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Council for Economic Opportunities in Greater Cleveland,
memoranda, 1969-1970.

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: January 10, 1969

FROM: William C. Whitlatch
Director of Planning

SUBJ: Recommendations of the Community Opportunity Boards concerning the
Council's program for Program Year "D"

I. INTRODUCTION

In order that the residents of the target community would have an opportunity to provide some direction to the Council's program for next year, the Planning Department, in cooperation with the Resident Participation staff in each Center, made arrangements for each of the Council's projects which are presently being funded to be reviewed by each Community Opportunity Board during the months of November and December. The Planning Department mailed out descriptions of each project, Legal Services, Head Start - Day Care, and Neighborhood Centers to the members of the Community Opportunity Board Committee reviewing the Council's program; conducted briefing sessions on each project for the Resident Participation staff assisting these committees in that review and made arrangements for someone knowledgeable about the project to be available to discuss it with the local committees.

The Community Opportunity Board Review Committees were suppose to review the projects, make recommendations as to changes they would like to see in the operation of the project in their community, and submit to the Planning Department by January 1, 1969 copies of these recommendations signed by the president of the Community Opportunity Board.

While the deadline for submission of recommendations has been extended, the following recommendations represent those received by the Planning Department as of this date. These will be reviewed by the Priorities Committee at their January 14th meeting and will serve as a basis for their recommendations concerning the approval and delegation of programs.

II. RECOMMENDATIONS ON THE HEAD START-CHILD DEVELOPMENT-DAY CARE
SUMMER HEAD START PROJECTS

Glenville Proposal Review Committee

The above named programs for the year "D" were approved for refunding with the following recommendation:

That the educational curriculum materials used should relate to the ethnic or cultural group or groups of the children involved in the program.

Central Community Opportunity Board

After hearing the complete proposals on the above named programs, the following recommendations for the new program year were made:

1. That there is a need for a neighborhood day care center in the Central area for full-day care for youngsters (possible location suggested is the Dike I Development.
2. That more funds should be made available to the program to provide day care for working mothers.
3. That the CEO contact the Cleveland Board of Education to make more jobs available in the Day Care program to residents living in the area.
4. That more individual Day Care "Homes" for full day care be utilized; for mothers who wish to return to work and support their families, this could provide them the opportunity to do so.

IV. RECOMMENDATIONS ON THE NEIGHBORHOOD CENTERS PROPOSAL

Glenville Proposal Review Committee

We recommend that the Neighborhood Centers Proposal, with recommendations, be refunded.

We recommend that orientation be fully given to the Neighborhood Corporation before taking over the running of the Center.

We hope this combination of the services will eliminate the red tape that residents are forced to go through before receiving assistance to their special problems.

Central Proposal Review Committee

Mrs. Mabel Meyers made a motion that the Neighborhood Opportunity Center Proposal be accepted as presented and that the Neighborhood Opportunity Center and the Resident Participation program staff begin making plans for the possible formation of a local corporation that would increase neighborhood control of CEO funds and activities in the area.

Mrs. Willie Mae Askeu seconded the motion.



Central Community Opportunity Board (Continued)

The following recommendations were made by the committee after hearing the proposal:

1. Move the present Central Area Office (now located on the second floor of another building) to a more visible and accessible location for residents in the area.
2. Establish an additional office in the Central Area to serve more of a volume of persons residing in the neighborhood. (a suggested location being in the upper East section of Cedar Avenue).
3. Use the VISTA lawyers to visit in the community, to make known the availability of legal services to residents. This can be done by visits to the following: churches, schools and organized groups working in the area, as a means for additional publicity.



III. RECOMMENDATIONS ON THE LEGAL AID PROPOSAL

Glenville Proposal Review Committee

We feel that the Legal Aid Proposal should be refunded. We are glad to see that it calls for expansion of services, as we feel that this is their greatest need. We would like to make two suggestions:

1. That persons be hired to do a door-to-door "Outreach" type of job in order to reach and inform more residents.
2. That there be someone available in the offices at all times (during the working day) to give information, make appointments, etc., in order that clients will not have spent car fare and wasted time having come to an empty office. If appointments cannot be kept, the client should be given a call.

Near West Side-Tremont Proposal Review Committee

We make the following recommendations on the above program:

1. A satellite office is not to be opened unless the COB is consulted on its location.
2. That the case load of the Director of Legal Aid at each Center be adjusted so that he can participate in Center planning and activities.
3. Any case work counseling in Legal Aid should be referred to the Community Information Service or to the proper agency.
4. The Board of Trustees of Legal Aid should relate to the COB through their Legal Aid Director of the Center. For example, the West Side Director of Legal Aid did not advise the Community Opportunity Board that their seats on the Board of Trustees were unfilled. Therefore, the West Side has lacked the voice on the Board of Trustees of Legal Aid.
5. We object to not receiving the proposal that was submitted by Legal Aid to the CEO to be reviewed.

Central Community Opportunity Board

The following reasons were given for the requesting of additional funds for the Program Year of 1969:

1. Hire additional lawyers for the program; with each Legal Aid Office having three (3) to handle the case load.
2. Hire circuit rider to serve the pockets of poverty residents in the suburban areas, who are not within reach of a Cleveland Legal Aid Office.
3. Annual salary increments.

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: January 10, 1969

FROM: William C. Whitlatch
Director of Planning

SUBJ: Transmittal of Material and Next Meeting

Attached please find a copy of the recommendations of the Community Opportunity Boards. We anticipate receiving more recommendations from the Community Opportunity Board before the meeting, and they will be presented to you at that time.

The next meeting will be held:

Tuesday, January 14, 1969
7:30 p.m.
CEO OFFICE
Fourth Floor Conference Room

The agenda for the meeting is as follows:

- I. APPROVAL OF MINUTES
- II. REVIEW OF RECOMMENDATIONS FROM THE COMMUNITY OPPORTUNITY BOARDS
- III. RECOMMENDATIONS AS TO DELEGATION OF PROGRAM COMPONENTS
- IV. DISCUSSION OF STAFF RECOMMENDATIONS REGARDING:
 - A. Function of Priorities Committee
 - B. Organization of the Council's Planning Activities
- V. ADJOURNMENT

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

FROM: David G. Hill, Chairman

SUBJ: Next Meeting of the Priorities Committee

DATE: January 23, 1969

The next meeting of the Priorities Committee will be:

Thursday, February 13, 1969
7:30 p.m.
CEO Office
Fourth Floor Conference Room

The purpose of the meeting is as follows:

- I. To review and make recommendations to the Board regarding:
 - A. Planning Development Program, work program requesting OEO funds to provide assistance to the Model Cities planning effort and facilitate the Council to participate in it.
 - B. Staff recommendations regarding:
 1. The function of the Priorities Committee
 2. The structuring of Council's planning activities
 - C. Recommendations from the Community Opportunity Boards regarding the operation and conduct of the Council's program during the coming year.

Enclosed you will find a copy of the minutes of the last meeting of the Priorities Committee, a copy of the Work Program requesting funds to provide assistance to the Model Cities planning effort and a copy of the staff recommendations regarding the functions of the Priorities Committee and the structuring of the Council's planning activities. Copies of the recommendations of the Community Opportunity Boards regarding the conduct and operation of the Council's program during the coming year will be forwarded to you on Thursday, February 6, 1969.

/jrp

Enclosures (4)

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

MEMORANDUM

TO: Community Participation Committee 2/6/69
Priorities Committee

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

SUBJECT: Joint Committee Meeting

The joint meeting of the Community Participation Committee and the
Priorities Committee will be held as follow:

Wednesday, March 19, 1969
1:00 P.M.
Cuyahoga Savings Association
(Community Room)
East 9th and St. Clair

The purpose of this meeting is to discuss the roles which each committee
will play in the transfer of the Neighborhood Center Program to Neighbor-
hood Based Corporations, the procedures that will be followed, and the
timetable for said transfer.

This meeting will be held immediately prior to the Board of Trustees meeting
to be held at 2:00 P.M. --in the same location.

: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: Priorities Committee Members

DATE: February 4, 1969

FROM: William C. Whitlatch
Director of Planning

SUBJ: Recommendations Regarding:

1. The Function of the Priorities Committee
2. The Organization of the Council's Planning Activities

I. INTRODUCTION

At the October 28th meeting of the Priorities Committee, the question was raised by several members of the Priorities Committee as to what the function and role of the Priorities Committee was in light of the Council's reorganization and the new funding process. To assist the committee to discuss this important question, the staff was requested to develop a position paper outlining its suggestion as to the role and function of the committee.

At the December 3rd meeting of the Priorities Committee, several members raised the question as to what the continuing role of the Proposal Review Subcommittee and the Needs and Resources Subcommittee would be and requested the staff to give consideration to the future role of these committees and particularly to how their function of providing resident input into the activities of the Council will be continued and enhanced.

In response to these requests, I have attempted to outline, 1) the relationship between the mission role of the Council and the general function of the Priorities Committee and other committees of the Council for Economic Opportunities; the rationale behind the existing function of the Priorities Committee and structure of the Council's planning activities and; the changes that have taken place, that indicated a restatement of the functions of the Priorities Committee and a restructuring of the Council's planning activities.

With the above as a background, I have recommended a restatement of the committee's function and a means of restructuring the Council's planning activities that I believe is in keeping with the "CEO Planning Process." I hope you will excuse the length of this memo, however, I think you will find the background helpful in consideration of this matter. Those who are pressed for time will find the essence of this material summarized in Appendix B, Recommended Action by the Priorities Committee, and Implications of these Recommendations, Page 13.

II. THE MISSION OF THE COUNCIL FOR ECONOMIC OPPORTUNITIES AND THE ROLE OF ITS COMMITTEES

The basic mission of the Council for Economic Opportunities is the mobilizing of the leadership and resources of federal, state and the community and focusing them on the prevention, reduction and elimination of poverty in Greater Cleveland. It is the responsibility of the Council to develop employment, educational and training opportunities, to encourage programs aimed at improving human performance, motivation and the enhancement of sound and positive social values and to better the environmental conditions under which people live, learn and work. These tasks are ultimately concerned with enabling the poor to move into the mainstream of American life by overcoming the economic and social disadvantages to which they are subject. This mandate is necessarily broad and inclusive, for the problems of poverty are complex, interrelated and far reaching to a degree not formerly realized.

To accomplish the above purposes, the Council initiates and plays the following roles in the community:

1. It is the convening and planning body for Cleveland's anti-poverty programs.
2. It acts as the steward of funds granted by funding agencies for the conduct of local programs.
3. It is the administering and coordinating body and sometimes the operating agency for a wide variety of community action programs.

While the actual conduct of these tasks is delegated to the staff of the Council, the ultimate responsibility for setting the general policies which guide the staff's activities are developed by the Board of Trustees. Because of the breadth of the Council's activities, the responsibility for developing and recommending policies concerning major segments of the Council's activities is delegated to three working committees. These committees and their primary functions are as follows:

1. The Priorities Committee, which advises the Board as to the problems and causes of poverty in the Cleveland community and the actions which are required to overcome them as well as the best way to use the limited resources available to the Council to meet the priority needs of the target population.
2. The Management Committee, which advises the Board as to the administrative, fiscal and personnel policies of the Council and its delegate agencies.
3. The Citizen's Participation Committee which advises the Board on ways and means of achieving the maximum feasible participation of the target population in the planning implementation, operation and assessment of the various Community Action Programs; as well as serving as a vehicle through which target area residents can express their concerns about various aspects of the program to the Board of Trustees.

III. THE EXISTING FUNCTIONS OF THE PRIORITIES COMMITTEE AND THE STRUCTURE OF THE COUNCIL'S PLANNING ACTIVITIES

At the time the Council for Economic Opportunities was organized in 1964, there had been little, if any, planning for community action within the Cleveland community. No one community organization or structure of community organizations existed within the Cleveland community with the ability to plan and develop a comprehensive program of community action that would both coordinate the effort of the community's agencies and organizations in their attack on poverty and reflect the needs and concerns of the residents of Cleveland's target areas. To achieve the maximum cooperation and utilization from local resources, the sponsors of the Council for Economic Opportunities, the City of Cleveland, Cuyahoga County, Cleveland Board of Education and the Welfare Federation established an Agency Executive Committee in the Summer of 1964. The function of this committee was to assist the sponsors in the development of the Council's original proposal and to plan and develop community action programs which would allow the Cleveland community to take advantage of the Economic Opportunity Act of 1964.

Late in 1964, four Resident Proposal Review Committees were established to review proposals from the standpoint of how well the program met the needs of target area residents and responded to their concerns. With the first re-organization of the Board in 1966, these Ad Hoc Committees were abolished, and their functions transferred to the Priorities Committee and its two sub-committees.

The organization and composition of the Council's committees and sub-committees as well as the functions assigned to them reflected the conditions that existed at the time the Council was organized. In particular they reflect the lack of effective community organization at the neighborhood level, the community's limited knowledge as to just what community action was all about, the needs of the target neighborhood and the possibilities for meeting these needs under the Economic Opportunity Act of 1964.

It was in this context that the Priorities Committee was created to advise the Board on the development of long-range plans, to identify and develop programs to help meet social needs and wants of the target population and set priorities for undertaking various programs. To assist it in this function, a Needs and Resources Sub-committee was created to determine the needs of the target community and the resources of the Cleveland area available to meet these needs and, a Proposal Review Sub-committee was created to assist the committee in reviewing proposals and insuring that duplication of the services would be prevented, that the program proposals incorporated the best available ideas at the most reasonable cost and in the most community responsible manner available.

The Priorities Committee and its sub-committees have had a major impact on the direction of the Council's program. Most of its impact has, however, been through the detailed review of proposals given by the Proposal Review Sub-committee prior to funding, or through the direction given to staff by the Needs and Resources Sub-committee in the development of new programs. While such activities have provided the Priorities Committee with a basis for making general priorities for the Council's program, the committee has never really been able to engage in or promote any serious planning of the Council's activities.

While there has been little, if any, demand from the Board or the community for any serious planning activities, there were two factors that made it extremely difficult, if not impossible, for the Priorities Committee to carry out its planning function. First, the scope of a community action program has proven too broad for any one committee to effectively be involved in the detailed planning, development, review and evaluation of all the Council's programs in each of the target areas. While it is feasible and desirable for one committee to oversee all the planning activities of the Council, it cannot by itself participate effectively in the planning of the Council's program.

Secondly, the Council's staff was not organized and structured to provide the type of staff support necessary for the committee to effectively engage in planning the Council's program. While the Council has had a small planning staff for over two years, most of the energies have been required to develop new programs and refund existing ones.

IV. CHANGES IN CONDITIONS INDICATING RESTATEMENT OF THE PRIORITIES COMMITTEE FUNCTIONS AND A RESTRUCTURING OF THE COUNCIL'S PLANNING ACTIVITIES

The dynamics of the last three year's has brought about many changes in the conditions and assumptions upon which the present function of the Priorities Committee and the structure of the Council's planning activities were originally based. These changes have suggested to the staff that the objectives, the committee and the present structure of the Council's planning activities ought to be changed to take advantage of the new opportunities for effective community action which these changes present.

Perhaps the most significant change that has occurred in the last three years has been the development of neighborhood organizations and local leadership that are capable to plan, develop, implement and evaluate local programs directed at the problems or causes of poverty. Because of the success of these organizations there is a far greater willingness on the part of the power structure to accept local control of local programs. In addition, through their participation in various planning efforts, a large number of persons in each of the target areas who know what is involved in local planning and are willing to work to make local planning effective.

Secondly, and just as important, CEO has been reorganized to give the residents of the target areas greater voice in the Council's program. With the recent reorganization of the CEO Board, 15 of the 45 seats on the CEO Board are allocated to representative of the target communities selected by the Community Opportunity Board. In addition, the by-laws of the Board have been changed to insure that one-third of the members of each standing committee are representative of the poor. Thus, the proportion of the membership of the Priorities Committee that represents the poor has increased from 20% to 33-1/3%. If, those members of the Priorities Committee, representing other community organizations, who live in the target areas are added to the representative of the poor on the committee, then over 50% of the committee is from the target areas.

of the committee membership came from the target areas.

Third, the general needs of the poor and the resources to meet these needs are better defined and understood. Three years experience of developing the Council's programs, with the residents of the target areas, has given the Council and its staff a rather good understanding of what the general needs and concerns of the poor are on a city-wide basis. At the same time, the nature of the resources available through OEO and other resources have become better understood and more defined, as the result of legislative regulations and administrative guidelines.

Fourth, and as a direct result of the above changes, the Council is in the process of reorganizing its staff efforts so that it can come to grips with specific problems of poverty which it is best equipped to handle. As a result of its better understanding of the problems of the poor and the resources available, the Council's present efforts are organized around specific problems of poverty and the development of programs to deal with them. At present, the Council's staff is being restructured to provide "Project Specialist" to deal with all aspects of the Council's approach to specific poverty problems.

V. RECOMMENDATIONS

All committees and organizations are created to achieve specific objectives. The exact way any committee is structured and goes about achieving its objectives depends upon the condition that exist at the time of its creation and its understanding of what its objectives are. While the primary objective of the Priorities Committee of providing direction to the nature of the Council's efforts towards the goal of eliminating poverty in the Cleveland community has not changed, I firmly believe that the above background as to the reasons for the existing functions and organization of the Committee and the changes in conditions and understanding of the committee's role that has taken place over the last three years indicates conclusively that several changes are necessary in both the statement of function of the committee and the way it is structured to carry out its objectives.

While much of the substance of the following recommendations as to the function of the Priorities Committee was described in the proposed "CEO Planning Process" presented to the committee and the CEO Board as part of the Council's "Plans and Priorities" document and which was given general approval by both the committee and the Board late in October, I believe the functions of the Committee should be formally stated to reflect the activities it will be undertaking. Once the committee has agreed to a new formal restatement of the committee's function, that restatement of the function should be adopted by the committee and presented to the Board for its review and approval. Such action will not only clarify the role of the Priorities Committee, but will provide Board sanction to the committee's activities and inform the Board and the community of what they can expect as a result of the committee's activities.

A. Recommended Statement of Function of the Priorities Committee

The Priorities Committee shall have the primary responsibility for advising the Board as to the best strategy for focusing federal, state and local resources available to the Council on the goal of eliminating poverty in the Cleveland community. In carrying out this responsibility, it shall be the specific function of the Priorities Committee to:

1. Oversee the development and implementation of the Council's planning process and to promote planning activities within the target neighborhoods.
2. Review annually the conditions and problems of poverty in the target neighborhoods and recommend specific poverty problem areas for which the Council should develop plans and programs during the following year.
3. See that the existing programs are evaluated and that recommendations concerning changes and modification in existing programs are transmitted to the Board for their review and action.
4. Initiate and oversee the development of one and three year plans for the various poverty problem areas which the Council intends to address during the coming year.
5. Develop annually and recommend to the Board the "Plans and Priorities" for the following year.
6. Review the resources available to the Council and recommend to the Board the allocation of available funds to the various program areas according to the "Plans and Priorities" adopted by the Board.
7. Review the capability of community resources for carrying out the Council's program and recommend delegation of various program activities to the Board.
8. Review and recommend to the Board all programs requesting funds through CEO.

B. Recommended Restructuring of the Council's Planning Activities

While there has been a limited amount of planning at the neighborhood level in the past, the basis of the overall planning activities of the Council should be the planning activities that take place at the neighborhood level. This is not only in keeping with the concept of "maximum feasible participation" but also with the Council's commitment to the concept of self-determination as embodied in the Council's move towards Neighborhood Corporations. While the Council should restate its commitment to the assisting and supporting the Community Opportunity Boards in giving directions to the Council's program in their area, it must always be remembered that almost all the resources available for funding and many of the resources for carrying out local programs are only available

on a city-wide basis. Thus it is necessary to, at the very minimum, pull together the plans of the various target communities so that the available resources can allocate according to the relative needs and priorities of the target communities to maximize the resources available to Cleveland through the coordination of programs and the elimination of duplication.

The large number of specific functions for which the Priorities Committee is responsible and the wide range of poverty problems to which the Council is addressing itself, makes it all but impossible for the Priorities Committee to give the detailed consideration to the direction of the Council's efforts in each of the major problem areas in which it is involved. It is, however, just this kind of consideration that is needed if the residents of the target neighborhoods are to have an effective voice in shaping the Council's programs and if the resources of the Council are to be effectively utilized. To achieve this level of planning, the Priorities Committee must have assistance; not only from the Community Opportunity Boards but from subcommittees of the Priorities Committee which will focus their attention on a specific poverty problem area and plan, develop, evaluate and give direction to the Council's program for dealing with that problem.

In considering, the establishment of subcommittees to focus on specific poverty problems, it is important to consider their relation to the target community and the fact that there are city-wide groups which are already active in planning and developing and giving direction to community efforts directed toward certain specific poverty problems. With regards to the first consideration, the subcommittees should serve as vehicles through which the planning efforts of the five Community Opportunity Boards can be brought together and the allocation of CEO resources determined according to the relative needs of each community. Thus, it is important that every subcommittee contain a representative from each of the five Community Opportunity Boards. In addition, each subcommittee should be chaired by a member of the Priorities Committee so as to provide communication between the Committee and the subcommittees.

The subcommittees would be staffed by the "Project Specialist" on the Council's staff responsible for that poverty problem area and assisted by the Planning Department. Because of the "Project Specialists" continuing involvement in their specific area, they will be able to provide the subcommittee with comprehensive and up-to-date information as to the nature of the problem and the resources available to attack it.

By focusing on a single problem area and with well informed staff to assist them, the representatives of the Community Opportunity Boards can become well informed about the problem and opportunities in that area, participate effectively in the subcommittees' efforts and provide leadership in the planning effort of their Community Opportunity Boards relative to that problem area.

As a result of the increased emphasis on the problems of poverty, several new community organizations have been created to plan, develop and coordinate the community's attack on specific problems of poverty. Because of the limited community resources available for planning, developing and coordinating programs, and in an effort to eliminate possible conflict as to roles, I would recommend that the Priorities Committee recognize the role of these organizations and not create subcommittees dealing with these problem areas. Instead, I would recommend that the Priorities Committee arrange with such groups to advise the Council as to how best the Council can contribute to the community's attack on that problem when the committee has reasonable assurance that the programs developed by that organization will be tied into the Council's total effort and provide sufficient opportunities for representatives of the poor to participate in its development. Specifically, such organizations should assure the Priorities Committee of effective communication between the two groups by accepting a member of the Priorities Committee as a voting member of that organization. In addition, in order to assure that the representative of the poor will have a voice in the programs that such organizations develop, at least one-third of the voting membership of such organizations should be assigned to representatives of the poor with at least one such representative selected by each of the Community Opportunity Boards.

The above recommendations as the structuring of the planning activities of the Council should be formalized and adopted by the Priorities Committee. Upon adoption, it should be submitted, along with the previously recommended restatement of the committee's function to the Board for its review and approval. I would recommend that such a statement as to the restructuring of the Council's planning activities be included as part of the amendment to the "Guidelines to Committees", Section 4, "Functions of the Priorities Committee and its Subcommittees" in the following form:

B. To assist the Priorities Committee in carrying out its responsibilities, the Priorities Committee, with the approval of the Board create one or more standing or special (Ad Hoc) subcommittees which shall advise the Priorities Committee as to the overall development of the Council's effort with respect to the particular poverty problem.

1. It shall be the function of the various subcommittees to:
 - a. analyze the nature and dimensions of the poverty problem with which they are assigned
 - b. evaluate the existing program dealing with that poverty problem and recommend changes in operation and direction
 - c. review the present community effort dealing with that problem and the federal, state, local and private resources available to expand those efforts.
 - d. prepare annually a one and three year plan for guiding the efforts of the Council in dealing with that problem and recommend same to the Priorities Committee

Under the old structure of planning within the CEO, the Proposal Review Sub-committee and the Needs and Resources Subcommittee provided the only opportunity within the CEO structure for residents of the target community to be involved in any significant way in any aspects of the Council's planning decision-making process. In the last six months, the Council has taken several actions to greatly expand the involvement of target area residents in the planning decision-making process of the Council. First the Council's Board has been reorganized to increase the number of members of the Community Opportunity Boards from one-sixth to one-third of the Council's membership. Secondly, the Council has committed itself to the concept of Neighborhood Corporations and is presently moving to establish such corporations in each of the five target areas so as to enable the residents of the target areas to plan, develop and implement the programs of these centers.

The restructuring of the Council's planning activities, as undertaken by the Priorities Committee, is a further move in this direction. By creating subcommittees which will focus their attention on specific poverty problems, the representatives of the poor, who will comprise at least 50% of the membership of any subcommittee, will have the opportunity to become knowledgeable about the problems and opportunities related to that problem area and be able to plan, develop and coordinate programs dealing with the problem area in an effective manner. In addition, the knowledge and experience which the representatives of the Community Opportunity Boards obtain through participating on these subcommittees will enable them to provide effective leadership for the planning activities of their own Community Opportunity Boards relative to the problem area with which their subcommittee is dealing.

While I am not at this time recommending the establishment of any subcommittees or the recognition of any community organizations to advise the Priorities Committee as to the Council's actions relative to specific poverty problems, let me briefly indicate the subcommittees which the Priorities Committee might establish and the community organizations which it might recognize. The Council's present efforts are presently directed at seven different poverty problems, including: health, housing, legal services, youth opportunities, early childhood development, older Clevelanders, and neighborhood Services. While subcommittees of the Priorities Committee could be created to deal with all seven of these problem areas, there are several community organizations already involved in planning, development, and coordinating the community efforts to deal with certain of these problems. Foremost among these community organizations is the Mayor's Council on Youth Opportunities which is just now beginning its planning of next summer's Youth Opportunity Program, an effort in which the Council's staff is considerably involved. Because this organization appears to meet the criteria recommended for the Priorities Committee's recognition of the community organizations to act as subcommittees for it, the Priorities Committee might not need to establish a Youth Opportunity subcommittee, but could instead recognize the Mayor's Council as the appropriate body for planning summer programs and recommending how the Council might use its resources to assist in the community's efforts.

- e. provide guidance to the Council's staff on means of coordinating the various programs dealing with that problem
 - f. bring to the attention of the Council special issues having a direct bearing upon the solution of that problem and recommend specific action which the Council might take in support of that issue.
2. Each subcommittee of the Priorities Committee shall consist of at least one member of the Priorities Committee selected by the Priorities Committee, at least one non-Board member selected by each of the five Community Opportunity Boards, and a representative from such government, civic or city-wide resident groups which the Priorities Committee may request to participate in the deliberation of the subcommittee due to their involvement in the problem area; provided, however, that at least 51% of the membership each subcommittee shall be representative of the poor.
 3. Where community organizations have been created outside the structure of the Council for Economic Opportunities in Greater Cleveland to plan, develop, and coordinate the community's effort in dealing with a specific problem of poverty, the Priorities Committee may, with the approval of the Board, recognize such organizations as acting as an Ad Hoc subcommittee of the Priorities Committee and request and receive guidance from such organizations relative to the Council's efforts in dealing with that poverty problem; provided that one-third of the membership of said organization shall be representative of the poor, that each of the Community Opportunity Boards shall be invited to select a representative to serve as a member of said organization, and that the Priorities Committee shall be invited to select a representative to serve as a member of that organization.

VI. IMPLICATIONS OF THESE RECOMMENDATIONS

The restatement of the functions of the Priorities Committee and its ultimate approval of the CEO Board will clearly establish the Priorities Committee's role with regards to the planning and development of the Council's program. It will clarify the activities for which the Priorities Committee is responsible under the new CEO planning process and will establish the committee's responsibility for developing and implementing that process.

To assist the Priorities Committee in carrying out its functions, several major changes have been recommended in the structure of the Council's planning activities. Perhaps the most significant of these to the members of the Priorities Committee, and particularly to those who have been involved in the Council's program for some time, is the elimination of the Proposal Review Subcommittee and the Needs and Resources Subcommittee and the creation of new subcommittees to deal in comprehensive manner with specific poverty problems. The rationale for such recommendations has already been presented, but it may be helpful to summarize that rationale again.

With seven subcommittees or community organizations dealing with specific problems of poverty and each containing five representatives selected by the various Opportunity Boards, the number of target area residents involved in the restructured planning activities of the Council would be far greater than under the old structure of the Council's planning activities. Finally, and most importantly, the focusing of the attention of the members of the various subcommittees on specific problems of poverty and the provision of "project specialist" to staff these committees will permit the target area residents to participate in the planning and development of the Council's programs in a much more effective and meaningful manner.



APPENDIX "A"

FUNCTIONS OF THE PRIORITIES COMMITTEE AND ITS SUB-COMMITTEES

A.. The Priorities Committee shall be the principal arm of the Board to advise the Board relative to the development of overall long-range plans to identify and help meet the social needs and wants of the target population; to initiate and make recommendations regarding such plans; to coordinate, supervise and recommend the selection and timing of such activities; to serve as a clearing house for both long-range and short-range community program planning recommendations of its sub-committees, of the various neighborhood committees, task forces, groups, or other organizations or individuals that wish to be heard on the subject; to receive referrals for special study from the Board, the staff, or the community regarding the relative urgency of programs proposed in comparison to funds available; and to advise the community-at-large of program needs and desirable adjustments so as to encourage maximum community involvement by focusing attention on meeting those needs deemed most critical.

- (1) The Community Needs and Resources Sub-Committee shall be principally responsible for: determining the nature and extent of social needs; inventoring the local resources concerned with responding to any of these needs; and reporting to the committee the major areas of social service gaps together with recommendations regarding which needs are most critical and which can be most effectively met.
- (2) The Proposal Review Sub-Committee shall be principally responsible for: studying proposals to assure that no possible duplication of service or effort is contained therein; guaranteeing that the program proposal incorporates the best available ideas, at the most reasonable cost and in the most community-responsive manner available; and reporting to the committee the findings as to the relative merits/demerits of any given proposal.

* Source: Guidelines for Committees and Sub-Committees of the Board
of Trustees 11/29/65 Revised 7/12/67

APPENDIX B

RECOMMENDED ACTION BY THE PRIORITIES COMMITTEE

The staff of the committee recommends that the following action be taken by the Priorities Committee:

- I. Recommend to the Board of Trustees of the Council for Economic Opportunities in Greater Cleveland the present statement of the "Function of the Priorities Committee and its Subcommittees," Section 4 of the "Guidelines for Committees and Subcommittees of the Board of Trustees" be deleted and the following restatement of the "Function of the Priorities Committee and its Subcommittees" be substituted in its place:

Section 4 Functions of the Priorities Committee and its Subcommittees

- A. The Priorities Committee shall have the primary responsibility for developing and recommending to the Board the best strategy for focusing federal, state and local resources available to the Council on the goal of eliminating poverty in the Cleveland community. In carrying out this responsibility, it shall be the specific function of the Priorities Committee to:
 1. Oversee the development and implementation of the Council's planning process and to promote planning activities within the target neighborhoods.
 2. Review annually the conditions and problems of poverty in the target neighborhoods and recommend specific poverty problem areas for which the Council should develop plans and programs during the following year.
 3. Evaluate the existing programs of the Council and make sure recommendations concerning changes and modifications in existing programs are transmitted to the Board for their review and action.
 4. Initiate and oversee the development of one and three year plans for the various poverty problem areas which the Council intends to address during the coming year.
 5. Develop annually and recommend to the Board the "Plans and Priorities" for the following year.
 6. Review the resources available to the Council and recommend to the Board the allocation of available funds to the various program areas according to the "Plans and Priorities" adopted by the Board.
 7. Review the capability of community resources for carrying out the Council's program and recommend delegation of various program activities to the Board.
 8. Review and recommend to the Board all programs requesting funds through CEO.

MEMORANDUM

DATE: February 13, 1969

SUBJ: RECOMMENDATIONS OF THE COMMUNITY OPPORTUNITY BOARDS CONCERNING THE COUNCIL'S
PROGRAMS FOR PROGRAM YEAR "D"

A. Glenville Proposal Review Committee

That the educational curriculum materials used should relate to the ethnic or cultural group or groups of the children involved in the program.

After hearing the complete proposals on the above named programs, the following recommendations for the new program year were made:

That there is a need for a neighborhood day care center in the Central area for full-day care for youngsters (possible location suggested is the Dike I Development).

That more funds should be made available to the program to provide day care for working mothers.

That the CEO contact the Cleveland Board of Education to make more jobs available in the Summer Head Start program to residents living in the area.

That more individual Day Care "Homes" for full day care be utilized. For mothers who wish to return to work and support their families, this could provide them the opportunity to do so.

C. Near West-Side Community Opportunity Board

Program Account 22 -- Funding should be made so all eligible may participate. There are no services at all in the Tremont area.

Program Account 23 -- Page III-A; Center should open at an earlier time than 7:30. In this way ADC mothers could leave children at center and start work.

Program Account 23 -- Page 13-C-A; A fee scale should be worked out for those above the poverty level and that the charge be adjusted according to the amount of money earned. Again, the objection that such does not exist in Tremont i.e., Day Care.

Program Account 24 -- Budget should be expanded for two sessions and all children eligible could then participate. Maybe this is too late for PY "D" but could be considered for PY "C".

Consider mothers whose children are grown and gone as possible volunteers.

D. Hough Proposal Review Committee

The Hough Proposal Review Committee of the Hough Community Opportunity Board reviewed the Head Start proposals. After a pro and con discussion there was an affirmative vote on each individual project.

E. Kinsman

See Attached letters.

II. RECOMMENDATIONS ON THE LEGAL AID PROPOSAL

A. Glenville Proposal Review Committee

We feel that the Legal Aid Proposal should be refunded. We are glad to see that it calls for expansion of services, as we feel that this is their greatest need. We would like to make two suggestions:

That persons be hired to do a door-to-door "Outreach" type of job in order to reach and inform more residents.

That there be someone available in the offices at all times (during the working day) to give information, make appointments etc., in order that clients will not have spent car fare and wasted time having come to an empty office. If appointments cannot be kept, the client should be given a call.

B. Central Community Opportunity Board

The following reasons were given for the requesting of additional funds for the Program Year of 1969:

Hire additional lawyers for the program; with each Legal Aid office having three (3) to handle the case load.

Hire circuit rider to serve the pockets of poverty residents in the suburban areas, who are not within reach of a Cleveland Legal Aid Office.

Annual salary increments.

The following recommendations were made by the committee after hearing the proposal:

Move the present Central Area Office (now located on the second floor of another building) to a more visible and accessible location for residents in the area.

Establish an additional office in the Central area to serve more of a volume of persons residing in the neighborhood. (A suggested location being in the upper East section of Cedar Avenue).

Use the VISTA lawyers to visit in the community, to make known the availability of legal services to residents. This can be done by visits to the following: Churches, schools, and organized groups working in the area, as a means for additional publicity.

C. Near West-Side Community Opportunity Board

We make the following recommendations on the above program:

A satellite office is not to be opened unless the COB is consulted on its location.

That the case load of the Director of Legal Aid at each Center be adjusted so that he can participate in Center planning and activities.

Any case work counseling in Legal Aid should be referred to the Community Information Service or to the proper agency.

The Board of Trustees of Legal Aid should relate to the COB through their Legal Aid Director of the Center. For example, the West Side Director of Legal Aid did not advise the Community Opportunity Board that their seats on the Board of Trustees were unfilled. Therefore, the West Side has lacked the voice on the Board of Trustees of Legal Aid.

We object to not receiving the proposal that was submitted by Legal Aid to the CEO to be reviewed.

D. Hough Proposal Review Committee

Additional information will be presented at the meeting.

E. Kinsman Neighborhood Advisory Committee

See Attached letters

III. NEIGHBORHOOD CENTERS PROPOSAL

A. Glenville Proposal Review Committee

We recommend that the Neighborhood Centers' proposal, with recommendations, be refunded.

We recommend that orientation be fully given to the Neighborhood Corporation before taking over the running of the Center.

We hope this combination of the services will eliminate the red tape that residents are forced to go through before receiving assistance to their special problems.

B. Central Proposal Review Committee

Mrs. Mabel Meyers made a motion that the Neighborhood Opportunity Center proposal be accepted as presented and that the Neighborhood Opportunity Center and the Resident Participation program staff begin making plans for the possible formation of a local corporation that would increase neighborhood control of CEO funds and activities in the area. Mrs. Willie Mae Askew seconded the motion.

C. Near West Side--Tremont Community Opportunity Board

Outreach workers be hired according to guidelines and that the requirement of residents and low-income be mandatory.

That the Outreach program be set up in order that its purpose be effected as originally specified in its proposal and that the following recommendations be used as its policy:

1. that each and every Outreach Worker devote at least 3/4 time to door-to-door canvassing and out of the center active services to clients.
2. that no case be held by the Outreach program or any of its staff, including the director, either personally or as an employee of NOC, beyond two weeks without the written approval of the Director. Such approval can only be given in very extreme and unusual cases and only when another service does not exist to which this case could be referred. Such attempt at referral must be documented.

3. that the entire area of the Near West Side-Tremont area be canvassed door-to-door on a personal contact basis periodically by area, with a repeat contract within one year due to high transit characteristics of the inhabitants of the area.

Due to conflict existing within the center, the COB request a memorandum or directive from the administrative body of CEO spelling out the function of each director and staff for each agency and the function and authority of the center director. Also that advise be given as to procedure for any complaint as to agency performance.

That the office of Program Coordinator be abolished because a need for a full-time employee to do this type of work does not exist and said Coordinator is being paid from Outreach funding, which presently is sorely under-staffed. If such work has to be performed that the same be a joint project of the center staff.

That a weekly report be submitted by each program receiving CEO funding and housed in the center. This report is to be in the director's office by Friday evening of each week and said report is to be descriptive in nature and not statistical and the same is to be available to the COB upon request.

To coordinate center services, all directors are to meet at least twice a month with the director of the center. The staff and director of each agency must hold an inter-staff meeting once a week with a report of same being submitted to the center director.

That the center director officially represent the center at all neighborhood meetings and staff members, whether aide or supervisor, may attend for enrichment purposes only.

D. Hough Proposal Review Committee

The Hough Proposal Review Committee agreed to accept the Neighborhood Center proposal for Program Year "D" as presented.

E. Kinsman ^{Neighborhood Opportunity} Community Opportunity Board

See Attached letters.

F. Staff - CEO

It is recommended that the contract with GCNCA be made on a center-by-center basis and subject to termination with thirty days notice by the Council of its recognition of a Neighborhood Corporations and its intent to delegate the operation of a particular center, including resident participation, to that Neighborhood Corporation. At such time, GCNCA's contract for providing the resident participation in that center shall be terminated and the remaining funds allocated for staffing the resident participation program in that center shall be transferred to the Neighborhood Corporation.

F. STAFF -- CEO (Cont'd)

It is recommended that in delegating the staffing of the Resident Participation program to GCNCA it be understood and agreed to by GCNCA that the Neighborhood Opportunity Center Directors shall have administrative supervision of the activities of the resident participation staff in his center and that the Neighborhood Opportunity Center director be completely informed about any changes in personnel prior to changes taking place.

It is recommended that a copy of all delegate agency contracts be forwarded to each Neighborhood Opportunity Center director to be kept on file in his office and available for review by any interested party.

The following concerns relative to contract relationships have been forwarded to me by the NOC Directors as a group:

1. Outreach, CIS, and Resident Participation should be consolidated into a single unit, under the day to day administrative responsibility of the NOC Director.
2. The structure of the consolidation would be tailored by the center director in relation to the needs and realities of each individual center.
3. The center director shall be included in all chain of decisions and appeals regarding delegate agency employees.
4. The center director shall have the authority to, (a) to reject specific delegate agency employees, (b) demand the removal of any service from the center, and (c) to set program goals and priorities and to prescribe strategies and assign personnel in pursuit of said goals and strategies. (The above authority shall be subject to and based upon previously agreed upon standards and procedures and shall be exercised in consultation with the community and the services involved.
5. All communications from and to center directors should be through NOC Coordinator.

We have already stated in our proposal and in other narratives that we will require in each contract a commitment to: (a) one central NOC intake procedure (b) maintaining services in the NOC after the corporation takes over subject to specific negotiations by each contract agency with the corporation.

NEIGHBORHOOD ADVISORY COMMITTEE
9202 Kinsman Road
Cleveland, Ohio 44104

February 11, 1969

Mrs. Mitzie Washington
Planning Department
CEO
1350 West Third
Cleveland, Ohio 44113

Dear Mrs. Washington:

We would like the answers to the following questions, so that we can intelligently make recommendations for these proposals.

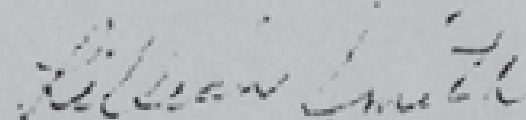
The following are questions concerning the Head Start Proposal:

1. How many Day Care Home Centers are there in the Kinsman area? What are the addresses of these homes and the number of children cared for in each?
2. We would also like to have a break-down of the budget for each of the projects that are funded by CEO and the break-down of the cost of CEO coordinating of all these programs.

We have not had enough time to review all of the proposals. However, the Ad-hoc Committee will be meeting Wednesday, February 12th at 5:00 P.M., to review the NOC proposal.

There are no recommendations to add to the Legal Services proposal.

Sincerely yours,



Lillian Smith
Chairman
Ad-hoc Committee

LS/mb

February 13, 1969

Mrs. Mitzie Washington
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

Dear Mrs. Washington:

We received the proposal January 16th for the Year "D". We formed an AD HOC Review Committee to review these proposals. Many of the residents involved were not totally aware of the functioning in the past of these programs. Therefore it is necessary for them to go over these proposals very carefully in order for the residents to fully understand the actual function of these programs. We have not had time for all of our questions to be answered concerning these programs. We feel that it will take us at least two more weeks for us to adequately review and make recommendations for these programs.

We regret that we have not finished reviewing these programs, however, we, the residents of the Kinsman area are interested in knowing what is going on and having a voice in the decision-making. We are asking your indulgence in giving us more time.

Sincerely,

Lillian Smith, Chairman
AD HOC Proposal-Review Committee

/jrp

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

MEMORANDUM

TO: Board of Trustees **DATE: February 13, 1969**

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, February 19, 1969 at 7:30 p.m. at the Glenville Neighborhood Opportunity Center, 1073 East 105 Street.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of January 15, 1969.
- III. Correspondence.
- IV. Report of Executive Director.
- V. Committee Reports:
 - A. Community Participation Committee
Rev. Roger S. Shoup, Chairman
 - B. Management Committee
Rev. Emanuel S. Branch, Jr., Chairman
 - C. Priorities Committee
Mr. David G. Hill, Chairman
- VI. New Business.
- VII. Adjournment.

Please find enclosed the Minutes of the January 15, 1969 meeting, and a Management Information Report for December 1968.

MEMORANDUM

TO: Board of Trustees Members . DATE: February 17, 1969

FROM: David G. Hill, Chairman
Priorities Committee .

SUBJ: Report of the Activities of the Priorities Committee

INTRODUCTION

On Thursday, February 13, 1969, the Priorities Committee met to:

- A. Review and make recommendations to the Board concerning the operation of the Council's programs for Program Year "D";
- B. Review and make recommendations on the Council's request for Planning Development Program funds to enable the Council to assist and participate in the planning of Cleveland's Model Cities program;
- C. Discuss other matters of concern to the Committee.

As a result of its discussions, the Priorities Committee took the following actions:

I. RECOMMENDATIONS CONCERNING THE OPERATION AND DELEGATION OF THE COUNCIL'S PROGRAMS FOR PROGRAM YEAR "D"

After a complete review of the recommendations made by the Proposal Review Committees of the five Community Opportunity Boards, the Priorities Committee recommends that the Board of Trustees of CEC authorize the Executive Director of the Council to operate or enter into contracts to delegate the programs of the Council for FY "D" according to the work programs and funding request approved by the Board of Trustees at its December 4, 1968 meeting and subject to the incorporation of the following conditions which the Priorities Committee recommends be placed upon the operation and delegation of the Council's programs.

A. Head Start Child Development Programs

1. That the educational curriculum materials used by the various Head Start Child Development programs be related to the ethnic or cultural characteristics of the children served by the program.

2. That the Cleveland Board of Education make an extensive and early effort to recruit and hire persons living within the target areas to work in the Summer Head Start program operating in each neighborhood, and that the Board of Education explore with the Council for Economic Opportunities ways of making more jobs available in the Summer Head Start program to residents living in the target areas.
3. That the Day Care Centers funded through the Council be open to receive children at 6:30 a.m. so as to enable mothers who start to work early to use the facilities of the Center.

B. LEGAL SERVICES PROJECT

1. That Legal Aid Society, in conjunction with CEO Training Coordinator, establish in-service training sessions for all Outreach workers covering the nature and scope of the services of the Legal Aid program.
2. That the Central Neighborhood Law office (now located on the second floor of the building adjacent to the Central NOC) be moved to a more visible and accessible location, preferably on the street level adjacent to the NOC.
3. That the attorney-in-charge of each Neighborhood Law office, and particularly in Central, make a concerted effort to get out into the community and inform community organizations and groups of the services available through the Legal Aid program.
4. That no neighborhood law office be opened or any existing office be relocated except with the written approval of the Community Opportunity Board or its successor, Neighborhood Corporation.
5. That the attorney-in-charge of each law office or his representative in each center participate in planning and coordination staff sessions.

C. NEIGHBORHOOD CENTERS PROJECT

1. That orientation sessions be provided for each Neighborhood Corporation prior to their taking over the operation of the Neighborhood Center.
2. That all Outreach workers hired be residents of the target areas served and from low income households.
3. That the Outreach workers in the West Side Opportunity Center devote at least three-fourth of their time to door-to-door canvassing and out-of-the center active services to clients.
4. That no case be held by any Outreach workers or supervisors beyond two weeks without the written approval of the NOC director and that such approval be given only in unusual cases where there is no reasonable possibility of referral.

5. That a complete and periodic canvassing be done of each target area on a door-to-door personal contact basis.
 6. That the individual responsible for each of the services or programs located in the center shall be required, as a condition of funding or obtaining space in the center, to meet at least twice a month with the NOC director.
 7. That the contract with GCNCA be made on a center-by-center basis and subject to termination upon thirty days notice by the Council of its recognition of a Neighborhood Corporation and its intent to delegate the operation of a particular center, including Resident Participation, to the Neighborhood Corporation. At such time, GCNCA's contract for providing the Resident Participation in that center shall be terminated and the remaining funds allocated to staffing the Resident Participation program in that center shall be transferred to the Neighborhood Corporation.
 8. That in delegating the staffing of the Resident Participation program to GCNCA, it be understood and agreed to by GCNCA that the NOC directors shall have administrative supervision to the activities of the Resident Participation staff in his center and that the NOC director be completely informed about any changes in personnel prior to changes taking place.
 9. That a copy of all delegate agency contracts be forwarded to each NOC director to be kept on file in his office and available for review by any interested party.
 10. That the Outreach, CIS, and Resident Participation program be consolidated into a single unit, under the day-to-day administrative responsibility of the NOC director.
 11. That the center director shall be included in all chain of decisions and appeals regarding delegate agency employees.
 12. That the structure of the consolidation would be tailored by the center director in relation to the needs and realities of each individual center.
 13. That the NOC director shall have the authority, subject to the approval of the COB or its successor, Neighborhood Corporation, to reject any specific delegate agency employee whose presence in the center he feels would be detrimental to the overall operation of the center.
- C. That whenever a position on an agency Board or Advisory Committee which has been assigned to a representative selected by a COB or its successor, Neighborhood Corporation, becomes vacant, the program director shall notify, in writing, the president of the COB or its successor, Neighborhood Corporation and the NOC director that such a vacancy exists.

II. RECOMMENDATIONS CONCERNING THE COUNCIL'S MODEL CITIES PLANNING DEVELOPMENT PROGRAM

The Priorities Committee recommends that the Board of Trustees approve the Council's Model Cities Planning Development Program and its request for federal assistance according to the Work Program and budget reviewed by the Priorities Committee at its February 13, 1969 meeting.

This program will enable the Council to participate in and assist Cleveland's Model Cities program. Basically, this program involves:

1. \$15,000 to cover the salary and secretarial support for the Model Cities Planning Coordinator. This individual will be responsible for assisting the City's Demonstration Agency and the Resident's Policy Committee in their planning efforts related to the present and possible future programs funded through CEO in the Model Cities area.
2. \$25,000 to support the activities of the Resident's Policy Committee. These funds will be made available upon request by the Priorities Committee of a program developed by the Resident's Policy Committee and the City, and approved by the Resident's Policy Committee and the Model Cities Executive Committee.

III. PLANNING ASSISTANCE TO NEIGHBORHOOD GROUPS

Over the past year the Council's planning staff has received many requests for assistance from neighborhood groups. Because of the many demands upon the staff's time, the Director of Planning requested policy guidance from the Committee as to which neighborhood groups should receive priority assistance.

After some discussion, the Committee agreed that while the planning staff should seek means of providing assistance to all neighborhood groups with worthwhile projects, the Council has a basic commitment to support the planning and program development activities of the Community Opportunity Boards and the emerging Neighborhood Corporations.

In this light, the Committee recommends that the Planning Department give priority to requests for assistance to neighborhood project recommended to it by the Community Opportunity Boards and the emerging Neighborhood Corporations.

IV. JOINT MEETING WITH THE CITIZEN PARTICIPATION COMMITTEE

In order to clarify the respective roles of the Citizens Participation Committee and the Priorities Committee with respects to the new Neighborhood Corporations as well as to establish a time table for placing these Corporations into operation, the Committee has requested the staff to arrange a joint meeting with the Citizens Participation Committee during the week of February 24th thru 28th.

MEMORANDUM

TO: Board of Trustees Members DATE: February 17, 1969

FROM: Ralph W. Findley
Executive Director

SUBJ: Delegation of Program Year "D" Programs

The following table represents the manner in which the Council's programs for Program Year "D" will be delegated:

Program Account 01 - ADMINISTRATION AND COORDINATION

<u>The Council for Economic Opportunities</u>	512,301
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To plan, develop, manage and coordinate the Council's program.

Program Account 07 - NEIGHBORHOOD SERVICE SYSTEM

<u>The Council for Economic Opportunities</u>	\$725,097
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To operate five Neighborhood Opportunity Centers and eight Outreach offices, to carry out the outreach and referral functions and provide direction to the Resident Participation and Community Information function, and coordinate the other activities in the Neighborhood Opportunity Centers

<u>Greater Cleveland Neighborhood Centers Association</u>	\$111,634
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To staff the Resident Participation program in Glenville Central, Kinsman and the West Side to provide the Community organization coordinator on the staff of the Deputy Director.

<u>Welfare Federation</u>	\$ 38,371
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To provide community information specialists in each center and a coordinator of community information and referrals on the Deputy Director's Staff.

Hough Community Council

\$ 36,016

To staff the Resident Participation effort in the Hough area.

Program Account 14 - FOSTER GRANDPARENTS

Council for Economic Opportunities

\$ 98,000

To provide employment to 38 older Clevelanders and care to 100 institutionalized children

Program Account 22 - HEAD START - PART DAY

Community United

\$351,457

To provide a Head Start program to 390 children at 13 Centers for 42 weeks.

Catholic Diocese

\$285,598

To provide a Head Start program for 320 children at 9 centers for 42 weeks.

Greater Cleveland Neighborhood Centers Association

\$158,472

To provide a Head Start program for 150 children at 7 centers for 52 weeks.

Program Account 23 - HEAD START - FULL DAY

Day Nursery Association

\$224,558

To provide day care for 130 children in 3 centers and 25 day care homes.

Council for Economic Opportunities

\$169,949

To provide supplementary services to 442 children receiving day care at AIM-Jobs, County Welfare, and Cleveland NOW Centers; to provide in-service training for the staffs of the publicly supported day care centers and day care for 24 children at a model day care center.

Program Account 24 - SUMMER HEAD START

Cleveland Board of Education

\$329,798

To provide an eight-week Head Start program for 2,100 children at 52 centers

Program Account 24 - SUMMER HEAD START (Cont'd)

East Cleveland Board of Education \$ 25,813

To provide an eight-week Head Start program for 125 children at 5 centers

Community United \$ 70,254

To provide an eight-week Head Start program for 390 children

Catholic Diocese \$ 51,096

To provide an eight-week Head Start program to 320 children

Program Account 57 - LEGAL SERVICES

Legal Aid Society

To provide legal service to 20,000 individuals from seven neighborhood and two central law offices \$662,743



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

MEMORANDUM

TO: Community Participation Committee 2/20/69

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

SUBJECT: Next Committee Meeting

The next meeting of the Community Participation Committee will be held as follows:

Wednesday, February 26, 1969
1:30 P.M.
Council for Economic Opportunities
1350 West Third Street
(4th Floor Conference Room)

The purpose of this meeting is to discuss proposed ground rules for all future Neighborhood Conventions as related to the development of Neighborhood Corporations, these guidelines are being drafted by staff and will be ready for review at that time.

This meeting will be held immediately prior to a called meeting of the Board of Trustees to be held at 2:30 (the same day) and a location will be announced.

:mjs

COMMUNITY PARTICIPATION RECOMMENDATIONS
TO THE BOARD OF TRUSTEES

We Recommend:

1. That the Task Force Report with reference to the Multi-Purpose Center, recommendations be accepted and the Task Force dismissed with appreciation.
2. That the West Side-Tremont Community Opportunity Board within thirty days from notice by the Resident Participation Committee, call a Neighborhood Convention for the purpose of the formation of a "core" group whose purpose will be to construct articles of incorporation for a non-profit corporation (association) whose purpose is to administer the poverty program within the West Side-Tremont Area. These "core group" recommendations to be submitted to another Neighborhood Convention for ratification.

The Core Group must include representatives from the following community groups:

- 1) West Side Coalition
- 2) Community Opportunity Board
- 3) Spanish-American Committee
- 4) Welfare Rights Committee
- 5) Tremont Area Civic Association
- 6) West Side Civic Council

The rules of conduct for the Neighborhood Conventions must be in writing and determined at a pre-convention meeting of one representative from each of the above named groups with the Chairman of this meeting to be the Chairman of the Resident Participation Committee of the Council for Economic Opportunities.

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

MEMORANDUM

TO: BOARD OF TRUSTEES

FROM: Ralph W. Findley
Executive Director

SUBJECT: Special Board Meeting

DATE: 2/20/69

There will be a special called Board meeting Wednesday, February 26, 1969, at 2:30 p.m. in the Community Room of the Cuyahoga Savings Association.

The purpose of this meeting is to consider a special recommendation from the Community Participation Committee.

This is an extremely important meeting and it is particularly crucial that each Board member be present.

: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: Priorities Committee Members DATE: February 20, 1969

FROM: David G. Hill, Chairman
Priorities Committee

SUBJ: Joint Meeting of the Priorities Committee and Citizens Participation Committee

There will be a joint meeting of the Priorities Committee and the Citizens Participation Committee to be held as follows:

Thursday, February 27, 1969
7:45 p.m.
Fourth Floor Conference Room
CEO Office

The purpose of the meeting is to discuss the roles which each committee will play in the transfer of the Neighborhood Center Program to the Neighborhood Based Corporations, the procedures that will be followed, and the timetable for said transfer.

I hope you will plan to attend this meeting.

/amb

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

FROM: David G. Hill, Chairman
Priorities Committee

SUBJ: Next Meeting of the Priorities Committee

DATE: March 14, 1969

The next meeting of the Priorities Committee will be held as follows:

Tuesday, March 18, 1969
7:45 p.m.
CEO Office
Fourth Floor Conference Room

The purpose of this meeting will be to:

1. Review and make recommendations to the Board concerning staff recommendations regarding:
 - a. The Function of the Priorities Committee
 - b. The Structuring of the Council's Planning Activities
2. Review and make recommendations to the Board regarding the Neighborhood Development Team program developed by the staff.

I hope you will plan to attend this meeting.

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

696-9077

M E M O R A N D U M

To: Priorities Committee Date: April 2, 1969
From: David G. Hill
Subj: Meeting of Priorities Committee

The next meeting of the Priorities Committee will be held:

Tuesday, April 8, 1969
Calvary Presbyterian
Euclid at 79th Street
7:00 p.m.

The purpose of the meeting is as follows:

1. Review of the Youth Employment Program for 1969.
2. Review of HOPE.
3. Resolution for the development of an Ad Hoc Committee
for planning for Older Persons Program.

The Youth Employment Proposal will be sent to you separately
as soon as possible.

/pi

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

MEMORANDUM

TO: Board of Trustees

DATE: April 2, 1969

FROM: Ralph W. Findley
Executive Director

SUBJECT: Special Board Meeting

There will be a Special Board Meeting held on Tuesday, April 8, 1969 at 8:00 p.m. at Calvary Presbyterian Church, Euclid Avenue at East 79th Street. The following items will be considered by the Board at that time:

- I. Consideration of Tremont as a separate Target Area with resulting allocation of the present Tremont staff.
- II. Consideration of Glenville Corporations readiness for CEO Program in Glenville.
- III. Adaption of Neighborhood Convention ground rules for all Target Areas.
- IV. Consideration of recommendations concerning the funding of the Council's Youth Employment Program.
- V. Consideration of recommendations concerning the funding of HOPE, Inc.

Because of this Special Meeting, the regularly scheduled Board Meeting which was to be held on Wednesday, April 16, 1969, will not be held.



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

April 18, 1969

Dear Board Member:

The Council for Economic Opportunities will be celebrating the third anniversary of the Neighborhood Opportunity Centers the week of May 18th and 25th, 1969.

I wish to cordially invite you to attend this important event which will take place from 3:00 to 5:00 P.M. on the following dates:

May 18, 1969	-	Central Opportunity Center 2567 East 55 Street
		Kinsman Opportunity Center 9202 Kinsman Road
		West Side Opportunity Center 3500 Lorain Avenue
May 25, 1969	-	Glenville Opportunity Center 1073 East 105 Street
		Hough Opportunity Center 7612 Hough Avenue

I hope it will be possible for you to attend these celebrations and to meet our staff in the centers. Please note these dates on your calendar and plan to join us in our Open House celebrations.

With very best wishes, I remain

Sincerely yours,

Ralph W. Findley
Executive Director

RWF/eb

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 10, 1969

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

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, September 17, 1969 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of June 18, 1969.
- III. Correspondence.
- IV. Report of the Executive Director
- V. Committee Reports:
 - A. Community Participation Committee
 - B. Management Committee
 - C. Priorities Committee
 - D. Nominating Committee
- VI. New Business.
- VII. Adjournment.

Please find enclosed the Minutes of the last Regular Meeting of June 18, 1969; the Management Information Reports for the months of May and June; and copies of the June, July and August edition of "Ohio Opportunity in Action."



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

September 10, 1969

BOARD OF TRUSTEES
Council for Economic Opportunities
in Greater Cleveland

Dear Board Member:

The first meeting of the Board of Trustees since the summer vacation will be on Wednesday, September 17, 1969 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

This is a very important meeting and it is hoped that all members will find it possible to attend. The Nominating Committee will make its report covering Board membership for the next twelve months.

Please return the attached card immediately, indicating whether or not you will attend.

Sincerely yours,

Ralph W. Findley
Executive Director

:ml
Enclosure



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

MEMORANDUM

TO: Board of Trustees

FROM: Ralph W. Findley
Executive Director

SUBJECT: Synopsis of the CAP 81

DATE: October 15, 1969

Please find attached a copy of the Plans and Priorities of the Council for Economic Opportunities for Program Year "E", effective February 1, 1970. I am also enclosing a Synopsis of the Plans and Priorities, which in outline form points out that the planning process starts in the six target areas with the residents.

I trust that you will review in detail the Plans and Priorities material, and should you have any questions, please feel free to call the office and the staff stands ready to be of assistance.

The Plans and Priorities for Program Year "E" will be on the agenda for the Board of Trustees Meeting on Wednesday, October 22, 1969.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND

1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: October 15, 1969

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

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, October 22, 1969 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of September 17, 1969.
- III. Correspondence.
- IV. Installation of New Members.
- V. Report of the Executive Director.
- VI. Committee Reports:
 - A. Community Participation Committee
 - B. Management Committee
 - C. Priorities Committee
 - D. Nominating Committee
- VII. New Business.
- VIII. Adjournment.

Please find enclosed the Minutes of the last Regular Meeting of September 17, 1969; the Plans and Priorities of the Council for Economic Opportunities for Program Year "E"; a Synopsis of the Plans and Priorities; and a Newsletter from the Council on Youth Opportunity.

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

MEMORANDUM

October 20, 1969

TO: Members of the Priorities Committee

FROM: David Hill, Chairman
Priorities Committee

IN RE: Special Meeting, October 22, 1969

There will be a Special Meeting of the Priorities Committee, October 22, 1969, at 1:00 P.M., at the Cuyahoga Savings Association at 9th Street and St. Clair Avenue, to review and make recommendations on the Plans and Priorities for the Council for Program Year "E", which was mailed to the Board Members at an earlier date. The Board meeting will start as scheduled at 2:00 P.M.

/pw

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

MEMORANDUM

TO: Board of Trustees

DATE: November 18, 1969

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, November 26, 1969 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of October 22, 1969.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports:
 - A. Community Participation Committee
 - B. Management Committee
 - C. Priorities Committee
- VI. New Business.
- VII. Adjournment.

Please find enclosed the Minutes of the last Regular Meeting of October 22, 1969 and a copy of the September edition of Ohio Opportunity in Action.

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

MEMORANDUM

November 20, 1969

TO: Priorities Committee

FROM: David Hill, Chairman

SUBJECT: Joint Committee Meeting with Management Committee

There will be a special joint committee meeting of the Management Committee and the Priorities Committee at 12:00 Noon, on Tuesday, November 25, 1969, in the Council's Fourth Floor Conference Room. This will be a very important meeting of the committees and your attendance is urged.

AGENDA

The Priorities Committee will be meeting to review the refunding for Program Year "E" of Administration and Coordination, Legal Services and a final approval of the Day Care and Head Start Programs. Proposals for the Legal Services, Day Care and Head Start Programs have been distributed to the Committee. The Proposal for Administration and Coordination will be distributed under separate cover prior to the meeting.

/pw

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

MEMORANDUM

TO: Management Committee and Priorities Committee DATE: November 24, 1969
FROM: Donald L. Martin - Assistant Executive Director
SUBJ: Review of Administration and Coordination Proposal
Program Account 01

Enclosed for your review are the CAP 7 and Budget for the above captioned program. The joint meeting of the two committees will be held on Tuesday, November 25, 1969 at 12:00 noon in the fourth floor conference room at Council For Economic Opportunity.

Please note that page 3 of the CAP 7 is missing. This will be distributed later.

JH/mb

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: Board of Trustees DATE: January 16, 1970

FROM: Ralph W. Findley
Executive Director

SUBJECT: Transmittal of Board Material

Please find enclosed the Minutes of the last Regular Meeting of November 26, 1969, and Management Information Reports for the months of August, October and November, 1969.

Please mark your calendars and plan to attend the meeting scheduled for January 21, 1970, 2:00 p.m. in the Community Room of the Cuyahoga Savings Association.

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

MEMORANDUM

TO: Board of Trustees

DATE: February 11, 1970

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

SUBJECT: Next Meeting of the Board of Trustees

The next meeting of the Board of Trustees is scheduled for Wednesday, February 18, 1970 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue. The following is a tentative agenda for that meeting:

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of January 21, 1970.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports.
- VI. New Business.
- VII. Adjournment.

Transmittal of material will follow under separate cover. Please confirm your attendance by returning the enclosed card.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND
Neighborhood Opportunity Centers
"Program Operations Division"

FROM THE DESK OF: Wendell D. Atkinson

WDA

M E M O R A N D U M

TO: NOC Directors
Resident Board Presidents

DATE: February 12, 1970

CONCERNING: Planning Seminars

A series of planning seminars are being sponsored by CEO's Planning and Program Development Department, February 23 - 27, 1970. These seminars will cover a variety of subjects of interest to NOC staff and Resident Board Members as well. These seminars are free and it would be desirable for representatives from staff and board to attend.

Attached are copies of the planned agenda.

Please advise my office at the earliest possible time how many staff and board members wish to attend so that I can pass this information on to Mrs. Patricia Scott, Director, Planning and Program Development Department.

BOARD DISTRIBUTION

STAFF DISTRIBUTION

/mjc

cc: David A. Walker
Vester Lewis
Ralph W. Findley
Patricia Scott

- AGENDA -

TALENT ASSISTANCE PROGRAM

of the
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio

RECEIVED

FEB 12 1970

NCC. FFICE

"Housing For Minorities - Fact or Fantasy"

Speakers: Morris Thorington, Exec. Director of H.O.P.E., Inc.
Vernon Thornton, Housing, H.O.P.E., Inc.
Paul Checks, Exec. Director, Community Design Center

9:15 - 9:30	Introduction - Patricia H. Scott
9:30 - 12:30	Panel Discussion
12:30 - 1:30	Lunch
1:30 - 2:30	Morris Thorington - Vernon Thornton "The Role of the Non-profit Housing Corporation in the Community"
2:30 - 3:30	Obstacles to Housing - Paul Checks
3:30 - 4:30	Question and Answer Segment

ANTIOCH BAPTIST CHURCH
8869 Cedar Avenue
Monday, February 23, 1970

MENT. ASSISTANCE. PROGRAM

of the
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

"Economic Development"

Speakers: Rev. DeForest Brown, President - Hough Development Corporation
Mary M. Treadwell, Director - PRIDE, Inc. Washington, D.C.

8:15 -- 9:30	Introduction - Patricia H. Scott
9:30 -- 11:00	Mary M. Treadwell
11:00 -- 12:30	Rev. DeForest Brown
12:30 -- 1:30	Lunch
1:30 -- 2:30	Panel Discussion
2:30 -- 3:15	The Importance of Planning
3:15 -- 4:30	Question and Answer Segment

ATLANTIC BAPTIST CHURCH
123 Cedar Avenue
Tuesday, February 24, 1970

TALENT ASSISTANCE PROGRAM

of the
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

"Community Organization - How and Why"

Speakers: Archie Lewis - Hough Development Corporation
Pauline Warfield - Hough Development Corporation
Katie Dixon

9:15 - 9:30	Introduction - Patricia H. Scott
9:30 - 11:15	Archie Lewis The "Why" of Community Organization
11:15 - 1:15	Pauline Warfield
1:15 - 2:15	Lunch
2:15 - 3:30	Katie Dixon "Community Organization - How It Achieves Political Action"
3:30 - 4:30	Question & Answer Segment

ANTIOCH BAPTIST CHURCH
8869 Cedar Avenue
Thursday, February 26, 1970

TALENT ASSISTANCE PROGRAM

of the
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

"Will 'Black Capitalism' Work"

Speakers: His Honorable Samuel Perry, Mayor, Woodmere, Ohio
Ligon Buford, Director, NBL Project Outreach
James Shorter, Black Economic Union
John Wooten, Black Economic Union

9:15 - 9:30	Introduction - Patricia H. Scott
9:30 - 12:30	Panel Discussion
12:30 - 1:30	Lunch
1:30 - 2:30	Samuel E. Perry "What is Black Capitalism"
2:30 - 3:00	Ligon Buford "The Problems of Minority Entrepreneurship"
3:00 - 3:30	John Wooten "Economic Development or Business Development"
3:30 - 4:30	Question and Answer Segment

ANTOICHE BAPTIST CHURCH
8869 Cedar Avenue
Wednesday, February 25, 1970

TALENT ASSISTANCE PROGRAM

of the
Council for Economic Opportunities
1350 West Third Street
Cleveland, Ohio 44113

Speakers: Rev. William Nickerson
Mrs. Evelyn Rice
Youth Panel

9:30 - 9:45	Introduction - Rev. William Nickerson
9:45 - 11:30	Youth Panel
11:30 - 12:30	Evelyn Rice
12:30 - 1:00	Closing Discussion



ANTIOCH BAPTIST CHURCH
8869 Cedar Avenue
Friday, February 27, 1970



City of Cleveland

CARL B. STOKES
MAYOR

M E M O R A N D U M

March 9, 1970

TO: All Members of the Board of the Council
for Economic Opportunities in Greater
Cleveland

FROM: Mayor Carl B. Stokes, Chairman of the
Board

RE: March 1970 Board Meeting

The next regular meeting of the CEO Board will be Wednesday, March 18, 1970 at 2:00 p.m. in the Community Room, Cuyahoga Savings Building, Ninth and St. Clair Avenue.

This will be an important meeting, and I urge all Board members to be present.

A handwritten signature in dark ink, appearing to read "Carl B. Stokes", written over the typed text.

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

MEMORANDUM

TO: Board of Trustees

DATE: March 11, 1970

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, March 18, 1970 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of February 18, 1970.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports.
- VI. New Business.
- VII. Adjournment.

Please find enclosed the Minutes of the last Regular Meeting of February 18, 1970 and a copy of the January-February edition of Ohio Opportunity in Action.

Please return the enclosed card immediately indicating your plans to attend this meeting.



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

TO: Board of Trustees

DATE: April 9, 1970

FROM: Rev. Emanuel S. Branch, Jr.
1st Vice President

SUBJECT: Rescheduling of Board Meeting

This is to advise you that the next meeting of the Board of Trustees of the Council for Economic Opportunities has been changed from Wednesday, April 15, 1970, to Wednesday, April 22, 1970 at 2:00 p.m.

This change has been made necessary by the fact that the Board of Trustees at its next meeting must take action on the supplemental funding of additional programs of the Council. Copies of all proposals to be acted upon by the Board of Trustees will be sent under separate mailing.

Please mark your calendar for this most important meeting on Wednesday, April 22, 1970, 2:00 p.m. at the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

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

MEMORANDUM

April 10, 1970

TO: Priorities Committee Members
FROM: David G. Hill, Chairman
SUBJECT: Next Meeting of the Priorities Committee

The meeting of the Priorities Committee is scheduled for:

Tuesday, April 21, 1970
3:00 P.M., Fourth Floor Conference Room
Council for Economic Opportunities Office
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.

/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: April 16, 1970

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

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, April 22, 1970 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of March 18, 1970.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports.
- VI. New Business.
- VII. Adjournment.

Please find enclosed the Minutes of the last Regular Meeting of March 18, 1970 together with proposals to be reported on by the Priorities Committee. Also, please return the enclosed card immediately indicating your plans to attend this meeting.

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND

1350 West Third Street
Cleveland, Ohio 44113

MEMORANDUM

TO: Board of Trustees

DATE: May 11, 1970

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

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, May 20, 1970 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth and St. Clair Avenue.

- I. Meeting called to order.
- II. Approval of Minutes of the Regular Meeting of April 22, 1970.
- III. Correspondence.
- IV. Report of the Executive Director.
- V. Committee Reports.
- VI. New Business.
- VII. Adjournment.

Please find enclosed the Minutes of the last Regular Meeting of April 22, 1970; a copy of the March edition of Ohio Opportunity in Action; Comprehensive Health Services Proposal; Kinsman Housing Service Center; Tremont Housing Service Center; Hough Multi-Purpose Center; and the American Indian Center Proposal.

Also, please return the enclosed card immediately indicating your plans to attend this meeting.

1350 West Third Street
Cleveland, Ohio 44113

M E M O R A N D U M

TO: CEO Board of Trustees

DATE: June 5, 1970

FROM: Ralph W. Findley
Executive Director

SUBJECT: "Oklahoma Plan"

You will recall that reference was made at our last regular meeting of the Board of Trustees to the so-called "Oklahoma Plan". It was mentioned that this plan appeared to be a part of the planned OEO trend to greater State control of anti-poverty programs.

It was further requested that staff circulate a capsule outline of this project so that the Board could consider it and formulate a position relative to the principles involved in this OEO trend.

Attached you will find a brief over-view of the Oklahoma Proposal demonstration grant.

RWF:mjs

Attachment

COUNCIL FOR ECONOMIC OPPORTUNITIES IN GREATER CLEVELAND

"OKLAHOMA PLAN"

In an OEO publication dated March 10, 1970, the following statement was made:

"Donald Rumsfeld, Director of the Office of Economic Opportunity, announced today that during recent months, the Office of Economic Opportunity has undertaken a major revamping of its approach to the involvement of state and local governments in poverty activities. The positive actions that have been taken in this area reflect the implementation of Mr. Rumsfeld's statement before the State Economic Opportunity Directors' Conference in September 1969, in which he pledged 'I have decided to take steps to strengthen the state contribution to the poverty program.

Mr. Rumsfeld also announced that a series of demonstration grants will be made to a number of states that have indicated an interest in working with OEO to test out new ways to increase state government involvement in programs operating under the Economic Opportunity Act.

Mr. Rumsfeld indicated that it is expected that the first demonstration grant in this series will be awarded to the State of Oklahoma. The grant would provide for experimentation with performance by the State of a variety of grant administration functions for community action agencies.

Under the terms of this grant, the State would assume responsibility for some functions that have previously been performed by the Regional Office.

The Office of Economic Opportunity will be negotiating other types of demonstration proposals with additional states that have indicated their interest in particular activities. These proposals will be directed at testing different techniques and levels of state government involvement in a variety of areas of poverty research, planning, training, technical assistance and grant administration.

It is anticipated that some of these additional demonstration grants will be approved by June 30, 1970."

The NACD Newsletter, dated March, 13, 1970 further states, "There has been talk of similar demonstration projects in the Great Lakes Region, particularly in Minnesota, Indiana, and Illinois."

This OEO trend closely parallels the 1970 substitute OEO bill (Ayres, Green Quie Amendment) which was defeated in Congress in favor of our present bill which does not now call for state control over anti-poverty programs.

Senator Gaylord Nelson, Chairman of the House Subcommittee on Employment, Manpower and Poverty has requested copies of the Oklahoma Proposal for review. Staff Director for this Subcommittee recently expressed shock that OEO "is using its administrative powers to do what Congress said it could not do".

OEO (Washington) official Don Wortman described the plan as "an experiment to see how well states can handle aspects of grant control . . . " These features, Wortman explained, include planning technical assistance, monitoring fiscal control, and guideline compliance. OEO has invested \$200,000 in the Oklahoma State office. Another \$100,000 is likely to implement the state plan.

The following is a more specific outline of highlights in the "Oklahoma Plan" proposal.*

- A. The grantee for the project is the State of Oklahoma, Office of the Governor (SEOO).
- B. The SEOO will transmit General Funding Guidance to Oklahoma grantees (CAAs) upon receipt of the approved Regional Funding Plan.
- C. The SEOO will provide assistance to grantees in the development of a workable planning process within their agency.
- D. The SEOO will conduct the annual pre-review visit in accordance with OEO Instruction 6710-1 and will prepare an annual schedule for these visits by July 31, 1970.

A copy of the pre-review plan will be forwarded to the Regional Office in order that the Regional Office may assign personnel to assist in each visit. The Regional Office representative will be as a resource person on the visit and should make recommendations to the SEOC pre-review team based upon his observation of the operation. The SEOO will use the OEO pre-review checklist as the guideline for the visit. The SEOO will inform the Regional Office of any changes in the pre-review schedule when such changes are necessary.

- E. The SEOO will assume the responsibility for certifying to the Southwest Regional Director of OEO the eligibility of grantees to receive OEO funds as outlined in OEO Instruction 6710-1 and OEO Staff Instruction 6710-1.

- F. The original and one copy of the grantee application will be transmitted to the SEOO by the grantee and the SEOC will process the package in accordance with OEO Instructions and policies.

An Information copy of a funding request will be transmitted to the Regional Office by the Grantee, but all negotiations concerning the funding of these packages will be between the grantee and the SEOO. The SEOO requests that no Regional Office personnel be permitted to communicate directly with Oklahoma grantees regarding administrative or funding matters.

- G. The SEOO will process the grant package after the Regional Director signs off on the grant.
- H. The SEOO will monitor grantee operations to insure grantee compliance with OEO policies concerning administrative costs.

Regional Office is requested to notify the SEOO as to particular policy issuances affecting the above-mentioned requirements.

- I. The SEOO will assist in application and interpretation of all OEO policies.
- J. The SEOO will work with grantees in an effort to achieve compliance with all Federal policies and statutes and inform grantees where they are in non-compliance.

*Items A through J above have been extracted verbatim from the proposal of the State of Oklahoma to the Southwest (CEO) Regional Office.

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

MEMORANDUM

TO: Priorities Committee Members DATE: June 10, 1970

FROM: David G. Hill, Chairman
Priorities Committee

SUBJECT: Next Meeting of the Priorities Committee

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

Tuesday, June 16, 1970
3:00 p.m.
Fourth Floor Conference Room (CEO)
1350 West Third Street
Cleveland, Ohio 44113

Please mark your calendars and plan to attend this meeting.



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

June 10, 1970

TO: Board of Trustees of the
Council for Economic Opportunities

FROM: Ralph W. Findley
Executive Director

At a joint meeting of the Management and Priorities Committees on November 25, 1969, at which time they were considering the refunding proposal for the Central Administration Program Account I, I reported to them the organizational changes to take place with the refunding as reflected in the proposal.

I reported to them that with the changes in the role of CEO as it related to our new neighborhood corporations, etc. that a more in depth management study should be made in keeping with what was provided by McKinsey and Company in the early days of the agency. I advised the joint committee that I would seek through the Regional Office, an allocation of Concentrated Management Improvement funds for Cleveland, if such allocated funds were available. I advised the joint committee that up to now, I had been receiving free consulting help from one of Cleveland's Management Consulting Firms. By action of the joint committee, approval was given to the Central Administration budget as proposed, and to the changes in organization of staff as reflected by the proposal, as well as approval to investigate availability of funds for a Concentrated Management Improvement Proposal at a later date.

Steps have been taken to secure Cleveland's participation in the use of these allocated funds and you will find enclosed, the formal CAP 7 for funds not to exceed \$25,000. It will be necessary to have formal proposals developed by the various management consultant firms and to be awarded by CEO's Board of Trustees after competitive bidding by the interested firms.

I think it is well that you have this background information as you read the enclosed CAP 7.

NOTE: CAP 7 HAND DELIVERED



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

MEMORANDUM

TO: BOARD OF TRUSTEES 9/11/70

FROM: Rev. Emanuel S. Branch, Jr.
1st Vice President and Chairman
of the Management Committee

SUBJECT: Next Board Meeting

The first meeting of the Board of Trustees, following the summer recess, has been changed to September 30 instead of September 23, 1970. The one week delay of the meeting will enable the Board of Trustees to take official action on the Regional Office Memorandum of Understanding covering the refunding of agency programs for Program Year "F".

This meeting is in keeping with the requested Regional Office time-table and pre-review; thus, necessitating the September 30 meeting. Please note on your calender this change.

With the new date of the Board meeting being set for Wednesday, September 30, 1970 at 2:00 p.m. at the Cuyahoga Savings and Loan, you will receive another notice of this meeting with an agenda and other material prior to the September 30 date.

:mjs



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

September 22, 1970

TO: CEO BOARD OF TRUSTEES

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

You will enclosed please find a letter addressed to all Community Action Agencies and signed by Mr. Wendell Verduin, OEO Great Lakes Regional Director. I trust that you will read this letter carefully as it attempts to set forth the reasons why the Great Lakes Region of OEO is requiring an 8% cut in the local initiative funds of all the Community Action Agencies of the Region in the refunding of the new Program Year.

Congress has not, as yet, passed the OEO appropriation for the present fiscal year, and OEO is operating under the continuing Resolution of Congress. But, you will note from the enclosed letter, the problems of the Great Lakes Region arises from the deficit funding in the past years of Community Action Agencies.

At a recent meeting in Chicago, attended by the CAP Directors of the ten largest cities in the Region, we were advised that the Regional Office, this year, must have a balanced budget and thus the 8% cut in versatile funds. We were also advised that for Program Year "E", all Youth Programs and Housing are considered versatile funds, subject to the 8% cut and not as in the past year special allocated program funds.

The CAP Directors expressed their great concern relative to the 8% cut, and this at a time when there is a pressing need for more funds to not only expand but to improve the quality of programs; which we have not been able to adequately do when caught between our present limited funds and the ever increasing inflationary cost of trying to maintain present program services.

The full impact of the 8% cut is now being studied and I will report to the Board at its next meeting. The 8% cut of the local initiative funds of the Cleveland agency will amount to approximately \$170,000, and the Program Accounts involved are: Central Administration, Neighborhood Opportunity Centers, Youth Employment and Housing. We will start first to see what major portions can be assumed by Central Administration.

Board of Trustees

-2-

September 22, 1970

I think we should make every effort to see that few or no major cuts are made in Neighborhood funding. We will be working toward this end.

RWF:mjs

Attachment



OFFICE OF ECONOMIC OPPORTUNITY

EXECUTIVE OFFICE OF THE PRESIDENT

Region V

623 South Wabash Avenue
Chicago, Illinois 60605

September 2, 1970

TO: ALL COMMUNITY ACTION AGENCIES

The Great Lakes Regional Office of OEO has received initial funding guidance from Headquarters for Fiscal Year 1971. OEO is still operating on a basis of a continuing resolution. However, funding assumptions had to be made in order to proceed with our on-going task resource allocation. For purposes of this planning Headquarters is assuming funding levels which are basically consistent with those of Fiscal Year 1970. This Headquarters guidance coupled with circumstances relating to our policy of funding community action agencies has required that we make serious decisions regarding funding levels of our grantees. It is the purpose of this letter to advise you of these circumstances and to indicate our rationale and processes for arriving at these decisions. It is hoped that this information will be helpful to you. This letter will address itself primarily to those funds which are unearmarked and through which community action agencies have their greatest flexibility for use in addressing the causes of poverty. These, as you know, are called versatile or local initiative funds.

Local initiative resources allocated to this Region from Headquarters this Fiscal Year are \$52,368,000 (our Region had a similar allocation in Fiscal Year 1970). The amount of funds needed in our Region to continue funding community action agencies at their present levels is \$57,849,000 or a difference of \$5,481,000.

The implication of the difference is that in local initiative funds the demand to continue our operations at their current level is \$5,481,000 less than our anticipated allocation.

In the past, in order to make the best use of Office of Economic Opportunity resources, OEO supported grantee funding levels at a level greater than the amount of new dollars allocated to it from Headquarters. This was made possible by the fact that many agencies did not spend all of their money in a program year. This meant that we could fund additional agencies, fund at higher levels, and fund special programs. The amount of money which is granted but not spent by a grantee is called carryover.

As agencies become more sophisticated and attain better administrative capability in spending their money, the amount of carryover diminishes. Concurrently, our ability to support the additional agencies, the higher funding levels and the special programs diminishes. We experienced a marked reduction in carryover in fiscal 1970. Our carryover has diminished to the point where we project that only 3.5% of funds granted in fiscal year '71 will be unspent by agencies. This compares with 12.8% in fiscal year 1969 and 6.4% in fiscal year 1970. It is our assessment that we can no longer expect to support programs using carry-

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over as a significant resource. We have decided to support funding levels with only one million dollars of our projected carryover. This one million added to the \$52,368,000 allocated to Region V, totals \$53,368,000 and reduces our deficit to \$4,481,000 dollars. In this fiscal year the region must, therefore, absorb a 7.74% reduction in local initiative funds available to be granted to community action agencies.

In order to absorb the reduction and to establish funding levels our Planning, Budgeting and Evaluation Division has issued a detailed Regional Office funding policy. This policy distributes the reduction proportionally over our three Operations Divisions and requires that Operations Divisions and Branches use a variety of techniques in making quality decisions to establish funding levels within the States and divisions.

Operations Divisions and State Branches are required to develop State plans for grantee funding levels based on a multiple factor assessment of the ability of each agency to operate quality programs, numbers of poor families, levels of prior funding, needs of the communities and State Economic Opportunity Office priorities.

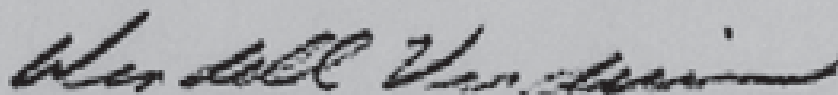
We have asked State Economic Opportunity Offices for their recommendations of desirable changes in allocations within their respective States, processes which can be used to absorb the anticipated reduction in available resources, weak community action agencies that could be eliminated and ways the State Economic Opportunity Offices can assist the Regional Office in carrying out their recommendations. We recognize that State Economic Opportunity Offices and Governors' Offices are knowledgeable of the needs and abilities of community action agencies in their States. We will utilize their advice in establishing funding levels for our grantees.

These plans will be reviewed by our Planning, Budgeting and Evaluation Division and submitted to me for final approval.

It is expected that the result of this coordinated effort will be establishment of funding levels which will be qualitative, which will reward agencies which have quality programs, will reduce less effective programs of some agencies and will totally eliminate a number of weak agencies. We recognize that these are hard decisions yet we feel that they must be made if we are to exercise effective stewardship.

We are making every effort to communicate our funding policies and methods to our community action agency boards and staff and to State Economic Opportunity Offices. Your support in these efforts will be greatly appreciated. If we can provide any additional information to further interpret our funding policies or procedures, please let us know.

Sincerely,



Wendell Verduin
Regional Director

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 22, 1970

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, September 30, 1970 at 2:00 p.m. in the Community Room of the Cuyahoga Savings Association, East Ninth Street and St. Clair Avenue.

- I. Meeting called to order
- II. Approval of Minutes of the Regular Meeting of June 17, 1970
- III. Correspondence
- IV. Report of the Executive Director
- V. Committee Reports:
 - a. Community Participation Committee
 - b. Management Committee
 - c. Priorities Committee
 - d. Nominating Committee
- VI. New Business
- VII. Adjournment

Please find enclosed the Minutes of the last Regular Meeting of June 17, 1970; a copy of the April & May edition of "Ohio Opportunity in Action"; Memorandum from Ralph W. Findley to the Board with attachment; and attendance card to be returned.

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

ADMINISTRATIVE MEMORANDUM
- Addendum to Number 11-

October 14, 1970

TO: Member of the Priorities Committee
Presidents, Neighborhood Corporations
Chairmen, Policy Advisory Committees
Directors, Neighborhood Corporations
Directors, Delegate Agencies

FROM: Ralph W. Findley
Executive Director

SUBJECT: Revised Procedures for Processing Refunding Requests

IN RE: Program Year "F"

As you are aware, the Council distributed Administrative Memorandum Number 11, in July of 1970, which covered procedures for processing funding request for program year "F". Later, upon the instruction of the Regional Office, the Council was advised that refunding for program year "F" was going to be simplified and that the specifics of the simplified refunding process would be worked out during the Regional Office's pre-review of CEO. For a number of reasons, the pre-review of the Council's operations took longer than had been anticipated, which is the primary reason that this addendum is required.

This addendum supersedes the entire listing of critical dates that were outlined in the Administrative Memorandum Number 11; however, the information contained in appendices A through F, of the Administrative Memorandum Number 11 is still applicable.

CRITICAL DATES

October 14, 1970	Budget review by Child Development Program Directors
October 16, 1970	NOC Evaluation completed. Narrative statements from NOC's relative to the CAP 81, are due in Mrs. Vester Lewis's office by 4:30 p.m.
October 19, 1970	CEOGC staff review of NOC Evaluation CAP 81's transmitted from NOC Coordinator to R&H Department.
October 23, 1970	All program evaluations completed. Composite CAP 81 completed.

October 26, 1970	CEOGC Staff review of Comprehensive Youth Program, Older Persons, Foster Grandparents, HOPE Incorporated, and Legal Aid evaluations. Meetings will be scheduled with individual Project Directors.
October 28, 1970	Final approval of Child Development Funding Request for PY-F by City-Wide PAC. CEO staff review of Composite CAP 81. Child Development Composite CAP 7 Completed.
October 29, 1970	Composite CAP 81, and Child Development funding request to be hand delivered to the Priorities Committee members and mailed to other CEOGC Board members.
November 4, 1970	Priorities Committee to review and make recommendations of composite CAP 81 and Child Development funding request.
November 4, 1970	Priorities Committee to make recommendations to CEOGC Board on composite CAP 81 and Child Development funding request. Required Board action.
November 6, 1970	NOC CAP 7's and 25's due in Vester Lewis's office. CAP 81 to be mailed Chicago.
November 9, 1970	NOC CAP 25's to Budget Office. Child Development funding request to arrive HEW Chicago.
November 10, 1970	CEO Staff Review of NOC CAP 7's 25's completed.
November 12, 1970 (By 10:00 a.m.)	CAP 7's and 25's for Legal Aid; Older Persons; Foster Grandparents; NOC's; due CEOGC's RPEI Dept.
November 12, 1970	CEO Staff Review of Legal Aid; Older Persons; Foster Grandparents; and NOCs.
November 13, 1970	CAP 7's and 25's Administration and Coordination, HOPE, Comprehensive Youth Program due CEO.
November 16, 1970	CEO Staff review and revisions of A & C; HOPE; CYP; CAP 7's and CAP 25's.
November 17, 1970	CEO Staff Review and revisions of Legal Aid; Older Persons; Foster Grandparents; and NDC's.
November 18, 1970	Mail CEOGC funding request PY-"F" to Priorities Committee and CEOGC Board of Trustees.

November 24, 1970	Priorities Committee to review and make recommendations on total CEOGC funding request PY-"F" at 3:00 p.m. meeting.
November 25, 1970	CEO Board to review CEOGC total funding request PY-"F". Tentative date for approval of Memorandum.
November 30, 1970	The RPEI Department will have completed any Board revisions of CEOGC funding request - PY-"F".
December 2, 1970	CEOGC funding request PY-"F" to arrive OEO Chicago.
January 31, 1971	End of PY-"E".

Finally, it is imperative that this schedule be followed if deadlines are to be met. You should also allow some time for reproduction, in those instances where it is to be accomplished at CEOGC.



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

NOTICE

TO: Members of the Management Committee & 10/13/70
 Priorities Committee

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

David G. Hill, Chairman
Priorities Committee

There will be an important Joint Meeting of the Management Committee and the Priorities Committee Thursday, October 15, 1970 at 10:30 a.m. in the Fourth Floor Conference Room at CEO, 1350 West Third Street.

Please make every effort to attend.

: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

FROM: Rev. Emanuel S. Branch, Jr.
1st Vice President and Chairman
of the Management Committee

DATE: October 16, 1970

The Council for Economic Opportunities is now in the refunding process for its programs for Program Year "F". It is necessary that all of these proposals go through the required neighborhood review as well as the review by proper committees of the Board of CEO. This will require many members of the Board of Trustees to attend extra committee meetings in the weeks ahead.

At a joint meeting of the Management Committee and Priority Committee, it was agreed that to meet necessary deadlines the Board of Trustees should meet on November 4th to, among other business, take action on the total Child Development Program which must be in the Regional Office of HEW by November 9, 1970. The Board should meet again on November 25th to take action on the total OEO programs which must be in Chicago by December 1, 1970.

To assure full attendance for these important meetings, the meeting of the Board of Trustees set for Wednesday, October 21, 1970, will not be held and the Board will meet on November 4, 1970 and on November 25, 1970. Prior to these meetings, you will receive the necessary material for your review upon which action will be taken.

Please mark your calendars for these important meetings.

:mjs

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

MEMORANDUM

TO: Priorities Committee DATE: October 29, 1970

FROM: David G. Hill, Chairman
Priorities Committee

SUBJECT: Next Committee Meeting

The next meeting of the Priorities Committee of the CEO Board of Trustees will be held as follows:

Wednesday, November 4, 1970
1:00 P. M.
Community Room C
Cuyahoga Savings and Loan Association
East 9 Street and St. Clair Avenue

The purpose of this meeting is to review and make recommendations on composite CAP 81, and Child Development funding request.

This is a very important meeting and we urge that you mark your calendars accordingly.

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

TO: Members of the Priorities Committee DATE: October 29, 1970

FROM: Ralph W. Findley
Executive Director

SUBJECT: Transmittal of Plans and Priorities for Neighborhood Opportunity
Centers (Program Account 07) and funding request for Foster Grand-
parents (Program Account 14).

It is my pleasure to transmit to you a copy of the Council for Economic Opportunities in Greater Cleveland's plans and priorities for Program Year "F", and the funding request for Program Account 14 (Foster Grandparents).

As an addendum to the CAP form 81, we are including narratives from the six (6) target area multi-service corporations which are a preliminary indication of their individual plans and priorities. These narratives have been reviewed and approved by the Board of Trustees of those corporations prior to their inclusion in the CAP form 81.

The Office of Economic Opportunity Great Lakes Regional Office has supplied guidelines which provide for an abbreviated and expedient refunding schedule. Those guidelines call for the submission of the CAP form 81 plus the narratives in their present forms, while allowing these documents to be amended or revised during the course of Program Year "F".

We further anticipate having the funding requests for Program Accounts 22 and 23 (Full Year Headstart - Part Day and Full Year Headstart - Full Day respectively) available to you for review. Those requests will be "hand" delivered to you to expedite the transmittal process.

/ac

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

MEMORANDUM

TO: Priorities Committee **DATE:** November 30, 1970

FROM: David G. Hill, Chairman
Priorities Committee

SUBJECT: Next Committee Meeting

The meeting of the Priorities Committee of the CEO Board of Trustees will be held as follows:

Tuesday, December 8, 1970
3:00 p.m.
Fourth Floor Conference Room (CEO)
1350 West Third Street
Cleveland, Ohio 44113

The purpose of this meeting is to pass on the balance of the refunding request.

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

MEMORANDUM

TO: Board of Trustees DATE: November 30, 1970

FROM: Ralph W. Findley
Executive Director

SUBJECT: Tentative Agenda and Transmittal of Material

The following items are scheduled for the agenda of the next Regular Meeting of the Board of Trustees to be held on Wednesday, December 9, 1970, at 2:00 p. m. in the Community Room of the Cuyahoga Savings Association, East Ninth Street and St. Clair Avenue.

- I. Meeting called to order
- II. Approval of Minutes of the Regular Meeting of November 4, 1970
- III. Correspondence
- IV. Report of the Executive Director
- V. Committee Reports:
 - A. Management Committee
 - B. Priorities Committee
 - C. Nominating Committee
 - D. Community Participation Committee
- VI. New Business
- VII. Adjournment

Please find enclosed the Minutes of the last Regular Meeting of November 4, 1970 and attendance card to be returned. Members of the Management and Priority Committees will also find other related Committee materials enclosed.