



## MINUTES



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

#### Administering Board / Special Executive Committee Meeting Monday, September 16, 2024, 5:30 PM

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**Board Members Present:** Monique Rivera (Chair), Andrea Ford (Treasurer), David Walker, Patricia Schader, Quantum Norwood, Supervisor Lena Tam (Cesley Ford-Frost), Councilmember Carroll Fife (Tonya Love), Mayor Sheng Thao (Dr. Kimberly Mayfield), Supervisor Nate Miley (Angelica Gums), and Mitchell Margolis.

**Board Member Excused:** Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), Councilmember Noel Gallo (Ana Tellez-Witrigo), and Diana Maravilla.

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

**Staff:** Dwight Williams, Thea On, and Maria Huynh.

**Guest(s):** TaShon D. Thomas, and Ryan Hughes.

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- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**  
Chair M. Rivera called the September 16, 2024 Administering Board Meeting to order at 5:40pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum**  
Staff Thea O. performed Roll Call and a quorum was established at 5:41p.m.
- C. Approval of Agenda**  
**MOTION:** To approve the September 16, 2024, Administering Board Agenda.  
**M/S/Carried:** A. Ford / A. Gums / Motion Carried
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of July 8, 2024 - Attachment D1**  
**MOTION:** To approve the draft July 8, 2024, Administering Board / Special Executive Committee minutes.  
**M/S/Carried:** A. Ford / M. Margolis / M. Rivera Abstained / Motion Carried
- E. Public Comment:** (Specific Agenda item(s): Audience Comment Period)  
None
- F. INFORMATIONAL:** Presentation from TaShon D. Thomas, Interim VP - Campaigns, Advocacy and Poverty - TaShon D. Thomas provided an overview of RESULTS Education Fund:
- It is an anti-poverty organization working on global and domestic measures to fight poverty.
  - Globally, they focus on health, education, and ensuring the U.S. plays a role in global poverty reduction.
  - Domestically, they focus on initiatives like the Child Tax Credit, Earned Income Tax Credit, and expanding SNAP and WIC benefits.

- Potential Cuts to SNAP and WIC: TaShon warned about potential \$30 billion cuts to SNAP and potential cuts to WIC. He emphasized the detrimental impact these cuts would have on low-income families and children.
- State-Level Advocacy: Results is working in Mississippi, Washington, and Indiana on issues like grocery taxes, homelessness, and tax filing. The goal is to create solutions and advocate for policies that help reduce poverty at the state and local levels.
- Educating Policymakers and the Public: TaShon highlighted the importance of educating members of Congress and the public about the benefits of anti-poverty programs. This is crucial to prevent further cuts and ensure continued funding and support for these programs.
- Collaboration and Partnerships: RESULTS works with various organizations and coalitions, such as the Coalition on Human Needs and Bread for the World, to amplify their advocacy efforts.

## G. Board Committee Updates:

### 1. Executive Committee

- Federal Funding Updates** – Chair M. Rivera noted that the Executive Committee did not have any federal funding updates to provide at this meeting. M. Rivera and Staff D. Williams are planning to start working on the federal funding updates in October, in preparation for the National NCAP conference in March 2025 in Washington, DC.
- Updates on Funding Research (other CAPs)** – No Report

### 2. Program Planning

- Nonprofit and other local agency funding** – No Report
- Board Retreat** – Chair A. Gums provided an overview of the draft retreat agenda, which included:
  - A brief history of AC-OCAP
  - A 90-minute racial equity training with Darlene Flynn
  - Discussion of personal goals and commitment to the work
  - Legislative updates
  - An icebreaker activity
  - Review and revision of the 2020-2025 strategic plan.
  - Honoring our long-term board member Mrs. Gladys Green
  - The board discussed the need to finalize the retreat budget and facilitator selection.
  - A. Gums noted the budget was not included in the meeting packet.
  - The board agreed to have the ad hoc committee meet with the selected facilitator to review the agenda.
  - The board agreed to schedule the retreat for October 12th, pending final approval.

**MOTION:** Request that the facilitator meet with members of the ad hoc committee to discuss and review the agenda for the retreat day.

**M/S/Carried:** T. Love / D. Walker / Motion Carried

### 3. Advocacy

- CAP Funding (State)** – No Report
- 2024 Annual Convention - Seattle, WA (8/26/24 - 8/30/24) - David, Maria, and Dwight**

**D. Walker – discussion and keys takeaways for the AC-OCAP board: Understanding board roles in advocacy and proposed advocacy activities.**

- Importance of board members having an "involvement story" to share.
- Recommendation to get more connected to the NCAP public policy advocacy project.
- Considering a small, focused advocacy initiative to build momentum.
- Ensuring board members understand their fiscal and legal responsibilities, including the importance of board member donations.
- Relationship-building with other CAAs: Opportunity to connect with CAAs from Fresno, Riverside, and other organizations to learn about their best practices.

**M. Huynh – discussion on the National Convention:**

- M. Huynh attended sessions on racial healing circles, interrupting the cycle of intergenerational poverty, and unleashing visionary leadership in community action agencies.
- She also attended sessions on wage equity, raising wages, and breaking barriers by championing diversity and inclusion.
- The sessions provided eye-opening insights into the challenges faced by community action agencies, such as the cyclical nature of poverty and the importance of a whole-family approach.
- Funding opportunities and strategies for growing funding, including working with banks, partnerships, and grant writing.
- M. Huynh shared that she is a candidate for the Certified Community Action Professional (CCAP) certification, having passed the written exam and now working on the essay portion).
- M. Huynh emphasized the critical role of community action agencies in helping low-income populations overcome poverty and achieve economic security.

**D. Williams - discussion on the National Convention:**

- D. Williams attended a session at the Board Development Institute, which emphasized several important aspects for effective boards.
- Key takeaways: The importance of "maximum feasible participation" and the unique tripartite board structure of community action agencies.
- The need for the board to set a high-level vision, mission, and strategic direction for the agency.
- The fiduciary duties and responsibilities of board members, including attending meetings, being knowledgeable, and avoiding conflicts of interest.
- The importance of the board having a shared understanding of the organization's mission, strategy, values, vision, and impact.
- D. Williams suggested that the board review the questions he gathered from the Board Development Institute session, as they could help guide the discussion during the upcoming board retreat.

**MOTION:** Board to focus on interpreting the 2020-2025 strategic plan and identifying 2-3 key focus areas during the retreat.

**M/S/Carried:** D. Walker / T. Love / Motion Carried

**H. Community Action Partnership Staff Updates (Staff D. Williams)**

1. **Board Vacancies** – Staff D. Williams reported that there are two open/vacant seats on the AC-OCAP board. He mentioned that there are more challenges in getting a college/university representative on the board due to liability concerns and the approval process required. The board discussed that they had sent out announcements throughout the year trying to fill the vacant private sector seat. D. Williams suggested that warm contacts and recommendations from the board members may be a better approach to identify potential candidates. D. Walker mentioned that he had connected with an individual, Terrell Campbell, who is the board chair of the Alameda County Employee Retirement Association, as a potential private sector representative. The Board discussed the existing vacancies, the challenges in filling them, and potential strategies for outreach and recruitment of new board members, including leveraging connections and recommendations from current board members.
2. **Status of 2024 Grant Amendment Update** – Staff M. Huynh provided an update on the progress of the 18 grantees, noting that 9 of them provide shelter or housing navigation support, and the other organizations offer job training and placement. M. Huynh mentioned that some grantees were facing barriers in placing clients in affordable, permanent housing, as well as issues with immigration status and lack of mental health professionals. M. Huynh reported that 15 of the grantees' grant packages were under review by the contract compliance team, 2 grantees had pending requirements, and 1 grantee had a pending upload to the portal.
3. **CSBG Grant Budget (Attachment H3)** – Staff D. Williams mentioned that AC-OCAP was expecting to receive an additional \$7,000 in grant funding, which would help balance the budget.
4. **Organizational Standards Submitted** – Staff D. Williams reported that the organization standards have been submitted and pending review.
5. **ROMA (Results Oriented Management and Accountability) Training**  
**Event Time: 10/23/2024 8:00 AM - 10/25/2024 5:00 PM** - Chair M. Rivera recommended that M. Huynh attend ROMA training from October 23-25. D. Williams mentioned that ROMA is a framework used by Community Action Agencies to ensure compliance and effectiveness. M. Huynh shared that she is a candidate for the Certified Community Action Professional (CCAP) certification, and the ROMA training is part of her progress towards this certification. Staff D. Williams indicated that AC-OCAP has not had a dedicated ROMA expert on staff and Maria Huynh's participation in the training would help address this gap. The ROMA attendance is dependent on City Administration approval.

I. **Open Forum:** None

J. **Announcements**

- a. **United Seniors of Oakland and Alameda County** – None
- b. **Alameda County Social Services/Board of Supervisors:**
  - C. Ford-Frost announced Emergency Preparedness Day (Saturday, October 5, 2024) 10am-2pm. Location: Ed Roberts Campus, 3075 Adeline St. Berkeley, CA 94703. Free admissions, all ages are welcome. First 300 families to attend will receive a free emergency kit.
- c. **City of Oakland** – None
- d. **Board Members/Others:**
  - M. Rivera announced Kaiser is offering both COVID-19 and flu vaccines and encouraged board members to get vaccinated.

K. **ACTION ITEM: Adjournment**

**MOTION:** To adjourn the meeting at 6:35pm

M/S/Carried: A. Gums / M. Margolis / Motion Carried

**The Next-In-Person Meeting: October 7, 2024 (Board voted to move meeting up one week)**