



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, September 26, 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 July 25, 2024, Executive Committee Minutes – Attachment 2**
- 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 – Attachment 4b**
 - c. **Status of Director position**
- 5 **Informational Item:**
- 6 **Open Forum: (General Audience Comment Period)**
- 7 **ACTION ITEM: Adjournment**
 - a. **The Next Executive Committee Meeting is on October 24, 2024**

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

Executive Committee Meeting
Thursday, July 25, 2024, 5:30 PM

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

Committee Members Excused: Supervisor Lena Tam (Cesley Ford-Frost), and Mitchel Margolis

Staff: Dwight Williams

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

Chair M. Rivera performed Roll Call and a quorum was established at 5:40p.m.

MOTION: To approve the July 25, 2024, Executive Committee Meeting Agenda.

M/S/Carried: Motion Carried by Consensus.

2. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of June 27, 2024.

MOTION: To correct the June 27, 2024, minutes, and revisit at the next Executive Committee meeting.

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

- 3. Public Comment:** Community member Mrs. Ossabalta expressed concerns about the subcontractors identified, specifically the Lighthouse Community Charter School and Lao Family. She felt these organizations had issues and questioned why they were receiving additional funding. She questioned the high travel expenses of over \$60,000 and \$14,000 for in state and out-of-state travel. She also questioned the \$20,000 budgeted for food and the \$50,000 total for travel. She felt the salaries and administrative costs of over \$600,000 were a lot of money and wanted to understand how the budget was determined and evaluated. Overall, she felt the budget lacked transparency and wanted more information on how the funding decisions were made.

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.**

MOTION: To approve the \$1,000 honoraria for Cheryl Fabio for providing the film, "A Rising Tide" at CAP 60th Anniversary Event on May 17, 2024.

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



MINUTES



- ii. **Program Planning – Meeting Summary 7/17/24 (Attachment 4a)** - The program planning and advocacy committees had previously decided to continue meeting jointly, but there were concerns about not having quorum at the joint meetings. Staff D. Williams noted that the program planning and advocacy committees need a quorum of 6 out of 10 members, but they have not been able to achieve a quorum at the last 3 meetings. The committee discussed whether the program planning and advocacy committees should meet separately to ensure they can achieve quorum. Chair M. Rivera and D. Williams also discussed the board retreat, which was tentatively scheduled for October 12th.
 - iii. **Bylaws** - B. Cook promised to provide a side-by-side comparison of the original bylaws and proposed changes to an Excel or Word document to make it easier for the committee to review. B. Cook noted that some of the proposed changes were more substantial, such as one that appeared to take away the committee's ability to make recommendations for the director position. The committee discussed whether they should have someone from the state review the proposed bylaw changes, as the city's legal counsel may look at it from a different perspective than how the organization operates. The committee decided they would review the bylaw comparison document in August and then bring it up for discussion at the September meeting.
 - iv. **Funding** - The committee had previously discussed forming a funding committee that would work with CalCAPA and federal agencies to try to secure better funding for the organization. M. Rivera noted that the Advocacy Committee was supposed to work on partnering with different agencies to seek funding, while the Program Committee would look into getting funding from the San Francisco Foundation and other sources. D. Williams had sent the committee information about a potential funding program, and the committee wanted to have A. Gums review that opportunity. The committee acknowledged they had not made much progress on the funding initiatives since they did not go on the planned Washington trip, and they wanted to revisit this topic to determine what they can do to secure more funding.
- b. **Monday, September 9, 2024, Holiday meeting – move or cancel?** – The committee has agreed to move the meeting to September 16th for the next Administering Board meeting.
 - c. **2024 Budget (Attachment 4C)** - The committee discussed adjusting the budget to ensure it is balanced to zero, with D. Williams noting they needed to ensure the budget was balanced since it was funded by the state. The committee is discussing allocating a budget for the upcoming board retreat, with D. Williams suggesting a \$10,000 placeholder amount that the committee could adjust as needed.

5. **Informational Item:** None

6. **Public Comment** (Specify Agenda Item(s): Audience Comment Period) – None

7. **Open Forum: (General Audience Comment Period)** – None

8. **Adjournment of Meeting**

MOTION: To adjourn the meeting at 7:00pm

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

Next In-Person Meeting: September 26, 2024

AC-OCAP Budget Amendment #2

AC-OCAP CSBG 2024 BUDGET January 1, 2024 December 31, 2024				FINAL	DRAFT AM#2	Projected End of year Expenditures
				23-4002	24-3002	24-3002
				2023	2024	2024
Account #				Budget	Budget	PROJECTED
TOTAL GRANT					\$1,345,745	\$1,345,745
ADMINISTRATIVE COSTS						
10.1	Salaries and Wages			157,566	134,527	123,395
10.2	Fringe Benefits			104,240	113,102	107,327
Subtotal Personnel Costs				261,806	247,629	230,722
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	-	-
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				
Total Operating				12,254	13,144	13,144
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
Subtotal Administrative Costs				284,865	279,000	262,093
PROGRAM COSTS						
20.1	Salaries and Wages			185,083	191,300	198,454
20.2	Fringe Benefits			144,464	160,445	130,975
Sub-total Personnel Costs				329,547	351,745	329,429
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
SUBTOTAL: 20.31				48,717	19,500	32,500
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
20.32 SUBTOTAL				7,500	16,500	16,500
Total Operating				56,217	36,000	49,000
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
20.5 Out of State Travel-Program				35,612	27,000	27,000
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
	Covenant House	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	Operation Dignity	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	St. Mary's Center	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000
	A Diamond in the Ruff	54912-THIRD PARTY CONTRACTS		25,000	25,000	25,000
	Change to Come	54912-THIRD PARTY CONTRACTS		25,000	25,000	25,000
	Urban University	54912-THIRD PARTY CONTRACTS		40,000	40,000	40,000

AC-OCAP Budget Amendment #2

		Community Works	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
		Lighthouse Community Public School	54912-THIRD PARTY CONTRACTS	40,000	40,000	40,000
Grantee Programming Sub-total				595,000	595,000	595,000
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		23,223
		54919-CONTRACTS MISCELLANEOUS				
	CAP Forum/community Events/Board Retreat	54919-CONTRACTS MISCELLANEOUS			7,000	10,000
	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				
	Discretionary Grant					
	TOTAL Internal					
20.6	Sub-total - Internal / Subcontracts			114,754	57,000	83,223
20.7	Other Costs/(Dept.OH costs) 12.93	58521 - DEPT. OVERHEAD				
	Sub-total Program Costs			1,131,130	1,066,745	1,083,652
	Total CSBG Funds			1,415,995	1,345,745	1,345,745
	Unallocated Funding (Deficit)			-	-	-
	* Furlough Savings					

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