



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 (Standing)

Monday, January 13, 2025, 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, Patricia Schader, William B. "Quantum" Norwood II, Diana Maravilla, Dr. Kimberly Mayfield, Tonya Love, Councilmember Treva Reid (Josephine Guzman), Supervisor Lena Tam (Cesley Ford- Frost), Supervisor Nate Miley (Angelica Gums), and Rana Bader Matly

Board Vacancies: 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.	Roll Call/Determination of Quorum
C	5:40 p.m.	Approval of the January 13, 2025, Meeting Agenda ACTION ITEM:
D	5:45 p.m.	Approval of the (draft) Minutes for Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting on December 9, 2024 – Attachment D ACTION ITEM:
E	5:50 p.m.	Public Comment: (Specific Agenda Item(s): Audience Comment Period)
G	6:00 p.m.	Grantees Presentation <ol style="list-style-type: none"> 1. Covenant House California 2. Community Works West, Inc. 3. Housing and Economic Rights Advocates (HERA) 4. Love Never Fails
H	6:55 p.m.	Community Action Partnership Board (CAP) Updates: <ol style="list-style-type: none"> 1. Executive Committee <ol style="list-style-type: none"> a. Funding: Federal Funding Updates b. AC-OCAP By-Laws Update 2. Program Planning <ol style="list-style-type: none"> a. Funding: Nonprofit and other local agency funding 3. Advocacy <ol style="list-style-type: none"> a. CAP State Updates b. Funding: Updates on Funding Research (other CAPs) and State 4. Membership Terms and Applications Updates (M. Rivera, P. Schader, A. Gums and A. Ford) ACTION ITEM: 5. 2025 CalCAPA Advocacy Day (April 2nd – April 3rd) – Attachment H5

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I	7:10 p.m.	Community Action Partnership Programming Updates - Dwight Williams <ol style="list-style-type: none">1. Board Vacancies: Private Sector2. VITA Tax Program Plans3. Organizational Standards Status Update
J	7:20 p.m.	Open Forum: (General Audience Comment Period)
K	7:25 p.m.	Announcements <ol style="list-style-type: none">a. United Seniors of Oakland and Alameda Countyb. Alameda County Social Services/ /Board of Supervisorsc. City of Oaklandd. Board Members/Others
L	7:25 p.m.	Attachments D Draft December 9, 2024, Administering Board Meeting Minutes H5 2025 CalCAPA Advocacy Day
M	7:30 p.m.	Adjournment <ol style="list-style-type: none">a. Next In-Person Meeting: February 10, 2025 (HR 1 or HR 2 – no food allowed)

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MINUTES



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

Administering Board / Special Executive Committee Meeting
Monday, December 9, 2024, 5:30 PM

Board Members Present: Monique Rivera (Chair), Andrea Ford (Treasurer), Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), David Walker, Patricia Schader, Quantum Norwood, Councilmember Carroll Fife (Tonya Love), Mayor Sheng Thao (Dr. Kimberly Mayfield), Alameda County Supervisor Nate Miley (Angelica Gums), and Rana Bader Matly.

Board Member Excused: Supervisor Lena Tam (Cesley Ford-Frost), Mitchell Margolis, and Diana Maravilla.

Board Vacancies: Private Sector

Staff: Dwight Williams, Thea On, and Maria Huynh.

Guest(s): Kevin Hickey, Imani Baylor, and Omar Butler (New Door Ventures); Gitanjali Rawat (Eden I&R), and Assistant City Administrator LaTonda Simmons.

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the December 9, 2024, Administering Board Meeting to order at 5:35pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum**
Staff Thea O. performed Roll Call and a quorum was established at 5:37p.m.
- C. Approval of Agenda**
MOTION: To approve the December 9, 2024, Administering Board Agenda.
M/S/Carried: S. Johnson / P. Schader / Motion Carried.
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of November 4, 2024 - Attachment D**
MOTION: To approve the draft November 4, 2024, Administering Board / Special Executive Committee minutes.
M/S/Carried: Q. Norwood / D. Walker / Motion Carried - A. Ford Abstained.
- E. Public Comment: (Specific Agenda item(s): Audience Comment Period) – None**
- F. Celebration:**
- **Holiday Dinner/Gifting**
 - **Award Ceremony for 5 Long-serving AC-OCAP Board Members**
 - **Guest Speaker (LaTonda Simmons, Assistant City Administrator) –** ACA Simmons recognized and commended D. Williams for his tremendous work and 2 years of continued leadership for the AC-OCAP board and mission. She acknowledged the important role of the AC-OCAP board in protecting the most

vulnerable in the community, especially given the changes and challenges the city is facing. ACA Simmons praised the long-serving board members. Cook (11 years), A. Gums (12 years), M. Rivera (15 years), A. Ford (19 years), and S. Johnson (22 years), and for their unwavering commitment and contributions over the years. She noted the leadership changes happening at the city level, as well as the budget challenges, but emphasized that the needs in the community remain high. ACA Simmons expressed her pride in serving Oakland, a city she was born and raised in, and her commitment to continuing to work with the AC-OCAP board to support the community. She encouraged the board to continue standing with the city, as they navigate the difficult times ahead, and expressed confidence in Oakland's ability to come together and address the challenges.

G. Grantee Presentation:

1. **Eden I & R (Gitanjali Rawat)** – Eden I&R operates the 2-1-1 Alameda County 24/7 multilingual call center that connects people to resources and services in Alameda County. The 2-1-1 program has a dedicated housing database that lists affordable and below-market rate housing units. Eden I&R plays a critical role during disasters. They have a staff member embedded in the Alameda County Emergency Operations Center to provide up-to-date information and referrals. The 2-1-1 program serves as an entry point for the Coordinated Entry System, making warm transfers to housing resource centers for callers who are literally homeless. In addition to the 211-call center, Eden I&R also provides services like medical and CalFresh enrollment assistance, public safety power shutoff preparedness, and community education on topics like extreme heat and mental health resources. In fiscal year 2023, Eden I&R had over 65,000 total contacts, with 27,000 from the city of Oakland, and provided over 154,000 referrals. The demographics of their callers show that 71% are female, 50% identify as living with a disability, and nearly all are low, very low, or extremely low income.
2. **New Door Ventures (Kevin Hickey and Imani Baylor)** – New Door Ventures operates a youth employment program that targets transition age youth, primarily those who are disconnected from high school or college, with the goal of putting them on a path to economic stability and independence by providing them with skills training, work experience, and support to help them obtain permanent employment. In 2023, New Door Ventures served 50 youth and exceeded their training enrollment, job readiness, and employment retention goals by over 200%. Based on feedback from the youth participants, three of the key program elements that are working well include: 1) Skill development in areas like communication, teamwork, leadership, and financial literacy. 2) Helping participants build independence and confidence. 3) Creating a supportive environment and peer connections. Three areas for improvement include: 1) Incorporating more hands-on and practical activities in the workshops. 2) Better managing participant anxiety and navigating internship expectations. 3) Expanding workshop content on financial literacy, entrepreneurship, and career exploration. New Door Ventures partners with organizations like West Coast Children Clinic and Tiny Homes to connect participants to additional resources and support services.

H. Board Committee Updates:

1. Executive Committee

- a. **Federal Funding Updates** –Chair M. Rivera stated that there is a lot of concern about the future of CAP funding, but CAP does have bipartisan congressional support, especially in more rural districts. The March CAP meeting will be an important time to educate people about what Community Action Partnerships do and remind them that it is a bipartisan program. The board expressed the need to be proactive in communicating with and educating policymakers about the work of AC-OCAP and the importance of continued funding.
- b. **Updates on Funding Research (other CAPs)** – No Updates.
- c. **AC-OCAP By-Laws Update** – The Board By-Laws were flagged as being out of compliance because the Bylaws are outdated and are supposed to be updated every 5 years. Chair M. Rivera

committed to get a copy of the updated Bylaws to the City Attorney by February 2025, so the changes can be written in legalize and then brought back to the board for final approval.

2. Program Planning

- a. **Nonprofit and other local agency funding** – Board Member A. Gums mentioned fundraising and fund development were discussed as a priority focus area for 2025 at the Board Retreat. A board member will assist the organization with fundraising efforts. One of the goals for next year is to support the board with raising funding, so they can do more work around program planning and advocacy.
- b. **Board Retreat – Working Session November 16th (Attachment H2b)** – A. Gums provided an overview of the Board Retreat that took place on November 16th. At the retreat, a presentation by Matt Myers from the Alameda County Public Health Department, covered health disparities and racial inequities in Alameda County, including data on life expectancy, mortality rates, education, housing, and employment. From the retreat, three key action items emerged: 1) Program planning can focus on community development and increasing access to resources/information for BIPOC and low-income residents. 2) Advocacy can focus on civic engagement, advocacy, and capacity building. 3) Raise awareness and transform AC-OCAP's community impact into a movement with the "In Poverty Now AC" campaign. The strategic plan that came out of the retreat outlined these focus areas. A. Gums stated that they may want to "retool" the "In Poverty Now AC" concept to make it more community driven. The board discussed the need for more consistent communication and collaboration, potentially shifting some of the administrative board meetings to working leadership sessions. There was an emphasis on leveraging existing partnerships and determining which advocacy areas the board wants to focus on for 2025.

3. Advocacy

- a. **CAP Funding (State)** – Board Member D. Walker mentioned that AC-OCAP has been reaching out to other Community Action Partnerships, such as Fresno, Riverside, and Marin, to learn about their experiences and journeys in becoming direct service providers. The goal is to understand the pros and cons of being a direct service provider, and what it would require for AC-OCAP to potentially take on that role. He stated that the direct conversations with these other CAPs will happen in the beginning of the new year, as they are still in the relationship-building phase. The board discussed the need to determine if becoming a direct service provider is something they want to pursue, and whether it aligns with AC-OCAP's identity and strategy.

4. CDBG District 4 Membership Application for Ms. Rana Bader Matly to the Alameda County-Oakland Community Action Partnership Board (Attachment H4) - Rana Bader Matly introduced herself, highlighting her 20+ years of experience in fundraising, building partnerships, and collaborations. She expressed her belief in building bridges and her desire to help secure more funding and strengthen AC-OCAP's presence in Oakland.

MOTION: To approve Rana Bader Matly Board Membership application to represent the Low-Income area of CDBG District 4.

M/S/Carried: D. Walker / A. Gums / Motion Carried.

5. **Membership Terms and Applications Due – December 31, 2024 (M. Rivera, B. Cook, P. Schader, A. Gums and A. Ford) (Attachment H5)** – The Board reviewed the upcoming term expirations for several members and discussed the process of reapplying and obtaining signatures. They also mentioned potentially replacing members who were no longer able to actively participate.
6. **CAP Election Policy and Procedure (Attachment H6)** – The Board reviewed the CAP Election Policy and Procedure, which is outlined in Attachment H6 of the meeting packet. This policy and procedure outline the process for electing the board officers, including the Chair, Vice Chair, Secretary, and Treasurer. Staff T. On walked the board through the election process and held nominations for each position. Since there was only one nominee for each position, the board voted to accept the slate of nominees by acclamation.

The Board members made the following nominations:

- Chair: M. Rivera
- Vice Chair: S. Johnson
- Treasurer: A. Ford
- Secretary: D. Walker

MOTION: To approve the slate of nominees by acclamation.

M/S/Carried: Q. Norwood / T. Love / Motion Carried.

- District 5 Elected Official Appointee Designation Request to replace Ana Tellez (Attachment H7)**
– A letter has been sent to Councilman Noel Gallo to appoint a new member to represent District 5.
- District 6 Low-Income Notice of Termination Letter to Lawanda Smith (Attachment H8)** – Staff D. Williams mentioned that LaWanda Smith, the District 6 representative, has exceeded the number of allowed absences, so she has been asked to step down from the board. He also noted that a letter will be sent to the Councilmember for that district to request some recommended community members that could potentially fill the vacant board seat.
- Board Resolution 10-24 (Attachment H9)** – The Board passed a resolution in October that allows LaTonda Simmons, Assistant City Administrator, to sign all AC-OCAP's legal documents. Staff D. Williams stated that the contract from the state will be amended again, which would likely include an additional \$7,000 in funding.

MOTION: To accept the resolution, which would authorize Assistant City Administrator LaTonda Simmons to sign AC-OCAP legal documents.

M/S/Carried: Q. Norwood / A. Ford / Motion Carried.

- AC-OCAP Board Officer Election/Voting (Attachment H10)** – This item was moved to H6 (CAP Election Policy and Procedure) to align with the Voting Process. (see H6)
- 2025 Board Meeting Schedule (Attachment H11)** - The Board discussed the 2025 meeting schedule, including some logistical challenges. Staff D. Williams noted that for the February and May Administrative Board Meetings, the usual meeting room is not available, and food is not allowed in the alternative meeting rooms. The plan is to hold one meeting in an Alameda County location, potentially in Hayward or another suggested site.

I. Community Action Partnership Programming Updates - Dwight Williams

- Board Vacancies: Community Development Block Grant (CDBG) District 4 and Private Sector** – Staff D. Williams stated that there is still one open position representing the private sector on the AC-OCAP board. The board is actively working to identify and recruit someone from the private sector to fill this vacancy.
- 2023 AC-OCAP Outcomes Report (Attachment I2)** – Staff D. Williams presented the 2023 Annual Outcomes Report, which summarized the outcomes and impact of AC-OCAP's work over the past year. M. Rivera and A. Gums commented on the importance of ensuring the grantee programs are serving residents across different low-income districts, not just concentrated in one area.

The key highlights from the report included:

- 58 individuals obtained employment through the grantee programs.
- 71 students received High School Diplomas or GEDs
- 239 residents received employment training
- 524 residents received Transitional Housing/Emergency Shelter

- 184 residents obtained/maintained Permanent Housing
- 12,732 unduplicated callers were served through the 211 programs.
- Over 100,000 service referrals were provided.
- In total, AC-OCAP served 38,833 low-income residents.
- An investment of \$831,696 was used to leveraged \$7,000,637.

3. VITA Tax Program Plans – Staff D. Williams provided an update on the 2025 VITA program plans. He stated that the goal is to exceed the number of clients that had their taxes prepared at no cost from the previous year, which was close to 400.

- The VITA program is set to start on February 1st at the West Oakland Public Library (WOPL).
- There will be training sessions for volunteers held over the first 3 Saturdays in January 2025.
- The plan is to have the VITA site open on Tuesdays and Thursdays from 10am to 4pm and Wednesday from 10am to 6:30pm.
- As a community needs test, the WOPL VITA site will be open on the first Saturdays of February, March, and April from 10am to 2pm.

4. Organizational Standards Status Update –Staff D. Williams stressed the importance of getting the updated bylaws to the City Attorney by February 2023 to be in compliance.

5. 2024 Budget Expenditures thru October 2024 (Attachment I5) – Staff D. Williams noted that there are four grants that are still being processed and have not yet expended any funds. Chair M. Rivera raised a question about the salary and fringe budget line items, as they appeared to be underspent compared to the allocated amounts. D. Williams explained that the state provides a budget template, and the way it was set up, the salary and fringe categories had more allocated than was needed to cover the staff salary expenses. The board discussed the need to reallocate the savings from the salary and fringe categories to the program funding to ensure all the grantee expenses could be covered. Treasurer A. Ford suggested that since the director position is not filled, the salary budget for that role should not be transferred, as it would not be sustainable to reallocate those funds. The board agreed that they would need to review and adjust the budget allocations, potentially moving funds from salaries/fringes to the program funding, to ensure all grantee obligations could be met.

J. Open Forum: (General Audience Comment Period) – None

K. Announcements

- United Seniors of Oakland and Alameda County** – None
- Alameda County Social Services/Board of Supervisors** – None
- City of Oakland** – None
- Board Members/Others:**

- Chair M. Rivera mention that she is working with the Latino community to prepare for potential mass deportations announced by the Trump administration, and she encouraged the board to help disseminate information to affected communities.

L. Attachments

- D** Draft November 4, 2024, Administering Board Meeting Minutes
- H2b** Board Retreat – Working Session Summary
- H4** District 4 Membership Application for Ms. Rana Bader Matly
- H5** Membership Terms and Applications Due

- H6 CAP Election Policy and Procedure
- H7 District 5 Elected Official Appointee Designation Letter
- H8 District 6 Low-Income Notice of Termination Letter
- H9 Board Resolution 10-24
- H10 AC-OCAP Board Officer Election/Voting
- H11 2025 Board Meeting Schedule
- I2 2023 AC-OCAP Outcomes Report
- I5 2024 Budget Expenditures thru October 2024

M. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 7:30pm

M/S/Carried: S. Johnson / A. Ford / Motion Carried

The Next-In-Person Meeting: January 13, 2025

DRAFT



2025 CALCAPA

ADVOCACY DAY

APRIL
3

California
State Capitol
West Side
(10th Street - Front Steps)

WEDNESDAY, APRIL 2ND

1:00-4:00 PM

Quarterly CSP Meeting
(Lunch provided for CSP Attendees)

4:30-6:30 PM

Welcome Reception

THURSDAY, APRIL 3RD

10:00-4:00 PM

Capitol Grounds
(Lunch provided)

REGISTRATION INFO

\$0 **Quarterly CSP Meeting Only**

\$199 **Full Registration w/ CSP Meeting**

\$199 **Full Registration w/o CSP Meeting**

\$50 **Special Guest/Capitol Grounds Activities Only**

HOTEL: HYATT CENTRIC DOWNTOWN SACRAMENTO
ROOM RATE: \$309

REGISTRATION LAUNCH TBA