



MINUTES



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

EXECUTIVE COMMITTEE MEETING (STANDING)

Thursday, January 25, 2024, 5:30 p.m.-7:30 p.m. at Oakland City Hall - 1 Frank H. Ogawa, Hearing Room 3

AGENDA

1. Call to Order at 5:42pm

Roll Call:

Present – M. Rivera, S. Johnson, B. Cook.

Absent at Roll Call – A. Ford.

Excused – C. Frost.

Staff: Dwight Williams

2. Recite Alameda County- Oakland Community Action Partnership (AC-OCAP) Promise
Not recited

3. Approval of Agenda: Motion to approve agenda B. Cook, Second by S. Johnson. Motion carried.

4. DISCUSSION ITEMS:

a) Executive Committee Priorities - Due to the system wide hack of the City of Oakland, historical documents were lost. The Exec Board and Staff requests that members send documents and history to fill history gaps when possible. The Chair is working closely with staff to re-create processes and Dwight has worked numerous hours to capture the data.

b) Fed/State Funding Opportunities – Part of the advocacy trip to Washington D.C. is to research additional funding opportunities. The best option would be for each committee member to assist in research. The Exec Board will wait until the Annual Retreat to get advocacy ideas so that the research and fundraising can be directed and strategic. For example, a programming idea was presented to host a town hall discussion about the ways poverty will likely show up in 2024. At the next Executive Board meeting, the committee will look at big ideas and how they can be approached.

c) Review budget – Some funds are available due to staffing shortages. Only seven of the eighteen grant agreements have been processed. The other eleven are still in the queue with the Risk Management department. All funds need to be expended, so invoices must be submitted by the grantees by the beginning of April to be processed before the state deadline of April 30th.

d) Review by-laws – The By-laws have not been updated since 2011. We are out of compliance with the Organizational Standards which state that the agenda should be distributed 10 days before the meeting, but the Board has been following the City's rule

of 72 hours. A recommendation was made to review items that are out of compliance. M. Rivera & A. Gums will review the 2011 version and bring recommendations for corrections and changes to the Feb Executive Board meeting on 2/29/24.

e) Update on Committee Assignments

- Program Planning Committee – no update
- Advocacy Committee – A recommendation was made to use data points to determine how funds are spent.
- Other Programs/ Assignments – Move Board Member Mitch Margolis off the Executive Committee while he is in school and ask which committee he would like to join.

5. INFORMATIONAL ITEM:

a) NCAF Conference - Washington DC - 3/11/24 - 3/15/24. Dwight has registered Monique, David, and himself and the trip has been approved to attend the NCAF Conference. The City of Oakland will pay in advance for registration, hotel and airline fees but not for per diem, meals or ground transportation.

b) Monique wants to ensure that Scott is aware of the AC-OCAP By-Laws regarding hiring the Executive Director.

c) CalCAPA Legislative Day - Sacramento, CA - 4/30/24 - 5/1/24 – No one has requested to attend the conference. Request must be received by 2/29/24.

6. Announcements:

a) Alameda County Point-In-Time Homeless Count - The Point-In-Time Count flyer was sent out previously and the event was held today.

b) VITA/EITC Tax emails were sent out announcing the Grand Opening on 2/1/24, 1:00pm – 1:30pm at West Oakland Library. It is listed on social media websites and sent to the grantee contact list.

7. Public Comment: (Specific Agenda item(s): Audience Comment Period)

Can we advise about securing insurance for volunteers who will be providing messages to the tax preparers?

8. Open Forum: (General Audience Comment Period) – None

9. Adjournment – 6:59pm

10. The Next Executive Committee Meeting is on **February 29, 2024**