



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

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

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

Monday, May 13, 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:

Join Zoom Meeting:

<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 T hao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Ana Tellez-Witrago), Councilmember Treva Reid (Latashia Perry), 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, and Maria Huynh

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/ Approval of Agenda
ACTION ITEM:**
- C 5:40 p.m. **Approval of Draft April 8, 2024, Administering Board Minutes
Attachment C1**
- D 5:45 p.m. **Public Comment:** (Specific Agenda Item(s): Audience Comment Period)
- E 6:00 p.m. **Board Sub-Committee Updates**
1. Program Planning
a. Board Retreats
b. May 60th Anniversary – **Attachment E1**
2. Advocacy
a. May Legislative Day – May 1 in Sacramento
3. Executive Committee
ACTION ITEM:
- F 6:15 p.m. **Community Action Partnership Board Updates (D. Williams)**
1. Board Vacancies
2. Attendance Roster – **Attachment F2**
3. Board Roster (Updated)
ACTION ITEM:
- G 6:45 p.m. **AC-OCAP Programing Updates**
1. Status of 2023 Grantee Agreements (18)
2. EITC VITA Tax Program
3. 2023 Budget Expenditures (thru March 2024) – **Attachment G3**
4. Gift Card Partnership with MSSP Seniors
5. Plans for 2024 Programming
ACTION ITEM:
- H 7:20 p.m. **Open Forum:** (General Audience Comment Period)

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- I 7:25 p.m. **Announcements**
- a. United Seniors of Oakland and Alameda County
 - b. Alameda County Social Services/ /Board of Supervisors
 - c. City of Oakland
 - d. Board Members/Others
- J 7:30 p.m. **Adjournment**
- a. The Next In-Person Meeting: June 10, 2024



MINUTES



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

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

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

- 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. Gum 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 60th Anniversary Community Action Activities** (Attachment F1) – Chair. M Rivera discussed updates on the agenda for the upcoming 60th 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 17th 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 1st 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 13th)
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 17th 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 4th.
 - D. Walker – Community cleanup at a park on April 13th.
 - 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 7th 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

60th Anniversary Kick Off Reception

5:30 PM Doors Open: Registration

5:45 PM Reception

6:15 PM Request to move to chamber

6:30 PM Welcome and Introduction of dignitaries

6:45 PM History of AC-OCAP - what we've done in the past
along with CAP 10 min film

7:00 PM Introduce Film

7:15 PM Film

8:30 PM Discussion and Dessert

9:30 PM Conclude

10:00 PM user out

BUDGET

Film Rental		1,000
Appetizers	\$20*200	4000
Dessert	\$10*100	1000
Drinks	\$2*400	800
Swag(gifts for dignitaries	50*\$25	1250
CAP Giveaways	10 * 200	2000
Decorations		200
Contengency		750
	\$	11,000

Attachment F2

Administering Board Attendance 2024

BOARD MEMBER	MEETING DATES											Total Absences
	1/8	2/12	3/11	4/8	5/13	6/10	7/8	9/9	10/14	11/11	12/9	
B. Cook (LI-Dist. 1)	P	P	P	P								
M. Margolis (LI-Dist. 2)	P	P	E	P								
D. Walker (LI-Dist. 3)	P	P	P	P								
Diana Maravilla (LI-Alameda County)			P	P								
LI-District 4 (Vacancy)												
M. Rivera (LI-Dist. 5)	P	P	P	P								
N. Quantum (LI-Alameda County)	P	P	P	P								
L. Smith (LI-Dist. 6)	A	P	P	E								
P. Schader (LI-Dist. 7)	P	P	P	P								
K. Mayfield (Mayor)	P	P	P	P								
C. Fife (T. Love) (ECm-Dist. 3)	P	P	P	P								
N. Gallo (A. Tellez-Witrigo) (ECm-Dist. 5)	P	P	E	P								
T. Reid (L. Perry) (ECm-Dist. 7)	E-J Mapp	P	P	P								
L. Tam (C. Frost- Dist. 3) (EoS-District 3)	P	P	P	P								
N. Miley (A. Gums) (ECOS-Dist. 4)	P	P	E	P								
A. Ford (Private Sector-Social Srvcs)	E	P	P	E								
S. Johnson (Private Sector-United Srs.)	P	P	P	E								
Business/Private Sector (Vacancy)												0
MEETING STATUS	Convened	Convened	Convened	Convened	TBD	TBD	TBD	TBD	TBD	TBD	TBD	
"The following conditions will govern grounds for the termination of membership on the Administering Board. The Administering Board member accumulates three consecutive unexcused absences from regular meetings, or accumulates six absences from such regular meetings in any six-month period." (Excerpt from Bylaws 10-11-11)												

Legend
LI - Low Income
ECM - Elective Council Member
ECOS/EOS - Elective County Oakland Supervisor

P/Z - Present/Zoom
A - Absent
E - Excused

2023 AC-OCAP Expenditures thru March 2024

Project Number	Project Name	EARS	Sum of Total Budget	Sum of Total Expenditures
1005642	CAP CSBG 2023 ADMIN	10.1 Salaries & Wages	149,538.00	113,617.30
		10.2 Fringe Benefits	101,987.00	73,202.77
		10.3 Operating Expenses	11,144.00	6,829.45
		10.7 Other Cost-DOH	12,278.00	7,671.67
1005642 Total			274,947.00	201,321.19
1005643	CAP CSBG 2023 PROGRAM	20.1 Salaries & Wages	137,389.00	114,943.16
		20.2 Fringe Benefits	129,370.00	90,850.67
		20.3 Operating Expenses	36,735.00	50,266.74
		20.5 Out of State Travel	37,000.00	34,417.69
		20.6 Subcontractors	691,708.00	389,049.92
		20.7 Other Cost-DOH	12,596.00	9,938.25
1005643 Total			1,044,798.00	689,466.43
Grand Total			1,319,745.00	890,787.62