

## Contra Costa County Head Start Meeting **Minutes**

Meeting: Economic Opportunity Council

Location: Stanwell Meeting Room

**Date:** 08 March 2007      **Time Convened:** 6:52p      **Time Terminated:** 8:15p      **Recorder:** Michael Lissner

**Members in Attendance:** Cheryll Grover (chair), John Jewell, Victoria Mejia, Tracy Fraas, Lamar Anderson, Domingo Delgadillo, Delphine Smith, Fred Jackson

**Members Not in Attendance:** Kathy Jones, Mari Bodner, Supervisor Susan Bonilla, Supervisor John Goia, Supervisor Gayle Uilkema, Supervisor Mary Piepho, Supervisor Federal Glover

**Excused:** Mark Goldberg

**Guests:** None

**Staff in Attendance:** Ed Lerman, Michael Lissner

TOPIC	RECOMMENDATION / SUMMARY
Call to Order	<ul style="list-style-type: none"><li>6:52p</li></ul>
Roll Call	<ul style="list-style-type: none"><li>Quorum was confirmed.</li><li>Cheryll Grover reviewed the Desired Outcomes for the meeting.</li></ul>
Review and Approval of Minutes	<ul style="list-style-type: none"><li>Minutes from 8 February 2007 approved without amendment.</li></ul>
Information Session	<ul style="list-style-type: none"><li>Ed Lerman announced that Paul Buddenhagen will not be able to attend due to a family emergency.</li></ul>
Public Comment	<ul style="list-style-type: none"><li>None</li></ul>
Chairperson's Report	<ul style="list-style-type: none"><li>Cheryll Grover presented a calendar of events that was drawn up during the Executive Committee Meeting.</li><li>Delphine Smith volunteered to check with Policy Council if the EOC Public Hearing for the Community Action Plan could be tied in with the May 16<sup>th</sup> Policy Council meeting.</li><li>Ed Lerman volunteered to determine the quantity of funding for the Cal-Neva conference in San Francisco.</li></ul>
CSD Staff Reports	<ul style="list-style-type: none"><li>Ed Lerman reported that because there are five districts in the county, there is a requirement for the EOC to have five members on each of the tri-partite sectors. As such the EOC bylaw</li></ul>

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	<p>revisions were ratified by the EOC Executive Committee.</p> <ul style="list-style-type: none"> <li>• Ed Lerman reported that Form 700 needs to be completed by the beginning of April.</li> <li>• Ed Lerman reported that we need the Ethics Training certificates from a few more members.</li> </ul>
Grantee Monitoring	<ul style="list-style-type: none"> <li>• Cheryll Grover led the group in a brainstorm to create the goals for the Grantee Monitoring visits, and presented the group with a list of goals: <ul style="list-style-type: none"> <li>○ Get to know the grantee and their operations</li> <li>○ Gain a better understanding of the EOC and CSB organizations</li> <li>○ Foster trust between grantee and the county</li> <li>○ Develop collaboration</li> <li>○ See their program achieve success</li> <li>○ Become more knowledgeable personally and as a council with the grantees' programs.</li> </ul> </li> <li>• Cheryll suggested that the members of the committee be given binders to use when monitoring the grantees. Ed Lerman volunteered to bring in a sample binder to the next meeting.</li> </ul>
RFP Process	<ul style="list-style-type: none"> <li>• Ed Lerman reported that the RFP has been widely published, and that additional copies can be sent to anybody who thinks they may need one.</li> </ul>
Community Action Plan	<ul style="list-style-type: none"> <li>• Ed Lerman reported that he is working on the Community Action Plan that is due in June, and reviewed the requirements for completion.</li> </ul>
Program Development Committee	<ul style="list-style-type: none"> <li>• Cheryll Grover requested volunteers to serve on the Program Development Committee. Victoria Mejia, Tracy Fraas, Delphine Smith, Domingo Delgado and Cheryll Grover volunteered for the Committee.</li> </ul>
CSBG IS Report	<ul style="list-style-type: none"> <li>• Ed Lerman reported that the CSBG IS report, which is used by the State to inform the Federal Government about CSBG activities, has been completed and sent in to the State.</li> </ul>
Member Updates	<ul style="list-style-type: none"> <li>• Lamar Anderson summarized various articles appearing in the local news media concerning poverty issues in the county.</li> </ul>
Adjournment	<ul style="list-style-type: none"> <li>• 8:15p</li> </ul>