



# Contra Costa County Economic Opportunity Meeting Minutes

Meeting: Economic Opportunity Council General Meeting  
Location: 40 Douglas Drive, Martinez



**Date: 3-10-11      Time Convened: 6:04 pm      Time Terminated: 7:15 pm      Recorder: Michelle Cooper**

Attendees: Kathy Jones (Vice-Chair), James Sullivan, John Jewell, Deborah Polk, Tracy Fraas, Melissa Alfaro, Katherine Punsalang, Deatra Pope Sherman, Camilla Rand, Sung Kim, Caylin Patterson, Michelle Cooper, Mary Withers

Absent: Fred Jackson (Chair), Lydia Ned-Jones, Jerome La Torre

TOPIC	RECOMMENDATION / SUMMARY
Review Desired Outcomes	Kathy reviewed the desired outcomes and meeting rules, and all meeting attendees gave introductions.
Public Comment	<p>Deatra Pope Sherman stated her interest to join the EOC. Deatra resides in District 2, and she is very interested to utilize her newly acquired Human Relations degree for involvement with local government.</p> <ul style="list-style-type: none"> <li>• Tracy made a motion to recommend Deatra for EOC membership, Delphine seconded the recommendation. <ul style="list-style-type: none"> <li>○ The EOC will make a recommendation to the Board of Supervisors (BOS) for Deatra to become a member of the EOC.</li> <li>○ Caylin will contact Supervisor Uilkema's office and schedule a meeting with Deatra and Sup. Uilkema.</li> </ul> </li> </ul>
February Meeting Minutes	Tracy made a motion to approve the February 2011 meeting minutes. Domingo seconded the motion to approve.
Review the Next Steps from the Previous Meeting	<ul style="list-style-type: none"> <li>• Kathy will reschedule the director Hoop Games' presentation for the June Meeting.</li> <li>• John reported that information about the Byron Boys Ranch is hard to acquire because the site is under investigation. He will follow-up at a later date.</li> <li>• John will request a homeless count from the Solano Food Bank.</li> <li>• Melissa reported that over 500 kids received dental exams at 6 Head Start (HS) sites, 60 kids</li> </ul>

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	<p>received treatment services at local dental offices.</p>
<p>EOC Member Reports</p>	<p>VICE-CHAIR: <u>Kathy Jones</u></p> <ul style="list-style-type: none"><li>• Kathy shared an employment opportunity at Amtrak. She would like it to be posted online.<ul style="list-style-type: none"><li>○ Michelle will post the job listing on the CAP Contra Costa's Facebook page.</li></ul></li></ul> <p>DELEGATES: <u>Delphine</u></p> <ul style="list-style-type: none"><li>• Building Blocks for Kids is hosting a dental care services day in West County.</li></ul> <p>MEMBERS: <u>Melissa Alfaro</u></p> <ul style="list-style-type: none"><li>• At the HS Policy Council (PC) meeting, outgoing CSB Director, Pat Stroh, was recognized for her contribution to the community. Camilla Rand was also recognized as the interim CSB Director.</li><li>• Melissa gave a training about the 9 Roles of Successful Play based on a training that she attended in Virginia Beach in December 2010.</li><li>• During the PC meeting's public comment segment, Melissa spoke about the budget cuts proposed in the H.R. 1 bill. She informed the HS parents about information she's received. Some parents went to Sacramento to advocate against the bill.</li></ul> <p><u>Domingo Delgadillo</u></p> <ul style="list-style-type: none"><li>• Domingo inquired about the Community Action Plan.</li></ul> <p><u>Tracy Fraas</u></p> <ul style="list-style-type: none"><li>• Tracy inquired about the Moving Quorums rule that was mentioned during the Advisory Body</li></ul>

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	<p>Training.</p> <ul style="list-style-type: none"><li>○ Caylin noted that a quorum consists of one plus half of the amount of designated seats. We've been basing our quorum on the amount of filled seats. Since the EOC has fifteen designated seats, we need to have eight members present to conduct our meetings. Caylin will seek further clarification.</li><li>○ Tracy would like the EOC to compel to the BOS without a delegate to ensure that they attend the meetings; otherwise, the commissions will not be able to fulfill their obligations.</li></ul> <p><u>Deborah Polk</u></p> <ul style="list-style-type: none"><li>● Third Street in North Richmond will be changed to Fred Jackson Way, in honor of Fred's contributions the community.</li></ul>
Staff Reports	<p>2011 is a year in which the EOC selects new subcontractors to deliver anti-poverty services to low-income individuals beginning in 2012.</p> <ul style="list-style-type: none"><li>● Caylin will look into modifying the Request for Proposal (RFP) to a Request for Application (RFA) process since the dollar amount is small. The EOC will need to create a subcommittee to review the applications. The bidder's conference will be in October. We will need to review the applications in November, so that we have a decision before the end-of-year holiday season.</li><li>● We will review updated budget, LiHEAP, and weatherization reports during the next meeting.</li><li>● SparkPoint (SP) hired a new director named Dave Thompson; he is a former employee of the Michael Chavez Center. His services will be contracted.<ul style="list-style-type: none"><li>○ SP will have a soft launch at the end of March.</li><li>○ The Community Engagement meeting will consist of 64-74 people. Residents will come together to talk about community issues, and how they can get involved with SP.</li></ul></li><li>● CAP Contra Costa is now on Facebook &amp; Twitter! So far Tracy, Jerome, and Domingo have joined. Michelle posts job listings, community events, anti-poverty information, and free resources for low-income people. We need 25 "likes" to have our Facebook page read <a href="http://www.facebook.com/CAPContraCosta.com">www.facebook.com/CAPContraCosta.com</a>. EOC members are encouraged to invite their friends, family, and colleagues to "like" us on Facebook or "follow" us on Twitter.<ul style="list-style-type: none"><li>○ Facebook - <a href="http://www.facebook.com/pages/CAP-Contra-Costa/184988834867688">http://www.facebook.com/pages/CAP-Contra-Costa/184988834867688</a></li></ul></li></ul>

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	<ul style="list-style-type: none"> <li>○ Twitter - <a href="http://twitter.com/capcontracosta">http://twitter.com/capcontracosta</a></li> <li>● CSBG Site Monitoring Evaluations are due in July. CSBG grantees are subcontracted to deliver services to low-income individuals. A part of EOC Member's annual duties is to conduct site monitoring visits to review how CSBG dollars are being used. This year, EOC Members will use the revised Site Monitoring Evaluation form that Kathy &amp; Jerome created to analyze the subcontractor's performance. The EOC will then use the data to compare the subcontractors' actual performance with their contractual obligations.             <ul style="list-style-type: none"> <li>○ EOC members will receive a reminder about the Site Monitoring Evaluations.</li> </ul> </li> <li>● The Assistant Trainee Program has selected 5 candidates to fill the slots. All of the candidates are Head Start parents, and 1 is an Opportunity Junction graduate.</li> </ul>
Community Action Plan Process	<ul style="list-style-type: none"> <li>● The Community Action Plan (CAP) is our application for Community Services Block Grant (CSBG) funding, and it is due on June 30<sup>th</sup>.</li> <li>● A requirement of the CAP is a Public Hearing. The Public Hearing will begin after the Head Start Policy Council Meeting on May 18<sup>th</sup> at the new PC meeting location in Pleasant Hill (Ellinwood). The purpose of the public hearing is to hear the communities concerns &amp; needs, and learn how CAP Contra Costa can be of assistance to the community. The information received will be incorporated into the CAP.</li> <li>● Internally, we are putting together a team that will consist of the CAP Contra Costa team, CSB staff, EOC &amp; PC Members. So far the team has created a draft of the goals and objectives and the strategic plan.</li> <li>● Tracy referred back to the previous Public Hearing, and expressed that she did not feel adequate to answer questions about Head Start. The Head Start parents have centered concerns involving children/childcare, and she would prefer that we branch out to a larger population. Perhaps through having the hearing at a different location, or advertise the hearing differently.</li> <li>● Tracy is also interested to change the name of the EOC to something that reflects the work that we do. She likes the name Community Action.</li> </ul>
Community Action Goals & Objectives Feedback	<p>Caylin solicited feedback from the EOC members with respect the proposed Goals &amp; Objectives.</p> <p>Some ideas were:</p> <ul style="list-style-type: none"> <li>● Regularly solicit/receive community input so that we can constantly connect people/organizations</li> </ul>

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	<p>to resources</p> <ul style="list-style-type: none"> <li>• Commit to at least 1 volunteer opportunity per year, such as GRIP</li> <li>• More money for the CSBG program</li> <li>• Provide more resources that cater to different ethnicities' needs</li> <li>• Advocacy training; perhaps a lobbyist train the EOC</li> <li>• Increase our presence in the community, by attending more events and having a table</li> <li>• Talking points about the EOC and the work that we do</li> <li>• Focus on a smaller clientele, so that we can have a stronger impact</li> <li>• Public hearing with the entire community; not just Head Start</li> <li>• More meetings and create committees</li> </ul> <p>EOC members may email any additional ideas to Michelle.</p>
Strategic Plan Feedback	<p>The Strategic Plan is a working document that will help us to evaluate and track our progress, and EOC members may provide feedback on the document.</p>
Upcoming Events	<p>The 2011 Planning Calendar for Community Action document lists upcoming events for CAP Contra Costa. Please pay close attention to the first row, as it lists upcoming EOC events and deadlines.</p>
EOC Member Recruitment	<p>Due to time constraints, we did not conduct the brainstorm activity. The 2010 Community Action Partnership Outreach and Recruitment Plan is an internal document that highlights EOC staff's recruitment activities. EOC members may add additional strategies to the recruitment plan.</p> <ul style="list-style-type: none"> <li>• Michelle encouraged EOC members to add comments on the Facebook page about their experience and role as EOC members. This will provide the EOC with more exposure and provide prospective EOC candidates with an idea about EOC membership.</li> </ul>

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<p>Advocacy for CSBG and Head Start</p>	<p>CSBG and Head Start funding are under attack!</p> <ul style="list-style-type: none"> <li>• The Community Services Block Grant is proposed to be cut in half; amounting to a \$350 million decrease in funding. An additional proposal includes making the grant a competitive process in which grants would be given to the highest performing agencies.</li> <li>• Via the proposed H.R. 1 bill, Head Start funding would be cut by 25%; leaving 200,000 kids without daycare, and 50,000 Head Start employees without employment.</li> <li>• LiHEAP is also projected to be cut by \$390 million via the H.R. 1 bill</li> <li>• Please reference the Save CSBG! Campaign and Save Head Start! Campaign documents for advocacy methods.</li> <li>• Melissa recommended that the EOC sign the electronic letter available on the Head Start website. She has already signed it.</li> </ul>
<p>Next Steps</p>	<ul style="list-style-type: none"> <li>• John will inquire about homeless count from the Solano Food Bank.</li> <li>• Michelle will post the Amtrak job listing on the CAP Contra Costa online sites.</li> <li>• Michelle will send a reminder about the Site Visits &amp; Social Media.</li> </ul> <p>For members who have incomplete/ongoing Next Steps, please report the progress under your member reports during the next meeting.</p>
<p>Adjournment</p>	<p>Adjourned at 7:15pm</p>