



MINUTES



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

Administering Board Meeting Monday, May 13, 2024, 5:30 PM

Board Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), David Walker, Patricia Schader, Quantum Norwood, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Treva Reid (Latasha Perry), Supervisor Lena Tam (Cesley Ford-Frost), Councilmember Noel Gallo (Ana Tellez-Witrigo), Supervisor Nate Miley (Angelica Gums), Diana Maravilla, and Mitchell Margolis.

Board Member Excused: Andrea Ford (Treasurer)

Board Member Absent: LaWanda Smith

Board Vacancies: Community Development Block Grant (CDBG) District 4 and Private Sector

Staff: Dwight Williams, Thea On, Maria Huynh

Guest(s): Ansar El Muhammad

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the May 13, 2024, Administering Board Meeting to order at 5:35pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum/Approval of Agenda**
Staff Thea O. performed Roll Call, and a quorum was established at 5:40p.m.
MOTION: To approve the May 13, 2024, Administering Board Agenda.
M/S/Carried: B. Cook / K. Mayfield / S. Johnson Abstained / Motion Carried.
- C. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of January 15, 2024 - Attachment C1**
MOTION: To approve the Draft April 8, 2024, Administering Board Minutes.
M/S/Carried: B. Cook / K. Mayfield / S. Johnson Abstained / Motion Carried by Consensus
- D. Public Comment:** (Specific Agenda item(s): Audience Comment Period)
None
- E. Board Sub-Committee Updates:**
- 1. Program Planning**
 - a. Board Retreats** – The Committee has no updates on the retreat due to their focus on the 60th Anniversary planning.
 - b. May 60th Anniversary Community Action Activities (Attachment E1)** – The Committee is finalizing details like food, decorations, name tags, photo booth areas, and volunteer signups. A. Gums took the lead in organizing many of the logistical elements. They discussed the agenda/run of show for the day, including introductions, a history video, screening of the "A Rising Tide" film, and a Q&A session. There was debate around how best to structure the Q&A - taking questions

from cards vs. a live virtual option using Prezi. The Committee wanted the event to facilitate connections between community members and subject experts attending. Final preparations like rehearsing AV equipment and finishing Amazon orders were still underway close to the event date. Staff T. On sent an email blast on May 1st to promote the 60th anniversary event. B. Cook requested if another email blast could be sent later in the week as a reminder to people, since the anniversary event was coming up on the following Friday. D. Williams agreed that sending another email reminder earlier in the week would be a good idea to help boost attendance and remind people who may have missed the earlier email or forgotten about the event. Sending a follow-up email blast was suggested as a way to potentially reach more people and increase RSVPs for the anniversary celebration.

2. Advocacy

a. **May Legislative – May 1st Sacramento** – Committee Board Members, Q. Norwood, K. Mayfield, T. Love, David Walker, and staff D. Williams attended the May 1st Legislative Day in Sacramento. Each member shared their experiences at the training session. The group learned about different community action partnerships (CAPs) across California. They heard presentations from CAPs in counties like Contra Costa, San Bernardino, Fresno, and met with state legislators. It was an inspiring and educational experience where the board members were able to network, learn best practices, and build relationships that could help in their work eradicating poverty. K. Mayfield's perspectives from attending the Legislative Day found it inspirational to see what direct services to the community looked like through the tabling from different parts of the state, to help understand how to move her work forward. It was interesting for her to learn about the pride that people expressed in having benefited from programs like Head Start in the past. Hearing from someone like David Knight who experienced programs in a different state and is now leading provided an aspirational example. The meeting gave context for understanding what on-the-ground, direct services to the community really look like and feel like from the perspective of service providers. Overall, it provided a baseline and motivation to strive for more aspirational goals as the board's work progresses. D. Walker shared several insights from attending the legislative day meeting: He learned the California Association of CAPs has committee meetings on the first Tuesday of each month that he plans to attend to stay connected. He met state Senator Santa Maria Alvarado Gil who grew up benefiting from CAP programs and is now serving in office. He collected materials from different CAPs about their best practices that the board can research. He made contacts at the meeting that could provide information and support for goals like grant writing. He found the presentations and opportunities to engage with others at the meeting were encouraging and inspiring for the work of eradicating poverty. T. Love noted it was interesting to see so many legislative day attendees from Central California, and that they had asked people to attend an event in Fresno. Q. Norwood learned at Legislative Day that many counties' CAP programs were doing well, and it was encouraging to see the same energy and enthusiasm about ending poverty across parties.

3. **Executive Committee** – The Executive Committee had been meeting primarily to plan the upcoming board retreat. Staff D. Williams mentioned keeping close track of the budget and being more knowledgeable about it as an agenda item. S. Johnson and B. Cook did not provide any updates since the focus had been on planning the anniversary celebration. M. Margolis will be welcomed back to the executive committee once his studies are complete. A. Gums continued to take on tasks and asked M. Margolis for assistance when he returned, to bring him back into leadership activities.

F. Community Action Partnership Board Updates (D. Williams)

1. **Board Vacancies** – D. Williams reported they had not received any applications to fill the vacant district 4 seat or the private sector seat. Chair M. Rivera and D. Williams expressed concerns about the district 4 seat having been open for over two years. They discussed the importance of filling these roles and pushing council members to help promote the openings and find candidates. A. Telez-Witrigo provided context around the tripartite board structure and what types of representatives each sector encompasses. The group debated the potential benefits of different private sector representatives, like from a bank or grant funding foundation.
2. **Attendance Roster – Attachment G2** - D. Williams presented the attendance report tracking board member presence at meetings so far. He noted they would ask members to leave the board if absences exceeded the bylaws number, which was not specified. There was debate around clearly defining what constitutes an "excused absence" versus unexcused. Tonya Love asked for clarification on how excused absences are determined, such as for illness or family matters. The roster and attendance policy aimed to promote accountability while respecting members' varied commitments outside the board.
3. **Board Roster (Updated)** – D. Williams did not include board members' personal contact information like addresses and phone numbers in the roster he shared, for privacy reasons, board roster will be emailed to each board member individually.

G. AC-OCAP Programming Updates

1. **Status of 2023 Grantee Agreements (18)** – D. Williams reported that all 2023 grant agreements have been processed and funded. This suggests the grantee funding for 2023 had been finalized and approved.
2. **EITC VITA Tax Program** – D. Williams reported it was a very successful program where they exceeded their goal of 200 tax returns and completed close to 400 returns. The program ran from February to April at the West Oakland Library, with hours on Tuesdays, Thursdays, and some Wednesdays. Volunteers included UC Berkeley students who helped support the program. A celebration was held for the volunteers where some students received certificates of recognition from the mayor's office. D. William said staff like J. Jacobs and D. Raulston did a great job managing the students who participated.
3. **2023 Budget Expenditures (through March 2024) – Attachment G3** – D. Williams noted the largest outstanding item was contractors, which was roughly \$300,000 that had not been reimbursed yet. He said other grantees had not completed their grant agreements or been reimbursed either at that point. Payroll expenses also had a 6-week lag time to be fully accounted for. The next meeting's numbers in April would be closer to fully reflecting spending, and the May report would be final. He mentioned they did not have to return any excess funds from the prior year as they had in the past.
4. **Gift Card Partnership with MSSP Seniors – (Attachment H4)** – D. Williams reported the check for the program was mailed to raise funds to distribute gift cards to low-income seniors. The gift cards would be \$250 each and distributed to around 500 seniors through the MSSP program. MSSP identifies low-income seniors who qualify for assistance through their enrollment in the program. Documentation would be collected from seniors signing the gift cards and kept on file in case of any questions about distribution. Concerns were raised and addressed about tax implications if seniors received over \$600 total in gift cards.
5. **Plans for 2024 Programming** – D. Williams provided an update on the orientation for grantees, mentioning: They had a successful grantee orientation on the previous Thursday that was well attended by grantees. Grantees had sent emails saying it was a great orientation and what they needed. The purpose of the orientation was to onboard grantees for 2024 and provide important information at the start of their grant cycles. Having an orientation is important to set grantees up for success in fulfilling their grant requirements and understanding expectations. M. Rivera asked staff to send out the long form strategic plan that the board had spent many hours developing, in addition to a one-page summary. This was to provide more context to board members about the organization's goals and priorities that were chosen

through an extensive planning process. D. Walker commented that reviewing the strategic plan would be helpful for understanding some goals that didn't get fully accomplished due to COVID, like increased advocacy work. M. Rivera wanted the board to focus on executing the existing strategic plan rather than changing directions frequently without completing objectives.

H. Open Forum: Guest Ansar El Muhammad During owner of a security program called, 'Power of Arrest'. He mentioned they have a job training program that runs on Wednesdays and Saturdays from 3-6pm. He noted the training could potentially turn into employment and help address issues like youth unemployment and poverty. He was interested in partnering with the community. M. Rivera thanked him for sharing and said they would follow up. No other public comments were included in the meeting notes.

I. Announcements

- a. **United Seniors of Oakland and Alameda County** – S. Johnson announced an upcoming 33rd annual convention scheduled for June 21, 2024, at St. Columba Catholic Church in Oakland. She noted she will share the information with Staff T. On to pass the information along to the board via email. As members of United Seniors, board members would not need to pay a fee to attend the convention.
- b. **Alameda County Social Services/Board of Supervisors** – None
- c. **City of Oakland** – K. Mayfield announced that the 193 police academy basic happened on Friday, where 12 people completed the training out of an initial 23 who had started. The new police Chief, Floyd Mitchell, has now started with the city.
- d. **Board Members/Staff:**
 - Telez-Witrigo reminded everyone about ongoing volunteer opportunities to help with beautification efforts in Oakland on Saturdays and Sundays. The volunteers meet at a parking lot by the BART station starting at 8:30am each weekend.
 - D. Walker mentioned that he would be presenting on AC-OCAP (Oakland Community Action Partnership) at a meeting spiritual center, called Heart and Soul Center, on the following Wednesday (May 22nd). He hoped to use this presentation as an opportunity to engage more community members in the work of AC-OCAP. D. Walker wanted to introduce what CAP is at the federal level and share about the local AC-OCAP board's work. His goal was to get more involvement from his spiritual community in AC-OCAP activities, through raising awareness of their mission to eradicate poverty. The meeting provided a chance to build grassroots connections and support.

ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 7:30pm

M/S/Carried: K. Mayfield / P. Schader / Motion Carried by Consensus.

The Next-In-Person Meeting: June 10, 2024