



# CHILDHOOD OBESITY PREVENTION TASK FORCE

## EAT SMART GET MOVING



### CHILDHOOD OBESITY PREVENTION TASKFORCE (COPTF) MEETING MINUTES February 26, 2015, 5:30 P.M. – 7:00 P.M. SAN PABLO COMMUNITY CENTER

#### PRESENT

Lucy Alfaro (Co-Chair) - Parent, West County Regional Group, First Five  
Saidy Brizuela- Treasurer, San Pablo Youth Commission  
Greg Dwyer - Community Services Manager, City of San Pablo  
Astrid Flores- Chair, San Pablo Youth Commission  
Rhea Laughlin- Community Engagement Program Officer, First Five Contra Costa  
Elizabeth Pabon- Resident, San Pablo  
Melody Ocampo- Recreation Supervisor, City of San Pablo  
Tony Ramirez (Chair) - Teacher, Dover Elementary School  
Gaby Rivas-Community Liaison, First Five Contra Costa  
Bertha Romo– Youth Services Program Coordinator, City of San Pablo  
Jan Schilling- Executive Director, Weigh of Life  
Jennifer Chong- Recreation Coordinator, City of San Pablo  
Adriana Vazquez- Parent, West County Regional Group

#### WELCOME AND INTRODUCTIONS

Meeting was called to order at 5:42 p.m. by Mrs. Lucy Alfaro. She welcomed everyone and members individually introduced themselves.

#### PUBLIC COMMENT

No public comment.

#### APPROVAL OF THE MINUTES

Consensus to approve 1/21/15 minutes as read.

#### FUNDING AGENCIES THROUGH THE \$50,000 FUNDING ALLOCATION

a) Review and finalize sample proposal sheet: Members reviewed the draft course proposal application and recommend changes. It was agreed that the application will also be available in Spanish. Once changes are completed, the application will be made public.

b) Share summary and criteria for each category: Members reviewed and commented on the subcommittee's summary of recommendations. Jan motioned to adopt the plan with two revisions, Rhea seconded. The recommended revisions were to adopt a multi-child discount at \$5 per additional child, and to set a registration limit of three reduced cost classes per session. After the third class registration, individuals will be placed on a wait list to give others the opportunity to register.

c) Review panel of five Task Force members: The Review Panel will consist of Gabi Rivas, Melody Ocampo, Tony Ramirez, and Lucy Alfaro.

Members discussed the feasibility of hosting certain classes at the park. Due to potential hazards for Karate, Ballet and Capoeira, members recommended holding these classes in park facilities; such as the Davis Park Multipurpose Room. Staff briefly presented an estimate of the cost of operating the prioritized nutrition and physical activity classes through existing contractors and informed members that the cost is only a small portion of the \$50,000 available. Rhea asked that should there be a difficulty in spending all the money on programs, could

the Task Force consider allocating additional funding for park improvements. Mr. Dwyer commented that toward the end of the fiscal year, staff can make the request to Council, but there is no guarantee.

### **TIMELINE FOR IMPLEMENTATION**

Staff proposed a tentative timeline for the release and review of proposals. The projected posting date is Friday, February 27, 2015 and the deadline to submit is March 13, 2015. The review period is March 16<sup>th</sup>-18<sup>th</sup>. The panel will review proposals using a rubric. Award notifications will be sent on March 19<sup>th</sup> and contract negotiations and development will commence. Grantees are required to pass a fingerprint and background check. Appointments will be scheduled on March 23<sup>rd</sup> 2015. Insurance documents are due by March 30, 2015. Programs are expected to begin in April and conclude by June 30, 2015. Proposals and documents must be submitted to Jennifer Chong:

Email: JenniferC@SanPabloCA.gov

Fax: 510-215-3015

In person or Mail:

San Pablo Community Center (SPCC)

Attn: Jennifer Chong

2450 Road 20,

San Pablo, CA 94806

### **PROGRAM MARKETING**

Staff will draft marketing materials to share with the COPTF members.

### **ANNOUNCEMENTS/ UPCOMING AGENDA ITEMS**

Members discussed items for future meetings:

- Safe Routes to School
- Roles and responsibilities of COPTF members
- Membership renewal

### **MEETING ADJOURNED**

Meeting was adjourned at 7:11pm. The next meeting was scheduled for April 22, 2015.