Economic Opportunity Council Business Meeting Minutes

Location: 40 Douglas Drive, Martinez, CA 94553

Date: 06/14/2012 **Time Convened:** 6:15 PM **Time Terminated:** 7:30 PM **Recorder:** Alicia Prieto

Attendees: Abiud Amaro Diaz, Christine Sevier, Deborah Polk, Dennisha Marsh, Domingo Delgadillo, Joe McFerran, Julie Mason, Melissa Alfaro, Rodney McNab, Sung Kim, Joanne DeNardo, Hsarpaw Hernandez

Absentees: De'shawn Woolridge and Kathy Jones

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes and Meeting Rules	• Julie Mason called the meeting to order and reviewed the desired outcomes.
Public Comment	• None
Action: Consider Approval of May 10, 2012 EOC Minutes	• The group reviewed the minutes and no corrections were noted. • **A motion to approve the May 10, 2012 EOC minutes was made by Joe McFerran and seconded by Domingo Delgadillo. The motion was approved.**
EOC Current Membership and Vacancies	• EOC continues to recruit candidates to fill the Low-Income and Private/Non-Profit vacancies. • Flyers have been sent out to PC meetings and posted on the CAP Contra Costa Facebook page, Twitter, and The Volunteer Center of the East Bay. • Members were encouraged to distribute flyers and to ask anyone who is interested in being part of the Economic Opportunity Council (EOC) to submit an application. • Deatra Pope-Sherman, Public Sector 2, resigned as of May 31th due to relocation to southern California. • With the passing of Supervisor Gayle Uilkema, District II, Board Orders cannot be submitted to the Board of Supervisors until there is a new Supervisor sworn into office. Deatra's resignation will be kept in their file and pass on to the new Supervisor to find a replacement. • District I has not appointed a Delegate. Joanne will check-in with them if they have any candidates.

TOPIC	RECOMMENDATION / SUMMARY
Action: EOC Member Candidate	• Donald Taylor was unable to make it to the meeting but called in. Mr. Taylor introduced himself, shared his interest in being part of the Economic Opportunity Council (EOC) and wanting to give back to the community. • Hiram Feldman did not attend the meeting. The staff has not been able to contact him after several attempts. • The EOC member discussed and voted on the recommended candidates. • **A motion to approve Donald Taylor for Private/Non-Profit Seat 3 for EOC Member was made by Christine Sevier and seconded by Domingo Delgadillo. The motion was approved. 8 ayes and 0 nays.** • **A motion to decline Hiram Feldman application for EOC membership was made by Christine Sevier and seconded by Joe McFerran. The motion was approved. 8 ayes and 0 nays.** • EOC will make a recommendation to the Board of Supervisors (BOS) for Donald Taylor to become a member of the EOC.

TOPIC	RECOMMENDATION / SUMMARY
EOC Member Reports on Volunteer Visits	<u>Joe McFerran:</u> • He volunteered at Loaves & Fishes in May. It was a positive experience. He was impressed by the positive demeanor the clients expressed. • He also helped with Homeless Connect event in Concord, where 793 homeless attended the event. There were 15 different agencies at the event offering resources and support. <u>Domingo Delgadillo:</u> • He volunteered at Loaves & Fishes. He felt regular volunteers were very helpful and knew the clients by their first name. • He noted that the dining room had set-up a pastry table at the end for clients to take. <u>Julie Mason:</u> • She volunteered at the Monument Crisis Center and alphabetized the files for them. She felt the environment was very pleasant. <u>Loaves & Fishes:</u> • In May the following EOC members Deatra Pope-Sherman, Domingo Delgadillo, and Joe McFerran and CSB staff Joanne DeNardo and Alicia Prieto volunteered at the Pittsburg dining room preparing lunch. <u>Monument Crisis Center:</u> • In May the following EOC members Deatra Pope-Sherman and Julie Mason and CSB Staff Hsarpaw Hernandez, Shawn Hausser, and Alicia Prieto volunteered at the center helping packed grocery bags for seniors and alphabetized files. • Joanne shared that it was a nice opportunity to volunteer and spend time with members outside the meeting. She asked if members would like to plan or schedule a volunteer event. o A member suggested to volunteer in August or December when there is no EOC meeting. Another member suggested putting together a toy-drive in December. • A discussion to plan or schedule a volunteer event in the community will be added to next month agenda.
Fiscal Subcommittee Report	• Julie Mason presented the CSBG Expenditure Fiscal Report. • We are still awaiting full execution of CSBG subcontractors, which effective dates would begin as of April 1, 2012. • If anyone is interested in reviewing the detailed fiscal report, they may attend the fiscal subcommittee meeting 5:30 PM on the day of regular business meetings or speak to Julie.

TOPIC	RECOMMENDATION / SUMMARY
Review Next Steps from May 10, 2012 Meeting	• Hsarpaw reviewed the next steps from May 10, 2012 meeting. All next steps were met. • Joanne will email the group once the subcontractors' contracts are approved.
Strategic Plan Draft Quarterly Update	• Julie shared that the strategic plan, CSBG goals, goes to the BOS for approval. The plan is for the group to come up with the strategies to meet each goal. • Joanne reviewed the updated Strategic Plan. The strategic plan covers the whole scope of what the Community Action Program overseas/covers. • The updates only include goals that have been achieved so far. It is not the final update. • The Strategic Plan will be enriched with members input by next month.
Program Evaluation for Funded Programs	• Agenda item was tabled to next month's business meeting.
Administrative Reports: Staff Fiscal	• Hsarpaw reported that there are 10 Clerical Assistance Trainees (CAT) that have been placed in Community Services Bureau (CSB) and 2 are in process. • Sixteen California State University East Bay (CSUEB) student interns and volunteers from Social Services and Human Development programs completed their hours. • CSB will be providing work experience to several youth during the summer through the Richmond Summer Youth Employment Program (RSYEP) and County Office of Education. • Joanne will report at the next meeting how many youth will be working with CSB during their summer break.

TOPIC	RECOMMENDATION / SUMMARY	
Next Steps	• Agenda items to add onto July's Business Meeting: o Discussion of Program Evaluation for Funded Program to July's Business Meeting Agenda o Discuss and plan a Volunteer Event • Items to email to members: o June's Strategic Plan Draft Quarterly Updates o Program Evaluation Process layout o EOC 2012 Confidential Roster o EOC Recruitment Flyer o Link to the Brown Act o Link to the CAP Contra Costa Facebook page • Joanne to check-in with Supervisor Gioia if they have any candidates • Julie to contact Mr. Taylor • Look into the use of technology (i.e. skype, phone conference) at public meetings	
Meeting Evaluation	**Pluses / +** • Quorum • Productive • Sharing information	**Deltas / Δ** • NA