



MINUTES



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

Administering Board Meeting

Monday, February 12, 2024, 5:30 p.m.

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

Board Member Excused: None

Board Member Absent: None

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

Staff: Dwight Williams, Maria Huynh

A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise

Chair M. Rivera called the February 12, 2024 Administering Board Meeting to order at 5:40pm. The AC-OCAP Promise was recited.

B. Roll Call/Determination of Quorum/Approval of Agenda

Secretary B. Cook performed Roll Call, and a quorum was established at 5:45 p.m.

MOTION: To approve the January 8, 2024 Administering Board Agenda as is

M/S/Carried: K. Mayfield / A. Ford / 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 January 15, 2024 Draft Minutes

M/S/Carried: S. Johnson / Q. Norwood / Motion carried.

Abstain: A. Ford

D. Open Forum: None

E. INFORMATIONAL ITEM: Community Action Partnership (CAP) Updates

1. Board Updates

a. 700 forms and Oath – Everyone has completed the 700 forms and oath except Lawanda Smith, who will take the oath tomorrow.

b. Sunshine and Public Ethics Training

Anyone who has not completed it needs to do so as soon as possible. Staff will research opportunity for online training from the city.

c. Recruitment Efforts

Diana Maravilla is interested in the Alameda County position. The board proposed several recruitments ideas – create a flyer and attend Neighborhood Services (formerly NCPC) meetings. The CDBG footprint for District 4 is very small. M. Rivera, T. Love and A. Tellez-Witrago will attend meetings in District 4. A printout of CDBG districts will be provided at the next AC-OCAP meeting (Attachment E1C).

d. Report on Openings (CDBG District 4, Alameda County Low-Income and Private Sector). There are still openings for District 4, Private Sector and Alameda County Low Income members. Currently AC-OCAP is out of compliance.

e. Expressed Interest of Chabot College - In regards to the Private Sector, Q. Norwood met with Dr. Jamal Cooks at Chabot College who has expressed interest for a possible partnership between AC-OCAP and one of his departments. He requested that Chabot College be added to the monthly invitation distribution.

MOTION: To add Chabot College as a Private Sector nominee

M/S/Carried: Q. Norwood / L. Smith / Motion carried by consensus.

f. Executive Committee – The committee met and will review the by-laws which have not been updated. We are in violation because we are adhering to City Requires for 72 hour notice, not the notice required in the by-laws. Staff D. Williams will provide the most recent copy of the by-laws. M. Rivera wants to speak with A. Ford, who was not present, to understand the budget. The committee discussed ways to increase funds from federal and private donors. A request was made to create a parking lot for good ideas to be discussed at a future meeting.

g. Advocacy Committee – Advocacy had a joint meeting with the Program Committee. They are researching other CAPs to find out how they are doing projects. They also discussed advocacy for Staff D. Williams to be hired in the AC-OCAP Director position and will focus on that over the next month. D. Walker will draft a letter for the position to present to Chair. M. Rivera. An idea was presented to have a letter from Councilmember reps to request volunteers for open board seats.

h. Program Committee – The committee is planning the annual AC-OCAP Board Retreat and the 60th Annual CAP event. The proposed date for the retreat is April 6th at the Oakland Museum in the California Room. The rental cost is \$4,000 with space for a breakout. The committee also discussed possible agenda items. Chair M. Rivera will reach out to Arnold Perkins about facilitation of the retreat. The committee will also two other facilitators for bids. Topics and details will be shared at a future meeting for the board to vote on.

In May, the committee is planning a 60th Anniversary celebration to include partners, providers and community members for a Happy Hour after work event. The owner of Calabash restaurant has agreed to host the event on 5/16 or 5/23. The committee will work with other small businesses to connect with grantees, their clients and elected officials. Details and budget for the event will be provided at the March meeting.

State Funding – AC OCAP is in violation because Staff D. Williams is performing too many jobs. City Administration has not made filling the position a priority. M. Rivera is working with the State to try and resolve. Staff D. Williams has been holding two positions for over two years.

The committee must move fast to plan and execute the two major events and bring the proposal back to the Administrating Board in March. The combined committees will meet on Wednesday 2/14/24.

2. ACTION ITEM: AC-OCAP Programming Updates

- a. Kicked off 2024 VITA/EITC Program at West Oakland Library – The VITA Kick Off program was well received, and two board members attended. The target group is ages 25 – 50. VITA offers no cost tax preparation every Tuesday, Wednesday, and Thursday. The program provides lunch every program day and lunch and dinner on Wednesday. One of the goals is to encourage more usage of the library.
- b. 2023 Grantee Contract Status (18 grants) – Per a recent ruling by the Oakland City Attorney, grantees must SAM Registration, City of Oakland Business Tax license and be on the Attorney General Trust Registry in good standing, with the same name on all three. Three of the grantees need to be registered with the Secretary of State. The Board has until the end of April to reimburse the grantees. The City Attorney will accept those showing attempts to resolve registration issues. This exemption will not be allowed to go forward in 2024. Seven grantees are complete and are waiting for approval by Contract Compliance
- c. Grantee Annual Report Due 1/9/2024 – All grantees have submitted annual reports except for Urban University. Grantees must have achieved stated outcomes.
- d. Grantee RFF/Invoices are due 1/20/24
- e. Draft Outcomes Report – See attachment E2E
- f. 2024 Grantee Activities
 - 2024 Grant Amendment 1
 - 2024 Grantee Training – Staff will schedule training on the A/P Portal which is a new payment system the City of Oakland has launch. Seven grantees are familiar with it. There are ongoing issues with Contract Compliance’s backlog to review and approve contracts.
 - 2024 Grantee Presentations to the Board – Staff will schedule grantee presentations to the board with information on what has been accomplished in 2023 and future plans.
 - 2024 Grantee Site Audits – Staff will schedule site audits to view facilities and review books. In the past, staff is accompanied by a board member.
 - 2024 Grantee submittal of most recent financial statements – staff has requested that grantees submit recent financial statements.

3. AC-OCAP Budget Updates:

- a. EARS 2023 Expenditures thru 2024 – A request was made to clarify the name EARS. D. Williams will provide the full name at the next meeting. M. Rivera wants to review budget items required by the city, what are the discrepancies, the Gladys Green scholarship, etc. She will review at the next Executive Board meeting.

A summary of budget highlights are on attachment E3A. All funds must be expended before the end of April 2024. Staff has requested that grantees submit invoices by the end of February.

Due to the Contract Compliance backlog, there is a need to advocate for prioritization of these contract so that we don't have to return thousands of dollars to the state. It was recommended that CAP contact members of the Finance Committee to get a consultant to assist Contract Compliance who is under-staffed.

Staff moved funds into the programming budget. All budget sections will be returned to the State, including discretionary if not expended by April 30th. The Annual Retreat is planned to be funded out of the Program budget.

MOTION: To extend Administering Board meeting to 7:40pm

M/S/Carried: D. Walker / P. Schrader / Motion is carried by consensus.

4. AC-OCAP Administrative Reporting Updates:

- a. Annual Agenda Report to Life Enrichment on 2/13 at 4:30pm.
- b. 2023 Organizational Standards Report – submitted 1/31/24
- c. CSBG Annual Report which is due on 2/1 is not complete yet.

5. Bank on Oakland effort with County Treasurer

- a. Future meetings will be scheduled.

F. AC-OCAP Board By-Laws Amendments – will be reviewed by the Executive Committee

G. Community Action Partnership (CAP)Funding Goal: Review at future meeting

H. Conference Updates

- a. The National Community Action Foundation (NCAF) – D. Walker has taken the oath and will attend the NCAF in Washington D.C. Staff has made hotel reservations.
- b. 2024 Cal CAPA State Legislative and Advocacy Day, May 2024 Sacramento
The volunteer form was distributed to those who requested reimbursement for the Sacramento conference. The request is due by Tuesday, 2/20/24.

I. Open Forum: (General Audience Comment Period)

A community member requested that the Board look into relief/reimbursement to organizations for time spent assisting CAP.

J. INFORMATIONAL ITEM: Announcements

- a. United Seniors of Oakland and Alameda County - No report
- b. Alameda County Social Services/Board of Supervisors - No report
- c. City of Oakland -
 - The Mayor will have a contingent in the Black Joy Parade on 2/23/24 and host Black Greek Day on 2/21/24 at City Hall.
 - Council District 3 will honor Black History on 2/23/24 in Council Chambers. Councilmember Fife will host a film series every Friday – Biking While Black, What the Lord Made, 6pm on Friday 2/23/24.
- d. Board Members - No report

K. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 7:38pm

M/S/Carried: D. Walker / S. Johnson / Motion carried by consensus.

The Next-In-Person Meeting: March 11, 2024