



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

Visit us on the web at [AC-OCAP.com](http://AC-OCAP.com) or contact us by email at [AC-OCAP@oaklandnet.com](mailto: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 and Fund Development Committee Meeting (Standing)

Thursday, May 22, 2025, 5:30 pm – 7:30 pm

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 must do so in person at the published location. To observe the meeting via video conference, please use the Zoom participation link:

#### Join Zoom Meeting:

<https://oaklandca.zoom.us/j/82465627734?pwd=rzb4qPqQNasvZ9T6X1wkDviwO6dTyZ.1>

Meeting ID: 824 6562 7734

Passcode: 002700

---

**Executive Committee:** Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), David Walker (Secretary), and Supervisor Lena Tam (Cesley Ford-Frost)

**Fund Development Committee:** Rana Matly 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

- A. Call to Order, Roll Call, and Quorum for the Executive and Fund Development Committee Meeting, Approval of the May 22, 2025, Agenda.

**ACTION ITEM:**

- B. Approval of the Executive Committee minutes from March 27, 2025 – **Attachment B**

**ACTION ITEM:**

- C. Public Comment: (Specify Agenda Item(s): Audience Comment Period)

- D. Discussion:

1. Bylaws
  2. Program Planning Committee
  2. Advocacy – Meeting summary – **Attachment D2**
  3. Fund Development Committee
  4. Financial updates – **Attachment D4**
- ACTION ITEM:**
5. 2026-2028 Request for Proposals

- E. Informational Items:

- a. SSBT (Sugar-Sweetened Beverage Distribution Tax)
- b. Needs Assessment Surveys
- c. Alameda County Behavioral Health Services Act Survey
- d. Interns
- e. CNA/CAP Plan

- F. Open Forum: (General Audience Comment Period)

- G. Adjournment

- a. The next Executive Committee meeting is scheduled for **June 26, 2025**

**ACTION ITEM:**

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.



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

### Executive Committee Meeting Thursday, March 27, 2025, 5:30 PM

---

**Committee Members Present:** Monique Rivera (Chair), Sandra Johnson, Andrea Ford (Treasurer), and David Walker (Secretary)

**Fund Development Members:** Mitchel Margolis

**Committee Members Excused:** Supervisor Lena Tam (Cesley Ford-Frost), and Rana Matly

**Guest(s):** Tracy Williams - Urban University (Zoom)

**Staff:** Dwight Williams and Thea On

---

#### A. Roll Call/Determination of Quorum/Approval of Agenda

Staff T. On performed Roll Call, a quorum was established at 5:37 p.m.

**MOTION:** To approve the March 27, 2025, Executive and Fund Development Committee Meeting Agenda.

**M/S/Carried:** A. Ford / M. Margolis / Motion Carried.

#### B. Approval of the draft Minutes from the AC-OCAP Executive Committee Meeting of October 24, 2024. **MOTION:** To approve the October 24, 2024, meeting minutes.

**M/S/Carried:** A. Ford / M. Margolis / Motion Carried

#### C. Public Comment: None

#### D. DISCUSSION:

##### 1. Program Planning (Attachment D1) – The Executive Committee discussed several areas that needed revision to align with the board goals:

- Reviewed a recent film event and identified key lessons learned.
- Emphasized the importance of earlier event planning and sending invitations.
- Decided against holding another strategic planning retreat.
- Plan to utilize existing retreat outcomes and upcoming survey results for future strategic planning.
- Considered potential options for the 60th anniversary event, including a mixer with grantees.
- Discussed having a booth at the Healthy Living Festival in September and potential collaboration with other events.

The primary goal is to enhance event planning, strategic planning, and organizational communication while focusing on community needs and grant processes.



## MINUTES



### 2. **Advocacy** – Q. Norwood presented the following key points:

#### Committee Structure:

- Assigned roles in outreach, delegation, and organizing.
- Developed specific task outlines for each position.

#### Advocacy Day Preparation:

- Identified potential bills to advocate for
- Planning to meet with legislators.
- The goal is to introduce CAP and explore collaboration opportunities.

#### Discussion Points:

- Develop talking points about CAP's services.
- Potentially leverage board member A. Ford's connections (who sits on the CalFresh board)
- Focus on introducing CAP and exploring potential legislative support.

#### Next Steps:

- Finalize specific bills and talking points.
- Schedule meetings with legislators
- Prepare a comprehensive introduction of CAP's work and goals.

The committee emphasized the importance of having a transparent, strategic approach to their advocacy efforts.

**Motion:** Accept the Advocacy Committee report and the assignments that Q. Norwood discussed.

**M/S/Carried:** S. Johnson / D. Walker / Motion Carried

### 3. **Bylaws** -The committee is working to refine and update the bylaws to improve organizational processes and documentation.

#### Bylaws Committee Composition:

- Members include Quantum Norwood, Patricia, and Monique Rivera
- Staff T. On will be the document keeper, maintaining different versions of the bylaws

#### Current Work:

- M. Rivera has completed a first draft focusing on cleanup tasks.
- Correcting references to Alameda County and Oakland
- Addressing 4-5 specific topics for update.



## MINUTES



### Timeline:

- The committee plans to meet in the next two weeks.
- The goal is to prepare updates for the April Executive Committee meeting.

### Focus Areas:

- Updating meeting notice procedures
- Cleaning up organizational language
- Ensuring document accuracy and clarity.

**4. Fund Development Committee**—M. Rivera suggested that R. Matly attend Advocacy Day in Sacramento and potentially meet with the Long Beach tri-party board to learn about their funding acceptance processes and explore ways to get event sponsors.

### Potential Sponsorship Strategies:

- Ask engineering companies to sponsor events.
- Develop a process for seeking event sponsorships.
- Explore ways to get funding beyond traditional grants.

### Specific Ideas:

- Potentially ask for sponsorship for events like the walk-in poverty
- Use community connections to secure funding.
- Consider mixer or booth events as opportunities to attract sponsors.

**5. Secretary**—Previously, staff prepared minutes, which the secretary reviewed. If needed, the secretary communicated with staff about corrections or additions. The final minutes were reviewed before board meetings. In the past, meeting notes were included in paper packages mailed out in advance, and committee reports were part of these comprehensive packages.

### Current Recommendations:

- Need to get agendas out earlier.
- Ensure board members read agendas in advance.
- Develop a more robust agenda to track topics.
- Maintain continuity of meeting documentation

### Training Needs:

- Discussed potential board training on meeting procedures.
- Emphasis on understanding how to handle meeting documentation and communication.



## MINUTES



**6. Financial updates**—Chair M. Rivera discussed the need for more comprehensive financial reporting, a desire to return to the previous practice of detailed annual financial review, and the possibility of providing more transparent financial information to the board.

### Cost Code Details:

- Discussed specific cost codes.
- Explored the potential for advocacy to have a budget and sponsor some events.

### Future Financial Reporting:

- M. Rivera suggested pulling out an old financial reporting template.
- Aim to provide more detailed financial information to board members annually.
- Ensure the board understands budget allocations and spending.

**7. Organization** – The Committee discussed the need for a clear organizational framework and the desire to create a calendar for scheduling events. Discussed potential timing for events like retreats and board meetings.

### Upcoming Events in April:

- Head Start at Fairyland on April 11<sup>th</sup>.
- Grantee orientation on April 8<sup>th</sup>
- Tax site closure on April 10<sup>th</sup>.
- VITA Celebration on April 17<sup>th</sup> at West Oakland Public Library
- Advocacy day on April 2<sup>nd</sup> and 3<sup>rd</sup>

### Strategic Planning:

- Discussed creating a standard operating process.
- Emphasized the importance of having a robust agenda.
- To ensure all topics are tracked and addressed.

### Board Training:

- Discussed the need for board training.
- Focus on understanding processes and roles.
- Ensure clear communication and meeting procedures.

### Survey and Community Engagement:

- Planned to send out a community input survey.
- Discussed distributing the survey to board members and grantees.

**8. NCAF Report** – Move to discuss at next Administering Board Meeting



## MINUTES



**9. 2024 Budget Expenditures (Attachment D9)** – D. Williams reported the 2024 expenditures reviewed through February 2024. Salaries for February were still being processed. He also confirmed all the allocated money for 2024 will be expended. He is currently working on a resolution for the 2025 program. The resolution is currently in the legal and budget review stages. The preliminary 2024 outcomes report is being finalized. He plans to submit a budget modification to ensure no overspending in any area. D. Williams is preparing to present a detailed financial report at the board meeting.

**10. Mental Health Services Act Community Survey for Grantees (Attachment D10)**—Noah Gallo (Alameda County Behavioral Health Department) introduced the Mental Health Services Act Community Survey during a previous public forum and wanted the board to send it to grantees. The committee discussed whether to send the AC-OCAP surveys first and then determined a timeline for sending the Mental Health surveys. Staff T. On will send out the surveys and encourage grantees to complete both surveys to ensure electronic submission.

**MOTION:** Approve sending the Mental Health Surveys to Grantees, but first, conduct the AC-OCAP survey before sending them out.

**MIS/Carried:** S. Johnson / D. Walker / Motion Carried

**E. Informational Item:**

a. **2025 CalCAPA Advocacy Day in Sacramento - April 3<sup>rd</sup>** – None

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

**G. Adjournment of Meeting**

**MOTION:** To adjourn the meeting at 7:30 pm

**MIS/Carried:** S. Johnson / A. Ford / Motion Carried

The Executive Committee Meeting is scheduled for **April 24, 2025**

# Advocacy Committee

## Meeting Summary | May 8, 2025

The AC-OCAP Advocacy Committee Meeting on May 12, 2025, began with roll call and agenda approval. Key decisions included approving the initiative to eliminate poverty and the advocacy committee budget proposal. Tonya Love highlighted the need for administrative board approval to act nimbly on policy matters. The committee discussed the legislative process, including the importance of timely action and the status of various bills such as SB 239, SB 936, and SB 648. The meeting concluded with a plan to present the initiative and budget to the board in June and to seek permission for timely policy actions.

## Action Items

- Present the initiative on the elimination of poverty to the administration boards for advocacy support.
- Submit the advocacy committee budget proposal to the administrator.
- Follow up with each committee member to remind them to vote for the bills being advocated for once they reach the floor.
- Send the PowerPoint presentation on the legislative process to Maria and Tia.

## Outline

### Approval of the Initiative Commission

- Quantum Norwood moves to approve the initiative commission on the elimination of poverty.
- The initiative includes a summary of the process, how nonprofits can be involved, outcomes, and benefits.
- The action item is to present the initiative to the administration board for advocacy support on May 12, 2025.
- Maria Huynh asks for a vote to approve the initiative, and Tonya Love seconds the motion.

### Discussion on Advocacy Committee Budget Proposal

- Tonya Love reviews the advocacy committee budget proposal, noting it seems reasonable but expresses concerns about unused funding.
- Quantum Norwood mentions the financial ledger and the potential for future capacity building.
- Tonya Love suggests eliminating communications costs as HSD has a website that only needs updating.
- A motion is made to approve submitting the budget to the administrative board for approval.



## **Legislative Process Review and Policy Action**

- Tonya Love attempts to connect to the internet to present on the legislative process but faces technical difficulties.
- Maria Huynh assists Tonya Love in connecting to the network.
- Tonya Love discusses the importance of understanding the legislative process and the need for administrative board approval to be nimble in policy actions.
- Quantum Norwood suggests voting on the policy action immediately and presenting it at the next board meeting on June 8.

## **Tonya Love's Legislative Process Presentation**

- Tonya Love presents a basic overview of the legislative process, including the structure of the state government and the roles of the governor, assembly members, and senators.
- She explains the importance of knowing how the legislative process works to be engaged and informed.
- Tonya Love conducts a quiz on state government organization and legislative powers, with Maria Huynh and other participants providing answers.
- The presentation includes a detailed timeline of the legislative process, from bill introduction to becoming law, and the importance of the budget process.

## **Report Out on Advocacy Bills**

- Tonya Love provides a report out on the status of various advocacy bills, including SB 239 (remote meeting ability), SB 936 (fresh produce EBT program), SB 648 (student housing projects), and others.
- She explains the current status of each bill, including committees it is in, its progress, and any challenges it faces.
- Tonya Love mentions the need for administrative board approval to send thank-you letters to legislators and be more nimble in policy actions.
- The meeting concludes with a motion to adjourn, scheduled for the next meeting on June 12, 2025.

## CSBG Grant Expenditures thru April 2025

Project Number	EARS	Sum of Total Cost	Budget	Balance
1006757	10.1 Salaries & Wages	172,639.72	166,527.00	(6,112.72)
	10.2 Fringe Benefits	126,377.93	121,102.00	(5,275.93)
	10.3 Operating Expenses	5,003.44	5,144.00	140.56
	10.6 Subcontractor	-	-	-
	10.7 Other Cost-DOH	5,588.26	7,227.00	1,638.74
1006757 Total		309,609.35	300,000.00	(9,609.35)
1006758	20.1 Salaries & Wages	180,323.60	164,907.00	(15,416.60)
	20.2 Fringe Benefits	94,048.85	90,950.00	(3,098.85)
	20.3 Operating Expenses	37,591.41	49,000.00	11,408.59
	20.5 Out of State Travel	11,285.17	24,000.00	12,714.83
	20.6 Subcontractors	692,589.76	695,766.00	3,176.24
	20.7 Other Cost-DOH	2,243.86	3,069.00	825.14
1006758 Total		1,018,082.65	1,027,692.00	9,609.35
<b>Grand Total</b>		<b>1,327,692.00</b>	<b>1,327,692.00</b>	<b>(0.00)</b>