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ECONOMIC OPPORTUNITY COMMISSION
OF SAN DIEGO COUNTY, INC.
1196 Broadway - Room 201
San Diego, California 92101

CAP DELEGATE AGENCY MEETING
Thursday, October 6, 1966
UCS Conference Room - 12 Noon

PRESENT:

Jesse L. Albritten, TAC Starter
Jane Baynard, St. Rita's Development Project
Marvin L. Bensley, Chula Vista City School District
Harold Brown, Leadership Training
Kathleen Burke, DEC Head Start
Gilbert W. Collins, Community Welfare Council
Ruben Dominguez, EOC
Mario Estrada, S.E. Neighborhood Development Project
Ruby L. Hubert, NHA
Annetta James, South Bay Guidance Center
John B. Jones, Junior Government
L.J. Jamison, Junior Government
John W. Johnson, Urban League
Marjorie Lee, YWCA Mother's Project
George D. McKinney, EOC
Larry Montoya, Neighborhood Service Center
Fred Patterson, Urban League Tutorial Project
Robert Peer, S.E. Neighborhood Development Center
Robert M. Ruthvan, South Bay Guidance Clinic
B.J. Curry Spitler, Imperial Beach EOC
Conrad Wagner, San Diego City Schools
Hazel Walker, Gingerbread Nursery
Mildred Williams, Wings of Love Care Center
Eddie Wooten, Director Jobs Now
Nevin Wiley, Enable

A. INSTRUCTIONS

Mr. Jack Katz asked those present to introduce themselves and give the name of the project they were representing.

B. APPROVAL OF MINUTES OF PREVIOUS MEETING

Minutes of previous meeting were approved with one exception. Mr. Harold Brown said that on page 3 of the minutes the sentence that reads "Mr. Brown asked if the EOC was going to give instructions to the CAP delegate agencies and project personnel as to what to say during the Hearing"; be changed to read as follows: "Mr. Brown asked that the delegate agency board discuss the forthcoming Republican Hearing."

Motion made seconded and carried that the above statement be approved

C. EXECUTIVE DIRECTOR'S REPORT

There were 2 Bills passed by Congress effective January 1, 1967 which would authorize 1 3/4 billion dollars with restrictions on how it is to be used. The Community Action Program will have at least 20% less funds available. More money will be designated for Head Start programs, legal services, and employment for hard core unemployed persons.

The EOC Board of Directors will review the refunding of all project proposals to determine how to refund programs within the limitations set by available funds.

Mr. Katz said that Regional Office wants all of the projects submitted 75 days prior to the expiration date. They are due to terminate December 31, 1966. Panels are already working on these projects; CACs are represented on these Panels.

Role of the EOC Staff

The responsibility of the EOC staff is to provide information to the Panels. The Panels should be provided with enough factual information to make decisions and present their recommendations to the EOC Board.

D. NEW POLICIES
EOC Memo #5

CAP delegate agencies discussed the rough draft of EOC Memo #5 Minimum Requirements of the Organizational Eligibility Requirements for Title 11 A funds, and made several suggestions. Generally the policy appeared to be acceptable to the agencies. Questions were raised about the necessity for mailing out agenda with at least a 3-day notice of the meeting.

EOC Memo #7

Pursuant to the meeting of the Board of Directors, September 29, 1966, the Executive Director now has the authority to make requested changes in approved budgets within the limitation imposed by the Office of Economic Opportunity. The Regional OEO said that the Executive Director could act on some of these questions, but the Board of Directors must ratify any change in grant actions. The Board requires any change to be reported to the Board. The following procedures were outlined:

1) EOC is the grantee - Any change in the budget must be approved by the EOC.

2) Policy Development Procedure - If a delegate agency desires to make a change in its budget, it must submit a written request to EOC. Change in program should be discussed with George McKinney, Program Development Director. If it is a technical change effecting the budget, Mr. Kifferstein Comptroller, should be informed. CAP Forms 23 and 43 are to be submitted in duplicate to EOC. If the increase in budget is less than 10%, the EOC may grant the approval without referring to Regional OEO. If the change exceeds 10% it must be submitted to Regional OEO.

CAP 23A - Revised Personnel Practices

Mr. Kifferstein discussed the reasons for amending CAP 23 A, "Revised - Personnel Policies and Procedures." CAP delegate agencies should try to save funds from the current budget so that these funds may allow EOC to request an extension of duration of through grant January 31, 1967 in order to avoid a break in the continuity of the program. Unless there is a critical need for a program change requiring additional funds, changes would not be authorized. A revised statement of the Personnel Policies and procedures of the EOC and its delegate agencies will be required for submission to the Regional OEO by November 21, 1966.

A) Salaries

The original memo states that no one can be hired in excess of 20% of their previous salaries. If personnel are employed by CAP delegate agencies and are getting salaries in excess of 20% of their previous salary, the agency must write and ask for a waiver of the condition and give reasons for the waiver.

Meeting adjourned.

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