



MINUTES



Alameda County- Oakland Community Action Partnership (AC-OCAP)

Visit us on the web at AC-OCAP.com or contact us by email at AC-OCAP@oaklandnet.com

Vision Statement: To end poverty within the City of Oakland and throughout Alameda County

Our Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

ADMINISTERING BOARD MEETING

Monday, October 8, 2018 5:30 p.m.-7:30 p.m.

City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Janice Heredia, Sean Callum, Councilmember Lynette McElhaney (Brigitte Cook), Clarissa Doutherd, Max Chacana, Teresa Jackson, Lisa Ruhland, and Robert Cox.

Excused: Supervisor Wilma Chan (Brittany Carter)

Absent: Supervisor Nate Miley (Angelica Gums)

Staff: Estelle Clemons, Emily Derenthal, and Dwight Williams

Guests: Monique Pena, Joseph Billingsley, Danielle Makous, Amanda Olson, Steven Dial, Samantha Columbus, Lindal Sambrook, Jamal Byrd, Carolyn Mixon, Cristi Ritschel, Deborah Taylor, Sarah Voit, Jennifer Ellis, Lady Freire Aguilar, Tiffany Las, and Njeri McGee-Tyner.

A. Call to Order/Approval of Agenda

Gladys Green (Chair) called the meeting to order at 5:37 p.m.

B. Roll Call/Determination of Quorum/Recite AC-OCAP Promise

Roll call was called by staff E. Clemons. A quorum was established. The AC-OCAP promise was recited.

C. Approval of Draft July 9, 2018 Administering Board Minutes (G. Green)

Motion: To approve the minutes for the July 9, 2018. M/S/Carried: S. Johnson/T. Jackson/Motion carried. September 11, 2018 meeting notes was a committee meeting of the whole due to no quorum. No approval required.

D. Community Action Partnership Update/Action Items (E. Clemons)

1. Board Update

A. Vacancies

- A letter was provided by Councilmember Larry Reid that appointed Robert Cox as his District #7 community representative.
- District #6 is still vacant. Board Member J. Heredia brought guest Samamtha Columbus who lives in District #6 and may be interested in becoming a Board member.

B. Board Applications

Applications and petitions for Carolyn Mixon (District #1), Deborah Taylor (District #2), and Njeri McGee-Tyner (Alameda County) have been vetted and verified. Applicants were introduced.

Motion: To accept all three nominee applications and signed petitions to serve on the AC-OCAP Board. M/S/Carried: B. Cook/T. Jackson/ Motion carried.

C. Board Term Roster and Oakland, Alameda County Application/Map

E. Clemons stated that the Board Term Roster and Oakland and Alameda County Applications and Maps were included in the Board Packet. Several Board member terms are expiring this year – G. Green, S. Johnson, C. Doutherd, L. Ruhland, J. Heredia, and A. Ford. Board members were asked to inform staff if they were not planning to re-apply to serve on the Board for another term. M. Rivera asked if the membership terms had been updated/revised. E. Clemons stated that due to staff shortages, they have not been updated.

D. 2018 Board Attendance Roster

E. Clemons stated that the 2018 Board Attendance Roster was included in the packet. All Board Members are in good standing and no one has exceeded the maximum number of six absences.

E. November Board Meeting

E. Clemons stated that on Monday, November 12, 2018, the day of the Board's next scheduled meeting, the City of Oakland will be closed in observation of Veterans Day holiday. On Tuesday, November 13, 2018, Staff and Board members will be attending the CalCAPA Conference in Sonoma.

Motion: To cancel the November Administering Board meeting and hold an Executive Committee Meeting on Wednesday, November 7th, 2018. M/S/Carried: T. Jackson/S. Johnson/
Motion Carried.

2. 2017 – 2018 Program Update

A. Grantee Update

E. Clemons stated that the Mid-Year Progress Reports Matrix was included in the packet for Board members to reference while grantees present their program updates.

B. Conferences

NCAP Conference–August 28-31, 2018, Denver, CO

- E. Clemons and S. Johnson attended the NCAP Conference in Denver, CO. S. Johnson reported on the various workshops she attended. She included a poverty story about a woman named Ashley, who was given \$50 as a donation. She had no income, but instead of using the \$50 to buy food, she used the money to purchase an outfit to look for a job, so she could feed her family. S. Johnson also attended a panel on “Ending Homelessness.” She stated that the Buck Foundation Project started in 2016 and their mission was to build tiny 100 square foot homes for homeless people. This organization felt it was cheaper to build tiny homes for people than to put them in shelters. The next NCAP Conference will be held in August 27-30, 2019 in Chicago, IL. E. Clemons stated that Board members are encouraged to attend conferences.

CalCAPA Conference – November 13-16, 2018, Sonoma, CA

- E. Clemons stated the CalCAPA Conference is coming up in November. Board Member S. Callum will attend along with staff.

C. 2018 Cal EITC Free Tax Preparation Assistance Grant

E. Clemons informed the board that AC-OCAP was awarded a \$176,000 Earned Income Tax Credit (EITC) grant to expand CalEITC services for the 2019 tax season. The grant was written by Estelle Clemons, Emily Derenthal, and a grant writer. CalEITC has expanded this year to include people who themselves are small businesses and seniors. They can now get the state Earned Income Tax Credit which has a higher income threshold than the federal EITC. Last year, AC-OCAP partners were asked if they wanted to become a virtual VITA site. Now, AC-OCAP has some funds to help circumvent the cost. Since AC-OCAP partners know their clients, the plan is to get partners trained to scan in the tax documents at grantee sites and send the documents to the Fremont Resource Center super site where over 200 volunteers will prepare the tax returns. They will send completed tax returns back to the Virtual site where tax filers would then pick them up. This is important because people are paying over \$300 on average to get their taxes prepared when they can get them prepared for free. AC-OCAP is in partnership with the United Way who received \$364,000 to do education and outreach. This is a working credit so people need to apply to get the credit.

3. AC-OCAP Alameda County “Ask” Update

AC-OCAP did not receive support from Alameda County. E. Clemons read from the letter from Alameda County Administrator, Susan Marinuchi. The County recommendation was for AC-OCAP to contact individual cities for program support as ALL-IN is coordinating the Alameda County funding for anti-poverty programs.

Action Item: B.Cook requested that the declining letter be sent to all Councilmembers.

Motion: To accept the program updates. M/S/Carried: J. Heredia/M. Chacana/Motion carried.

E. Presentations – AC-OCAP Grantees (La Familia, Civicorps, Downtown Streets Team, AnewAmerica, YEP, SAHA, and FESCO).

La Familia Counseling Service

Jennifer Ellis is the Director of Development and Strategic Partnership. Their current program activities revolve around resilience, wellness, and economic power. These activities fit nicely with the AC-OCAP mission. La Familia has 147 staff members hosted at 12 sites reaching over 5,000 community members each year. They have strong groups in mental health services with bi-lingual/bi-cultural emphasis that includes workforce development with the young people. The GED Academy model which AC-OCAP funds has several different parts. They were trying to tie GED services with career technical experience (CTE) provider enrollment with paid work experience and then wrap it up in Mindset and Self-Motivation and resource and referrals.

The biggest change that has occurred since the AC-OCAP funding started is the recognition that combining GED Services, CTE enrollment, and paid work experience is not enough. A lot of the young people come to the program with no knowledge about the importance of career technical training. La Familia has created pre-CTE (career exploration) to help the young people who are no longer engaged in high school. This 8-week intervention program called Project KEY – (Keep Empowering Yourself) meets twice per week. It is focused on the Growth Mindset which says you can learn to do anything you want to do if you put the effort in. It also helps them overcome obstacles. KEY wants each person to be able to answer yes to the 4 questions: Can I love this? Can I be good at this? Does the world need this? Can I get paid for this and earn a family sustaining wage?

In their culture of evaluation and improvement, La Familia is always trying to find solutions. They have tried both tiny groups and one-on-one tutoring. When things do not work, they try to find new options to serve the youth. La Familia took the youth on a field trip to Tesla Motors in Fremont. They recently implemented/piloted a youth co-facilitator program, mentored by Jennifer, to train youth to help lead the program.

Civicorps

Joseph Billingsley is the Senior Support Services Manager. Civicorps has been a national conservation corp member and a charter high school since 1996. They have been serving Oakland residents aged 18-26 for 35 years. The goals for the AC-OCAP grant are to reach 40 low-income unemployed Oakland residents and help 30 of them find a job earning up to a living wage and 10 to find a job earning above a living wage. Twenty residents will graduate with their high school diploma. The three biggest obstacles that students face are childcare, transportation, and housing.

Civicorps program participants begin going to school at the Learning Academy Monday through Thursday from 8am to 3pm for 12 weeks. Stipends are provided to students for 100% attendance. While in the Learning Academy, students are not working, so Civicorps provides transportation assistance, food, and other incentives. Civicorps tries to find out what is in the way of the participant’s success. Upon completion of the Learning Academy, the participants move over to Civicorps paid job training. In this program, the participants are paid to work on projects from 7:30am to 3:30pm. Once they receive their high school diploma, the participants can apply to certain internships; however, they must be enrolled in at least one college course per term to qualify.

Monique Pena, a Civicorps intern, shared her experience of being involved at Civicorps and receiving support. Since she has been in the program, she has learned how to balance her budget, use protective equipment, and become more responsible. She has received her certification for operating both chainsaws and weed eaters and Civicorps is now helping her get her driver's license. She feels that the program is very helpful for students that feel like regular school is not for them.

Downtown Streets Team (DST)

Amanda Olson is the Hayward Program Manager. DST is a low barrier volunteer program for unhoused men and women who are looking to get back into the workforce. DST is trying to help people regain their confidence so they can learn to be their own solutions. Amanda highlighted the fact that they served 61 people this year and 49 of them are CSBG eligible.

Linda Simpson, DST program participant for two years, shared how she changed from being a couch potato to now being active again. She has been homeless twice in her life. DST has kept her inspired. She loves her community. She is currently a Green Shirt Team Leader with 8 steady members working under her. Sometimes it is a little challenging, but she is getting better at managing them. The Hayward Downtown Team picks up cigarette butts that get left around the no smoking zone. Linda personally picks up 250 cigarette butts each day in a 4 block area of downtown Hayward. DST has picked up 309,000 gallons of trash since 2016. Linda loves the way the Hayward park looks in the evening.

DST, received an additional \$40,000 from AC-OCAP and \$85,000 from Community Housing Services (CHS) homeless fund to do a 1 year Oakland Pilot Clean-Up program around Lake Merritt where the new Tuff Sheds are located. This is for pre-employment. DST is working with Private Investment Council (PIC) across from Fairyland. The Workforce Investment Board is looking to create a pipeline to get those experiencing homelessness into permanent jobs.

AnewAmerica Community Corporation

Steve Dial is Chief Executive Officer of AnewAmerica, a 19 year old non-profit organization headquartered in Oakland. AnewAmerica's mission is to leverage entrepreneurship, to help underserved communities improve their economic lives and impact their communities. The core programming for those that enter their business programs is to provide them with the foundation for opening a business, help them complete the things they need to do to stay in business, become familiar with obstacles that may get in their way, and learn to navigate the different challenges. After they complete the core foundation training, they are assigned a client manager to help them one-on-one.

Lady Freire Aguilar, Director of Women's Business Center, has been working with new partners and other organizations this year and will continue developing new relationships. AnewAmerica is seeking new ways to reach out to Alameda County that will broaden the number of organizations they partner with. They have trained 21 people, 1 business has been started, and 2 jobs have been created.

Tiffany Lacsado, CEO of The Lei Company shared her story. The Lei Company Cooperative Inc. is a worker-owned co-op based in East Oakland. They really needed help with business planning. They turned to AnewAmerica to help them get to the next benchmark. AnewAmerica provided training for them in addition to training two other co-op members. AnewAmerica helped them create really good financials – budget, forecasting, etc. This allowed them to increase their sales. In 2017, they became a formal cooperative corporation. They increased their sales from \$4,500 in 2017 to \$17,000 in 2018 just selling leis within 5 weeks of the graduation season.

The Lei Company was awarded the 2018 Small Business Award from Mayor Libby Schaff. They are the official lei vendor for OUSD and they have an Amazon store website. They sell 5 types of lei and they are the first company to sell money leis on Amazon. It was not just the training that AnewAmerica provided, but the hand holding and giving them the tools needed to succeed. The Lei Company is the first

Pacific Islander business to have an investment opportunity that is approved by the Security Exchange Commission. The Lei Company co-op members used their Earned Income Credit to start their business.

Youth Employment Program

Michelle Clark is the Executive Director. She stated that the African American Fire Fighters Union approached YEP about creating a Firefighting program. With AC-OCAP funding and guidance from the Fire Fighters, YEP created a Firefighting Academy program. The relationship with Soulciety and their Firefighter trainer continues. John Marshall did the training for first stage review for the EMT tests in vocabulary and exercises at both Soulciety and YEP. With a low pass rate, this training will help give them an edge to get better pass rates for EMT testing. Michelle highlighted the fact that math skills are a critical part to passing the test.

Jamal Byrd, Work Experience Counselor, used to be an intern at YEP. His role now at YEP is to help the participants get the most from the program as they are learning and earning. YEP begins their participant search with a questionnaire to see if the prospects would be interested in a health related field. They conduct an internship during the summer. For the Saturday trainings, they have local firefighters come in and show the participants examples of what is involved in being a firefighter. They expose them to physical fitness, healthy eating, and different careers within the firefighting academy. The participants prepare hot healthy meals and clean up. They also focus on employable soft skills like attendance, punctuality, attire, attitude, professional communication, etc. Drama management, cell phones, and anger management are the biggest challenges they have with participants.

Kevin Davis and Cameron Newby talked about their experience as interns at Highland Hospital and their EMT training. They learned what the different emergency codes mean and how the codes are used. They learned how to clean and sanitize tools contaminated with blood after surgery. They also learned CPR and explored things about the skeletal and circulatory systems.

Satellite Affordable Housing Associates (SAHA)

Lindal Sambrook is SAHA's Resident Service Supervisor. The agency provides permanent affordable housing for 125 low income, fully homeless, and disabled residents aged 55 and over. Seventy-five residents are eligible for the AC-OCAP program. Many residents have limited or no English speaking ability. There are two on-site resident service coordinators who are partially funded by the AC-OCAP grant to provide non-clinical case management to the residents. The residents are assisted to age in place and to delay their loss of independence or institutionalization by providing assistance where the residents live. This free voluntary and confidential service frequently involves care coordination with family, care givers, and outside service providers. SAHA staff conducts functional assessments for activities of daily living with each resident to identify anything that threatens their ability to live independently. Relationship building on a day-to-day basis is an important part of the staff's role so when residents are in crisis or have urgent needs, they feel comfortable working with the service coordinators. Year to date, 100% of their AC-OCAP eligible residents have maintained their independent living situation.

Family Emergency Services Coalition (FESCO)

Sarah Voit is the Program Director at FESCO. FESCO recently merged with La Familia Counseling Service. FESCO is an emergency shelter with 24 beds. It is one of the only shelters in mid-county and mostly recently it became a shelter for families with adult children. FESCO also operates Banyan House Transitional, which is one of the last transitional housing programs in mid-county. The average length of stay at Banyan House is 4 months. With the introduction of the Coordinated Entry System in Alameda County, the enrollment process for providing shelter services at FESCO has changed. FESCO is now asked to prioritize the shelter beds for the County so that families experiencing a housing crisis have fair and equal access and they are quickly identified, assessed for services, referred, and connected to housing and assistance based on their strengths and needs. As of October 1st, FESCO still has 20 families on their waitlist.

FESCO outcomes have been better than planned. Eighty-eight percent (88%) of the sheltered families have moved into permanent affordable housing. Most of the families, 67%, have exited with an earned

income. Since the family invited tonight could not come because the mother is working, she wrote a letter thanking Banyan House, La Familia Counseling Services, and AC-OCAP.

F. Committee Reports

None.

G. Future/Proposed Agenda Items

Future:

Homeless Services will come back on the agenda due to demand. In December, our internal partners, HERA, Bay Area Legal, and Eden I&R will be invited to the meeting.

Health

- Trauma Informed Care*
- La Clinica de la Raza
- Alameda County Building Blocks Collaborative*

Financial Empowerment

- Alameda County AC CAN
- Cal Reinvestment
- Bank on Oakland
- Earned Income Tax Credit/UWBA*

Youth

- Oakland Fund Children Youth (OFCY)*
- Oakland Youth Commission *
- REACH Ashland/Cherryland Youth Center*
- Early Care & Education Planning Council*

Public Safety

- Citywide Public Safety Plan*
- Cease Fire/Street Outreach*
- Oakland Unite*
- Seven Step (Re-entry Population)

Social Justice

- Ella Baker Center

Families

- Social Services Agency – TANF, GA*
- ALL-IN*
- Alameda County Hope Collaborative
- Rise up

Community Development

- CDBG *

Housing

- Tri-Valley Housing
- Community Housing – Path/Everyone Home*

- East Bay Housing Organization (EBHO)*
- Spectrum – LIHEAP/Weatherization*
- Oakland Housing Authority*
- Alameda County Housing Authority
- City of Oakland Housing Road Map*

Education

- Promise Neighborhoods- Cal State East Bay *
- Head Start/Early Head Start
- AC Child Care *

Employment

- Alameda County WIB*
- East Bay Sustainable Alliance
- Oakland WIB*
- Minimum Wage/Life Up Oakland/\$15 hr. (local union)

Board Development

- Jim Masters – CAP History/ Board Training*
- Jim Master – Structure of the American Economy
- Public Ethics Presentation*

Food Security

- Alameda County Community Food Bank *

Transportation

- Alameda County Transportation Commission

* = Presented

H. Announcements

Oakland Rotary – No Report

United Seniors of Oakland and Alameda County – No report.

Alameda County/Social Services/All In Update – No report.

City of Oakland Update – Directors are being sought for both the East Oakland Senior Center and West Oakland Senior Center. Applications accepted until Friday, October 12.

Census Bureau – Census 2020 is hiring people to conduct the census. The jobs will pay \$14-\$17 per hour in all counties. The 2020 Census will not be on paper, it will be online. For every person that

does not get counted, that community loses \$2,000 per person. Multiply this amount times a 10 year census and that is \$20,000 per person that that community does not receive in benefits or services. Sites that have the capacity to help people complete the census in multiple languages need to be identified and put in contact with the Alameda County Census. E. Clemons is also working with Connect Lab to implement Census 2020 mobile phone alerts. The goal is to use cell phones as an outreach mechanism with Census 2020. Alameda County has put \$1.5M in the budget to do local campaigns.

I. Agenda Attachments

- C1 Draft July 9, 2018 Administering Board Minutes
- D1B District 1 Board Application & Petition (Carolyn Mixon)
- D2A Mid-Year Progress Reports Matrix
- D3 AC-OCAP Alameda County “Ask” Update

J. Open Forum – None

K. Adjournment

The meeting was adjourned at 7:30 p.m.