



MINUTES



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

Administering Board Meeting Monday, March 11, 2024, 5:30 PM

Board Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), David Walker, LaWanda Smith, Patricia Schader, Quantum Norwood, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Treva Reid (Latashia Perry), Supervisor Lena Tam (Cesley Ford-Frost).

Board Member Excused: Councilmember Noel Gallo (Ana Tellez-Witrigo), Supervisor Nate Miley (Angelica Gums), Mitchell Margolis.

Board Member Absent: None

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

Staff: Dwight Williams, Thea On, Maria Huynh

Guests: Diana Maravilla, Asha Vitatoe, Eugenia, and Kampol Crews

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the March 11, 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 March 11, 2024, Administering Board Agenda.
M/S/Carried: A. Ford / K. Mayfield / 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 February 12, 2024, Administering Board Minutes.
M/S/Carried: A. Ford / K. Mayfield / Motion Carried.
- D. MOTION: To Approve Application for Alameda County (Diana Maravilla)– Attachment D1**
Applicant D. Maravilla expressed interest and background experience in serving the unincorporated Alameda County Community.
M/S/Carried: Q. Norwood / S. Johnson / Motion Carried by Consensus.
- 1. Public Comment:** Community member Eugenia Crews - I was surprised when I heard that the grantees do not receive their funds until the year is over, and invoices are submitted. But I wanted to say that I've been a grant review specialist for the City of Oakland. Cultural Arts, it's 100% up front. Also, violence prevention, we've received grants from violence prevention, they give 100% of grant funds up front. I think if we're interested in moving the needle, making these organizations who are already on the frontlines and stressing hard on the issues, to make them wait an entire year to get their funds is not right. I wanted to make a point of urging this committee to look at paying your grantees upfront so they can do the work and get an extra shot and not be delayed.

E. Community Action Partnership (CAP) Updates:

1. Board Updates – Attachment E1

Chair Rivera – seeks clarification on board training and affiliation with state level. Currently there are two open positions for CDBG District 4 and Private Sector. There are some challenges in finding residents in the low-income area for CDBG District 4 and recruiting them for the board.

Q. Norwood – Seeks approval to send invitation to Robert Nakamoto (Dean of Social Science) cc Jamal Cook (President) to join the Board as private interest group.

MOTION: To approve a letter from the board to Robert Nakamoto at Chabot College inviting him to join as a private sector representative.

M/S/Carried: Q. Norwood / B. Cook / Motion Carried.

ACTION ITEM: Board Members were asked to respond to scheduling and calendaring for upcoming meetings, with a focus on using Outlook for scheduling reminders. Members agreed to respond back to the invite using “Accept” instead of replying ‘YES’ to email. S. Johnson noted that even if quorum isn't reached, staff may notice both the Administering and the Executive Board meeting at the same time to meet and discuss topics, just not make official motions or votes. B. Cook reminded us that the Administering Board voted in a previous meeting to notice a meeting of the Executive Board and the Administering Board at the same time so that if there is no quorum of the Administering Board, then the Executive Board can proceed with the meeting.

2. Committee Updates - Attachment E5

- a. **Executive Committee** – Discussed budget, including unused funds and additional savings from not traveling to Washington D.C. (additional savings of \$11k) to benefit CAP's programs and potential uses for 60th anniversary celebration. Discussing changes in the By-Laws language. The last revision was made in 2011. Concerns were raised about the city changing its travel process to require Board members to pay expenses upfront rather than reimbursing costs later.
- b. **Program Planning Committee** – The Planning committee is working on plans for an upcoming board meeting retreat, including identifying potential facilitators and possible dates in May or later months. D. Walker discussed goals and objectives for programing retreat, including connecting on a human level and evaluating 2020 and 2025 strategic plan. Requests for quotes have already sent out an official request to the potential facilitators. Darlene Fylnn, City of Oakland Director of Diversity, Equity, and Inclusion has agreed to do a 90 min training session to provide an equity base line. Prospective dates are May 4th or 11th for the retreat, with a possibility for July (tentatively).
- c. **Advocacy Committee** – Planning and Advocacy is putting together a proposed event for 50-60 invitees, elected officials, board members and grantees. M. Rivera suggested that we open it up to a larger audience since we have a bigger budget to work with. Initial ideas from Board Members involved hosting a screening at the Parkway Theater in Oakland on a Thursday evening. Staff D. Williams proposed hosting a screening of the film, “A Rising Tide” as CAP 60th Anniversary event in May, as it aligns with our work in homelessness and anti-poverty. Cost estimates range from \$2,500 to \$5,000 for film sponsorship and \$800-1500 for venue rental. There was a discussion of expanding the event beyond just grantees to also include elected officials, community members, and potential partnering organizations working in related issue areas. Some concerns were raised about the feasibility of holding both the film screening and retreat in May due to the staff workload. Alternative venues were recommended like the Oakland City Council Chambers or Grand Lake Theater. It was agreed that the Board would research other venue options and budget details to present for a vote.
- d. **Board Training** – Staff Williams and Chair M. Rivera plan to meet with representatives from CalCAPA (California Community Action Partnership) to receive training on the state perspective and best practices from other CAP boards. The goal of this training is to help strengthen CAP's board, clarify their role, and mission, and identify ways to better collaborate with other organizations. It was suggested the board would benefit from learning more about the history and

legacy of Community Action Partnership through materials like films and reading. Understanding CAP's strategic plan, goals and how their work aligns with national efforts was identified as an objective for the upcoming board retreat. Providing the board with an overview of the city administrator role and job descriptions was noted as an area some guidance would be helpful.

- e. **Fund raising** - The board continues exploring avenues to increase CAP's overall budget, such as applying for additional grants, fundraising, and advocacy efforts to secure more federal funding. Analyzing the budget month-by-month was mentioned as an action item to determine the best uses of unused funds before the fiscal year ends in April.

MOTION: To sponsor an event in May for CAP 60th Anniversary and vote on it in April including the estimated cost.

M/S/Carried: Motion Carried by Consensus.

Abstained: S. Johnson

3. AC-OCAP Programming Updates: (Staff D. Williams)

- a. 105 returns transmitted as of 3/7/24. Some taxpayers have been disappointed by smaller-than-expected refund sizes this year, which may be related to 2017 tax law changes taking effect. The IRS recently inspected CAP's VITA program on Thursday, 3/7/24 and found it to be running well, with only minor issues like a missing sign on one of the walls and a volunteer without a name tag. The program is about 6 weeks into tax season so far, with 4-5 more weeks remaining to complete filings by the April 30th deadline.
- b. Four 2023 grant agreements remain to be processed, with an April 30th deadline to reimburse the grantees.

4. AC-OCAP Budget Updates –

- a. **CSBG** has authorized spending up to 50% of allocated 2024 grant funds, allowing work to begin on those projects.

5. Conference Updates – Attachment None

- a. Staff D. Williams shared that the city administrator's office had approved travel for the Washington D.C. conference, but it would require last-minute flights that may be difficult to coordinate.
- b. 2024 Cal CAPA State Legislative and Advocacy Day, May 1, 2024, Sacramento. Emails requesting signatures for Travel Reimbursement sent to 5 attendees on 3/8/2024. So far, only T. Love submitted the form for TA reimbursement.

6. Open Forum: (General Audience Comment Period)

Community member Asha Vitatoe - Executive Director of Mentoring in Medicine & Science, Inc (Oakland-based nonprofit), provided some key points including emphasizing the importance of not prioritizing larger organizations for funding simply due to their size. She highlighted the success her organization has seen with grants that provide funding upfront rather than reimbursement. She also suggested technical assistance for areas like grant writing and fiscal management could help increase CAP's capacity to support more organizations, even without direct funding. Lastly, she advocated the value of pre-apprenticeship programs in diversifying the healthcare workforce, which relates to her organization's mission.

7. INFORMATIONAL ITEM: Announcements

- a. United Seniors of Oakland and Alameda County - No report
- b. Alameda County Social Services/Board of Supervisors:
 - D. Maravilla - "Eggstravaganza" at Cherryland, Egg Hunting Event. March 23rd – open for everyone.
- c. City of Oakland – No report
- d. Board Members/Staff:
 - D. Williams – Housing and Economic Rights Advocates (HERA) is offering free Zoom workshops to students.
 - M. Rivera – Kaiser Permanente offering internship/career opportunities in healthcare.

8. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 7:30pm

M/S/Carried: S. Johnson / M. Rivera / Motion Carried by Consensus.

The Next-In-Person Meeting: April 8, 2024