



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@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.

Executive Committee Meeting

Thursday, October 24, 2024, 5:30pm.

Oakland City Hall - 1 Frank H. Ogawa, 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/82465627734?pwd=rzb4gPqQNasvZ9T6X1wkDviwO6dTyZ.1>

Meeting ID: 824 6562 7734

Passcode: 002700

Executive Committee Membership: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Supervisor Lena Tam (Cesley Ford-Frost), and Mitchell Margolis

Staff: Dwight Williams

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.



AGENDA

- 1 Call to Order/ Roll Call / Quorum of Executive Committee Meeting / Approval of the Agenda
ACTION ITEM:
- 2 Approval of the September 26, 2024, Executive Committee Minutes (Attachment 2)
ACTION ITEM:
- 3 Public Comment: (Specify Agenda Item(s): Audience Comment Period)
- 4 Discussion:
 - a. Updates on Committees
 - i. Advocacy
 - ii. Program Planning
 - iii. Bylaws
 - iv. Funding
 - b. 2024 Budget Expenditures – Attachment 4b
 - c. November/December Meeting Plan
 - d. Strategic Plan
- 5 Informational Item:
- 6 Open Forum: (General Audience Comment Period)
- 7 ACTION ITEM: Adjournment
 - a. The Next Executive Committee Meeting is on **November 28, 2024** (Board approved to cancel due to Thanksgiving Day Holiday. However, special meetings can still be called if urgent issues arise. Approved by the Executive Board: April 25th Meeting Minutes)

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

Executive Committee Meeting
Thursday, September 26, 2024, 5:30 PM

Committee Members Present: Monique Rivera (Chair), Andrea Ford (Treasurer), and Supervisor Lena Tam (Cesley Ford-Frost)

Committee Members Excused: Sandra Johnson, Brigitte Cook (Secretary), and Mitchel Margolis

Staff: Dwight Williams

Guest: Anthony Dominic

1. Roll Call/Determination of Quorum/Approval of Agenda

Chair M. Rivera performed Roll Call and a quorum was established at 5:38p.m.

MOTION: To approve the September 26, 2024, Executive Committee Meeting Agenda.

M/S/Carried: A. Ford / C. Ford-Frost / Motion Carried.

2. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of July 25, 2024.

MOTION: To move item 4 Motion out to item 5 on the July 25, 2024, minutes.

M/S/Carried: A. Ford / C. Ford-Frost / Motion Carried

3. Public Comment: None

4. DISCUSSION:

a. Updates on Committees

i. Advocacy – Cal CAPA conference was scheduled to take place in November. M. Rivera mentioned D. Walker had shown interest in attending the conference, but they were too late to apply. M. Rivera stated that there are no other conferences coming up at this time.

ii. Program Planning – D. Williams mentioned that the Program Planning Committee was supposed to meet to discuss the retreat venue, facilitator, and other details. M. Rivera expressed concerns about the ad hoc committee making decisions without proper public approval. She stated that any decisions made by the Committee should be brought to the next board meeting for approval. D. Williams noted that the Program Planning Committee had an ad hoc committee meeting the previous week, but only one person (Angelica) showed up, which was problematic since the joint committee has 10 people. D. Williams suggested that the joint Program Planning/Advocacy Committee may need to be broken up into singular committees, to improve attendance and decision-making.

iii. Bylaws – No Report

iv. Funding – No Report



MINUTES



- b. **2024 Budget (Attachment 4b)** – The budget shows that Amendment #2 for \$7,000 has been added to budget on the Retreat line. The budget is balanced.
- c. **Status of Director position** – Nothing has been announced and nothing is expected until after the November 5th election.

5. **Informational Item:** None

6. **Open Forum: (General Audience Comment Period)** - None

7. **Adjournment of Meeting**

MOTION: To adjourn the meeting at 6:30pm

MIS/Carried: A. Ford / C. Ford-Frost / Motion Carried

Next In-Person Meeting: October 24, 2024

DRAFT

CSBG Expenditures Jan thru August 2024

| Fund | 2128 | | | | |
|--------------------|------------------------------|--|---------|---|-------------------|
| Project | Project Description | EARS Cost Category | Account | Account Description | Sum of Actual |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages | 51111 | Civilian: Regular | 76,078.52 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages | 51122 | Temporary: Regular Part Time | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages | 51219 | Civilian: Overtime | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages | 51313 | Allowance: Auto Flat (1, 2, Partially 3) | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages | 51428 | Premium: Bilingual | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages | 51511 | Civilian: Paid Leave Charge | 13,438.36 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages | 51911 | Adjustments: Miscellaneous Payroll Adjustments | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.1 Salaries & Wages Total | | | 89,516.88 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.2 Fringe Benefits | 51611 | Civilian: Retirement Accrual | 31,625.79 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.2 Fringe Benefits | 51613 | Civilian: Fringe Benefits Accrual | 27,709.74 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.2 Fringe Benefits | 51821 | Disability: Paid to Employees | 29.66 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.2 Fringe Benefits Total | | | 59,365.19 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 52211 | Stationery and Office Supplies | 748.72 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 52911 | Bottled Water and Food for Human Consumption | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 52919 | Supplies: Miscellaneous and Commodities | 710.00 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 53117 | Cell Phone | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 53219 | Rental: Miscellaneous | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 53313 | Official Hospitality | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 55112 | Commercial Transportation | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 55113 | Meals | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 55114 | Per Diem and Lodging | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 55119 | Miscellaneous Travel Expenditures (Tips, Parking) | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 55212 | Registration and Tuition | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 55312 | Memberships: City | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses | 56611 | Work Order Expenditures | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.3 Operating Expenses Total | | | 1,458.72 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.6 Subcontractor | 54919 | Services: Miscellaneous Contract | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.6 Subcontractor Total | | | |
| 1006757 | CAP CSBG 2024 ADMIN | 10.7 Other Cost-DOH | 58521 | Overhead: Departmental Cost Allocation | 5,588.26 |
| 1006757 | CAP CSBG 2024 ADMIN | 10.7 Other Cost-DOH Total | | | 5,588.26 |
| 1006757 | CAP CSBG 2024 ADMIN | Totals | | | 155,929.05 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.5 Out of State Travel | 55112 | Commercial Transportation | 1,677.53 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.5 Out of State Travel | 55113 | Meals | 607.50 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.5 Out of State Travel | 55114 | Per Diem and Lodging | 1,642.56 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.5 Out of State Travel | 55119 | Miscellaneous Travel Expenditures (Tips, Parking) | 424.96 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.5 Out of State Travel | 55212 | Registration and Tuition | 3,369.00 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.5 Out of State Travel Total | | | 7,721.55 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.6 Subcontractors | 54911 | Services: Contract | - |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.6 Subcontractors | 54912 | Third Party: Grant Contracts Earned | - |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.6 Subcontractors | 54919 | Services: Miscellaneous Contract | 79,223.44 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.6 Subcontractors Total | | | 79,223.44 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.7 Other Cost-DOH | 58521 | Overhead: Departmental Cost Allocation | 1,685.77 |
| 1006758 | CAP CSBG 2024 PROGRAM | 20.7 Other Cost-DOH Total | | | 1,685.77 |
| 1006758 | CAP CSBG 2024 PROGRAM | Totals | | | 88,630.76 |
| Grand Total | | | | | 244,559.81 |