



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

Visit us on the web or contact us by email at AC-OCAP@oaklandnet.com

Vision Statement: To End Poverty within the City of Oakland and throughout Alameda County

Core Values: Community-Driven | Equitable | Collaborative | Impactful | Results-Driven

Our Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Administering Board Meeting / Special Executive Committee Meeting **{Special Meeting}**

Monday, October 7, 2024, 5:30 p.m.

City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

The Public May Observe and/or Participate in This Meeting by:

To make public comments, community members will need to do so in person at the published location.

To observe the meeting by video conference, please use the zoom participation link:

<https://us06web.zoom.us/j/84568048452?pwd=i27xutdruShodfPxyJ5z2GGCZu1JCl.1>

Meeting ID: **845 6804 8452**

Passcode: **962117**

Board Members: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, LaWanda Smith, Patricia Schader, William B. "Quantum" Norwood II, Diana Maravilla, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Ana Tellez-Witrigo), Councilmember Treva Reid (Josephine Guzman), Supervisor Lena Tam (Cesley Ford- Frost), and Supervisor Nate Miley (Angelica Gums)

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

Staff: Dwight Williams, Thea On, Maria Huynh, Jacqueline Jacobs, and Don Raulston

DEFINITION OF TERMS:

- **Action Item:** motion or recommendation requiring official vote and approval of the Alameda County - Oakland Community Action Partnership Board to be effective.
- **Informational Item:** shall mean an agenda item consisting only of an informational report that does not require or permit board action.

The meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201, or call (510) 238-3611 (VOICE) or (510) 238-6451 (TTY) to arrange for the following services: Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired. Please refrain from wearing scented products to this meeting.



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AGENDA

A	5:30 p.m.	Call to Order/ Recite AC-OCAP Promise
B	5:35 p.m.	ACTION ITEM: Roll Call/Determination of Quorum
C	5:40 p.m.	ACTION ITEM: Approval of Agenda
D	5:45 p.m.	ACTION ITEM: Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of September 16, 2024 – Attachment D1
E	5:50 p.m.	ACTION ITEM: Next Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting is scheduled for November 11, 2024, which is a holiday – Veterans Day
F	5:55 p.m.	Public Comment: (Specific Agenda Item(s): Audience Comment Period)
G	6:30 p.m.	<p>Board Committee Updates:</p> <ol style="list-style-type: none"> 1. Program Planning <ol style="list-style-type: none"> a. Nonprofit and other local agency funding b. Board Retreat c. Other 60th Anniversary Activities 2. Advocacy <ol style="list-style-type: none"> a. CAP Funding (State) b. Updates on Funding Research (other CAPs) 3. Executive Committee <ol style="list-style-type: none"> a. Federal Funding Updates b. Board working Sessions
H	7:00 p.m.	<p>Community Action Partnership Staff Updates</p> <ol style="list-style-type: none"> 1. Board Vacancies – Dwight Williams <ol style="list-style-type: none"> a. Board Vacancies: Community Development Block Grant (CDBG) District 4, and Private Sector 2. ROMA training (Results Oriented Management and Accountability) in Sacramento (October 23-25, 2024): M. Huynh will attend ROMA trainings at a future date because of time constraints for City Administrator to review/approve the Travel Memo packet.– M. Huynh – Attachment E1 3. 2024 Grantee Grant Agreements Status – M. Huynh – Attachment E2

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		<p>4. CalCAPA Partnership Grant for Computers Update</p> <p>5. Gift Card Partnership with other HSD Divisions</p> <p>6. 2024 Budget Expenditures thru August 2024</p>
I	7:15 p.m.	Open Forum: (General Audience Comment Period)
J	7:20 p.m.	<p>Announcements</p> <ul style="list-style-type: none"> a. United Seniors of Oakland and Alameda County b. Alameda County Social Services/ /Board of Supervisors c. City of Oakland d. Board Members/Others
K	7:30 p.m.	<p>Adjournment</p> <ul style="list-style-type: none"> a. Next In-Person Meeting: November 11, 2024 (Proposed to Move or Cancel due to Veterans Day Holiday)

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MINUTES



Attachment D1

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

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

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.

- 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

b. 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)

DRAFT

SAVE THE DATES

ROMA CALIFORNIA REPRESENTATIVE CERTIFICATE PROGRAM

This training is a new path for acknowledgement of ROMA knowledge and ability to support agency performance management systems to meet the requirement of Organizational Standard 4.3.

This will be a certificate program rather than a certification program.

More information about the phases of this training will be provided in a separate message from CalCAPA.



In-Person Event

-  **\$195 PER PERSON**
-  **OCTOBER 23-25, 2024**
-  **HYATT CENTRIC DOWNTOWN SACRAMENTO**

 **ROMA REPRESENTATIVE APPLICATION FORM**

Hosted by:



Email info@calcapa.org for more information.

2024 AC-OCAP Grantee Contract Routing -

Attachment E2

Agency's Name	Grant Amount	Insurance - General Liability - Worker Comp	SAM Expiration	2024 WO#	2024 Risk Approval	2024 Business License	Schedule T	Subrecipient	Scope of Work Status	Budget and Narrative	Grant Schedules N/N- 1/2 Certif. B	Grant Agreement returned w/ signatures	Grant Packet prepared & sent to Dwight for Final Check	Issues	Sent to Contract Compliance thru the City Clerk	Agreement sent to Grantee with RFF template	PO Number
A Diamond in the Ruff	\$25,000	11/13/24 7/22/25	7/17/25	21181	C	C	C	C	C	C	C	8/12/24	8/12/24 9/4/24 8/20/24	8/12/24			
Alliance for Comm. Wellness (La Fam)	\$40,000	8/10/25 7/1/25	4/8/25	21196	C	C	C	C	C	C	C	8/19/24	9/4/24 9/23/24		9/27/24		
Chabot Las Positas CCD	\$40,000	7/1/25 7/1/25	9/25/24	21224	C	E	C	C	C	C	C	8/21/24	8/21/24		9/11/24		
Change to Come	\$25,000	6/10/25 7/26/25	3/31/25	21221	C	C	C	C	C	C	C	8/12/24	8/19/24 9/18/24	MY report corrections (9.19)	9/25/24		
Community Works West	\$40,000	1/1/2025 1/1/2025	4/19/25	20171	C	C	C	C	C	C	C	8/12/24	8/12/24				
Covenant House CA	\$40,000	7/1/25 1/1/25	2/11/25	20168	C	C	C	C	C	C	C	8/13/24	8/13/24 9/30/24				
Fremont Family Resource Center	\$40,000	12/31/24 7/1/25	4/18/25	21270	C	C	C	C	C	C	C	9/10/24	9/10/24		9/24/24		
Hack the Hood Inc.	\$40,000	1/14/25 7/1/25	9/4/25				C	C	C	C	C	8/13/24		AG Reporting Incomplete (email 9.12)			
Leo Family Community Dev.	\$40,000	11/1/24 11/1/24	1/30/25	21187	C	C	C	C	C	C	C	8/14/24	8/14/24 9/30/24				
Lighthouse Comm. Public School	\$40,000	7/01/25 8/27/25	11/2/24	21169	C	C	C	C	C	C	C	8/14/24	8/14/24	Per Carmen, needs updated COI and reviewed again by Bailey (email 9.17,9.30).			
Love Never Fails	\$25,000	4/30/25 5/8/25	11/21/24	21171	C	C	C	C	C	C	C	8/14/24	8/14 8/23 9/30/24				
New Door Ventures	\$40,000	6/30/25 6/30/25	3/7/25	21179	C	C	C	C	C	C	C	8/14/24	8/14 8/23 9/30/24				
Operation Dignity	\$40,000	10/25/24 12/20/24	4/17/25	21172	C	C	C	C	C	C	C	8/23/24	8/23/24 9/30/24				
Rubicon Programs, Inc	\$40,000	7/01/25 7/01/25	1/18/25	21180	C	C	C	C	C	C	C	9/3/24	9/3/2024 9/13/24				
St. Mary's Center	\$40,000	4/29/25 4/29/25	2/5/25	21192	C	C	C	C	C	C	C	8/22/24	8/23/2024 9/4/24		9/6/24		
Urban University	\$40,000	5/15/25 7/21/25	2/13/25	21234	C	C	C	C	C	C	C	8/13/24	9/3: 9/5/24	IMY & CCR reports not received (email 8.7)			
Eden I&R - 100K GPF	\$100,000	9/1/25 7/1/25	8/7/25	21252	C	C	C	C	C	C	C	8/8/24	9/12/24	2 years contract July 1,2023-June 30, 2025. Paid quarterly. \$100 k/year = \$200k 2023-2025; 23-25 schedules emailed 11.29			
Eden I&R - 20K	\$20,000	9/1/25 7/1/25	8/7/25	21253	C	C	C	C	C	C	C	8/16/24	9/12/24				
HERA - 30K (.5 Oak & .5 Ala)	\$30,000	6/21/25 7/9/25	11/27/24	20169	C	C	C	C	C	C	C	7/18/24	7/22/24 9/27/24				
Karen Perkins		N/A	N/A									N/A	N/A	None			
Oakland Promise	\$1,000,000	7/22/22 7/1/22	9/29/23									10/5/21	10/25/21		11/3/21		2022005203
Page Tomblin	\$14,999		N/A									N/A	N/A				2023012546
proj - 1006757/58	Org - 78362		Exp - 52211, 52919, 54912, 54919, 53611									Task - 1 default		Award - 24335			
R = Received C = Completed U = Updated																	