



# 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.

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## Executive Committee Meeting

Thursday, July 25, 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: 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 **ACTION ITEM: Call to Order/ Roll Call / Quorum of Executive Committee Meeting / Approval of the Agenda**
- 2 **ACTION ITEM: Approval of the June 27, 2024, Executive Committee Minutes – Attachment 2**
- 3 **Public Comment:** (Specify Agenda Item(s): Audience Comment Period)
- 4 **Discussion:**
  - a. **Updates on Committees**
    - i. **Advocacy**
      1. **Approval required to award \$1,000 Honorarium to Cheryl Fabio for allowing her film “A Rising Tide” to be shown.**
    - ii. **Program Planning - Meeting Summary 7/17/24 – Attachment 4a**
    - iii. **Bylaws**
    - iv. **Funding**
  - b. **Monday, September 9, 2024 Holiday meeting – move or cancel?**
  - c. **2024 Budget – Attachment 4C**
- 5 **Informational Item:**
- 6 **Public Comment** (Specify Agenda Item(s): Audience Comment Period)
- 7 **Open Forum: (General Audience Comment Period)**
- 8 **ACTION ITEM: Adjournment**
  - a. **The Next Executive Committee Meeting is on Sept 26, 2024**

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

**Executive Committee Meeting**  
**Thursday, June 27, 2024, 5:30 PM**

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**Committee Members Present:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), and Mitchel Margolis

**Committee Members Absent:** None

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

**Staff:** Dwight Williams

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

Chair M. Rivera performed Roll Call and a quorum was established at 5:30p.m.

**MOTION:** To approve the June 27, 2024, Executive Committee Meeting Agenda.

**M/S/Carried:** B. Cook / S. Johnson / Motion Carried.

**2. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of May 23, 2024.**

**MOTION:** To approve the May 23, 2024, minutes.

**M/S/Carried:** B. Cook / M. Margolis/ Motion Carried.

**3. Public Comment:** None

**4. DISCUSSION ITEMS**

**a. Closed Door Session – No minutes provided during this session.**

**b.** The Executive Committee took a vote in closed session and recommended D. Williams for the position of Manager for Human Services for Community Action Partnership, Re-Cast and the summer lunch program. This recommendation was to be forwarded to the City Administrator for approval. The Committee discussed D. Williams needing to be in compliance with contracting requirements. The group also discussed the importance of maintaining control over the grant money and making sure it is spent on AC-OCAP programming, which seemed related to Dwight's potential new role. A key factor in the decision was the importance of working with an existing board and continuity of services now provided.

**5. Adjournment of Meeting**

**MOTION:** To adjourn the meeting at 6:31pm

**MIS/Carried:** S. Johnson / M. Margolis / Motion Carried.

**Next In-Person Meeting: July 25, 2024**



## Meeting Summary

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



#### Joint Program Planning and Advocacy Committee Meeting Wednesday, July 17, 2024, 5:30 PM

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**Committee Member Present:** Supervisor Nate Miley (Angelica Gums), Mayor Sheng Thao (Dr. Kimberly Mayfield), Carroll Fife (Tonya Love), Patricia Schader and Diana Maravilla

**Committee Member Excused:** David Walker, and Councilmember Noel Gallo (Ana Tellez-Witrigo)

**Committee Member Absent:** William B. "Quantum" Norwood II, and LaWanda Smith

**Staff:** Thea On, and Maria Huynh

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#### 1. Roll Call/Determination of Quorum

Staff T. On performed Roll Call at 5:40pm. No Quorum established.

#### 2. Approval of Agenda

**Motion:** None due to lack of Quorum

**M/S/Carried:** None due to lack of Quorum

#### 3. Approval of the Draft Summary from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Joint Program Planning and Advocacy Committee Meeting of June 26, 2024

**MOTION:** None due to lack of Quorum

**M/S/Carried:** None due to lack of Quorum

#### Summary Notes:

#### 4. Logistical & Budget Planning for:

**Board Retreat:** The Committee settled on October 12 as the preferred date for the retreat, after considering September 28 and other options. They discussed venue options, including the East Bay Conference Center, OakStop and Oakland Cathedral, weighing factors like cost, capacity, catering, and parking. The group planned to create a detailed budget for the retreat to present to the Executive Committee for approval, with potential facilitators, including Eugenia Bowman Crews, and Dr. Perkins. The group is looking into one more facilitator to complete the 3 bid process. They discussed the agenda for the retreat, including a deep dive into the strategic plan and a tribute to honor former board member Ms. Green. The group also talked about forming an ad hoc committee to handle the logistical planning and details leading up to the retreat.

#### 5. Change Committee Structure – Breaking up 2 Committees to get more done

**Ad Hoc Committee:** The group discussed forming an ad hoc committee to handle the logistical planning and details leading up to the board retreat. Chair A. Gums mentioned that they did something similar for the 60th anniversary event, where a small group would come together every other Friday to discuss and coordinate things like decorations, catering, registration, and other administrative tasks. The purpose of this ad hoc committee would be to ensure all the necessary preparations are made for the successful execution of the board retreat.

**6. Strategic Plan:** The Committee plans to do a "deep dive" into the strategic plan during the upcoming board retreat. This is to revisit the plan, which was last updated before the COVID-19 pandemic and identify priorities for the next fiscal year.

**7. Public Comment:** Community member Brent Turner is an advocate with the Peters Foundation. He provided the following summary of the foundation's work: The Peters Foundation provides financial literacy programs and resources for community members and students. They host an annual sports planning event in the summer and another event in the spring focused on supporting kids with special needs. The foundation also offers academic support services as a "wraparound" program. Turner is a former player who helped put the organization together about 10 years ago. The foundation has received recognition from the City of Oakland, state legislators, and the Alameda County Board of Supervisors for their work. The foundation focuses on areas like criminal justice reform, economic development, civic engagement, and health/welfare, including addressing disparities in why black children die at higher rates. They have been supporting reparations efforts and advocating against workplace discrimination.

**8. Open Forum: (General Audience Comment Period):** T. Love announced events happening this weekend in Oakland. 'Stacey Fest' on Saturday provides resources for those with disabilities. It is named after an advocate named Stacey. 'Green the Church' happening at Eden Church, where black pastors are educating the community about environmental issues like electrification. 'Robo Camp' happening at City Hall, which was the last day of the program.

**9. Adjournment:** Chair A. Gums adjourned the Joint Planning and Advocacy Committee Meeting at 6:30pm.  
**MOTION:** None due to lack of Quorum  
M/S/Carried: None due to lack of Quorum.

**The Next-In-Person Meeting: September 18, 2024**

AC-OCAP CSBG 2024 BUDGET  
January 1, 2024 December 31, 2024

				FINAL	DRAFT AM#1	Projected End of year Expenditures
				23-4002	24-3002	24-3002
				2023	2024	2024
Account #				Budget	Budget	PROJECTED
<b>TOTAL GRANT</b>						
<b>ADMINISTRATIVE COSTS</b>						
10.1	Salaries and Wages			157,566	164,527	123,395
10.2	Fringe Benefits			104,240	143,102	107,327
	<b>Subtotal Personnel Costs</b>			<b>261,806</b>	<b>307,629</b>	<b>230,722</b>
10.3	Operating Expenses					
10.31	Travel In State-Admin					
10.32	Consumable/supplies	52911-BOTTLED WATER & FOOD		3,000	3,000	3,000
10.33	Bookkeeping					
10.34	Membership Dues	55312 - MEMBERSHIP (CalCAPA, NCAF, NCAP, CRC, United Seniors)		6,100	8,000	8,000
10.34	Membership Dues	55311-EMPLOYEE ASSOCIATION DUE		1,000	-	-
	<b>10.34 SUBTOTAL</b>			<b>7,100</b>	<b>8,000</b>	<b>8,000</b>
10.35	Official Hospitality	53313-OFFICIAL HOSPITALITY		500	500	500
10.36	Parking Validation	55119-MISC TRAVEL EXPENSES		1,654	1,644	1,644
10.37	Telephone	53117-MOBILE PHONES				
	<b>Total Operating</b>			<b>12,254</b>	<b>13,144</b>	<b>13,144</b>
10.4	Equipment = \$5K >					
10.5	Out of State Travel-Admin					
10.6	Subcontractor Svcs(Prof/Board Devlp)	54919-CONTRACTS MISCELLANEOUS		2,000	2,000	2,000
10.7	Other Costs - (Dept. OH costs) 12.4	58521 - DEPT. OVERHEAD		8,805	16,227	16,227
	<b>Subtotal Administrative Costs</b>			<b>284,865</b>	<b>339,000</b>	<b>262,093</b>
<b>PROGRAM COSTS</b>						
20.1	Salaries and Wages			185,083	322,907	198,454
20.2	Fringe Benefits			144,464	241,950	130,975
	<b>Sub-total Personnel Costs</b>			<b>329,547</b>	<b>564,857</b>	<b>329,429</b>
20.3	Operating Expenses					
20.31	Program Expenses	52211-STATIONARY & OFFICE SUPPL		4,000	3,000	3,000
20.31	Program Expenses	52212-MINOR FURNITURE OFFICE FU		1,000	1,000	1,000
20.31	Program Expenses	52213-MINOR COMPUTER SUPPLIES		19,817	2,000	5,000
20.31	Program Expenses	52911-FOOD FOR HUMAN CONSUMPT		20,400	10,000	20,000
20.31	Program Expenses	52919-MISC COMMODITIES		1,500	1,500	1,500
20.31	Program Expenses	53611-POSTAGE AND MAILING		2,000	2,000	2,000
	<b>SUBTOTAL- 20.31</b>			<b>48,717</b>	<b>19,500</b>	<b>32,500</b>
20.32	Travel In State-Program	55112-COMMERCIAL TRANSPORT		1,500	2,500	2,500
20.32	Travel In State-Program	55113-MEALS		1,000	2,000	2,000
20.32	Travel In State-Program	55114-PER DIEM AND LODGING		1,000	2,000	2,000
20.32	Travel In State-Program	55119-MISC TRAVEL EXPENSES		1,000	2,000	2,000
20.32	Travel In State-Program	55212-REGISTRATION AND TUITION		3,000	8,000	8,000
	<b>20.32 SUBTOTAL</b>			<b>7,500</b>	<b>16,500</b>	<b>16,500</b>
	<b>Total Operating</b>			<b>56,217</b>	<b>36,000</b>	<b>49,000</b>
20.4	Equipment = \$5K >					
	OUT OF STATE TRAVEL-PG	55112-COMMERCIAL TRANSPORT		8,612	7,000	7,000
	OUT OF STATE TRAVEL-PG	55113-MEALS (?)				
	OUT OF STATE TRAVEL-PG	55114-PER DIEM AND LODGING		6,000	4,000	4,000
	OUT OF STATE TRAVEL-PG	55119-MISC TRAVEL EXPENSES		3,000	2,000	2,000
	OUT OF STATE TRAVEL-PG	55212-REGISTRATION AND TUITION		18,000	14,000	14,000
	<b>20.5 Out of State Travel-Program</b>			<b>35,612</b>	<b>27,000</b>	<b>27,000</b>
20.6	Subcontractors					
AC	Love Never Fails	54912-THIRD PARTY CONTRACTS		25,000	25,000	25,000
	Rubicon	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	Chabot Tri-Valley Career Center	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	Fremont Resource Center	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	La Familia (FESCO)	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
OAK	New Door Ventures	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	Hack the Hood	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	Lao Family	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000

		<b>Covenant House</b>	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
		<b>Operation Dignity</b>	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
		<b>St. Mary's Center</b>	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
		<b>A Diamond in the Ruff</b>	54912-THIRD PARTY CONTRACTS	25,000	25,000	25,000
		<b>Change to Come</b>	54912-THIRD PARTY CONTRACTS	25,000	25,000	25,000
		<b>Urban University</b>	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
		<b>Community Works</b>	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
		<b>Lighthouse Community Public School</b>	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
Grantee Programming Sub-total				<b>595,000</b>	<b>595,000</b>	<b>595,000</b>
Internal						
20.61		Bank On Oakland/HERA	54919-CONTRACTS MISCELLANEOUS	-	30,000	30,000
		Earned Income Tax Credit/BOO (211)	54919-CONTRACTS MISCELLANEOUS		10,000	10,000
		Hunger Program (Thanksgiving + Summer Lunch + Brown Bag ACCFB, Safe Passages)	54919-CONTRACTS MISCELLANEOUS	10,000	10,000	10,000
			54919-CONTRACTS MISCELLANEOUS	104,754	18,698	18,698
			54919-CONTRACTS MISCELLANEOUS			
		<b>CAP Forum/community Events/Board Retreat</b>	54919-CONTRACTS MISCELLANEOUS			<b>10,000</b>
		Donald Raulston/Jackie Jacobs- EITC Program Analyst	51111, 51511, 51611, 51613, 58521, 58522			
		Hunger-free Summer Campaign	54911-Services Contracts; 53314 Advertising Promotion			
		Alameda County All In - New War on Poverty ;Tri Valley; Fatherhood	54911-Services Contracts			
		AC OCAP Programming	51911-MISC OCAP PROGRAMS; 53314 Advertising Promotion			
		<b>Discretionary Grant</b>				
		<b>TOTAL Internal</b>				
20.6		<b>Sub-total - Internal / Subcontracts</b>		<b>114,754</b>	<b>68,698</b>	<b>78,698</b>
20.7		Other Costs/(Dept.OH costs) 12.93	<b>58521 - DEPT. OVERHEAD</b>			
		<b>Sub-total Program Costs</b>		<b>1,131,130</b>	<b>1,291,555</b>	<b>1,079,127</b>
		<b>Total CSBG Funds</b>		<b>1,415,995</b>	<b>1,338,745</b>	<b>1,338,746</b>
		Unallocated Funding (Deficit)		-	(291,810)	(2,474)
		* Furlough Savings				

Note: Administrative Cost must be below 12% of total budget