



MINUTES



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

Administering Board Meeting Monday, June 10, 2024, 5:30 PM

Board Members Present: Monique Rivera (Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), David Walker, Patricia Schader, Quantum Norwood, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Noel Gallo (Ana Tellez-Witrigo), Supervisor Nate Miley (Angelica Gums), Diana Maravilla, Mitchell Margolis, and LaWanda Smith.

Board Member Excused: Sandra Johnson (Vice-Chair), Councilmember Carroll Fife (Tonya Love), and Supervisor Lena Tam (Cesley Ford-Frost)

Board Member Absent: Councilmember Treva Reid (Latasha Perry)

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

Staff: Dwight Williams and Thea On

Guest(s): Ansar El Muhammad and Laura Villagomez (Love Never Fails)

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the June 10, 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 Thea O. performed Roll Call and a quorum was established at 5:35p.m.
MOTION: To approve the June 10, 2024, Administering Board Agenda.
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 May 13, 2024 - Attachment C1**
MOTION: To approve the Draft May 13, 2024, Administering Board Minutes.
M/S/Carried: A. Tellez-Witrigo / P. Schader / 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 Program Planning and Advocacy Committees have been combined into one large committee. The Joint Committee aims to continue planning the retreat agenda at their next Subcommittee meeting and engage the full board in strategic discussion and planning. It was recommended that the committee be separated/restructured so more can be done. The next Program Planning and Advocacy Committee meeting date is set for June 26th because

Wednesday, June 19th is a Federal Holiday – Juneteenth. The need to further discuss separating the two committees will be discussed at the next committee meeting.

- b. **May 60th Anniversary** – CAP 60th Anniversary event at Oakland City Hall was well-organized and created an engaging environment for community members. Showing the documentary film, “A Rising Tide” and hosting a dynamic panel (Film Director – Cheryl Fabio, Race & Equity Director – Darlene Flynn, Assistant City Administrator – LaTonda Simmons, and C’Mone Falls – Community Homelessness Services Director) discussion afterwards allowed for informative and thought-provoking programming. More advanced notice and outreach, especially to schools and youth groups, could have attracted a larger turnout. Board members were actively involved and presented a unified front through their participation. Local elected officials who attended, like Councilmembers Noel Gallo and Treva Reid, demonstrated support and engaged with attendees. Future celebrations could explore more ways to recognize and involve past grantees, board members, and community partners in the organization’s history. Overall, the committee felt the event was a success given the short planning timeframe. Opportunities were identified to strengthen our marketing efforts, increase turnout, and share historical knowledge for future celebrations.

2. Advocacy

- a. **2024 Annual Convention - Seattle, WA (8/26/24 - 8/30/24)** – D. Walker will represent AC-OCAP at the upcoming annual National CAP convention. As the board’s designated advocate, Walker will be tasked to learn about national and regional priority issues to help guide the AC-OCAP board’s advocacy efforts at the local level.
- b. **Executive Committee** – The Executive Committee will meet to discuss the hiring process for the Community Action Partnership manager position once guidance is received from the city on how it aligns with the bylaws. Chair M. Rivera would lead this discussion since she chairs the Executive Committee. An interview subcommittee including M. Margolis, A. Ford, and M. Rivera was formed to participate in the interview process along with the city. The city attorney and administrator’s office were reviewing the hiring process to see how it aligns with the bylaws, since the bylaws state hiring goes through the city administrator and city council.

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

- 1. **Board Vacancies** – There is still a vacancy for the District 4 Board seat. Staff D. Williams reached out to Iris Merriouns from District #4 council staff and is looking for a map of the CDBG boundaries to help identify potential candidates. So far, nothing has been found. The boundaries may have changed with redistricting. Chair M. Rivera discussed using the boundaries outlined in the 2025 Consolidated Plan unless an updated map is provided by the city. M. Rivera will forward the map she found.

G. AC-OCAP Programming Updates

- 1. **Status of 2023 Grantee Agreements (18)** – Staff D. Williams reported all grant agreements have been completed and all grants have been funded. We had to overcome multiple contracting challenges to get the contracts completed and reimbursement funded distributed. Maria did a great job getting the grantees to submit their grant agreement documents, requests for reimbursement funds, and their final outcomes reports. The focus is now shifting to 2024 with grantees being asked to update their documents and begin the contracting process for the new contract year.
- 2. **EITC VITA Tax Program** – Staff D. Williams attended a luncheon for the VITA (Volunteer Income Tax Assistance) program. Through VITA, a total of 10,526 tax returns were prepared in Alameda County, returning \$12 million to residents. Nearly 400 returns were completed by the excellent

team of AC-OCAP staff and volunteers at the West Oakland Public Library. The exact number was still pending from the United Way Bay Area Program Coordinator. This is our largest number of returns prepared in the last 10 years.

3. **2023 Budget Expenditures (through March 2024) – Attachment G3** – Staff D. Williams reported the 2023 budget amount was \$1,319,745. As of April 30th, \$1,310,649.96 had been spent, leaving around \$9,000.00 unspent. No issues or concerns were noted with expenditures to date.
4. **Gift Card Partnership with MSSP Seniors** – Staff D. Williams reported 350 gift cards have been distributed to MSSP Seniors through the partnership so far. An additional 150 gift cards valued at \$250 each are remaining. Plans were discussed to distribute the remaining cards through Head Start and Community Housing at their upcoming homelessness and job resource fair in July. Intake forms will be collected for each card distributed to properly close out the program.
5. **Plans for 2024 Programming** – Staff D. Williams reported Grantee agreements were being updated and the contracting process for 2024 would begin soon, taking an estimated 3-4 weeks to complete all grant agreements. Challenges are anticipated in July/August 2024 when grantees submit reimbursements, as the city's financial systems will be converting between fiscal years.
6. **Staff D.** Williams also provided an Audit Transmittal Report from the state noting the Single Audit Report prepared by the City of Oakland Finance Department was not submitted on time to CSD. A copy of the report will be included in the meeting minutes. D. Williams also noted that the Audit Transmittal Report also reviewed the CARES contract 20F-3641 from 2022-2023 and the CSBG 2023 contract 23F-4002. Since they found no issues, they considered these contracts to be closed.

H. **Open Forum:** Ansar El Muhammad, commented on enjoying the recent community event and film screening, noting the educational value in learning about local history. Laura Villagomez, a community member, and representative from 'Love Never Fails' commented about wanting to get more information. B. Cook noted that 'Love Never Fails' is one of the few organizations that can be turned to to help human trafficking victims who need a place to stay or need to be kept safe. Laura stated they work in open areas all throughout Alameda County to help residents.

I. **Announcements**

a. **United Seniors of Oakland and Alameda County:** None

b. **Alameda County Social Services/Board of Supervisors:**

- D. Maravilla shared details about a fair at Ashland Cherryland FamFest Spring Event: Saturday June 22, 2024. The festival will take place between 10 a.m. and 6 p.m. on East 14th Street between 163rd Avenue and 164th Avenue in unincorporated Ashland near San Leandro. She also mentioned Safe Kids Day in Oakland Arena: July 13, 2024.

c. **City of Oakland:**

- A. Tellez-Witrigo announced that on Wednesday, the City of Oakland is having a special city council meeting starting at 3pm to discuss the city's budget. She encouraged anyone interested to attend and learn more about what the council president and others have proposed in their budget amendments. She noted the council president's memo was released but some other council members have not yet published their amendments, which will be included in the agenda that is available online.
- K. Mayfield shared information on the "Clean and Safe City Town Hall Tour" with leadership from the police department, city administrator's office, mayor's office, and other departments. The first town hall on June 18th will target faith-based leaders as the audience. Additional town halls will be held throughout the summer in different neighborhoods. The goal is to get community input on public safety concerns by

having city department leaders present to take questions from residents. She will provide more details on the tour locations and dates as they become available.

d. Board Members/Staff:

- D. Williams shared that Allen Temple Baptist Church is hosting their 44th Annual Health Fair on July 13th at 8501 International Boulevard. He shared flyers about the health fair event in both English and Spanish to help promote community awareness and attendance.
- D. Walker proposed gathering community feedback through surveys distributed at local organizations like churches, schools, etc. to inform others about the board's work. The surveys would ask community members about needs in their neighborhoods/districts to bring that information back to the board. This was in response to not having the bandwidth for board members to directly canvass the community themselves. The surveys at local organizations were suggested to collect input.

ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 7:00pm

M/S/Carried: P. Schader / A. Ford / Motion Carried by Consensus.

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