



MINUTES



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

Administering Board / Special Executive Committee Meeting Monday, July 8, 2024, 5:30 PM

Board Members Present: Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Patricia Schader, Quantum Norwood, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Ana Tellez-Witrigo), Supervisor Nate Miley (Angelica Gums), and Diana Maravilla

Board Member Excused: Monique Rivera (Chair), David Walker, Supervisor Lena Tam (Cesley Ford-Frost, Mayor Sheng Thao (Dr. Kimberly Mayfield), and Mitchell Margolis

Board Member Absent: LaWanda Smith

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

Staff: Dwight Williams, Thea On, and Maria Huynh

Guest(s): Ansar El Muhammad

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Vice Chair S. Johnson called the July 8, 2024, Administering Board Meeting to order at 5:40pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum/Approval of Agenda**
Staff Thea O. performed Roll Call; NO QUORUM for Administering Board Meeting was established at 5:45p.m. A Special Executive Meeting was held in lieu of the Administering Board Meeting.
MOTION: To approve the July 8, 2024, Administering Board Agenda.
M/S/Carried: A. Ford / B. Cook / 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 June 10, 2024, Administering Board Minutes.
M/S/Carried: B. Cook / A. Ford / S. Johnson Abstained / Motion Carried
- D. Public Comment:** (Specific Agenda item(s): Audience Comment Period)
None
- E. Board Sub-Committee Updates:**
- 1. Program Planning**
 - a. Board Retreats** – The status of gathering estimates for the board retreat is still in progress. Three venue options have been considered: OakStop, Oakland Cathedral, and Allen Temple. OakStop is currently favored due to its community partnership, reasonable price (\$175/hour), and proximity to City Hall. B. Cook suggested looking into Cal State Hayward Conference Center (Broadway) for retreat space. Two proposals have been received for retreat facilitators. The committee needs to review and negotiate these proposals. Catering: no specific catering estimates have been gathered yet. This will likely be addressed after the venue is selected. The committee still needs to finalize a

date and budget before proceeding further with estimates. They are aiming to have more concrete plans and a budget proposal ready for approval at the September board meeting. Staff T. On will send out a doodle poll to vote on a specific date for the retreat.

- b. Updates on Funding Research (outside organizations)** - The discussion on funding research was very brief. A. Gums mentioned that funding research was not discussed in detail during the most recent Joint Committee meeting. She noted that it was more of a topic for the Advocacy Committee. A. Gums stated they will need to continue looking at ways to bring in more revenue, but acknowledged it was not the right time to delve into that topic during this particular meeting.
- c. Survey Discussion** - A survey was sent out, but only received a few responses (3 in total). The overall satisfaction rating from the responses was 5 stars. There were some issues with the survey platform - Microsoft Forms was used. A. Gums noted there were login difficulties. Some questions or parts of the survey may have been cut off or missing. The committee suggested looking into alternative survey platforms that could be easier to use. They plan to discuss the survey results in more detail at the next Joint Program Planning and Advocacy Committee meeting.

2. Advocacy

- a. 2024 Annual Convention – Seattle, WA (8/26/24 – 8/30/24)** – No report
- b. Updates on Funding Research (Other CAPs)** – No report

3. Executive Committee - Attachment E3

- a. Discussion of Hiring of Director Position** - The Executive Committee met and decided they wanted to keep the person already in the position who is currently doing the job. Some additional duties have been added to the position. They are waiting for Scott Means to make the final decision on the appointment. There were originally two candidates being considered, but the committee felt that Dwight was the one they would like to have in the position. The new role includes an increase in salary for additional work. There was a brief discussion about how the additional duties not related to AC-OCAP would be funded, with the understanding that the additional tasks should be covered by other funding sources, not AC-OCAP funds.
- b. Federal Funding Updates** – No report

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

- 1. Board Vacancies** – D. Williams reported there are still two vacancies. One for District 4 and one for the private sector. He mentioned he has reached out to Iris Merriouns to fill District 4 vacancy, but she requested a map of the district boundaries. The private industry representative position has been vacant for a long time. D. Williams asked if any board members knew someone from the private sector who may be interested in serving on the board. The board discussed the challenges of having these vacancies for an extended period, as the state does not view it positively.

G. AC-OCAP Programming Updates (D. Williams)

- 1. 2023 23F- 4002 CSD 715 Close Out Report - Attachment G1** – 2023 CSBG grant is now closed. The close-out report for the CSBG grant will likely be audited this year even though they are in the process of closing it out.

2. **Gift Card Partnerships with MSSP Seniors/Head Start/ Community Homelessness Services** - 350 gift cards were provided to the MSSP Seniors program. An additional 20 gift cards were provided for an upcoming Community Housing event. Head Start identified 30 families in need and gift cards were provided to those families. Staff D. Williams noted they wanted to get the gift cards distributed rather than holding onto them, as they need to have the proper documentation in case of an audit.
3. **2024 CSBG Budget – Attachment G3** – Staff D. Williams presented the 2024 budget package, noting they had already received an amendment and signed it with former Acting Director Scott Means. He compared the 2024 proposed budget to the 2023 final budget, pointing out that there are salary savings in the first quarter of 2024 since the director’s position is currently vacant. B. Cook and the committee discussed whether to create a specific line item for the board retreat expenses, rather than just including it in the general operating costs. They wanted to ensure there was a clear budget allocated for the retreat. The committee discussed the need to get the retreat budget approved by the board before finalizing the overall 2024 budget.
4. **2024 Programming Plans** – Staff M. Huynh provided an update on the 18 grantees that have been selected for 2024 CSBG funding. The grant amounts range from \$20,000 to \$40,000 per grantee. 61% of the grantees have submitted the required insurance renewals, risk approvals, and other forms needed to finalize their grant agreements. Staff are in the process of putting together the grant packets and sending them to the grantees, including the first amendment to the grant agreements. They plan to conduct desk audits and site visits with the grantees, especially the new ones, to check on their progress and address any challenges. They are also planning to have 3 grantees present their programs to the Administering Board during upcoming meetings, for about 10-15 minutes each.

H. **Open Forum:** None

I. **Announcements**

- a. **United Seniors of Oakland and Alameda County** – S. Johnson announced an upcoming Healthy Living Festival at Oakland Zoo on September 25th. She will be sending a flyer to staff once it becomes available.
- b. **Alameda County Social Services/Board of Supervisors** – A. Ford announced Alameda County Social Services is hosting a Homeless Resource and Job Fair on July 18th at the Alameda County Coliseum from 9am-4pm (open to all).
- c. **City of Oakland** – B. Cook announced the City of Oakland is hosting a Family Fun Day in the park on July 27 for victims of crime and their families. The Family Fun Day in Mosswood Park is for victims of crime and their families. It's a free event, games, free food, giveaway things of that nature are at. Everyone is invited to attend. The City of Oakland is also hosting a "Your Voice, Your Vote" voter education workshop on September 21st. It's a voter education workshop featuring three different counties so it will be San Francisco, Alameda, and Contra Costa with a focus on African American voters teaching them about how to vote in each of their different counties with the structure if and what the upcoming measures and concerns are each of those areas. Both events are free to the public. Flyers will be emailed to staff for distribution.

d. **Board Members/Staff:**

- D. Maravilla announced Ashland Socolow Park grand opening in San Lorenzo is scheduled for July 27th from 2pm-4pm.
- A. Telez-Witrigo announced Town Nights is happening on July 12th at the Fruitvale Plaza, 4pm-9pm.
- A. Gums announced Alameda County Probation dept backpack giveaway event on July 20th, 11am-2pm.

- D. Williams announced Allen Temple is having an annual health fair on July 13th, 10am-3pm (free to the public). Blood drive, health screening and clothes giveaway.
- T. Love announced Lego Robotics Camp at City of Oakland – City Hall. July 15th - 18th, 12:30pm-2:30pm (free to public).

J. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 6:35pm

M/S/Carried: A. Ford / B. Cook / Motion Carried

The Next-In-Person Meeting: Proposed to cancel or move to Sept 16th (due to September 9th conflicting with Admissions Day holiday schedule)