Economic Opportunity Council Business Meeting Minutes

Location: 40 Douglas Drive, Martinez, CA 94553

Date: 01/12/2012 **Time Convened:** 6:00 PM **Time Terminated:** 7:30 PM **Recorder:** Alica Prieto

Attendees: Joe McFerran, Julie Mason, Kathy Jones, Lydia Ned-Jones, Domingo Delgadillo, Deshawn Woolridge Deatra Pope-Sherman, Joanne DeNardo, Jagjit Bahambra

Absentees: Melissa Alfaro, Deborah Polk, Clearnise Bullard, Abiud Amaro-Diaz, Delphine Smith, Christine Sevier

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	• Julie Mason reviewed the desired outcomes and meeting rules.
Public Comment	• No public comment.
Action: Consider Approval of November 10, 2011 EOC Minutes	• The group reviewed the minutes and no corrections were noted. • **A motion to approved the November 10, 2011 EOC minutes was made by De'shawn Woolridge and seconded by Domingo Delgadillo. The motion was approved.**
Review of Next Steps from the Previous Meeting	• Joanne review records of previous STAND contract and there was no documentation as to why their contract was not renewed in 2011. • The Strategic Plan Workgroup meeting was rescheduled to January 24, 2012. • The Super Committee couldn't come into an agreement so there were no outcomes. Right now we are waiting for California budget proposal for next year.

TOPIC	RECOMMENDATION / SUMMARY
EOC History	• Kathy Jones presented the EOC History power point and went over the purpose of the EOC and its goals and objectives. • The next public hearing will be held in May 2013. This public hearing provides input to what the community needs are and helps to create the Community Action Plan. • One of the members suggested the EOC hold a public hearing to hear from the community a way to evaluate our program effectiveness. • Joanne shared with the members that subcontractors submit mid-year and annual National Performance Indicators (NPI) report, which reports their outcomes. Joanne also submits NPI reports to State. These reports reflect outcomes for services provides. • Also CSB's State and Federally funded programs are assessed by funding sources and we do an annual program self-assessment.

Subcommittee(s) Report	• The ByLaws subcommittee met and both members, Clearnise and Melissa, gave their recommendations of changes to Joanne and Alicia.
	  o Joanne reviewed the summary of changes. Next month the council will approve the updated ByLaws.
	• Julie reported back that the fiscal subcommittee met before the business meeting and reviewed the fiscal report
	  o Under CSBG terms and conditions the department can spend up to 15% of its 68 million budget for CSBG administrative expenses
	  o Based on the report the department has spend 42% of administrative cost and 58% of program cost
	  o The committee will be learning more about how the CSBG budget fits into the CSB budget
	  o The weatherization program is on track with its expenditures
	• The Strategic Plan Workgroup will meet Tuesday, January 24, 2012.

EOC Member Reports	<u>Deatra Pope-Sherman:</u> • Visited the Food Bank to try to volunteer with her daughter but they were fully booked with volunteers through March. <u>Joe McFerran:</u> • Conducted the annual site monitoring for Calli house, a Homeless Shelter for teenagers. • Calli house is a small facility serving the Richmond area with six beds. Their biggest challenge is transportation. They would like to expand their program to East/Central County.

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Administrative Reports: Staff Fiscal	• Joanne DeNardo shared with the members the 2012 EOC Planning Calendar. Alicia will update the calendar as things come up or any changes and send to all members. • The 2012 CSBG Contract was submitted to the Board of Supervisors for approval. Joanne went over the summary of the contract: o An amendment will be submitted to the State once the subcontracts are selected through the RFI process. • Received six RFI's. The review team will help review and evaluate each proposal. The panel is scheduled to meet January 17, 2012. • Joanne presented the fiscal report: o 2011 CSBG: Year to Date expenditures was $504,678.12 which is 75% of the budget.	
EOC Current Membership and Vacancies	• There are currently two vacancies; the Low-Income Sector seat 3 and Public Sector seat 3.	
Next Steps	• Email Kathy's power point, Fiscal reports, and Planning Calendar to all members • A discussion on evaluations will be added to next month business meeting	
Meeting Evaluation	**Pluses / +** • Good discussion • Good meeting • Lydia is back • Enjoy Kathy's history	**Deltas / Δ** • None