Members are to report on any community event they might have attended, will be attending or share any resources relating to the community.
	• Members will take the time to share their report on the Areas of Interest during this part of the agenda.

Current Vacancies	• Members received an updated EOC roster with their meeting packet. • There are currently two vacancies: Low-income Seat 3 and Delegate Representing District 3. Both vacancies are posted. • The Low-income Seat 3 must meet the criteria as per the Bylaws. The member must represent the low-income population and either meet federal or state poverty guidelines or reside in a low-income community. The EOC votes in the candidate and must be approved by the Board of Supervisors.
Ethics Training and Brown Act & Ethics Video Viewing	• Members were informed of any incomplete forms and/or trainings. By December, members are to mail, email, or fax any of the forms and/or training certificates showing they have met the current requirements.
Elections: EOC Executive Committee	• Melissa Alfaro nominated Julie Mason for Chair. Julie requested time to consider responsibilities. • Julie volunteer to act as the Chair for the month of November and will make her decision by next month Business Meeting to accept nomination. • The Members tabled the elections for next month meeting.

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Next Steps	• Review and update the information on the Contra Costa County public website • Send an email to all the members when something is posted on the CAP Contra Costa Facebook in order for members to confirm they are receiving the updates • Email Areas of Interest summary to the members • Email Julie Mason report to the members • Share link/website from the conference that Julie attended (if applicable) • Email the Executive Officers Roles and Responsibility to the members • Email Members Terms and attendance record • Joanne to email a calendar on upcoming events and/or meetings • Alicia Prieto or Joanne DeNardo will contact the members interested in being part of the subcommittee to coordinate a date and time to meet.	
Meeting Evaluation	**Pluses / +** • Good participation • Good information • Good facilitation from Julie • Like the room • More involvement	**Deltas / Δ** • none