



## MINUTES



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

#### Administering Board Meeting Monday, April 8, 2024, 5:30 PM

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**Board Members Present:** Monique Rivera (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:** Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer) and LaWanda Smith

**Board Member Absent:** None

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

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

**Guest(s):** David Knight, Executive Director CalCAPA

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- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**  
Chair M. Rivera called the April 8, 2024, Administering Board Meeting to order at 5:30pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum/Approval of Agenda**  
Staff T. On performed Roll Call and a quorum was established at 5:40p.m.  
**MOTION:** To approve the April 8, 2024, Administering Board Agenda.  
**M/S/Carried:** B. Cook / K. Mayfield / A. Telez-Witrigo Abstained / Motion Carried by Consensus.
- C. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of March 11, 2024 - Attachment C1**  
**MOTION:** To approve the Draft March 11, 2024, Administering Board Minutes.  
**M/S/Carried:** B. Cook / K. Mayfield / Motion Carried by Consensus
- D. INFORMATIONAL ITEM:** Chair M. Rivera discussed updates on District 4 and Private Sector vacancies. A response was received by Rebecca Dean (District 4 staff). Rebecca did find one person, but we have not received a response to our call as of this date. M. Rivera suggested reaching out to the Block By Block organization. Questions regarding the invitation for Chabot College to attend our Board meeting. Clarifications between M. Rivera and Staff D. Williams confirmed that an invitation was to be sent to a member from Chabot College to attend one of the board meetings.
- E. CalCAPA Board Training with David Knight, Executive Director**

**Summary:** David Knight, Executive Director of CalCAPA, discussed Community Action Agencies in California. He also shared his personal experience in Community Action, starting at age 4. He expressed his gratitude to volunteers for their time and effort, acknowledging their impact on lives. David Knight highlighted in 1964, the Economic Opportunity Act created the Office of Economic Opportunity, which provided federal funding to low-income communities for the first time. The Civil Rights Movement and the passage of the Civil Rights Act in 1964 were key factors in the creation of the Office of Economic Opportunity. He noted that Community Action evolved over time, with a focus on flexibility in spending federal funds and experimentation with new programs. In 1993, President Clinton introduced Government Performance and Results to measure program effectiveness. The training covered the following topics: Community Action Agencies in California with a focus on President Lyndon Johnson's impact; The history and impact of a

nonprofit organization serving low-income communities; Community Action Agencies and their evolution Community Action funding and advocacy; Community development and empowerment of low-income families; Funding for community action programs and the importance of belief and excitement in managing resources; Board composition and representation for Community Action Agencies; Board recruitment and volunteerism in a community organization; Assessing community needs and prioritizing resources; Board roles, responsibilities, and effective meetings; Board protections and strategic planning for a public agency, and Best practices for engaging with direct service providers in California.

**F. Board Sub-Committee Updates:**

**1. Program Planning**

- a. **Board Retreats** – A. Gums discussed venue location for retreat at California Endowment. Staff T. On is currently working on securing 3 bids for the venue and doing further research on parking and catering options at California Endowment. Committee members also discussed goals for the retreat, including connecting on a human level and evaluating a strategic plan. A. Gums discussed opportunities with Dr. Charles Turner, who is the coordinator of reentry services for the Alameda County Workforce Development Board. The committee recommended that the Board participate in the Alameda County Homeless Resource Fair, which will be online sometime in July. This will be a great opportunity to prepare and engage with the community and table. A. Gums discussed that Darlene Flynn has agreed to do a 90-minute presentation on poverty, racial equity, and what poverty looks like in terms of geographic areas within Alameda County. D. Walker discussed retreat goals with the first goal to connect on a human level. The second goal is to understand explicitly how our work connects to the national work. The third goal is to evaluate the 2020-2025 strategic plan and take a deeper dive. Chair M. Rivera discussed having speakers at the retreat to cover areas in health and human services to help provide the board statistical information updates. Some of the topics to include immigrant population, and housing. M. Rivera discussed interest in having Judge Scott Jackson, Alameda County, as a guest speaker for one of the board meetings to learn more about his youth programs.
- b. **May 60<sup>th</sup> Anniversary Community Action Activities** (Attachment F1) – Chair. M Rivera discussed updates on the agenda for the upcoming 60<sup>th</sup> Anniversary film event including expenses for food, decorations, and marketing materials. B. Cook discussed logistics for an upcoming event, including registration, sign-in, and conclusion time. M. Rivera debated the specifics of the event, including the timeline, donation, marketing, and registration. Board Members considered a range of costs, from \$2 for drinks to \$10 for pins, and decided to prioritize swag for community partners and dignitaries. D. Walker suggests capturing suggestions from everyone at the meeting for future reference.

**MOTION:** To approve the 60th anniversary kickoff reception May 17<sup>th</sup> at Oakland City Hall, with a budget of no more than \$11,000.

**M/S/Carried:** B. Cook / D. Walker / Motion Carried

**2. Advocacy**

- a. **May Legislative – May 1<sup>st</sup> Sacramento**

**3. Executive Committee**

- a. **Dual Meeting Resolution (Attachment F3)** – Staff D. Williams discussed the resolution for a dual meeting when there is no quorum to proceed as a Special Executive Committee Meeting. B. Cook stated that the resolution was voted on and approved by the council. A. Telez-Witrigo clarified the resolution was approved by the city attorney for one-year. D. Williams will confirm with the city attorney if the resolution needs to be approved by the council to move forward. Chair M. Rivera discussed updating the Bylaws due to it being based on CDBG District. M. Rivera also expressed concerns about CDBG dismantling and lack of transparency in the hiring process and how areas will be served without CDBG support and seeks clarification from Greg Garrett. M. Rivera discussed the potential dismantling of Community Development Block Grant (CDBG) in Oakland. B. Cook questioned whether this decision will impact CSBG and AC-OCAP. M. Rivera explained how CDBG funding affects the board's decision-making process. B. Cook

questioned the administrative decision to dismantle the CDBG board without public notice or the opportunity to speak. M. Rivera revealed that the committee met with CDBG representatives in early February, but the details and outcomes are unclear. The Board discussed how funds are distributed to different districts based on the poverty rates.

#### **G. Community Action Partnership Board Updates (D. Williams)**

1. **Board Vacancies**
2. **Attendance Roster – Attachment G2**
3. **Form 700 Submittals**
4. **Board Roster (Updated)** – Staff T. On will email to staff individually.
5. **2024 Board Meeting Calendar Conflicts – 9/9, 11/11, 11/28, 12/26** – will review at next Administering Meeting (May 13<sup>th</sup>)
6. **CSD State Visit 4/9/2024** – Postponed until further notice.

#### **H. AC-OCAP Programming Updates**

1. **Status of 2023 Grantee Agreements (18) – (Attachment H1)** – Staff M. Huynh reported 11 out of 18 Grantees have received check reimbursements ranging from \$25,000 to \$40,000.
2. **EITC VITA Tax Program** – Staff D. Williams announced the celebration planned for the Volunteers that help prepare taxes for the community members during the tax season on April 17<sup>th</sup> at the West Oakland Public Library.
3. **2023 Budget Expenditures (thru Feb 2024) – (Attachment H3)**
4. **Gift Card Partnership with MSSP Seniors – (Attachment H4)** – Staff D. Williams reported the partnership program of providing \$250 gift cards to 500 MSSP seniors is in process. It has been approved by both budget and legal. Waiting on the City Administrator's signature.

**Motion: To approve the \$250 Gift Card Partnership Program with MSSP Seniors.**

M/S/Carried: A. Gums / B. Cook / Motion Carried by Consensus.

#### **5. Plans for 2024 Programming**

#### **I. Announcements**

- a. United Seniors of Oakland and Alameda County - No report
- b. Alameda County Social Services/Board of Supervisors:
- c. City of Oakland – K. Mayfield announced the city has a new Police Chief, Floyd Mitchell starting in May.
- d. Board Members/Staff:
  - D. Maravilla – Alameda County Crisis Line fundraising at Lake Merritt on May 4<sup>th</sup>.
  - D. Walker – Community cleanup at a park on April 13<sup>th</sup>.
  - B. Cook – Soldiers Against Violence Everywhere is hosting a peace stand-in for those who have been killed by community violence in the city of Oakland on 7<sup>th</sup> and Center Street.

#### **ACTION ITEM: Adjournment**

**MOTION:** To adjourn the meeting at 7:46pm

M/S/Carried: B. Cook / A. Gums / Motion Carried by Consensus.

**The Next-In-Person Meeting: May 13, 2024**