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Council for Economic Opportunities in Greater Cleveland,
memoranda, 1967-1968.



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: May 1, 1967

FROM: Ralph S. Locher, President
Board of Trustees
(Mayor, City of Cleveland)

SUBJECT: Appointment of Committees of the Board of Trustees

In accordance with the Regulations of the Council for Economic Opportunities in Greater Cleveland and pursuant to the "Guidelines for Committees and Subcommittees of the Board of Trustees," as passed by the Board, I have appointed the following Board members to committee membership and have designated the Chairman and Vice Chairman for such committees.

The use of these Committees as active and responsible extensions of the Board is essential to making certain that the Council does all that is possible for our community. While I realize that many demands are already made upon your time, I cannot urge too strongly that you accept and discharge the responsibilities herein assigned to the fullest of your abilities.

The Council's Executive Director, Ralph W. Findley, and his staff stand ready to assist you in whatever ways are possible. Mr. Findley and I, as ex-officio members of each Committee, will do all we can to promote the role and function, as well as to insure the effectiveness of the work that the Committees and Subcommittees will be called upon to do. In addition, Mr. Findley has assigned Mr. John Brian Olsen as principal staff person to assist the Chairman in his role of calling meetings, getting background material, etc.

STANDING COMMITTEES:

PRIORITIES COMMITTEE

Dr. James A. Norton, Chairman
Rev. Donald G. Jacobs, Vice Chairman

Members: Mrs. Constance Drummer
Mrs. Helen Golub
Mr. Paul Hamilton
Mrs. Morris Matlin
Mr. Thomas E. McDonald
Rev. Robert V. Parks
Mrs. Gwendolyn Wise

[May 1, 1967]

MANAGEMENT COMMITTEE

Rev. Emanuel S. Branch, Jr., Chairman
Mr. Charles P. Lucas, Vice Chairman

Members: Mr. Harold E. Boehm
Mr. George Dobrea
Mr. Joseph Fisher
Mr. Clarence Holmes
Mr. Patrick J. O'Malley
Mrs. Jean Stubbs

COMMUNITY PARTICIPATION COMMITTEE

Dr. Kenneth W. Clement, Chairman
Mr. James V. Stanton, Vice Chairman

Members: Rev. Dr. John Bruere
Mr. Donald S. Carmichael
Mrs. Samella Carroll
Mrs. Daisy Craggett
Mr. William P. Day
Mrs. Betty Flonnoy
Rabbi Daniel J. Silver

SPECIAL COMMITTEES:

NOMINATING COMMITTEE

Mr. Harold E. Boehm, Chairman

Members: Mrs. Samella Carroll
Mr. Charles P. Lucas

SPECIAL COMMITTEE FOR PROGRAM EVALUATION

Mr. Donald S. Carmichael, Chairman

Members: Rev. Emanuel S. Branch, Jr.
Dr. Kenneth W. Clement
Mr. Joseph Fisher
Dr. James A. Norton
Rev. Robert V. Parks

Additional special committees, as provided for in the forementioned Guidelines, will be created from time to time, and as appropriate, so as to effectively discharge the responsibilities of this Board of Trustees in consonance with our commitment to maximum participation.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

TO: Board of Trustees

DATE: June 28, 1967

FROM: Dr. James A. Norton, Chairman
Priorities Committee

The Priorities Committee has been meeting and, since the last regular meeting of this Board, has:

- (1) Reviewed the Poverty Law Training Program jointly sponsored by the Cleveland-Marshall Law School and Western Reserve University Law School. Since the Citizens Proposal Review Subcommittee raised strong objections to this proposal, it was referred back to the Subcommittee for further study and reconsideration.
- (2) Reviewed the Hough Housing Improvement Arbitration proposal and, in view of the fact that it had been funded as a direct demonstration grant by OEO and the Governor's office had requested the review of the Council prior to granting his approval, accorded the program approval. Further, the Committee instructed that the Council's Executive Director convey this action immediately to the Governor's office, together with a request for his approval, since the time period on the grant approval would expire before the next meeting of the Board of Trustees.
- (3) Reviewed the Project 1060B (Summer Employment for Youth) program and accorded it full approval. Further, the Committee requested that the Citizens Proposal Review Subcommittee form a task force from its membership that would visit the operating summer programs and make immediate suggestions concerning how the operations were proceeding in the neighborhoods.
- (4) Requested that the Council's staff develop a system to handle inquiries, information requests, complaints, etc., so as to insure that such matters receive prompt consideration, an early review, and the attention of the Council's Executive Staff, or Board of Trustees committee, as appropriate.

The next major project before the Committee concerns planning for the refunding process. In August, it will be necessary to issue the guidelines instructing the delegate agencies in the way to prepare refunding proposals. In

[June 28, 1967]

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order to prevent a deluge of proposals, and so as to give the Committee and Citizens Proposal Review Subcommittee ample time to do the careful review expected, a schedule must be drawn. Needless to say, the Committee welcomes any member of the Board, or any person from the community, to its meetings and to join with us in the considerable amount of work before us in the near future.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

TO: Board of Trustees

DATE: June 28, 1967

FROM: Rev. Emanuel S. Branch, Jr., Chairman
Management Committee

The Management Committee has been meeting regularly so as to properly discharge the assignments given it by the Board of Trustees.

In summary, since the last meeting of the Board, the Committee has:

- (1) Received financial audits from Mr. Elmer J. Whiting, Jr., Certified Public Accountant, for the following component programs:
 - (a) Community Information Service
 - (b) Outreach Program
 - (c) Hough Outreach Program
 - (d) Resident Participation Program

Also, the Committee has received an audit report, in the form of a management letter, on the Council's financial operation from Peat, Marwich, & Mitchell.

- (2) Passed a resolution instructing the Council's staff to establish an employee benefit plan which would be in keeping with the Code of Personnel Policies and Procedures adopted by this Board of Trustees on May 13, 1966, and which would be made available to the staff of all delegated programs as well. (copy of Resolution attached)
- (3) Issued a letter to all delegate agencies emphasizing the requirement that monthly reports on financial and program participation operations must be submitted to the Council by the 10th of the proceeding month. To date, the reports have been straggling in, arriving anywhere from the 12th to the 25th, and this has made it impossible for the Council to submit reports, in turn, to the Office of Economic Opportunity. Due to this fact, OEO has called several times and complained, threatening action if our delegate agencies cannot be

[June 28, 1967]

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made to comply. Again, we -- the Council -- are seeking cooperation; if we fail to receive such, we shall have no recourse but to ask that this Board instruct the staff to withhold grant funds from any offending delegate agency.

- (4) Instituted a monthly review of reports on the operations of all programs, including both the financial and participation data.

It has been necessary for the Committee to devote a considerable amount of time to the business at hand. Moreover, there is every indication that more time will be needed if we are all to feel satisfied that these programs are well-managed and operating effectively. In conjunction with the work of the Program Evaluation Committee, we have been careful to examine what we are doing, and how well, in the field. Again, may I invite any Board member, or any member of the community, to join with us; we welcome your time and assistance.

:mlr

Attachment



RESOLVED that, pursuant to the CODE OF PERSONNEL POLICIES AND PROCEDURES adopted by the Council on May 13, 1966, and the program funds allocated by the U. S. Office of Economic Opportunity, the Council's staff is hereby authorized to conclude appropriate agreements with the John Hancock Insurance Company for an employee life insurance program, and with the Prudential Insurance Company for an employee retirement program.



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: July 5, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Transmittal of Committee Reports

At the last meeting of the Board of Trustees on Wednesday, June 28, 1967, several members of the Board made known their desire to receive copies of the reports of the committees of the Board prior to the meeting at which such reports are read. As I stated to the Board at that time, the staff would make every effort to comply with this request. Also, I wish to ask each of the committee chairmen to schedule their meetings sufficiently in advance of Board meetings so that their written reports may be duplicated and sent to the Board in accordance with the request of the Board.

Therefore, and at this time, I am transmitting a copy of the report of the Management Committee and the Priorities Committee. It is my understanding that you have already received a copy of the report of the Special Committee on Program Evaluation.

Also enclosed is a copy of the May, 1967 Monthly Progress Report of the Neighborhood Information Centers, the June, 1967 issue of Ohio Opportunity in Action, the June, 1967 issue of the Head Start Newsletter, and a special issue of the Head Start Newsletter.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

August 17, 1967

TO: Board of Trustees

FROM: Harold E. Boehm, Chairman
Nominating Committee

SUBJECT: Nominating Committee Report

The Nominating Committee has met several times since the last meeting of the Board so as to gain the names of community people who could join our membership and, thereby, make a contribution to the deliberations of this Board. We have consistently solicited the names of people which other members of this Board, and other community leaders, thought appropriate. Moreover, we have invited the Community Participation Committee to assist us in the process of incorporating important neighborhood leadership in our membership. We are pleased to report that Dr. Clement, Chairman of the Community Participation Committee, sent a letter to each of the five presidents of the Community Opportunity Boards so as to invite nominations of community people who lived in, and were representative of, the respective neighborhoods. As the process of nominating members is a continuing responsibility, we ask that all will submit suggested names of worthy persons, together with addresses and brief biographical sketches, to this committee at any time.

At this time, and as a result of our most recent meetings, the Committee is pleased to report the following names of persons whom we wish to hereby nominate to fill unexpired terms on the Board of Trustees:

Mr. Arthur Evans, Resident of Glenville Area
Member of CORE
(to fill an unexpired term to Jan. 1, 1969)

Very Reverend A. James Quinn, Assistant Chancellor
Diocese of Cleveland
(to fill an unexpired term to Jan. 1, 1968)

Mr. John O. Tomb, Managing Director
McKinsey and Company
(to fill an unexpired term to Jan. 1, 1970)

[Aug 17, 1967]

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Each brings a special competence, and a confirmed dedication to resolving the problems associated with poverty.

The Committee is still considering other nominations to be reported at the next regular Board meeting. We would welcome suggestions, which may be sent directly to the Committee, or sent to the Council's staff for referral to the Committee.

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P.S.



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

August 18, 1967

TO: Board of Trustees

FROM: Ralph W. Findley
Executive Director

SUBJECT: Transmittal of Materials for next Regular Board Meeting

As you are aware, the next regular meeting of the Board of Trustees is scheduled for:

2:00 P.M.
Wednesday, August 23, 1967
Council Chambers
City Hall

So that the time of the Board may be more effectively spent, and in keeping with the request of the Board at its last meeting, I am forwarding the following committee reports which are scheduled for presentation at the meeting, together with a copy of the tentative agenda.

These enclosures include:

- (1) Tentative Agenda
- (2) Progress Report of the CEO-BMI Joint Research Committee
- (3) Report of the Priorities Committee
- (4) Report of the Management Committee
- (5) Report of the Community Participation Committee
- (6) Report of the Nominating Committee

I trust that you will read and review these important reports, and be prepared to act upon them at the time of the next meeting.

:peb

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees DATE: August 21, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda for Next Meeting of the Board of Trustees

At this time the following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, August 23, 1967, at 2:00 p.m. in the City Council Chambers, City Hall.

- I. Meeting called to order.
- II. Approval of Minutes of Regular Meeting of June 28, 1967.
- III. Correspondence.
- IV. Committee Reports:
 - A. Special Committee on Program Evaluation
Mr. Donald S. Carmichael, Chairman
 - B. Priorities Committee
Dr. James A. Norton, Chairman
 - C. Management Committee
Rev. Emanuel S. Branch, Jr., Chairman
 - D. Community Participation Committee
Dr. Kenneth W. Clement, Chairman
 - E. Nominating Committee
Mr. Harold Boehm, Chairman
- V. Report of the Executive Director:
 - A. Summer Programs
 - (1) Project 1060B
Mr. L. Aiken
 - (2) Summer Camping Project
 - B. Outreach Program

[Aug 21, 1967]

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- VI. League of Women Voters
- VII. New Business
- VIII. Adjournment



:peb



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

February 3, 1967

Rabbi Daniel J. Silver
The Temple
University-Circle
Silver Park
Cleveland, Ohio 44106

Dear Rabbi Silver:

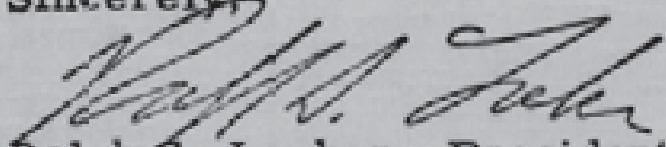
As President of the Board of Trustees, of the Council for Economic Opportunities in Greater Cleveland, I take pride and pleasure in advising you that at the January 25, 1967 meeting of the Council, you were voted membership on the Board of Trustees for a period starting January 1, 1967 and ending January 1, 1969.

I am happy to know that the Council will have the benefit of your efforts and talents and I do hope that you will find it rewarding as you join us in our common endeavor to help our fellow man, as we fight on in the War on Poverty.

Proper notice will be sent to you of the next meeting.

With best wishes, I am

Sincerely,


Ralph S. Locher, President
Board of Trustees
Mayor
City of Cleveland

RSL/RWF/dbw

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

TO: Board of Trustees

FROM: Harold E. Boehm, Chairman
Special Nominating Committee

DATE: February 23, 1967

SUBJECT: NOMINATION FOR OFFICE FOR YEAR 1967

As provided by the By-Laws of the Council for Economic Opportunities in Greater Cleveland, the officers of the Council shall be elected annually by the Board of Trustees of the Council.

The special Committee on Nominations for officers of the Board of Trustees is well aware of the excellent qualifications of every member of the Board of Trustees, and the Committee is confident that the responsibility of holding office could be assumed by other members.

The Committee nominates the following officers for the year 1967:

PRESIDENT	Mayor Ralph S. Locher
VICE PRESIDENT	Charles P. Lucas
SECRETARY	Mrs. Helen Golub
TREASURER	Mr. Clarence Holmes

The Committee feels that we should rely on the knowledge and experience gained by the nominees during the past year in office. This could serve the Council for Economic Opportunities in Greater Cleveland to advantage in the year 1967.

HAROLD E. BOEHM, Chairman
PAUL HAMILTON
GEORGE DOBREA

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: March 27, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda for Next Meeting of Board of Trustees

At this time the following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, March 29, 1967, at 2:00 p.m. in the City Council Chambers, City Hall.

Two very important proposals will be on the agenda for Board consideration at this meeting: namely, the Comprehensive Neighborhood Family Health Care Centers Proposal and the Project AIM-JOBS Proposal. Should you have any questions relative to these proposals, or should you desire an explanation in more detail, please feel free to call me and the staff so that we may be of assistance in securing the information you desire.

- I. Meeting called to order.
- II. Approval of Minutes of Regular Meeting of February 23, 1967.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports:
 - A. Community Participation Committee
Dr. Kenneth W. Clement, Chairman
 - B. Priorities Committee
Dr. James A. Norton, Acting Chairman
 - (1) Comprehensive Neighborhood Family Health Care Centers Proposal
 - (2) Project AIM-JOBS Proposal

VI. New Business

VII. Adjournment.



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: April 19, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

SUBJECT: Next Meeting of the Board

Please be advised that the next regular meeting of the Board of Trustees will be held as follows:

Wednesday, April 26, 1967

2:00 P. M.

City Council Chambers

City Hall

Please mark your calendar with the above date and time and plan to be with us for this important meeting.

A copy of the minutes of the last regular meeting of the Board and a tentative agenda will be mailed to you prior to the scheduled meeting.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

May 1, 1967

Dear Board Member:

As we announced to you at our Board of Trustees meeting on Wednesday, April 26th, the Council for Economic Opportunities will be celebrating the first anniversary of the Neighborhood Opportunity Centers on Sunday, May 7, 1967.

I wish to cordially invite you to attend this important event which will take place from 2:30 to 5:30 P.M. in the five centers. Each center will have a program beginning about 3:00 P.M. which will highlight the services of the center to the Central, Kinsman, Hough, Glenville and West Side communities.

I hope it will be possible for you to see the work of the Council, to meet the dedicated staff working in the centers and to talk to the many residents who are benefiting from our programs. Enclosed is a flyer on the services of the centers and their location.

I look forward to seeing you on the 7th.

With very best wishes, I remain

Sincerely yours,

Ralph W. Findley
Executive Director

RWF/RB/eaw

Enclosure



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

May 8, 1967

Rabbi Daniel J. Silver
The Temple
University Circle at Silver Park
Cleveland, Ohio 44106

Dear Rabbi Silver:

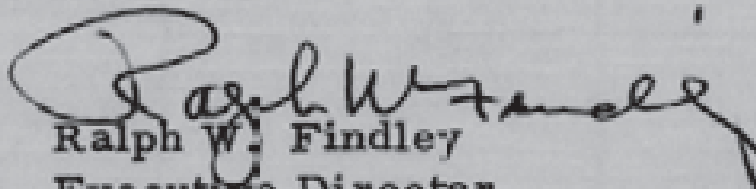
Thanks for your letter relative to Mayfield Cemetery having need for three to do outdoor work to the end of the summer.

I have referred this request to Ralph Brody, Director of Neighborhood Opportunity Centers, for his attention.

May I express sincere thanks for your interest in this matter.

With best wishes, I am

Sincerely yours,


Ralph W. Findley
Executive Director

RWF/peb

cc: Ralph Brody

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Mr. James V. Stanton, Vice Chairman
Rev. Dr. John Bruere
Mr. Donald S. Carmichael
Mrs. Samella Carroll
Mrs. Daisy Craggett
Mr. William P. Day
Mrs. Betty Flonnoy
Rabbi Daniel J. Silver

FROM: Dr. Kenneth W. Clement, Chairman
Community Participation Committee

SUBJECT: Notice of Next Committee Meeting

Please be advised that the next meeting of the Committee
is scheduled for:

Thursday, June 8, 1967
3:00 a.m.
Third Floor Conference Room
Council for Economic Opportunities
1350 West Third Street

Please mark your calendar and plan to be with us for this
very important meeting.

/pw



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: June 15, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

SUBJECT: Next Meeting of the Board

Please be advised that the next regular meeting of the Board of Trustees will be held as follows:

Wednesday, June 28, 1967

2:00 P. M.

City Council Chambers

City Hall

Enclosed please find a copy of "Ohio Opportunity in Action", the May, 1967 edition of the "Head Start Newsletter," and a special issue of the "Head Start Newsletter". A copy of the minutes of the last regular meeting of the Board and a tentative agenda will be mailed to you prior to the next scheduled meeting.

Please mark your calendar with the above date and time and plan to be with us for this important meeting.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: June 26, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda for Next Meeting of the Board of Trustees

At this time the following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, June 28, 1967, at 2:00 p.m. in the City Council Chambers, City Hall.

- I. Meeting called to order.
- II. Approval of Minutes of Regular Meeting of May 24, 1967.
- III. Correspondence.
- IV. Report of the Executive Director:
 - A. Summer Programs
 - (1) Project 1060B
Mr. L. Aiken
 - (2) Summer Camping Project
Mr. S. Slavin
 - B. Outreach Program
 - C. Project AIM-JOBS
- V. Committee Reports:
 - A. Priorities Committee
Dr. James A. Norton, Chairman
 - B. Management Committee
Rev. Emanuel S. Branch, Chairman
 - C. Community Participation Committee
Dr. Kenneth W. Clement, Chairman

[June 26, 1967]

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D. Special Committee on Program Evaluation
Mr. Donald S. Carmichael, Chairman

VI. New Business

VII. Adjournment.

Enclosed please find a copy of the Minutes of the last Regular Meeting of the Board of Trustees which was held on May 24, 1967.

:mlr





COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

July 10, 1967

Rabbi J. Silver
The Temple
University Circle & Silver Park
Cleveland, Ohio 44106

Dear Rabbi Silver:

I would like to take this opportunity to personally invite you to join with the Council's Board of Trustees in a tour of the various economic opportunity programs presently operating in Greater Cleveland. This will be an opportunity for you to gain a firsthand impression of the nature and extent of programs being operated locally so as to avail those in need of economic opportunities and essential social services directly within their own neighborhood. This will also provide a chance for you to determine for yourself what is being done, what needs to be done, and how well are we doing with what we have: an occasion to evaluate and express your concern for the development of a response to the critical inner city problems.

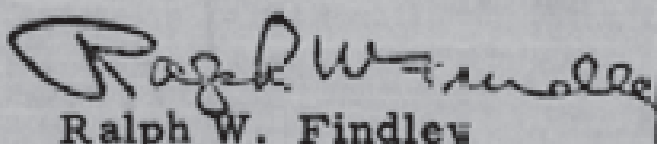
The tour will be held on Thursday, July 20, 1967. The invited guests will assemble in the fourth floor conference room of the Council's offices at 1350 West Third Street, Cleveland, Ohio at 8:15 a.m. There will be a briefing, after which we will proceed on the tour, which is expected to last until 2:00 p.m. We will visit a diverse sampling of programs in all geographical areas of the city.

In view of the fact that you are an important civic leader, I want to urge you to accept this invitation to learn more about these programs so that you will be in a well-informed position about community affairs, especially as they do relate to compelling urban needs. Your interest and questions will be most welcome during, and subsequent to, this tour.

I would appreciate it, if you would complete and return promptly, the card enclosed so that we may reserve a place for you.

With best personal regards, I am

Sincerely,


Ralph W. Findley
Executive Director

RWF/peb
Encl.



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: July 7, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

SUBJECT: Invitation to Board Tour on July 20, 1967

As mentioned at our last meeting of the Council's Board of Trustees, a tour is being arranged so that the Board of Trustees may personally review the operations of the various economic opportunity programs presently sponsored by the Council. This will be an important opportunity for all of us to gain an appreciation of what is happening as a result of the work that we do on the Board in developing and funding programs. It is also important for us to have this kind of knowledge so that, as the refunding of programs approaches, we are in a better position to exercise an informed judgment. This will, in essence, be a chance for each of us to determine for ourselves the kinds of things which are being done, need to be done, and to evaluate how well we are doing with what we have.

The tour is scheduled as follows:

Thursday, July 20, 1967
8:15 A. M.
4th Floor Conference Room
1350 West Third Street

We will assemble in the Council's conference room, have a short briefing, and then proceed with the tour, which is expected to last until 2:00 p.m.

I want to personally urge that you join with us in this opportunity to learn more about the programs for which we are responsible. This will be a firsthand experience that will enable each of us to ask questions, and to also express interest in, and our appreciation to, those people in the field who daily carry on the important activities of our funded programs.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

July 19, 1967

TO: Mrs. Constance Drummer
Mrs. Helen Golub
Mr. Paul Hamilton
Mrs. Morris Matlin
Mr. Thomas McDonald
Rev. Robert A. Parks
Mrs. Gwendolyn Wise

FROM: Dr. James A. Norton, Chairman

SUBJ: Next meeting of the Priorities Committee

Please hold July 27th as a tentative meeting date for the next Priorities Committee meeting at 12:00 Noon in the third floor conference room of the CEO Office.

You will receive more information on the meeting on Saturday, July 22nd.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Board of Trustees
DATE: July 24, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Cancellation of Next Scheduled Board Meeting

Please be advised that due to the fact that we will not have a quorum for the next meeting of the Board of Trustees, originally scheduled for Wednesday, July 26th at 2:00 p.m., City Council Chambers, that meeting has been cancelled. Due to the shortness in time, a quorum will not be possible.

Enclosed please find a copy of the minutes of the last Regular Meeting of the Board of Trustees which was held on Wednesday, June 28, 1967. Also enclosed is the July, 1967 issue of the "Head Start Newsletter".

You will be notified as to the scheduling of the next meeting of the Board.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: August 16, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

SUBJECT: Next Meeting of the Board

Please be advised that the next regular meeting of the Board of Trustees has been scheduled as follows:

Wednesday, August 23, 1967
2:00 P. M.
City Council Chambers
City Hall

Enclosed please find a copy of the Monthly Progress Report of the Neighborhood Information Centers for July, 1967, a copy of the Head Start Newsletter for August, 1967, and a copy of Ohio Opportunity in Action, July, 1967 edition.

Please mark your calendar with the above date and time and plan to be with us for this important meeting.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: August 30, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

SUBJECT: Board Action by Written Consent

As you are aware, the regularly scheduled Board meeting for the month of August was to be held on August 23, 1967; however, due to the fact that so many Board members were on vacation, or otherwise engaged, it was inadvisable to hold the meeting in view of the fact that we could not gain a quorum.

Nonetheless, work of the Council, and therefore the Board of Trustees, must continue despite the fact that vacations, and other engagements, occupy the time of our members. Therefore, so as to facilitate the orderly function of the Council, I am suggesting that the Board adopt the following means of reviewing and granting its consent in the absence of a meeting to operations which are essential.

I am suggesting that, only for the summer months of July and August, the Board members review and act upon the committee reports, and other materials which are scheduled for Board action, without the necessity of an assembled meeting. To do so, it will be necessary that you carefully read and study the package of committee reports which were forwarded to you for the last meeting. Having done so, I would appreciate it if you would fill out the enclosed "Action by Written Consent", mark it according to your preference, and return it to the Council's office in the enclosed self-addressed envelope at your earliest convenience. In this manner, we will be able to assure that the committee reports have been accepted by the Board, and that the staff may proceed accordingly with the policies and operations of the Council.

I trust that you will accord this matter your earliest and full consideration, and that you will promptly respond to this request. By way of advance notification, please hold Wednesday, September 20th at 2:00 p.m. on your calendar for the next scheduled meeting of the Board of Trustees. Please don't hesitate, if you should ever have any questions about the programs or operations of the Council, to contact Ralph W. Findley and the Council's staff.

:mlr
Enclosures



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: September 12, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

SUBJECT: Next Meeting of the Board of Trustees

As I mentioned to you in my last communication, the next meeting of our Board of Trustees will be as follows:

Wednesday, September 20, 1967

2:00 P. M.

City Council Chambers

City Hall

Also, it has been some time since we have been able to get together in a small group setting to have an exchange of ideas and to learn more in depth about our programs in an informal setting. The last Board Institute which we held was a considerable success and I am pleased that so many of the Board members found it so instructive and helpful, and welcome the opportunity to get together again to share ideas and discuss what our program is doing, and what are the prospects for further development. As such, I have asked the staff some time ago to begin to plan for a Board Institute, and I would like you to reserve your calendar for such a meeting as follows:

Tuesday, September 26, 1967

7:30 P. M.

Cuyahoga Savings Building
Community Service Room

I would like to point out that both of these meetings will be important, and your attendance is necessary so that the Council's Board of Trustees may properly consider the matters before it for decision, and deliberate accordingly so as to exercise good judgment. Kindly mark your calendar accordingly so as to be sure to be with us.

Also, enclosed please find a copy the August, 1967 edition of "Ohio Opportunity in Action" and a copy of the "Monthly Statistics" for August, 1967 from the Community Information Service.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: September 15, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda for Next Meeting of the Board of Trustees

- I. Meeting called to order.
- II. Insertion in records of results of "Action by Written Consent".
- III. Correspondence.
- IV. Committee Reports
- V. Report of the League of Women Voters:
Mrs. Robert Warren, Chairman
Action Committee, League of Women Voters of Cuyahoga County
- VI. Report of the Executive Director:
 1. Final Report on Project 1060
Mr. Frank J. Catliota
 2. Report on Title V Program of Cuyahoga County
Mr. John Spezzaferro
- VII. New Business.
- VIII. Adjournment.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: October 13, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

SUBJECT: Next Meeting of the Board

Please be advised that the next regular meeting of the Board of Trustees will be held as follows:

Wednesday, October 25, 1967

2:00 P.M.

City Council Chambers

City Hall

Enclosed please find a copy of "Ohio Opportunity in Action", the September, 1967 edition, and a copy of the "Monthly Statistics, September, 1967" from the Community Information Service. A copy of the minutes of the last regular meeting of the Board and a tentative agenda will be mailed to you prior to the next scheduled meeting.

Please mark your calendar with the above date and time and plan to be with us for this important meeting.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: October 18, 1967

FROM: Mayor Ralph S. Locher
President, Board of Trustees

This is to advise you that the meeting of the Board of Trustees of the Council for Economic Opportunities in Greater Cleveland scheduled for Wednesday, October 25, 1967 in the Council Chambers at City Hall is being cancelled and will not be held.

I appreciate the heavy demand being made upon the time of many members of the Board of Trustees as they serve as members of the various Board committees engaged in the preparation of the refunding proposals carrying all of the Council's programs.

Since all Component Programs of the Council for Economic Opportunities must be approved by the Board of Trustees by the 6th of December, 1967, it is necessary that the following dates be reserved on your calendar for meetings of the Board of Trustees.

Wednesday, November 15th - 2:00 P. M.

Wednesday, November 29th - 2:00 P. M.

Wednesday, December 6th - 2:00 P. M.

Director Findley has advised me that proposals to be considered by the Board of Trustees on the above dates will be sent to each member a week prior to the meeting. Also, a notice of the scheduled meeting will be sent confirming the time and the place of said meeting.

I am sure you may contact Director Findley should you have any questions about proposals now in various stages of review.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Board of Trustees DATE: October 13, 1967

FROM: Donald S. Carmichael, Chairman

SUBJECT: Progress and Future of the Evaluation Program

We have completed Phase I of the Evaluation Program whereby we attempted to adapt cost-benefit and systems analysis to social data; this required some preliminary exploration. The "committee approach" used in the joint CEO/Battelle effort was exploratory. Committee discussion, or "brainstorming", is a useful tool of exploratory research; it allows for a free exchange of ideas and concerns among experts in a field of endeavor, and helps to provide research focus and direction.

There were several benefits received from Phase I. For example, it was determined that the model constructed for Outreach was too specific to be used for overall program evaluation, and that a more generalized model must be developed. In addition, Phase I gave us a valuable lesson about objectives. Our research into Outreach operation revealed there had been an undetected shift in emphasis in the Outreach Program. If we had continued the evaluation clinging rigidly to the stated objectives as the measure of program effectiveness, the use of systems analysis to evaluate that program would have likely resulted in a grossly invalid assessment of the worth of Outreach. It was discovered that objectives must be probed, rather than taken at face value, and that the evaluator must remain flexible in his approach.

Phase II of the CEO/Battelle Project is now beginning. The second phase of the research effort will involve direct, close contact between CEO Research personnel and the Battelle consultants. It is anticipated that this intensive, combined effort will result in a report that will outline the required techniques for using the evaluation procedure for most CEO programs, and permit the pretesting of the overall evaluation model. Revisions resulting from this pretesting procedure (trying the evaluation out on several CEO programs) ~~we hope should produce~~ the final report -- a manual of evaluation procedures to build into CEO programs. It is hoped that Phase II will reach the pretesting stage by January, 1968.

:jbt

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees
DATE: November 9, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Transmittal of Materials for Next Regular Board Meeting

As you are aware, the next Regular Meeting of the Board of Trustees is scheduled for:

Wednesday, November 15, 1967

2:00 P. M.

City Council Chambers
City Hall

So that the time of the Board may be more effectively spent, and in keeping with the request of the Board, I am forwarding the following committee reports which are scheduled for presentation at the meeting, together with other relevant reports for your consideration.

These enclosures include:

- (1) Minutes of the September 20, 1967 Meeting
- (2) Tentative Agenda
- (3) Final Evaluation of "1060B"
- (4) Synopsis of Evaluation of "1060B"
- (5) Summary of the NOC-Outreach Program
- (6) List of Current Poverty Programs Operated by CEOGC
- (7) Report of the Management Committee
- (8) Report of the Priorities Committee

I trust that you will read and review these important reports, and be prepared to act upon them at the time of the next meeting. Also, enclosed please find a revised listing of biographical sketches of our present Board members; the October, 1967 edition of the "Head Start Newsletter"; and, "Ohio Opportunity in October, 1967 edition.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

TO: Board of Trustees

DATE: November 9, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda for Regular Meeting of November 15, 1967

- I. Meeting called to order.
- II. Approval of Minutes of Meeting of September 20, 1967.
- III. Introduction of new Board members.
- IV. Correspondence.
- V. Report of the Executive Director.
- VI. Committee Reports:
 - (a) Management Committee
Rev. Emanuel S. Branch, Jr., Chairman
 - (b) Priorities Committee
Dr. James A. Norton, Chairman
- VII. New Business.
- VIII. Adjournment.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

TO: Board of Trustees

FROM: Dr. James A. Norton, Chairman
Priorities Committee

DATE: November 10, 1967

REPORT OF THE PRIORITIES COMMITTEE

Since the last Board meeting, the Priorities Committee and the Proposal Review Sub-Committee have held numerous meetings to review program proposals and prepare recommendations to the Board. To date, the committee has reviewed all the Head Start-Child Development programs. These include the Child Development Programs of the Council of Churches, Project Peace, and the Greater Cleveland Neighborhood Centers Association, the Family Day Care Project of the Family Day Nursery Association, the Cleveland Board of Education Summer Head Start and the Head Start Program of the Geauga Economic Opportunities Council.

Summary Of The Head Start Programs

Again this year, there will be five Head Start-Child Development programs serving the target areas. Within the target areas, over 1,000 four to five year olds will be enrolled in year-round programs conducted at 32 centers with funds from the Council for Economic Opportunities in Greater Cleveland. An additional 1,600 children will be enrolled in a similar program conducted by the Board of Education with Title I funds. In addition, another 2,000 children will be enrolled for six weeks in the Board of Education's Summer Head Start Program.

The total funds requested for 1968 for all six programs including Geauga County Head Start is \$2,186,000. This is about 10% greater than the amount requested for 1967.

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ACTIONS ON THE PRIORITIES COMMITTEE

After reviewing all six Head Start Proposals, the committee acted upon five of them and returned the Council of Churches Proposal to the Proposal Review Sub-Committee for their further consideration before taking final action on Wednesday, November 15, 1967.

The following recommendations were made by the Priorities Committee relative to the individual proposals present at the meeting:

RECOMMENDATION I

RE: The Cleveland Board of Education Summer Head Start Program

The Priorities Committee recommends that the Board of Trustees of the Council for Economic Opportunities approve for funding the Cleveland Board of Education Summer Head Start Program according to the narrative and budget submitted to and approved by the Proposal Review Sub-Committee and the Priorities Committee.

RECOMMENDATION II

RE: Project PEACE Child Development Program

The Priorities Committee recommends that the Board of Trustees of the Council for Economic Opportunities approve for funding the Project PEACE Child Development Program according to the narrative and budget submitted to and approved by the Proposal Review Sub-Committee and the Priorities Committee.

RECOMMENDATION III

RE: Family Day Care Home Project of the Day Nursery Association

The Priorities Committee recommends that the Board of Trustees of the Council for Economic Opportunities approve for funding the Family Day Care Home Project of the Family Day Nursery Association according to the narrative and budget submitted to and approved by the Proposal Review Sub-Committee of the Priorities Committee.

RECOMMENDATION IV

RE: Greater Cleveland Neighborhood Centers Association Child Development Development Program

The Priorities Committee recommends that the Board of Trustees of the Council for Economic Opportunities approve for funding the Greater Cleveland Neighborhood Centers Association Child Development Program according to the narrative and budget submitted to the Proposal Review Sub-Committee and the Priorities Committee and subject to the incorporation of the Proposal Review Sub-Committee's recommendation that GCNCA make a concerted effort to recruit white children as a group rather than as individuals for the Child Development Program at the Rainey Institute, and to make this recruitment policy known to the parents living in this area.

RECOMMENDATION V

RE: Geauga Economic Opportunity Council Child Development Program

The Priorities Committee recommends that the Board of Trustees of the Council for Economic Opportunities approve for funding the Geauga Economic Opportunity Council Child Development Program according to the narrative and budget submitted to the Proposal Review Sub-Committee subject to the amendment of the budget to reflect the recommendation of the Sub-Committee that all aides participating in the program be paid a minimum wage of \$2.00 per hour.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Board of Trustees

DATE: November 22, 1967

FROM: Charles P. Lucas
Vice President

SUBJECT: Special Meeting of the Board of Trustees

As you are aware, a special meeting of the Board is scheduled
for:

Wednesday, November 29, 1967
2:00 P. M.
City Planning Conference Room
5th Floor - City Hall

Enclosed is a synopsis of the Title V proposal which will come up for consideration at the aforementioned meeting. Also to be considered at the upcoming meeting will be the proposals for the Community Information Service, NOC/Outreach and Resident Participation. The synopses of these proposals were forwarded to you earlier this month. I trust that you will read and review these reports, and be prepared to act upon them at the time of the next meeting.

Also, please note that the meeting place has been changed from the City Council Chambers to the City Planning Conference Room. And, the December 6th meeting has been rescheduled for Wednesday, December 13th. A notice will be sent prior to that meeting verifying the time and location.

:mlr

ECONOMIC OPPORTUNITY ACT PROGRAMS
CUYAHOGA COUNTY WELFARE DEPARTMENT

Title V

A Proposal for 1968 - 69 - Resumé

The Work Experience Program, authorized by Title V of the Economic Opportunity Act, is locally administered by the Cuyahoga County Welfare Department. Title V is a demonstration program for unemployed fathers and mothers who are recipients of Aid to Dependent Children and certain groups of other needy persons. The Title V Program has been in operation in Cuyahoga County since March 1, 1965.

Title V provides a full range of family centered services, such as: social services, vocational counseling, constructive work experience, adult education, medical care, and vocational training. Participating families receive 100% of state public assistance standards, plus monthly work and training expenses.

The Cuyahoga County Welfare Department, through Title V, proposes to continue services to 960 trainees at any one time during the year extending from March 1, 1968 until February 28, 1969. (Approximately 500 ADC-U, 400 ADC, and 60 other needy persons.)

In the year 1968-69 we plan to continue to improve and increase all phases of service to trainees. Special attention is being given to developing programs that will be the final step in the successful training of the Title V recipient. Among these will be supplemental programs that assist the individuals bridge the gap between completed training and successful job procuring.

I would like to review some of the Title V accomplishments and outline some of the present programs and projected ideas for the year 1968-69.

- (1) Since its beginning on March 1, 1965, over 1,225 trainees have secured employment in private industry. We are presently operating at over 49% successful job placements of trainees at the conclusion of their Title V participation.

- (2) At present, we have 93 Work Experience and Training Projects.

(a) City of Cleveland	30
(b) County	21
(c) State	2
(d) Red Feather Agencies	10
(e) Board of Education	10
(f) Metropolitan Housing	8
(g) Miscellaneous	<u>12</u>

93

- (3) We plan to supplement many of our Work Experience Projects with formalized on-the-job educational instruction. This service will be purchased from the Adult Education Center (pp. 16-17). In addition, the Work and Training

Projects and Formalized Training Projects will be expanded and increased in size and number (pp. 35-43).

The "Title V Trainee Communications and Information Program," "Bankruptcy Fund," and "Obesity Project" are special projects that were developed to meet the specific needs of many trainees.

There is a trend away from Work Experience Projects because we feel that many individuals in Title V are ready for more intensified and special training. These new projects will be the final phase needed to bring their vocational and employment training to a successful conclusion.

- (4) Some of our outstanding projects that involve Purchase of Services are listed below. All will be continued, and additional ones are being developed for 1968-69.

1967-68 Projects

- (a) Meltzer and Rich Dental Lab
- (b) Boiler Operator Vocational Training
- (c) Basic Electricity Course
- (d) Refrigerator Course
- (e) Custodial Training Project

1968-69 Additions

- (a) *We plan to use all of our 1967-68 programs.
- (b) Additions:
 - 1. Drafting Co-op
 - 2. Neighborhood Service Aide
 - 3. Building Maintenance Co-op
 - 4. Auto Mechanic Co-op
 - 5. Power Sewing Co-op

(5) Educational 1967-68 Projects

- (a) Adult Education Center
- (b) Cuyahoga Community College
- (c) Jane Addams
- (d) Griswold Institute
- (e) Wilkens Beauty College
- (f) Emma Lee Beauty School
- (g) Cleveland School of Nursing
- (h) Cleveland Barber College
- (i) Central School of Nursing

1968-69 Additions

- (a) We will use all of these Educational Centers again. All of our Co-op projects will be related to one of them. They already are being utilized for the individual vocational training plans.

Some other Title V program areas in which we will intensify our efforts during the coming year:

- (1) Orientation: We will continue to streamline the process that will enable interested clients to get into Title V. We are going to do this by eliminating some of the present home call time barriers, increasing the number of orientation programs through the use of a Task Force which will work closely with the casework department. The major job of the Task Force will be to get the case records of interested clients up-to-date, and then have them brought from the casework department over to Title V.
- (2) The Post-Training Employment Workshop will be expanded so that more prepared trainees will be able to go through this employment directed workshop.

- (3) The screening of trainees from work experience projects into more specific training projects will be increased. This will be done through intensified action of the present "Bird Dog" Program and Vocational Planning and Screening Committee (pp. 13-16).



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: December 8, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Change of Date of Next Meeting of the Board

There is still some uncertainty as to the dollar allocation of OEO funds to Cleveland for its Community Action Program. I have just returned from the Great Lakes Regional Conference of OEO and it was suggested that final action on pending proposals for refunding be taken after we are advised of our allocations.

With this in mind, the meeting of the Board of Trustees scheduled for Wednesday, December 13th has been rescheduled as follows:

Wednesday, December 20, 1967

2:00 P. M.

City Planning Conference Room

5th Floor - City Hall

The proper committees will have had an opportunity to pass on proposal changes with new budgets sent to each member of the Board of Trustees prior to the meeting on December 20th.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Board of Trustees
DATE: December 15, 1967

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda and Transmittal of Materials for Next Regular Meeting of the Board of Trustees

As you know, the next Regular Meeting of the Board of Trustees is scheduled for Wednesday, December 20, 1967 at 2:00 p.m. in the City Council Chambers. The tentative agenda for that meeting is as follows:

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of November 15, 1967 and of the Special Meeting of November 29, 1967.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports:
 - (a) Report of the Priorities Committee
Dr. James A. Norton, Chairman
- VI. New Business.
- VII. Adjournment.

Enclosed please find a copy of the Minutes of the November 15th meeting and also a copy of the Minutes of the meeting of November 29th. Enclosed also is a copy of the Summary of Component #7-1C, Administration and Coordination; the monthly reports of the CIS for October and November; the November and December issues of Ohio Opportunity in Action; and the program from the New Careers graduation exercises.

Please mark your calendar and plan to be with us for this very important meeting.

M E M O R A N D U M

TO: Board of Directors, CEO

DATE: January 15, 1968

FROM: Hough Parent and Child Center Planning Committee

SUBJ: Progress Report on the Parent and Child Center Program

I. INTRODUCTION

The Parent and Child Center is designed to serve families who have one or more children under the age of three. The purpose of the program is to strengthen family life through offering comprehensive services to the families served in the program. The parents will have access to Family Life Education Interests Groups; learning experiences in the areas of general home economics and Child Development to prepare them to work in the program on a short-term basis; counseling sessions on a group, family, or an individual basis; and Family Night Activities to involve all family members. The program planned for the children in the family will include home instruction and consultation for parents who have children under the age of six months. Children ranging in age from six months to two years, will come with the parents to the Center to be cared for and given stimulation geared to the age of the child and his developmental progress. The children, age two and three, will participate in a Nursery Group with activities geared to promote sound physical, social, emotional and intellectual growth.

Services for other members of the family members will be sought by coordinating with existing programs, making referrals, or providing the service through the PCC program if adequate services do not exist.

II. DELEGATE AGENCY

The Family Service Association has been asked to be the Delegate Agency for this program. They are qualified and experienced in dealing with problems centered around individual and family needs. The Family Service Association Board will consider this request and relay their decision to CEO.

III. LOCATION OF CENTER

The PCC Planning Committee set as the target area to be served within or around 79th and Hough. This area has the added advantage of being within the area under rehabilitation by Better Homes for Cleveland, Inc., a non-profit organization supported by the Diocese of Cleveland. Because of our expressed interest of housing our program in that area and the Church's desire to serve the families more effectively in the area, the Bishop of the Catholic Diocese has authorized purchase of and renovation on a building at 7724 Lexington that was designated as a proposed site for a Community Center. The PCC program would rent space there for at least two years and until the Multi-Purpose Neighborhood Center was ready for occupancy. It is understood that no formal contract can be drawn up until the PCC program is funded.

IV. BUDGET

At the present time, contacts are being made to come up with the 20% in-kind contribution that has to be provided in the budget. The Council of Jewish Women are considering giving Volunteer time and financial assistance to the program. We are interested in securing financial support for a more detailed research aspect of the program.

The program is moving along smoothly and should be ready for presentation to the appropriate committees within the next month, with final presentation to the Board of Directors for approval on February 14, 1968.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees
DATE: February 9, 1968

FROM: Ralph W. Findley
Executive Director

SUBJECT: Next Scheduled Meeting of the Board of Trustees

Please be advised that the next regular meeting of the Board of Trustees has been scheduled as follows:

Wednesday, February 21, 1968
2:00 P. M.
City Council Chambers
City Hall

A copy of the tentative agenda as well as a copy of the Minutes of the last regular meeting of January 17, 1968 will be sent to you prior to the scheduled meeting.

Please mark your calendar and plan to be with us for this important meeting.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

TO: Board of Trustees

DATE: February 16, 1968

FROM: Dr. James A. Norton, Chairman
Priorities Committee

SUBJ: Priorities Committee Report

Since the last regular meeting of the Board of Trustees, the Priorities Committee has met to review and discuss the Hough Parent Child Center Proposal, and the recommendations of the Proposal Review Sub-Committee concerning this program. This program will provide comprehensive services to families with children under three years old living in the area being re-developed by Better Housing for Cleveland, Inc. This program has been planned by a Special Planning Committee with 50% of its members selected by the Hough Community Opportunity Board which is charged with the responsibility of detailed planning for this program.

The Priorities Committee recommends that the Board of Trustees of the Council for Economic Opportunities approve the Hough Parent Child Center Program developed by the Hough Parent Child Center Planning Committee and its request for federal assistance according to the narrative and budget submitted to the Priorities Committee at its February 7th meeting and subject to the following recommendation:

That the delegate agency for this program seek wherever possible to employ target area residents in the program, and make their basis for evaluating the qualifications of applicants for various positions in the program on their ability to perform the required tasks and skills associated with the job, rather than upon the degrees which they hold.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND

1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: February 16, 1968

**FROM: Ralph W. Findley
Executive Director**

SUBJECT: Tentative Agenda & Transmittal of Materials

As you know, the next Regular Meeting of the Board of Trustees is scheduled for Wednesday, February 21, 1968 at 2:00 p.m. in the City Council Chambers, City Hall. The tentative agenda for that meeting is as follows:

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of January 17, 1968.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports:
 - (a) Nominating Committee
Mr. Harold E. Boehm, Chairman
 - (b) Priorities Committee
Dr. James A. Norton, Chairman
- VI. New Business.
- VII. Adjournment.

Enclosed please find a copy of the Minutes of the last Regular Meeting of January 17, 1968; a summary of the Hough Parent/Child Center Program together with the proposed Parent/Child Center Program budget for 1968; the Priorities Committee report; the January, 1968 report of the CIS; the January,

Board of Trustees
February 16, 1968
Page 2.

1968 edition of the "Head Start Newsletter"; the "Reach" publication issued by the American Red Cross; the January, 1968 and February, 1968 editions of "Ohio Opportunity in Action".

Please mark your calendar and plan to be with us for this very important meeting.

:mlr





COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAMS"

TO: Board of Trustees

DATE: March 8, 1968

FROM: Ralph W. Findley
Executive Director

SUBJECT: Board Institute

The Board Institute for members of the Board of Trustees of the Council for Economic Opportunities in Greater Cleveland will be held on Thursday evening, March 21, 1968 in the Community Service Room of the Cuyahoga Savings & Loan Association Building at the corner of East Ninth St. and St. Clair Avenue. The meeting will convene at 5:30 p.m., with box dinners being served, and will adjourn around 8:00 p.m. This Board Institute will be held in lieu of the regular Board of Trustees meeting for the month of March.

This Institute will afford members of the Board of Trustees an opportunity to learn more about the nature and extent of our anti-poverty program and the new amendments to the Economic Opportunity Act. The Institute will also afford an opportunity for discussion of these matters as well as any other areas of interest which might be brought up at this time. I sincerely trust that, should you have any suggestions as to the areas of interest to be covered, you will call my office so that these suggestions will be included in the program of the Institute. A packet of materials relative to the Institute will be forwarded to you prior to the meeting.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: March 15, 1968

FROM: William C. Whitlatch
Director of Planning

SUBJ: Planning for Summer Youth Opportunities

Early in January the Council for Economic Opportunities was invited by the Vice President to apply for an OEO grant of \$45,000 to enable the Council to assist the Mayor's Council for Youth Opportunities to develop a meaningful program of Youth Opportunities for the Summer of 1968, and to coordinate and expand Youth Opportunity programs on a year round basis.

In conjunction with Seymore Slavin, Coordinator for the Mayor's Council for Youth Opportunities, a summer planning task force made up of representatives from various organizations in the community was established to assemble, coordinate, and package the various summer programs being developed in the community. Additional planning staff was hired on a temporary basis to help develop background information and assist youth community groups in developing their own summer programs.

While the Council's own efforts are being directed towards the development of a youth employment similar to last summer's, the approach which the community is taking in developing summer programs differs significantly from that used last year. In the first place, Mayor Stokes moved early to create a strong Mayor's Council for Youth Opportunity, with Dean Olstrum as its chairman, to pull together the resources of the community to support a full and varied summer program. Second, the Employment Committee of the Mayor's Council, headed by G. T. Tankersley, President of East Ohio Gas, is already working to set up an employment program that provides 5 to 6 times as many jobs this summer in private industry for disadvantaged youth as were provided last summer, as well as expand job opportunities in the public sector.

Third, this year we are planning for summer programs with the youth and young adults of the community. We have met with over 1,000 youngsters in all sections of the inner-city to discuss with them the type of program they want this summer and how we can make summer programs more responsive to their needs and desires. Towards the end of March, the Youth Committee of the Mayor's Council consisting of the youth members of the Council and other youth from all parts of the city will meet to review the preliminary package of programs and formulate their position on the priorities for summer programs.

[Mar 1968]

-2-

Fourth, the community started to plan summer programs far enough in advance this year so that we can develop more meaningful job sites and community improvement programs, have more efficient recruitment and job placement, and eliminate many of the barriers to effective participation in youth programs.

Last, but by no means least, is that this year the summer youth programs are not just being looked at as a means of keeping the kids off the streets and out of trouble. The Council is concerned with expanding youth opportunities on a year-round basis and views the summer as its opportunity to come to grips with some of the problems of youth. This year we will make a concerted attempt to tie summer programs in with year-round programs and to structure our programs so that at the end of the summer we will be able to say "yes" to one of the following three questions about each program participant.

"Is he going back to school?"

"Is he going into job training programs?"

"Is he going into a full time job?"



WCW/amb

MAYOR'S COMMISSION ON THE CRISIS IN WELFARE

UNIVERSITY HOUSE, ROOM 104 • 1986 EAST 107th STREET • CLEVELAND, OHIO 44106 • 229-5040

The Honorable
CARL B. STOKES, Mayor
DR. HERMAN D. STEIN
Chairman

April 22, 1968

COMMISSION ROSTER:

Col. Giles C. Barrett
Mr. Fred Benbow
Mr. Ralph Besse
Miss Leona Bevis
Mrs. Verna Blunt
Dr. Douglas Bond
Rev. Milan C. Brenkus
Rev. DeForrest Brown
Rt. Rev. John Harris Burt
Mr. Hugh Calkins
Rev. Edward J. Camille
Rev. E. T. Caviness
Dr. K. Laurence Chang
Mrs. Marie Childress
Very Rev. Msgr. Cosimir Ciolek
Mr. W. Rex Davis
Mr. Harry Derricott
Most Rt. Rev. Clarence E. Elwell
Mrs. Louise Gaston
Mr. William M. Ginn
Mr. Wilbur V. Grotton, Sr.
Mr. Burt W. Griffin
Dr. Nathan Grundstein
Rev. Donald G. Jacobs
Mr. Sam Janis
Mrs. Lee Jordan
Mr. Irving Kane
Mr. Richard Kelley
Mrs. Carole King
Mr. Mitchell Kress
Mr. David Leahy
Mr. Sebastian Lupica
Dr. Charles McClelland
Dr. James G. Miller
Mr. Roy B. Miner
Mr. Steven A. Minter
Dr. James A. Norton
Rev. Charles W. Rawlings
Dr. Willard C. Richan
Mr. Marvin Rosenberg
Mr. Maurice B. Saltzman
Mrs. Alberto Sawyer
Mr. Harry T. Sealy
Rabbi Daniel J. Silver
Mr. Arthur B. Tillman
Mr. Charles Tricarichi
Mr. James J. Urban
Mr. Sidney Vincent
Rev. B. Bruce Whittemore
Mrs. Helen Williams
Mr. Roy Williams

MEMORANDUM

FROM: George Livingston

RE: C.E.O. MEETING NOTICE - CHANGE OF DATE

Due to problems in scheduling, the meeting with Council of Economic Opportunity personnel for Thursday, April 25, 1968 has been postponed. The new date for the meeting is as follows:

Wednesday, May 8, 1968
7:30 P.M.

Council of Economic Opportunity
1350 West Third Street
Fourth Floor

We apologize for any inconvenience which may result from the change in dates.

Please call the Commission office - 229-5040 - to indicate your attendance at this meeting.

GL:j

COMMISSION STAFF:

MR. SIDNEY SPECTOR
Director
MR. GEORGE LIVINGSTON
Assistant Director
MRS. SAMUEL BROWN
Administrative Assistant

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

May 3, 1968

TO: Carl B. Stokes
Mayor of the City of Cleveland

FROM: The Executive Committee of the Board of Trustees of the
Council for Economic Opportunities in Greater Cleveland

On March 15, 1968, the City of Cleveland declared its intention to assume direct responsibility for the Economic Opportunities Program. The Executive Committee of Board of Trustees of the Council for Economic Opportunities in Greater Cleveland strongly feels that the interests of the entire community will be served best if a serious reevaluation is made of this intent for the following reasons:

1. The present Community Action Agency was originally set up with broad community representation to be led by the Mayor with the involvement of the Cleveland Public Schools and Cuyahoga County. This is in the spirit of the "Green Amendment" and with modest revamping, this organization can provide the Mayor with community-wide impact not available to him under the intent option selected.
2. If the City takes this operation completely under its legal direction, it cannot be presumed that funds and services provided by other public and private entities will continue to be available and, additionally, the City might find it illegal and impractical to provide funds for programs and services outside its legal boundaries thus terminating existing programs in these areas.
3. It is probable that the Mayor would find the Council for Economic Opportunities and its staff much more flexible to work with and more oriented toward the specific problems of the disadvantaged than would be the case in working with the City Council (particularly in obtaining authorization for the use of necessary matching funds) and regular city departments in the event the poverty program were legally part of the City Administration.
4. A drastic changeover would seriously and adversely affect programs which are involving beneficial participation of the disadvantaged and would decimate and scatter an on-going staff that is doing remarkably outstanding work on behalf of the City and the entire community.
5. By assuming control of the poverty program, the City would weaken the direct voice of the poor as the program operating under the City Administration can only have the poor involved in an advisory, not directory, manner.
6. Directly administering programs for the poor makes one incessantly the target of abrasive conflict because of extreme and impossible demands often being made bearing no relation to how well a program is conceived and administered.

The foregoing covers main points in summary, but we will be glad to discuss any item at greater length with you. If the City Administration is to be truly responsible, it is the feeling of the Executive Committee that it must also consider that it may be assigning the poverty program to an impotent role after its leadership and zeal have ceased to be a compelling force toward the accomplishment of its goals. It is urgently recommended that reevaluation take place promptly and a decision be finalized immediately because delay further hurts the poor that are already hurting. You may be sure that the Council for Economic Opportunities and its staff will bend every effort to help you carry out your desires and actions for a better community. We have suggested what we consider to be the best approach in this area; but, should your decision be to the contrary, it is our desire to reach a quick and cooperative resolution.



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAM"

TO: Board of Trustees

FROM: Ralph W. Findley
Executive Director

SUBJECT: Next Scheduled Meeting of the Board

DATE: May 9, 1968

Please be advised that the next scheduled meeting of the Board of Trustees will be held as follows:

Wednesday, May 15, 1968

2:00 P. M.

Community Service Room
Cuyahoga Savings Building
East 9 St. & St. Clair Avenue

Enclosed please find a copy of the Minutes of the last regular meeting of the Board of April 17, 1968; a copy of the "Progress Report on First Year of Operation of Hough-Norwood Family Health Care Center"; a copy of "Summary: Housing Programs and Services"; the March, 1968 monthly report from the Community Information Service; and, the April, 1968 edition of Ohio Opportunity in Action.

Please mark your calendar and plan to be with us for this important meeting.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAM"

TO: Board of Trustees

DATE: May 13, 1968

FROM: Rev. Emanuel S. Branch, Jr.
Chairman, Executive Committee

Attached is a copy of a memorandum to Mayor Carl B. Stokes from the Executive Committee of the Board of Trustees. The memo is self-explanatory and is submitted for your information.

:mlr

Attachment



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

May 3, 1968

TO: Carl B. Stokes
Mayor of the City of Cleveland

FROM: The Executive Committee of the Board of Trustees of the
Council for Economic Opportunities in Greater Cleveland

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5. By assuming control of the poverty program, the City would weaken the direct voice of the poor as the program operating under the City Administration can only have the poor involved in an advisory, not directory, manner.
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COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAM"

TO: Board of Trustees

DATE: May 13, 1968

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda for Next Meeting of the Board

As you know, the next Regular Meeting of the Board of Trustees is scheduled for Wednesday, May 15, 1968 at 2:00 p.m. in the Community Service Room of the Cuyahoga Savings Association Building. The tentative agenda for that meeting is as follows:

- I. Meeting called to order.
- II. Approval of Minutes of Regular Meeting of April 17, 1968.
- III. Correspondence.
- IV. Report of the Executive Director:

Neighborhood Opportunity Centers

V. Committee Reports:

- A. Report of the Priorities Committee
Dr. James A. Norton, Chairman
- B. Report of the Executive Committee
Rev. Emanuel S. Branch, Jr., Chairman

VI. New Business.

VII. Adjournment.

Please mark your calendar and plan to be with us for this important meeting.

:mlr



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
"THE COORDINATING AGENCY FOR GREATER CLEVELAND'S COMMUNITY ACTION PROGRAM"

TO: Board of Trustees

DATE: June 13, 1968

FROM: Ralph W. Findley
Executive Director

SUBJECT: Next Scheduled Meeting of the Board of Trustees

Please be advised that the next scheduled meeting of the Board of Trustees will be held as follows:

Wednesday, June 19, 1968
2:00 P. M.
Community Service Room
Cuyahoga Savings Building

Enclosed please find a copy of the Minutes of the last regular meeting of the Board of May 15, 1968; the report of the Priorities Committee; a summary, Housing Programs and Services, Project HOPE, Inc.; a copy of the monthly statistics of the Community Information Service (April, 1968); the May, 1968 edition of Opportunity in Action.

Please mark your calendar and plan to be with us for this important meeting.

:mlr

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

TO: Members of CEO Board of Trustees, DATE: July 16, 1968
 Committees, and Sub-Committees
 Officers of Community Opportunity Boards
 Directors of Delegate Agencies
 CEO Professional Staff

FROM: Ralph W. Findley

SUBJ: Request for Comments on Proposed OEO Guidelines

Attached is a draft of the proposed OEO Guidelines entitled, "Participation of the Poor in the Planning, Conduct, and Evaluation of Community Action Programs," which is being sent to you for your review and comments. This draft is being circulated widely, both nationally and locally in an effort to obtain the reactions of those directly involved in Community Action Programs. From these comments, it is hoped that this draft can be improved and strengthened so that the final policy issuance will stand as a testimony to the Office of Economic Opportunities and its grantees renewed dedication to involving the poor in the struggle to eliminate the barriers that separate them from the mainstream of American life.

Please send your comments by July 19, 1968 to:

William C. Whitlatch, Director
Planning Department
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

Again, your comments are eagerly sought, both by the Council and by OEO. Comments may be either sent in handwritten or typed form; short comments can be phoned into the Planning Department at 696-9077.

/amb

PARTICIPATION OF THE POOR IN THE PLANNING,
CONDUCT AND EVALUATION OF COMMUNITY ACTION PROGRAMS

COPY

I. POLICY

a. General

Extensive and intensive participation by the poor and residents of poverty areas in the planning, conduct, and evaluation of programs which affect their lives is a central purpose and an identifying feature of Community Action.

Without the steady growth of such participation in both quantity and quality, Community Action cannot succeed. This basic principle of Community Action, which underlay the original Economic Opportunity Act of 1964, has been given sharper definition and greater emphasis in the Amendments of 1967.

The basic purpose of Community Action as stated in Section 201(a) of the Act is: "To stimulate a better focusing of all available local, State, private and Federal resources upon the goal of enabling low-income families and low-income individuals of all ages, in rural and urban areas, to attain the skills, knowledge, and motivation and secure the opportunities needed for them to become fully self-sufficient."

Section 201(a) (4) states that in order to achieve this basic aim, a specific purpose of Community Action is "the development and implementation of all programs and projects designed to serve the poor or low-income areas with the maximum feasible participation

of residents of the areas and members of the groups served, so as to best stimulate and take full advantage of capabilities for self-advancement and assure that those programs and projects are otherwise meaningful to and widely utilized by their intended beneficiaries."

The resources to be mobilized through Community Action thus come from government, well-endowed private institutions and affluent citizens, and from the poor. The poor possess resources of mind and spirit essential to the elimination of poverty: knowledge and insight about the problems of poverty and the effects of policies and programs which are supposed to benefit poor people; a wide range of human talents; the will and commitment to combat and eliminate the causes of poverty; and the desire to join and work with others who share this commitment and who have other resources to contribute. In its 19 provisions regarding participation by the poor, the EOA of 1967 clearly recognizes that successful community action must help develop and mobilize and assure effective use of these resources of the poor.

These provisions of the Act give concrete form to the often-expressed aim of community action to help the poor help themselves. Self-help is given a meaning which goes beyond individual self-improvement efforts. Section 221(a)(9) specifically recognizes the importance of this aspect of self-help by authorizing assistance to programs

which help the poor "to achieve greater participation in the affairs to the community." Poor people have the right to participate, as their more fortunate neighbors have always done, in organizations which speak directly for their interests and views within their own neighborhoods and in the councils of the broader community.

The community action emphasis on participation of the poor, established and recently reinforced by the Congress, will be supported vigorously by OEO: in policy, guidance, training and technical assistance which OEO provides to its grantees; in the review of grantee plans and applications for funding; in the conduct of OEO evaluations of grantee activities; and in direct efforts to encourage other agencies, organizations and groups at the national, State and local levels to adopt a similar policy in programs involving poor people.

To encourage and support effective participation by the poor, OEO has established the following minimum requirements for co-munity action grantees. These are minimum standards. OEO will continue to do everything it can to assist grantees in their local efforts to meet and exceed these basic requirements.

b. Community Action Agencies

(1) Functions and Responsibilities

Section 212(b)(4) provides that a minimum required function of every CAA is "establishing effective procedures by which

the poor and area residents concerned will be enabled to influence the character of programs affecting their interests."

Every CAA has a basic, continuing, and legally binding responsibility to encourage, assist, and strengthen the capability of the poor and residents of poverty areas to play major roles in the planning, conduct, and evaluation of programs which affect their lives.

Every CAA must continually seek and implement means to improve its own effectiveness as a broad-based community mechanism through which the poor, local government and private groups can communicate, plan, and act together in partnership. It must be a partnership in which the poor are enabled to exert a significant influence, directly and through representatives whom they have chosen.

Every CAA must develop, promulgate and implement specific policies, rules and procedures to ensure maximum feasible participation by the poor in the affairs of the CAA, and in all component programs and delegate agencies.

Every CAA must promote similar steps by other public and private agencies and organizations to provide for effective and growing participation of the poor in the

planning, conduct and evaluation of all activities which affect them. This function is to be performed by developing, testing, and publicizing new approaches to participation, by use of public information techniques, by negotiation and advocacy, by providing training and technical assistance to other organizations, by contributing financial or other resources to community efforts to develop participation, and by seeking full implementation and compliance in other government programs that have this mandate, such as Urban Renewal Programs, Model Cities, CAMPS, and CEP.

As indicated in subsequent sections of this Instruction, the EOA and OEO policy emphasize the CAA's responsibility for development of participation at the neighborhood level, through organizations established and controlled by residents of the neighborhood or area. The CAA is expected to encourage and support the efforts of community and neighborhood residents to build local organizations through which they can influence and help to improve the effectiveness of programs for their area, and through which they can enter effectively into the broader community discussion of problems and solutions.

Community Action Agencies are expected to respond to the requests of community and neighborhood based organizations to provide the resources for staff, training and technical assistance to enable them to participate effectively in planning, conducting, and evaluating CAA programs.

Draft OEO instructions which are sent to CAAs for comment must be distributed to all neighborhood groups and advisory committees as well as delegate agencies, to obtain their comments, which must be recorded in the CAA response to OEO.

(2) Representation on CAA Boards

Section 211(b)(2) of the Act requires that at least one-third of any CAA governing or administering board must be "persons chosen in accordance with democratic selection procedures adequate to assure that they are representative of the poor in the area served."

CA Memo 81, part C, paragraph 3 (which will be classified as Number 6310 in the new issuance system) sets forth policy implementing this legislative requirement. The power to select their own representatives to CAA boards shall be exercised by the poor and target area residents. The number of representatives of the poor may be in excess of one-third of the total board membership as long as the requirements for

board size (no more than 51 and a number divisible by three) and for representation of public officials and private organizations and interests are met.

Area Representatives of the Poor - In cases where the Community Action Program will be concerned primarily with compact geographic areas in which poverty is concentrated, such as neighborhoods or "target areas" of the community, the representatives of the poor shall be selected by the residents of those neighborhoods or areas. All residents of any such neighborhood or area may participate in the selection process, but special emphasis and attention must be given to insure that those residents who are poor participate fully in the selection process.

The representation of the poor on the CAA board must reasonably reflect the ethnic, racial, rural and urban composition of the poverty population in the community. Representatives of the poor shall also include individuals representing the interests of the older poor.

Non-area Representatives of the Poor - In some communities or parts of communities it may not be feasible for some or all of the representatives of the poor to be selected on a neighborhood or target area basis (for example, in a rural

community where poor persons are scattered throughout the entire area, or in an urban community where there may be a neighborhood in which poverty is concentrated, but where poor people reside outside such neighborhoods). In such cases, representatives of the poor shall be selected only by those poor persons residing outside of areas where poverty is concentrated whom the Community Action Program is intended to serve. The non-area representatives should themselves live outside of any target area which is separately represented. The number of such "non-area" representatives, in relation to the total number of representatives of the poor on the board, should also be reasonably proportionate to the number of poor persons living outside geographic areas in which poverty is concentrated as compared to the number of poor persons in the community as a whole.

Selecting Representatives of the Poor - In the selection process, whether for area or non-area representatives of the poor, there should be maximum possible involvement of the low-income groups and individuals to be represented. Among the selection processes that may be utilized, either alone or in combination are:

- Nominations and elections, either within neighborhoods, or within the community as a whole.

- Selection at a meeting or conference to which all neighborhood residents, and especially those who are poor, are invited.
- Selection of representatives to a community-wide board by members of neighborhood or sub-area boards who are themselves selected by neighborhood or area residents.
- Selection, on a small area basis (such as a city block), of representatives who in turn select members for a community-wide board.
- Selection of representatives, either directly or for membership on a neighborhood board, by existing organizations whose membership is predominately composed of poor persons.

This list is not intended to limit the variety of selection processes that may be used. Any democratic selection process which insures maximum feasible participation of the poor is potentially acceptable.

Section 211(d)(2) states, "The Director shall require CAAs to establish procedures under which community agencies and representative groups of the poor which feel themselves inadequately represented on the CAA board or governing board may petition for adequate representation."

The by-laws or other rules of operation of every community action agency must include fair procedures for implementing Section 211(d)(2), and for adjusting and realigning board membership in response to petitions requesting the equitable distribution of representation of the poor within the 51-member limitation. Such procedures may be tailored to the needs of each community, but must include provisions for a public board meeting announced and conducted in accordance with requirements of OEO/CAP Instruction 7042-I-1.

Section 211(d)(1) requires that any executive committee or similar group established to transact the CAA board's business between meetings of the board must "fairly represent the composition of the Board."

Any such executive committee must include at least the same proportion of representatives of the poor as the CAA Board itself.

(3) Full Participation in all Activities of the Board

Section 211(d)(1) states, "the Director shall promulgate such standards or rules relating to the scheduling and notice of meetings, quorums (which shall not be less than 50 percentum of the total membership), procedures, establishment of committees, and similar matters as he may deem necessary to

assure that (governing and administering) boards provide a continuing and effective mechanism for securing broad community involvement in programs assisted under this title, and that all groups or elements represented on those boards have a full and fair opportunity to participate in decisions affecting those programs." Section 211(f) requires that any CAA administering board must be an effective mechanism by which "the poor and residents of the area concerned will be enabled to influence the character of programs affecting their interests and regularly participate in the planning and implementation of those programs."

In addition to the requirements for public meetings in OEO/CAP Instruction 7042-I-1, the following requirements apply to principal representative boards of CAAs:

- Elected representatives of members of the groups and residents of the areas served shall constitute at least the same proportion of all standing and ad hoc committees of the CAA, as of the principal representative board.
- The time and place for any board or committee meeting shall be fixed after determining that it will be possible and convenient for the representatives of the poor to attend.

- A quorum for any board or committee meeting shall be 50 percent of its membership.
- Advance notice of and the agenda for any board or committee meeting shall be provided to all members three days prior to the meeting.
- Written minutes shall be distributed to all members promptly after any meeting.
- Advance notice, agendas, and minutes of meetings will be provided to non-English-speaking members in the language which they use, and there must be an interpreter available to them during the conduct of meetings.
- When any official action of a CAA board or committee is opposed by two-thirds or more of the representatives of the poor attending, the reasons for the action and the reasons for the opposition will be specifically recorded in the minutes of the meeting.
- Representatives of the poor on CAA boards must be given adequate orientation and training about board functions, duties, and responsibilities to permit them to make the fullest possible contribution to the work of the board.

Section 244(1) states that "Financial assistance under this title may include funds to provide a reasonable allowance for attendance at meetings of any community action agency

(principal representative) board, neighborhood council or committee, as appropriate to assure and encourage the maximum feasible participation of members of groups and residents of areas served in accordance with the purposes of this title, and to provide reimbursement of actual expenses connected with those meetings; but those funds (or matching non-Federal funds) may not be used to pay allowances in the case of any individual who is a Federal, State, or local Government employee, or an employee of a community action agency, or for payment of an allowance to any individual for attention at more than two meetings a month".

All CAAs shall provide funds to enable maximum participation of members on the principal representative board of the CAA, members on neighborhood or area boards, and members of advisory councils. Section 244 and CA Memo 29-A recognize as allowable costs the reimbursement of such individuals whose family income is below the "poverty line index" (See CA Memo 74, which will be classified as Number 6004 in the new issuance system) for such items as transportation, baby sitting, and the like which enable these individuals to participate.

Schedules for allowable costs shall be established by the CAAs. These schedules of allowable costs and procedures for reimbursement shall be distributed to members of all CAA boards and advisory councils.

Advisory Committees

For each component program sponsored by the CAA, in one or more locations, there must be an advisory committee, at least 50 percent of whose members shall be elected representatives of the group served by the program.

An advisory committee shall:

- Participate in the selection of the program director and have a voice in establishing criteria for the selection of staff personnel.
- Participate in the development of and give concurrence or make dissenting comments on the "Work Program Form" for the program in which it is involved.
- Participate in the development of all parts of the Community Action Grant Process for which it has responsibility. (See p. of this instruction and OEO/CAP Handbook 6710-H-1, "Applying for a Community Action Grant.")
- Be authorized and empowered at any time during the program year to initiate proposals; to review and comment on any existing or proposed programs, policies and plans; to participate in evaluations of programs, and to present their findings to CAA boards for their consideration.

-- Have access to CAA self evaluation reports, on-site evaluation reports, and studies or evaluations contracted privately by the CAA.

(4) Neighborhood-Based Organizations

Section 211(c) states that "each CAA shall be encouraged to make use of neighborhood-based organizations composed of residents of the area or members of the groups served to assist such agency in the planning, conduct, and evaluation of components of the Community Action Program."

In concentrated areas of poverty CAAs are expected to recognize or help establish neighborhood based organizations, and shall establish regular procedures for the participation of such organizations in the planning, conduct, and evaluation of CAA-sponsored programs.

Each neighborhood board or council must be represented on the principal representative board of the CAA and must be kept informed of all actions of the CAA or its delegate agencies which affect the neighborhood, with sufficient advance notice of meetings and pending discussions or decisions to permit neighborhood consideration of alternatives and formulation and presentation of neighborhood proposals for consideration by the CAA or the delegate agency.

The neighborhood councils shall be empowered and enabled to develop appraisals of needs and priorities of their own area and to make their own proposals regarding the development, conduct or evaluation of CAA programs which affect the residents of the neighborhood. The neighborhood council must be consulted in the initial as well as all subsequent stages of CAA planning, program development or other significant action which would affect the residents of the neighborhood.

Neighborhood corporations should be encouraged to participate in the planning, conduct and evaluation of all programs supported by Federal, State or local funds which are operating or will be operating in their neighborhood.

Since the composition, organization, operating procedures and staffing of the CAA affect all neighborhoods served by it, the views and suggestions of neighborhood groups should also be invited and considered in these matters.

Section 224 requires the Director "to encourage the development of neighborhood centers, designed to promote the effectiveness of needed services...and so organized (through a corporate or other appropriate framework) as to promote maximum participation of neighborhood residents in

center planning, policymaking, administration and operation. In addition to providing such services as may not otherwise be conveniently or readily available, such centers shall be responsive to neighborhood needs, such as counseling, referral, follow-through, and community development activities, as may be necessary or appropriate to best assure a system under which existing programs are extended to the most disadvantaged, are linked to one another, are responsive and relevant to the range of community, family, and individual problems and are fully adapted to neighborhood needs and conditions."

When and where feasible, CAAs are expected to delegate the planning, funding, conduct and administration of program activities to neighborhood-based organizations, including neighborhood centers and their associated boards or councils.

CAAs shall seek every opportunity to increase their effectiveness in coordinating and linking existing service programs and bringing additional services within reach of the poor, wherever possible, through neighborhood centers planned and operated by neighborhood boards or councils.

Under Section 212(b)(4) the CAA is specifically required to perform the functions of "providing technical and other support needed to enable the poor and neighborhood groups to secure on their own behalf available assistance from public and private sources." Section 212(b)(5) requires the further CAA function of "providing methods by which residents of (concentrated poverty) areas can work with private groups, firms, and institutions in seeking solutions to problems of common concern."

CAAs must provide the assistance, guidance and support needed to help neighborhood groups become effective spokesmen for the interests of the poor and residents of their areas. The success of the CAA in this effort will be judged by the degree to which neighborhood groups become progressively more able to deal effectively with public and private institutions regarding the allocation and productive use of resources to meet the needs of area residents.

The assistance provided by the CAA shall include provision for neighborhood groups to hire advocate planners and other necessary staff, and to obtain the training and technical assistance needed to enable them to participate effectively in the planning, conduct and evaluation of a

range of programs which may be operating in or available to the area.

The CAA shall also provide information about agencies, programs, and resources which are potentially available to help meet neighborhood needs.

The CAA must assign specific responsibilities to a committee of its board as well as to qualified staff, to assure that the CAA is providing effective assistance and support to the development of neighborhood organization capabilities and other measures which promote maximum feasible participation by the poor.

Section 211(c) states that where a neighborhood board or council is given responsibility for major policy decisions about the character, extent, budgeting, funding and administration of programs in its area, it must be broadly representative of the area, and must provide an opportunity for membership of elected officials.

In all other cases neighborhood boards and councils may be composed entirely of elected representatives of the residents of the area. In no case may such representatives constitute less than a majority of the board or council. All

such representatives must themselves be residents of the area, and at least one-half must be poor. Implementation of Section 211(c) is also spelled out in CA Memo 81, Part E.

(5) Delegate Agencies

Delegate agencies of the CAA are expected to implement the policies, rules, and procedures for maximum feasible participation of the poor promulgated by the CAA and established in this instruction.

Delegate agencies which are established specifically to operate programs funded through the CAA must have governing boards at least one-third of whose members are elected representatives of the groups served by the agency.

Delegate agencies whose primary responsibilities are for programs not sponsored by the CAA must establish an administering board or committee to be responsible for the planning, conduct, and evaluation of its Community Action Programs. At least one-third of such board must be elected representatives of the groups served by the Community Action Programs.

Delegate agencies which are neighborhood-based organizations, or corporations, must have boards a majority of whose members are elected representatives of area residents. Unless they have been given the powers described in the first sentence of Section 211(c), such boards may be composed entirely of such representatives.

c. Limited Purpose Agencies

The governing board of a limited purpose agency must include at least one-third elected representatives of the groups served by the OEO-funded programs.

Limited purpose agencies must develop measures similar to those required of CAAs in this Instruction to implement the policies and standards for maximum feasible participation of the poor and area residents in the planning, conduct, and evaluation of OEO-funded programs. The burden of proof shall be on the limited purpose agency to document in writing that the standards of this instruction are not applicable to it.

d. State Economic Opportunity Offices

In addition to implementing the general policy statement of this Instruction, the State Economic Opportunity Office must promote the maximum feasible participation of poor

people in the planning, conduct and evaluation of other state agency operations and programs which affect the poor. The State EOO is responsible for developing career opportunities for the poor with other State agencies.

State EOOs shall, to the maximum extent possible, employ poor people as staff or as consultants to help carry out training and technical assistance functions to Community Action Programs.

Each State EOO shall establish an advisory committee of representatives of the poor. The SEOO shall ask each CAA board in the state to select an experienced leader of the poor from their program to serve as a member on the SEOO Advisory Committee.

These SEOO Advisory Committees shall:

- Meet at least four times a year.
- Participate in the development of and give concurrence to or make dissenting comments on the SEOO application for funds.
- Be authorized and empowered at any time during the program year to initiate proposals; to review and comment on any existing or proposed programs, policies and plans; to participate in evaluations of the SEOO programs and activities; and to present their findings to the SEOO for their consideration.

Compensation for expenses of advisory board members shall be provided according to the procedures established on pages 13 and 14 of this Instruction.

e. Participation through Employment

Section 223 requires that "In the conduct of all component programs under this part, residents of the area and members of the groups served shall be provided maximum employment opportunity, including opportunity for further occupational training and career advancement. The Director shall encourage the employment of persons fifty-five years and older as regular, part-time and short-term staff in component programs."

All grantees and delegate agencies must develop and carry out specific plans to fill staff positions to the maximum extent feasible with individuals who are members of the groups or residents of the areas served by OEO-funded or CAA sponsored programs. Such plans must emphasize employment of such individuals in positions which are directly involved in the planning, budgeting, funding, conduct, administration and evaluation of the programs, and in which the work of the incumbents influences the way in which the functions of the organizations are performed.

The policies and plans of the organizations must permit the employment of such individuals in jobs which they can perform, regardless of their ability to meet formal paper requirements for education and experience. The policies and plans must also provide for advancement opportunities for individuals so employed, to promote the development and use of skills and abilities to assume increasing levels of

responsibility in the tasks to be performed. The agency must assure that such individuals receive the kind and degree of on-the-job or related training needed to permit their advancement to the full extent of their abilities.

f. Participation in Evaluation

Section 233(a) requires the Director to "Arrange for obtaining the opinions of participants about the strengths and weaknesses of (Community Action) Programs."

Any evaluations of grantee or delegate agency programs or operations must include specific provision for obtaining the views of representatives of the poor on all boards, committees, or councils concerned with the substance of the evaluation, as well as the views of other program participants and area residents.

2. Procedures

a. Compliance

(1) General

Each Grantee has a responsibility to implement the policies and standards of this Instruction. Implementation of this Instruction should be clearly reflected in the grantees planning, program development and budgeting processes, and assessed as part of a continuing self-evaluation effort

resulting in at least one written report each program year.

All funding requests received after March 1, 1969, will be reviewed and action taken on the basis of compliance with this Instruction. Those grantees funded between July 1, 1968, and March 1, 1969, shall submit to the appropriate funding office by March 1, 1969, a progress report on their compliance with this instruction. Such a progress report will include:

- A summary of policies and procedures established to implement this Instruction.
- A description of progress made in implementing this Instruction.
- An explanation of deficiencies in compliance with this Instruction.
- A description of plans to comply with or exceed the requirements of this Instruction.

(2) Community Action Agency

In preparation of its grant application and funding request the CAA shall involve poor people in:

- (a) Preparing a written concurrence or dissent on the validity of forms, documents or reports which establish eligibility of the CAA for funding. (See Determination of Grantee Eligibility section of Draft OEO/CAP

- (b) Developing, discussing and writing a concurrence or dissent regarding CAP Form 81, CAA Plans and Activities, which is submitted in preparation for pre-review as prescribed by Draft OEO/CAP Handbook 6710-H-1.

Developing and discussing pre-review agreements made with the Regional Office Field Representative and writing a concurrence or a dissent regarding the Letter of Understanding from OEO to the CAA.

- (d) Developing, discussing and writing a concurrence or a dissent regarding "Program Account Work Program Forms" to be submitted in the final Grant Funding Request. See forms and procedures in Draft OEO/CAP Instruction 6710-H-1.*

(3) Community Action Agency and Limited Purpose Agency

As a part of an annual self-evaluation process the representatives of the poor on the CAA or limited purpose agency board with help from representatives of the poor from all levels of the program and from appropriate staff members, shall prepare a part of the written annual self-evaluation report that shall include an assessment of the ways the CAA or limited purpose agency:

*During the interim from July 1 to full implementation of the new grantee application, procedures prescribed in Instructions for CAAs on Complying with Requirements of Section 211(d) of the EOA of 1964, as amended, and for Other Purposes Related to CAA Planning, may be substituted for the above.

- (a) Has provided opportunity for involvement of poor people in proposing, planning, approving, administering, conducting (including employment) and evaluating programs.
- (b) Has helped to develop the capacities of poor people to participate effectively. Special attention should be given to the total amount of money, man-hours of staff allocated, and man-hours of participation by poor devoted to training and technical assistance to increase and improve the involvement of poor people in the program.
- (c) Has responded to and supported the positions and requests of the poor and neighborhood groups with respect to programs and issues which affect them.
- (d) Has promoted similar participation of the poor in the activities of other agencies and organizations in the community.

(4) State Economic Opportunity Office

As part of its application for funding, each State EOO shall submit to the appropriate Regional Office a written report which describes its implementation of Section 1d of this Instruction.

b. Appeals

Petitions signed by at least 25 persons alleging either (a) inadequate representation on grantee boards, or (2) inability to influence the character of programs, or (3) grantee refusal to fund programs proposed by the appellants, may be presented to the governing boards of grantee organizations, if the signatories would be affected by the decision.

Such appeals must be considered by the governing body of the grantee organization at a public meeting announced, conducted and recorded in accordance with OEO/CAP policies regarding public hearings. (See Draft Instruction 7042-I-1 currently being circulated for comment.) However, such an appeal need not be considered if a decision has been made on the same issue at a previous public meeting.

A statement of the action of the governing body on the petition and the reasons supporting the action must be sent promptly to the Regional Office, or other OEO office which is responsible for funding and monitoring the grantee.

The petitioning group may request a review of the case by the OEO office which receives the report. Such an appeal will be considered on its merits and a timely response made to both the grantee and the petitioning group.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

July 26, 1968

TO: Members of CEO Board of Trustees
Committee and Sub-Committee
Project Directors Head Start

FROM: Council for Economic Opportunities

SUBJECT: Transfer of Head Start to Health, Education, and Welfare

An amendment was introduced in the Senate last week to transfer the Head Start Program from the Office of Economic Opportunity to the Office of Health, Education and Welfare. The passage of the bill in the Senate comes as a great surprise to those involved with Project Head Start. The bill was introduced in the form of an amendment to the Vocational Education Bill by Senator Peter Dominick (R.-Colo.). Senator Joseph S. Clark (D.-Pa.) opposed this transfer and had hoped to have the issue tabled until he could obtain more support for his viewpoint. However, the Senate voted on Wednesday, July 17, in favor of the passage of the bill.

This issue as approved by the Senate must now go to the Joint Senate House Conference Committee to reconcile the differences in the Vocational Education Bill passed by the Senate and that passed earlier by the House. The latter did not contain the provision for the transfer of Head Start. The Senate version of the bill would make the transfer effective July 1, 1969.

The consequences of this legislation could be devastating to the entire spirit behind Project Head Start and the poverty program. There are any number of substantial reasons against this legislation. The Public Information Center in the Washington Office of Economic Opportunity has prepared a number of reports which we hope to have by Monday, July 29, 1968. This information will be compiled and sent to you directly.

This situation is of great concern to the Council for Economic Opportunities in Greater Cleveland, and we felt it was necessary to bring this to your immediate attention. You may in turn, find it appropriate to bring this situation to the attention of all of those individuals connected and interested in Head Start.

Bertrand M. Harding, Acting Director of OEO said; "I believe this is most harmful to a coordinated approach to the problems of poverty. Such action, taken without hearings or full discussions, does not provide the proper safeguards to insure dedication of the program to the best interests of the poor. For this reason, we will continue to oppose this action with all the means available to us."

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: MEMBERS OF CEO BOARD OF TRUSTEES
Committee and Sub-Committee

Project Directors Head Start

FROM: Council for Economic Opportunities

DATE: July 29, 1968

RE: Transfer of Head Start and Health, Education and Welfare.

Enclosed you will find that information referred to in the memorandum of July 26, 1968. This information is self explanatory in interpreting how the transfer of Head Start to the HEW office of Education can effect the concept and spirit of Head Start Program.

As stated before, you may find it appropriate to bring this information to the attention of those individuals connected with and interested in Head Start.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Members of CEO Board of Trustees

FROM: Donald L. Martin, Assistant Executive Director

DATE: August 6, 1968

RE: Request for Comments on Proposed OEO Guidelines.

Attached is a draft of the proposed OEO Guidelines entitled, "Employee Participation in Direct Action", which is being sent to you for your review and comments. This draft is being circulated widely, both nationally and locally in an effort to obtain the reactions of those directly involved in Community Action Programs. From these comments, it is hoped that this draft can be improved and strengthened so that the final policy issuance will provide for meaningful employee participation in behalf of the poor.

Please send your comments by August 13, 1968 to

Donald L. Martin, Assistant Executive Director
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

Again, your comments are eagerly sought, both by the Council and by OEO. Comments may be either sent in handwritten or typed form; short comments can be phoned to 696-9077

MEMORANDUM

DATE: August 12, 1968

FROM: Ralph W. Findley
Executive Director

SUBJ: Request for comments on OEO "Restrictions on Political Activities"

Attached is a draft of the OEO Instructions entitled "Restrictions on Political Activities" which concerns limitations on political activities that are part of the 1967 Amendments to the Economic Opportunity Act. It is being sent to you for your review and comments. This draft is being circulated widely, both nationally and locally, in an effort to obtain the reactions of those directly involved in Community Action Programs. From these comments, it is hoped that this draft can be improved and strengthened.

Please send your comments by August 19, 1968 to:

Planning Department
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

Your comments are eagerly sought both by the Council and OEO. Comments may be either sent in handwritten or typed form; short comments can be phoned into the Planning Department at 696-9077.

Attachment

: 119

Restrictions on Political Activities

1. POLICY

Grantee and delegate agencies must administer OEO-assisted programs in a politically nonpartisan manner, and must avoid actions which can reasonably be construed as intended to favor one political party over another or to influence the outcome of any election for public or party office. The use of program funds, the provision of services and the assignment of personnel must not result in the identification of the program with any partisan political activity or with any non-partisan political activity which is designed to further the election of or defeat of a candidate for public or party office. In addition, grantee and delegate agencies may not use program funds, the provision of services, or the assignment of personnel in connection with voter registration activity or with transporting voters or potential voters to the polls.

Anti-poverty programs are, in many communities, live political issues and will often include activities which may become the subject of political controversy. Grantee and delegate agencies may, of course, undertake activities dealing with issues related to their basic program responsibilities and should not avoid such activities merely because partisan officials or candidates for public office may take or have taken positions with respect to the issue.

In carrying out the basic mission and goals of community action, grantee and delegate agencies may actively engage in campaigns connected with constitutional amendments, referenda, municipal ordinances, law reform and lawful attempts to influence government officials to respond to the grievances of the poor.

Agency officials must seek to deal with questions which have become a subject of political controversy on their merits and not in terms of whether they are supported or opposed by a particular party or candidate.

2. REQUIREMENT THAT COMMUNITY ACTION AGENCIES ADOPT RULES

Section 213 (a) of the Economic Opportunity Act requires each community action agency to adopt rules designed to assure that its programs and programs of its delegate agencies are conducted in a manner which is free from any taint of partisan political bias. Each CAA is, of course, free to adopt any reasonable rules to achieve this end. However, the agency will satisfy the statutory requirement if it adopts the restrictions set forth in this memorandum as its rules.

3. SUMMARY OF KINDS OF RESTRICTIONS ON POLITICAL ACTIVITIES

Section 4 of this memorandum deals with restrictions on the use of program funds, the provision of services, and the assignment of agency personnel in a manner which identifies the program with partisan political activity, nonpartisan activity associated with a candidate or faction in

an election for public office, voter registration activity, and the transportation of voters to the polls. These restrictions are, in a broad sense, designed to prohibit the use of OEO funds for certain purposes. Insofar as the individual employee is concerned, these restrictions deal only with what he does while on the job. They apply to all employees of grantees and delegate agencies.

Section 5 sets forth restrictions prohibiting certain employees from engaging in partisan political activity, regardless of whether they are on duty at the time they engage in such activity. The employees covered are employees of community action agencies and employees of public agencies which are delegate agencies or single-purpose grantees.

Section 6 deals with certain additional restrictions which OEO has imposed on certain employees in order to avoid the identification of OEO-supported programs with political causes. The employees covered are neighborhood and outreach workers and certain senior staff officials.

Except as provided in this memorandum, employees of grantees and delegate agencies are free to engage in political activities during their off-duty hours and in their private capacities. For almost all employees, this means that a broad range of participation in non-partisan elections (such as school board elections) is permitted. For most employees of private delegate agencies and single-purpose grantees, a broad range of off-duty partisan activity is also permitted. All employees may participate in nonpartisan voter registration drives during their off-duty hours. All employees are cautioned, however, not to use their position with the OEO-supported program in a manner that tends to identify such off-duty activities with the program.

4. RESTRICTIONS ON THE USE OF PROGRAM FUNDS, THE PROVISION OF SERVICES AND THE EMPLOYMENT AND ASSIGNMENT OF PERSONNEL

- a. Prohibited Political Activity. Employees of grantee and delegate agencies as well as volunteers, trainees and members of governing boards and advisory committees, may not -

- *(1) Use their official position, authority, or influence with the agency for the purpose of interfering with or affecting the result of an election or a nomination for a party or public office.
- *(2) Directly or indirectly coerce, attempt to coerce, command or advise an employee or any other person who is subject to these restrictions to pay, lend, or contribute anything of value or to contribute personal services to a party, committee, organization, agency or person for political purposes.

*These restrictions are imposed on employees of most grantee and delegate agencies by section 603(a) of the Economic Opportunity Act and chapter 15, title 5, or the United States Code (formerly known as the Hatch Act). They are extended to employees of other agencies and to board and committee members and volunteers as a matter of OEO policy.

- (3) Use program funds for any partisan political purpose or election for public or party office.
 - (4) Permit the use of equipment or premises purchased or leased with program funds for any partisan political purpose or to influence the outcome of any election for public or party office.
 - (5) Discriminate, or threaten or promise discrimination, against or in favor of any employee or beneficiary of the program, or any potential employee or beneficiary, because of his political affiliations or beliefs, or require any applicant, employee or beneficiary to disclose his political affiliation, except that the foregoing does not prohibit actions based on membership in an organization committed to the overthrow of the Government of the United States by force and violence.
 - (6) Offer any person employment, promotion or benefits under the program as a reward for the support or defeat of any political party or candidate for public or party office, or threaten or create disadvantage in employment or deprivation of benefits as a penalty for such support, except that such a person may be deprived of employment or subject to lesser penalties for engaging in activities which are forbidden by this memorandum.
- b. Candidates' Meetings. Candidates' meetings at which all rival candidates for one or more public offices appear are often conducted by neutral and nonpartisan groups such as the League of Women Voters or local civic associations. These activities often serve an educational function that may be particularly valuable in encouraging intelligent participation in democratic processes. Such meetings, however, shall not be sponsored or conducted with program funds or facilities.
- c. Voter Registration and Transportation Activity. Employees or grantee and delegate agencies, including volunteers, may not engage in voter registration activity or in transporting voters or prospective voters to the polls while carrying out the program of their agencies. This restriction applies to the use of program funds, agency facilities or equipment, as well as to the provision of services and the assignment of personnel.

A grantee or delegate agency may properly conduct a citizenship education program which includes, as part of the curriculum, information about the mechanics and function of voter registration. However, the program may not be designed to solicit registration, and program funds may not be used in any way to aid registration campaigns. Door-to-door solicitations and mass mail campaigns, for example, may not be undertaken or supported with program funds.

5. STATUTORY RESTRICTIONS ON POLITICAL ACTIVITIES OF CAA EMPLOYEES AND EMPLOYEES OF PUBLIC GRANTEES AND DELEGATE AGENCIES

- a. Persons to Whom This Section Applies. The restrictions contained in this section generally apply to all CAA employees and all employees of public delegate agencies who perform duties in connection with an OEO-assisted program or any other federally assisted program administered by that agency.
- (1) Trainees and Volunteers. Volunteer workers are not covered by this section. Trainees and enrollees shall be deemed employees for the purposes of this section only if they are engaged in on-the-job training for a position as an employee of a grantee or delegate agency.
 - (2) Principal Employment Rule. In case of an employee who holds more than one job, whether he is subject to the restrictions of this section depends on which job is his principal one -- that is, if the job on which he spends the majority of his work time and from which he derives the majority of his earned income is covered, then he is covered.
 - (3) Exemption of Employees of Educational and Research Organizations. An individual is not subject to the statutory restrictions of this part if his principal employment is with an educational institution, establishment, agency, or system supported in whole or in part by State or local public funds or by a recognized religious, philanthropic, or cultural organization. Thus, employees of private schools and colleges supported by such organizations, as well as all public schools and colleges, are exempt from coverage, even if these institutions are grantee or delegate agencies financed under the Economic Opportunity Act. (A Community Action Agency is not considered to be an exempt educational or research institution.)
 - (4) Employees on Leave Still Covered. The statutory restrictions apply to employees even though they are on leave, with or without pay. The prohibitions are lifted only when the employment is terminated. However, if an employee is on terminal leave, he is not subject to the restrictions during the period for which he has received a lump-sum leave payment.
- b. Prohibited Activities. Persons covered by this section are prohibited from taking an active part in partisan political management or in partisan political campaigns. For example, such persons may not engage in partisan political activities connected with the following:
- (1) becoming a candidate for nomination or election to a political office or to a party office.
 - (2) serving on or for any political committee, party, or other similar organization, or serving as a delegate or alternate to a caucus or convention.

- (3) soliciting or handling political contributions.
- (4) soliciting the sale of or selling political fund-raising tickets.
- (5) serving as an officer of a political club, as a member or an officer of any of its committees, or be active in organizing it.
- (6) assisting in preparations for, organizing, or conducting a political meeting or rally. Attendance at a political rally or meeting is permissible.
- (7) engaging in activity at the polls (at primary or regular elections) such as soliciting votes or passing out literature.
- (8) acting as recorder, checker, watcher, or challenger of any party or candidate in an election.
- (9) writing for publication or publishing any letter or article, signed or unsigned, soliciting voters in favor of or against any candidate or party.
- (10) distributing campaign literature or material.
- (11) initiating or circulating political petitions, including nomination petitions.
- (12) engaging in political conferences, or soliciting support for a candidate or party.

An employee of a CAA or public delegate agency may, however:

- (1) Register and vote as he chooses.
- (2) Express his opinions on political subjects and candidates.
- (3) Be a member of a party or political club, although he may not hold office or otherwise be active in party affairs.
- (4) Make voluntary contributions of money to a political campaign or party.
- (5) Participate in educational efforts related to issues and to the political process so long as this is done in a politically neutral manner.
- (6) Attend political meetings and rallies.

Moreover, except as provided Section 6 below, there is no prohibition on political management or political campaigning in connection with (1) nonpartisan elections, which are defined as those in which none of the candidates represents the Democratic or Republican party or any other party which ran a candidate for President in the preceding presidential election, or (2) questions not specifically identified with a national or state political party, such as constitutional amendments, referenda, approval of municipal ordinances, and similar matters. For example, elections for local boards and other local offices are frequently run on a nonpartisan basis. If a state election law provides for nonpartisan election for a particular local office or class of local offices, the campaign for that office qualifies for the exception.

6. ADDITIONAL RESTRICTIONS APPLICABLE TO NEIGHBORHOOD AND OUTREACH WORKERS AND CERTAIN SENIOR STAFF OFFICIALS

To insure that programs assisted by OEO under the Act are not identified with political activities, an additional restriction is imposed on certain personnel who are likely to be regarded as spokesmen for the program. These personnel--neighborhood and outreach program workers and the senior staff officials described below--are not permitted to engage in political activities aimed at the target population of the areas which they serve. As applied to personnel who are subject to the statutory restrictions set forth in section 5 of this memorandum, this additional restriction will be important only in that it covers certain nonpartisan political activities which are not prohibited by statute.

No neighborhood or outreach worker or senior staff official described below may:

- a. Become a candidate for or hold any elective public or party office whose constituency includes a geographical area with which the employee is regularly concerned in the course of his work.
- b. Take an active part in the campaign of any candidate for any public or party office (including nonpartisan campaigns) in a manner which involves personal contact with residents of such an area or which otherwise involves the use of the employee's goodwill among such residents in such a manner as to constitute supporting one of the candidates against another.

For the purpose of applying this restriction, a "neighborhood or outreach worker" is defined as a person whose work assignment involves, as a regular matter, going out into a neighborhood or other geographical area to offer information on the program or to engage in community organization activities. The senior staff officials covered by the above restriction are the staff director of a community action agency and his deputy and, in the case of a program administered by a delegate agency or a grantee which is not a community action agency, the person primarily responsible for administering such program and his deputy. In the case of an agency other than a community action agency, the restrictions of Section 6 apply to officials

only if a majority of their working time is devoted to OEO-funded functions and activities. Moreover, these restrictions do not apply in any case in which an employee's connection with OEO-assisted programs is a part of his duties as an elected public official.

The above restrictions on the activities of neighborhood workers and senior staff officials do not prohibit any political activity in a geographical area other than one with which the employee is regularly concerned in the course of his work. Nor do they prohibit participation in campaigns with respect to constitutional amendments, referenda, bond issues, municipal ordinances and similar matters, or any other activity which does not involve taking sides in a campaign for election to public office. Furthermore, these regulations are not deemed to prohibit participation in elections community action agency boards, neighborhood councils or policy advisory committees, even though the community action agency may be a public agency.

7. ENFORCEMENT

- a. Action by Grantee and Delegate Agencies. Each grantee or delegate agency will be expected to investigate and take appropriate action in response to specific information which comes to its attention concerning possible violation of the requirements of this memorandum.
- b. Reporting Violations to OEO. Acts that appear to be in violation of the restrictions set forth in this memorandum may be reported to the OEO Office of Inspection which has representatives in each OEO regional office and in the Headquarters office in Washington. These reports may be written or oral.
- c. OEO Action to Prevent Continuation or Repetition of Violations. When OEO receives specific information concerning possible violation of the restrictions set forth in this memorandum, it will immediately conduct an investigation of the alleged violation. Any agency employee who is allegedly violating the restrictions of this memorandum shall have the right to submit a written statement to OEO which shall be attached to the investigation report. If an investigation shows that violations have occurred, OEO will undertake informal discussions with the grantee and any concerned delegate agency to agree upon a means for preventing continuation or repetition of the violations. If, after such discussions, OEO concludes that the grantee is unable or unwilling to take appropriate action, OEO may then issue an order to the grantee directing it to take such action as may be necessary to prevent continuation or repetition of the violation.

If the grantee fails to comply with this order OEO may, on an emergency basis, summarily suspend assistance in whole or in part or it may proceed to suspend or terminate assistance pursuant to Part 1009 of Chapter X, Title 45 of the Code of Federal Regulations. A grantee whose financial assistance has been summarily suspended under this provision may at any time request informal discussions with OEO officials and present evidence that no further violation is occurring and may also request OEO to hold a full hearing in accordance with the regulations cited above.

In no event shall OEO terminate assistance to any agency without the agency being afforded the right to a full and fair hearing on the record.

d. Enforcement Action by the Civil Service Commission

- (1) Hatch Act Violations. OEO will refer any specific information that comes to its attention concerning a violation of Chapter 15, Title 5 of the United States Code (formerly known as the Hatch Act) to the United States Civil Service Commission for disposition in accordance with the procedures provided in that statute. These restrictions are described in Section 4a(1) and (2) and Section 5 of this memorandum.
- (2) Non-Hatch Act Violations. OEO will refer any specific information about apparent willful violation of other restrictions set forth in this memorandum to the Civil Service Commission for investigation and determination. The Commission may, if it believes it necessary, conduct an investigation and inform the grantee or delegate agency involved of its findings of fact and of the corrective action required.

Within fifteen days of receiving the Commission's report the grantee or delegate agency must either comply fully with the commission's determinations or request the Commission to hold a hearing in accordance with the provisions of Chapter 5, Title 5 of the United States Code. The agency involved or an aggrieved employee shall have full opportunity to present any relevant evidence. However, any issue of fact previously determined in an independent hearing conducted pursuant to Section 7c of this memorandum shall be deemed conclusively determined. The hearing examiner shall report his findings of fact and his recommendations of sanction to the Director of OEO.

The Director of OEO may reject, modify or affirm the recommendations of the hearing examiner. If he accepts any part of the recommendations, he shall issue an order to the agency directing it to comply with those sanctions he had accepted. If the local agency refuses to comply within five days after receiving this

order, the Director may suspend or terminate assistance to the agency pursuant to Part 1009 of Chapter X, Title 45 of the Code of Federal Regulations.

The sanctions which the Commission may require or a hearing examiner may recommend, include, but are not limited to, the following:

- (a) full or partial termination or suspension of assistance.
- (b) changes in the administration of the grantee's or delegate agency's program or activities.
- (c) an order to an agency directing the dismissal, suspension, transfer or reprimand of an employee or other persons engaged in carrying out the agency's program.

8. EFFECTIVE DATE

The restrictions set forth in Sections 4 and 5 of this memorandum are for the most part merely a restatement of the restrictions which were contained in CA Memo 50-A and CA Memo 79, Part D. Consequently, Sections 4 and 5 are effective immediately.

The additional restrictions imposed by Section 6 are new. Since they may cause considerable hardship for those persons who have already committed themselves to running for political or party office, Section 6 shall not apply to any person who by July 15, 1968 has completed all the legal requirements necessary to run for office. Any person qualifying under this exemption to run in a party or primary election to obtain a party's nomination for public office, may also run in the election to office whether or not he actually received the nomination of a political party.

If a person thus exempted from the restrictions of Section 6 is elected to a public office, he may retain his position with the grantee or delegate agency during his term in office, but, if he seeks re-election, he must resign his agency position. However, any person exempted under the above provisions who wins an election to an executive or administrative position in a political party must immediately resign his position with a grantee or delegate agency.

The Regional Director may waive the restrictions of Section 6 in any other case involving unusual or extraordinary hardship if he is convinced that such a waiver will not result in the identification of a grantee or delegate agency's program with a partisan political party office. In no event, however, shall such a waiver extend beyond January 1, 1969.

Theodore M. Berry
Director
Community Action Program

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Board of Trustees

DATE: September 18, 1968

FROM: Ralph W. Findley
Executive Director

SUBJ: Tentative Agenda and Transmittal of Materials

As you know, the next Regular Meeting of the Board of Trustees is scheduled for Friday, September 27, 1968 at 4:00 p.m. in the Tapestry Room of the Mayor's Office at City Hall. The tentative agenda for that meeting is as follows:

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of June 19, 1968.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports:
 - (a) Nominating Committee
Mr. Harold E. Boehm, Chairman
 - (b) Management Committee
Rev. Emanuel S. Branch, Jr., Chairman
- VI. New Business.
- VII. Adjournment.

Enclosed please find a copy of the Minutes of the June 19th meeting, a copy of the Management Information Report, and a copy of the August, 1968 edition of "Ohio Opportunity in Action."

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

October 10, 1968

TO: Mr. George Forbes
Mr. Clarence James
Mr. Arnold Pinkney
Mrs. Samella Carroll
Mrs. Edwardina Riggans

All Other Interested Board Members

FROM: Reverend Emanuel S. Branch, Jr.
Chairman, Management Committee

SUBJECT: Meeting of the Management Committee
Wednesday, October 16, 1968
12:00 Noon
Council for Economic Opportunities
4th Floor Conference Room

There will be a meeting of the Management Committee, at 12:00 Noon, on Wednesday, October 16, 1968, in the 4th Floor Conference Room. The following items will be discussed:

- I. The City of Cleveland has requested that the Council for Economic Opportunities waive its right to be prime sponsor of Cleveland's Concentrated Employment Program (Project AIM-JOBS) and recommended that the sponsorship be transferred to the City. This item originally considered at the meeting of July 10, 1968, will be further considered at this time.
- II. Approval of the transfer of the Council of Churches Head Start Program from the Council of Churches to a community controlled corporation to be known as Community United Head Start.

Additional items and material will be forwarded prior to the meeting.

/pw



City of Cleveland

CARL B. STOKES
MAYOR

October 15, 1968

TO: Members of the Council for Economic Opportunities' Board

FROM: Carl B. Stokes, Mayor

RE: Committee Members

To continue the work of CEO while the Board is being fully constituted, I have appointed members to the following committees:

- 1) Management Committee
- 2) Priorities Committee
- 3) Community Participation Committee

A list of the committees is enclosed for your information. I will appoint three additional members to each committee, as soon as the Board is complete.

kdw

[Oct 15, 1968]

CEO BOARD COMMITTEE MEMBERS

MANAGEMENT COMMITTEE

Rev. Emanuel Branch, Chairman
George L. Forbes
Clarence James
Msgr. James A. Quinn
Mrs. Samella Carroll
Mrs. Edwardina Riggans

PRIORITIES COMMITTEE

David G. Hill, Chairman
Rabbi Daniel Silver ✓
Charles V. Carr
Wendell Irwin
Mrs. Lillian Wilcox
Mrs. Laura George

COMMUNITY PARTICIPATION COMMITTEE

Rev. Roger Shoup, Chairman
Rev. W. Arthur Lemon
James Bell
Rev. Donald Jacobs
Miss Edith McIntosh
Mrs. Mary Connors



10/68
kfw

MEMORANDUM

October 15, 1968

TO: Members of the Management Committee

FROM: David G. Hill and Ralph W. Findley

IN RE: Transfer of Prime Sponsorship for the Cleveland
Concentrated Employment Program

It is recommended that the Council for Economic Opportunities waive presumptive sponsorship for Cleveland's Concentrated Employment Program, AIM-Jobs, and that sponsorship be transferred to the City of Cleveland, Department of Human Resources and Economic Development. AIM-Jobs would continue to be a delegate agency operation, but its Department of Labor contract would come through the City rather than through the Council for Economic Opportunities.

I. Prime Sponsorship

Under an agreement between the U.S. Department of Labor and the Office of Economic Opportunity, the community action agency in a community is the presumptive sponsor for manpower programs under Title I.B of the Economic Opportunity Act, including the Concentrated Employment Program. Exceptions to CAA sponsorship are permitted and must be agreed to by representatives of the Department of Labor and the Office of Economic Opportunity. The purpose of the prime sponsorship concept is to provide for better coordination of manpower efforts in a community. A prime sponsor must be capable of planning, evaluating, administering and coordinating work and training programs.

II. Department of Human Resources and Economic Development

The City of Cleveland has established a Department of Human Resources and Economic Development, effective September 24, 1968. The Division of Manpower Development of the Department has duties which include responsibility "to coordinate all efforts of recruitment, training, job development, placement, and integration of manpower and employment opportunities within the community". The Neighborhood Youth Corps program, under Title I.B of the Economic Opportunity Act, has been transferred from CEO to the Department with

the concurrence of the Department of Labor. The Department also administers the City's On-the-Job Training Program, the City portion of the New Careers program, the Bureau of Job Retraining, and a demonstration program in upgrading low-skill workers. The Department contracts with the Vocational Guidance and Rehabilitation Service for a federal HEW demonstration project in applying vocational rehabilitation techniques to the chronically unemployed. A data system is being developed to collect uniform information from operating manpower programs in Cleveland. The Department's role in manpower focuses on the coordination of programs and not on the direct operation of all programs.

III. AIM-Jobs

The transfer of prime sponsorship for AIM-Jobs from CEO to the City is recommended for the following reasons:

1. The Department of Human Resources and Economic Development is organized and staffed to coordinate manpower programs. It has a base of operating manpower programs. Its Director is Chairman of the CAMPS (Cooperative Area Manpower Planning System) Committee for Cleveland. It is the focal point for Labor Department experimental programs. It is receiving special attention from the Manpower Assistance Project, a national technical assistance organization established by the Labor Department and the Ford Foundation.
2. With mayoral support for its objectives in manpower, the Department is best able to secure for Cleveland the level of manpower resources needed.
3. The Department's linkage of manpower and economic development programs is promoting a strong commitment by Cleveland business and industry to meet the City's manpower needs. The business community following discussions with the Department, has expressed interest in undertaking and coordinating job development efforts for the City's manpower programs. In acting as liaison for the City to local industry, the Department is able to determine developing manpower needs.

IV. Council for Economic Opportunities

Although the transfer of AIM-Jobs to City sponsorship would reduce CEO's direct manpower program operational commitment, it would not, of course, reduce CEO's responsibility for the coordination of manpower programs with services supportive- to- manpower. In this regard the City as sponsor for AIM-Jobs has agreed to petition DOL for the funding of a manpower coordinator to be placed on CEO's staff on a full time basis.

Additionally, this transfer would enable CEO and the City would look to CEO to concentrate on its position of leadership in neighborhood development and human services particularly within the new Model Cities Neighborhood. In response to the City's request, CEO is, in fact, taking such a leadership role in the formation of multi-service neighborhood centers in its target areas and is lending technical assistance support for other sections of the city. These centers, to be operated by a series of neighborhood corporations, are to be part of and supported by the Cleveland NOW! effort.

CEO will also be working with the Department of Human Resources and Economic Development in the establishment of a coordinated day care effort. In this regard CEO will attempt to develop, coordinate, give administrative assistance and monitor a city-wide day care pool of financial and programmatic resources.

The transfer of AIM-Jobs could, in short, aid in clarifying the relationship between the Department and CEO. Specifically it would give the Department a more complete manpower capability and would simultaneously clarify the fact that the City will look to CEO for leadership in neighborhood development, human services, planning, research, coordination, administrative support, monitoring and other evaluative efforts.

/pw

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

October 21, 1968

TO: Rabbi Daniel Silver
Mr. Charles Carr
Mr. Wendell Irwin
Mrs. Lillian Wilcox
Mrs. Laura George

FROM: Mr. David Hill, Chairman

SUBJECT: Next Meeting of the Priorities Committee

The meeting of the Priorities Committee is scheduled for:

Thursday, October 24, 1968
12:00 Noon, Fourth Floor Conference Room
Council for Economic Opportunities Office
1350 West Third Street

AGENDA

Review of Proposed CEO Planning Process

As part of the Council's refunding action for Program Year "D", the Council is required to submit a description of its planning process. Since the Council has not to date formally adopted a planning process, the Planning Department has developed a proposed planning process which must be reviewed and approved by the Council before we can submit our refunding application.

/pw

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

October 21, 1968

TO: The Management Committee and
the Priorities Committee of CEO

FROM: Reverend Emanuel S. Branch, Jr., Chairman,
Management Committee

Mr. David Hill, Chairman
Priorities Committee

SUBJECT: A Joint Meeting With OEO Great Lakes Regional
Office Staff

*no can do
in Albany*

Members of the Office of Economic Opportunity, Great Lakes
Regional Office staff, from Chicago, Illinois, desire to meet
with the Committees concerning the review of proposed CEO
Planning process.

This meeting will take place on Tuesday, October 29, 1968, at
8:00 A. M., at Council for Economic Opportunities in Greater Cleveland,
in the Fourth Floor Conference Room.

AGENDA

As part of the Council's refunding action for Program Year "D", the
Council is required to submit a description of its planning process.
Since the Council has not to date formally adopted a planning process,
the Planning Department has developed a proposed planning process
which must be reviewed and approved by the Council before we can
submit our refunding application.

/pw

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

FROM: Mayor Carl B. Stokes
President, Board of Trustees

SUBJECT: Next Meeting of the Board

DATE: October 23, 1968

Please be advised that the next regular meeting of the Board of Trustees will be held as follows:

Wednesday, October 30, 1968
4:00 P.M.
Tapestry Room in
Mayor's Office at City Hall

Please mark your calendar with the above date and time and plan to be with us for this important meeting. A tentative agenda and other material will be mailed to you prior to the scheduled meeting.

:pw

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Board of Trustees DATE: October 25, 1968

FROM: Ralph W. Findley
Executive Director

SUBJECT: Agenda for Next Board of Trustees Meeting and
Transmittal of Materials

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, October 30, 1968 at 4:00 p. m. in the Tapestry Room of the Mayor's Office at City Hall.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of September 27, 1968.
- III. Introduction of New Board Members.
- IV. Correspondence.
- V. Report of the Executive Director.
- VI. Committee Reports:
 - A. Nominating Committee
Mr. Harold E. Boehm, Chairman
 - B. Management Committee
Rev. Emanuel S. Branch, Jr., Chairman
 - C. Priorities Committee
Mr. David Hill, Chairman
- VII. New Business.
- VIII. Adjournment.

Please find enclosed the Minutes of the September 27th meeting, a Management Information Report for September, the new CEO By-Laws, a copy of Description of Programs, News Release, CAP 81, and a copy of the September edition of "Ohio Opportunity in Action."

COUNCIL FOR ECONOMIC OPPORTUNITIES
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: BOARD OF TRUSTEES 11/6/68

FROM: Rev. Roger S. Shoup, Chairman
Community Participation Committee

SUBJECT: Meeting of the Community Participation Committee

This is to inform you that the Community Participation Committee will hold its next meeting as follows:

WRHS
Tuesdays, November 12, 1968
7:30 P.M.
Calvary Presbyterian Church
Euclid Avenue and East 79th Street

No Can Do

All interested Board members are invited to attend, however, only the appointed Committee members will be allowed to vote.

:mjs

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Board of Trustees

DATE: November 29, 1968

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda for Next Board of Trustees Meeting and
Transmittal of Materials

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, December 4, 1968 at 7:30 p. m. at Karamu House, corner of East 89 th and Quincy Avenue.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of October 30, 1968.
- III. Correspondence.
- IV. Report of Executive Director.
- V. Committee Reports:
 - A. Priorities Committee
Mr. David Hill, Chairman
 - B. Community Participation Committee
Rev. Roger Shoup, Chairman
- VI. New Business.
- VII. Adjournment.

Please find enclosed a Management Information Report for October, and a copy of the November edition of "Ohio Opportunity in Action."

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

. M E M O R A N D U M

TO: Priorities Committee Members

DATE: November 29, 1968

FROM: William C. Whitlatch
Director of Planning

SUBJ: Transmittal on Material for Next Meeting

Enclosed you will find a copy of the Administration and Coordination Work Program for Program Year "D". This, along with the material previously transmitted to you earlier this week, will be reviewed at the next meeting of the Priorities Committee which will be Tuesday, December 3, 1968 at 7:30 p.m. sharp at the Council for Economic Opportunities Office -- Fourth Floor Conference Room

WCW/jrp

Enclosures



COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: Priorities Committee Members DATE: December 26, 1968

FROM: David G. Hill, Chairman

SUBJ: Next Meeting of the Priorities Committee

The next meeting of the Priorities Committee will be:

Thursday, January 9, 1969
7:30 p.m.
Council for Economic Opportunities
Fourth Floor Conference Room
1350 West Third Street

While the agenda and the material to be considered will be forwarded to you during the coming week, please make a note of this meeting and plan your schedule so that you can attend.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees DATE: December 31, 1968

FROM: Ralph W. Findley
Executive Director

SUBJECT: Time and Place of Board Meetings to be held on the Third
Wednesday of each month.

<u>Date</u>	<u>Place</u>	<u>Time</u>
January 15, 1969	Community Room Cuyahoga Savings Association East Ninth and St. Clair	2:00 p. m.
February 19, 1969	Glenville Opportunity Center 1073 East 105 Street	7:30 p. m.
March 19, 1969	Community Room Cuyahoga Savings Association East Ninth and St. Clair	2:00 p. m.
April 16, 1969	Central Opportunity Center 2567 East 55 Street	7:30 p. m.
May 21, 1969	Community Room Cuyahoga Savings Association East Ninth and St. Clair	2:00 p. m.
June 18, 1969	Near West Side Opportunity Center 3500 Lorain Avenue	7:30 p. m.

*Temple
Brotherhood
Dinner*

Please mark your calendar and plan to be with us for these important meetings.