



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, June 27, 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), and Supervisor Lena Tam (Cesley Ford-Frost)

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: 1) 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 May 23, 2024, Executive Committee Minutes – Attachment 2
ACTION ITEM:
- 3 Public Comment: (Specify Agenda Item(s): Audience Comment Period)
- 4 Discussion
 - a. Closed Door Session
- 5 ACTION ITEM: Adjournment
 - a. The Next Executive Committee Meeting is on July 25, 2024

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

Executive Committee Meeting
Thursday, May 23, 2024, 5:30 PM

Committee Members Present: Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), and Brigitte Cook (Secretary)

Committee Members Absent: None

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

Staff: Dwight Williams, Thea On

Guest(s): Ansar El Muhammad

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

Staff T. On performed Roll Call and a quorum was established at 5:30p.m.

MOTION: To approve the May 23, 2024 Executive Committee Meeting Agenda.

M/S/Carried: A. Ford/ B. Cook/ Motion Carried.

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

MOTION: To approve the April 25, 2024 minutes.

M/S/Carried: A. Ford/ B. Cook/ Motion Carried.

- 3. Public Comment:** Guest Ansar El Muhammad provided information about a partnership between Private Patrol and Security Services. They are holding meetings and training classes on Sundays to help people get their guard cards to become security officers. He mentioned they currently charge for the classes but hope to make them free once they receive funding. He provided information about an opportunity for others interested in obtaining a guard card to get training and certification.

4. DISCUSSION ITEMS

a. Updates on Committees:

- i. **Advocacy Committee** – Staff D. Williams mentioned the Advocacy committee had been meeting with the Program Planning committee and focusing on tasks, but no specific updates were given.
- ii. **Program Planning Committee** – The Program Planning Committee is reviewing potential facilitators for the upcoming board retreat and has narrowed it down to two options. It was suggested they provide recommendations at a future meeting for the board retreat dates, location, and final facilitator selection. B. Cook mentioned the Administering Board was supposed to spend time on bonding/getting to know each other at one retreat and strategizing/planning at the second retreat.

- b. Budget:** Staff D. Williams presented the budget expenditures for 2023. The 2023 budget is on track and executed as planned. As of April 30th, \$1,310,649.96 of the \$1,319,745 budget (99.3%) has been spent. He highlighted that \$123,452.25 distributed under "RAISERIGHT LLC" in the expenditures was the total



MINUTES



amount spent for gift cards, \$5,000 was spent via JEV (journal entry voucher) for homelessness programs and \$7,900 was spent with the Alameda County Community Food Bank to pay food invoices for food for Safe Passages's food distribution program. He is working on the Grants for 2024 and the 2024 budget projection to present at the next meeting.

- c. **By-laws:** Discussion postponed for next Executive Meeting.
- d. **Funding:** Discussion on 2024 Budget Projection postponed for next Executive Meeting.

5. INFORMATIONAL ITEM:

- a. **May Day in Sacramento (5/1/24):** Staff D. Williams and 5 other Board Members; M. Rivera, D. Walker, K. Mayfield, T. Love, and Q. Norwood attended the May Day event in Sacramento. He discussed the need to develop AC-OCAP marketing materials and suggested updating and reprinting brochures similar to the 2018-2019 brochure as a handout for future events. A. Ford suggested assigning that task to the Advocacy and Program Planning Committee.
- b. **Movie Screening (5/17/24):** Vice Chair S. Johnson said she thought the movie screening of "A Rising Tide" event was wonderful, but she was disappointed by the lack of attendance by RSVPs. At least 30-40 people had RSVP'd but did not show up. A. Ford mentioned that Alameda County had shown the same movie the night before, so some of the intended audience may have already seen it. B. Cook suggested allowing more lead time, like 2-3 months, for promotional efforts to try and ensure better attendance in the future. It was noted there was no program or agenda provided to give attendees an idea of what to expect for the evening.
- c. **National Meeting in Seattle, WA:** The National Community Action Partnership (NCAP) conference is scheduled for August 26-30 in Seattle, Washington. Staff D. Williams mentioned the travel authorization documents for attendees need to be submitted for approval by the end of this month, May. It was noted that the chair typically decides which board members attend. A. Ford asked if any board members had submitted interest in attending. D. Williams said the information was sent out, but no responses received so far. It was suggested the information be resent with the deadline highlighted to try and get responses. B. Cook questioned the city ordinance restrictions that limit conference attendance to 3 people. She suggested seeking legal advice to understand how to assert the Board's autonomy in the face of any city roadblocks or restrictions.
- d. **Next Event:** The board retreat(s) was identified as the next event, but key details like date, location, format, agenda were not yet finalized or presented by the planning committee.

6. **ANNOUNCEMENTS:** None

7. **Public Comment:** None

8. **Open Forum –** None

9. Adjournment of Meeting

MOTION: To adjourn the meeting at 6:31pm

MIS/Carried: A. Ford/ B. Cook / Motion Carried.

Next In-Person Meeting: June 27, 2024