1. CALL TO ORDER, ROLL CALL
   - Commission President called meeting to order at 9:40 a.m. Joumana Silyan-Saba provided roll call.
   - Present Commissioners: Kelli Dillon, Jacquelynn Hawthorne, Amelia Herrera-Robles, Jesse Noonan, Dr. Mariedel Leviste, Deborah Marcus, Rebecca Pleitez, Benjamin Torres, Rashad Rucker-Trapp, Jesse Wilson, Alexandra Zandueta.
   - Commission President Torres welcomed the newly appointed Commissioner Noonan and asked her to introduce herself to the commission. Commissioner Noonan introduced herself and shared a brief overview of her work with LA based charter schools.

2. APPROVAL OF MINUTES
   - October 2019 meeting minutes were approved by the board.

3. PRESENTATIONS
   - 2020 Census Update: Maria de la Luz Garcia with Mayor Eric Garcetti’s Office provided a presentation regarding the 2020 Census progress. She briefed the commission on the process, forms, census questions, and confidentiality protections. Ms. De la Luz Garcia detailed the timeline and the five pillars outreach strategy. She emphasized the work around hard to count populations, language accessibility, and importance of state funded marketing tools and credited the County-City partnerships.
   - Commissioners asked clarifications regarding gender and demographics categories, as well as mailing-in process. They also requested for additional informational materials to be emailed to commissioners. Ms. De la Luz agreed to send additional census links via email to staff.

4. HCIDLA UPDATES AND DISCUSSIONS
   - Consolidated Plan Community Engagement Update: Rebecca Ronquillo & Angela Peavy noted the correction to the agenda record to reflect PY46 2020-21 Consolidated Plan instead of PY45. They shared an overview of the re-designed outreach strategy, which included 14 focus groups as well as a public hearing hosted on October 1st. Ms. Ronquillo noted that they are in the process of compiling and analyzing community input to include public input received via: emails, phone, public hearing, focus groups and discussion questions.
   - Consolidated Plan Process: Ms. Ronquillo shared an overview of the Consolidated Plan application process. She stated that the Department solicited applications for Neighborhood Improvements, and received 52 new applications, an increase over last year’s number.
   - Commissioners inquired about the selection process and number of applications approved. Ms. Ronquillo stated that they are still in the review process, therefore unable to provide a number of approved applications at this time.
Ms. Peavy further explained the evaluation process and a scoring system that takes into account eligibility as well as project readiness. She also stated that the process includes on-going budget negotiations and approvals by the Mayor’s Office as well as City Council. Several commissioners cautioned to ensure that the process is fair and independent of political influence.

Hollywood FSC Update: Ms. Veronica McDonnell recapped HCID’s role in ensuring family services continuity following the closer of YPI. She stated that Volunteers of America was selected to take over as the new contracted operator for the Hollywood FSC. Ms. McDonnell noted the importance of maintaining presence in the Hollywood area and ensuring a smooth transition for families currently receiving services.

Commissioners asked several questions relating to the led-up to the closer of YPI, gaps in services, and city liability. Ms. McDonnell noted that YPI failed to submit their single audit, as such the department withheld payment. Once the single audit was received, it revealed financial mismanagement leading to the closer. She noted that there was minimal gap in services since Le Conte Middle School was provided as a temporary location. She further noted that the department is continuing to ensure the transition and sustainability of services.

Poverty Prevention Report Progress Update - Joumana Silyan-Saba shared an overview of the focus groups that were hosted and highlighted the public health focus group, which was guided by Commissioners Pleitez and Herrera-Robles. She noted that the poverty prevention report is still in the drafting process. Ms. Silyan-Saba highlighted the role of the review committee, which include Commissioner Estrada and Torres along with 2 members of the Community Action Board and academic partners (USC and Milken Institute).

CCFS Attendance and Meetings: Ms. Silyan-Saba updated the commission on the resignation of Commissioner Legesse and expressed gratitude for her contributions. Ms. Silyan-Saba noted the need for active attendance and participation from commissioners. Commissioner Torres reiterated the importance of active participation by commissioners.

Commissioners engaged in a brief discussion and referenced the need to revisit the bylaws attendance requirements, the timing of meetings, as frequency to help with increasing attendance and quorum.

Commissioners discussed the need for a CCFS strategic planning session and bylaws review. They requested for staff to share the bylaws via email, which were last reviewed in 2017.

5. ACTION ITEMS: No action items

6. AGENDA SETTING & NEXT COMMISSION MEETING: In anticipation for the strategic planning in March, commissioners requested an agenda item for the strategic planning process discussion and approval at the next CCFS meeting set for February 3, 2019.

7. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA: No public comments.

8. ADJOURNMENT: Meeting was adjourned at 11:38 p.m.