



MINUTES



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

Administering Board Teleconference

April 11, 2022, 5:30 p.m.

Recording Link: [AC OCAP 4 11 2022 \(granicus.com\)](https://www.granicus.com/ocap/4112022)

Board Members Present: Monique Rivera (Vice Chair), Sandra Johnson (Secretary), Brigitte Cook, Mitchell Margolis, David Walker, Samantha Columbus, Njeri McGee-Tyner, John Michael Baratta, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), Mayor Schaaf (Lisa Ruhland), Councilmember Dave Brown (Sarah Oddie), and Councilmember Nate Miley (Angelica Gums)

Board Member Excused: Andrea Ford (Treasurer)

Board Member Absent: Oakland Rotary

Board Vacancy: Community Development Block Grant (CDBG) Oakland District 4

Staff: Estelle Clemons, Dwight Williams, Don Raulston, Jaynell Ellis, and Melissa Francisco

Guests: Michael Munson, Patrice Berry, Rashida Washington, James Lande, and Diane Jesus

A. Call to Order/Recite AC-OCAP Promise

Board Vice-Chair M. Rivera called the April 11, 2022, Administering Board Teleconference to order at 5:35 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed by staff M. Francisco. A quorum was established at 5:40 p.m.

MOTION: To approve the April 11, 2022 Administering Board Agenda

M/S/Carried S. Johnson / S. Columbus / Motion Carried.

C. Approval of Draft January 10, 2022, Administering Board Minutes – Attachment C1

MOTION: To approve the Draft February 14, 2022 Administering Board Minutes.

M/S/Carried: B. Cook / S. Columbus / Motion Carried.

D. Approval of AC-OCAP Resolution 4-22 to Continue Teleconference Meetings – Attachment D1

MOTION: To approve AC-OCAP Resolution 4-22 to continue teleconference meetings.

M/S/Carried: B. Cook / S. Columbus / Motion Carried.

E. Open Forum: None.

F. Presentation: Patrice Berry, AssistHub

E. Clemons introduced Patrice Berry, who was welcomed by the AC-OCAP Board. On the teleconference screen, P. Berry displayed a PowerPoint Presentation titled *AssistHub - Find and Claim Public Assistance*. The presentation began by detailing the existing situation: \$60 billion in public assistance, such as food stamps, unemployment insurance, and college financial aid, goes unclaimed each year. P. Berry went on to propose raising awareness, simplifying procedures, and eradicating stigma as approaches to reducing the barriers that prevent individuals from obtaining the resources to which they are entitled. Project AssistHub streamlines the process of identifying, applying for, and maintaining public assistance. The AssistHub initiative's

priorities include enhancing data intelligence and automation through a beta web app, establishing strategies for specific groups and building partnerships. The presentation was followed by an answer and question session.

ACTION ITEM: CAP staff to share AssistHub PowerPoint Presentation with Board Members and AC-OCAP Grantees.

G. Community Action Partnership (CAP) Updates (E. Clemons)

1. Board Updates

A. CDBG Oakland District 4 Vacancy

As a supplement to the vacancy announcement on AC-OCAP's website and Volunteer Match, CAP staff sought recruitment assistance from Neighborhoods Services Coordinator Lisa Dieng and Brandon Harami from the Office of Councilmember Sheng Thao.

B. Oakland District 7 Elected Official Representative Letter – Attachment G1B

Jocelyn Mapp, the new Oakland Councilmember Reid District 7 Representative was welcomed to the AC-OCAP Board.

C. 2022 Board Contact Form – Attachment G1C

As part of the City's race and equity efforts, CAP will begin to track board diversity; hence, the Board Contact Form now includes a section for self-identifying race/ethnicity.

ACTION ITEM: All Board Members are to submit completed Board Contact Form by May 13th.

D. Statement of Economic Interest Form 700 Update

Form 700 Annual Statements were due to the City Clerk's Office on April 1st. On the teleconference screen, a tracking sheet with Form 700 submittals was displayed.

ACTION ITEM: Board Members S. Oddie and D. Walker are to submit Form 700 to City Clerk as soon as possible.

E. Board Acknowledgements

A slide presentation displaying photos of the late Mrs. Gladys Green was shared on the teleconference screen. E. Clemons provided commentary on the photos taken at various CAP events. M. Rivera, S. Johnson, and L. Ruhland were among the Board Members who offered tributes. E. Clemons stated that G. Green would be removed from the role of Chairperson following the meeting's adjournment.

ACTION ITEM: CAP staff to share video link of Mrs. Gladys Green: [Gladys Green - Community Service - YouTube](#)

2. AC-OCAP Programming

A. Community Service Block Grant (CSBG)/Community Aid, Relief, and Economic Security (CARES) and Program Updates

CAP staff is working with CitySpan to accept online Request for Partnership (RFP) applications. The RFP for the next 3-year CSBG funding cycle will be released this fall. CARES funds continue to aid families directly and/or indirectly impacted by COVID-19. While the \$1.8 million CARES funding took eight months to completely operationalize, there is now just \$200,000 left to disperse through UpTogether (formerly Financial Independence Initiative (FII)). CARES funding was due to expire on May 31st, however AC-OCAP is in the process of securing an extension through August 31st.

B. 2021 Annual Outcomes Report – Attachment G2B

Page 9 of the Outcomes Report was presented by E. Clemons. The \$608,500 CSBG investment resulted in a leveraged total of \$8,434,726. This investment translates to a community impact of 27 High School Diplomas Earned, 185 Jobs Obtained, 324 Employment Trainings Received, 603 Transitional Housing/Emergency Shelter Received, 131 Obtained/Maintained Permanent Housing. There were 10,468 tax returns filed in Alameda County which captured \$19,627,500 million in tax returns, \$3,745,631 million in EITC, and \$4,397,920 million in Child Tax Credit. Staff D. Williams brought attention to the 13 seniors over age 65 who transitioned from homelessness to having stable housing. E. Clemons advised Board Members to review the complete 2021 Outcomes Report, which showcases AC-OCAP and its partners accomplishments.

C. 2022 Earned Income Tax Credit (EITC) Campaign

Drop-off services at the Downtown Oakland Senior Center, as well as remote tax preparation, began February 7, 2022 and will conclude on Tax Day, April 18th. To date, forty-three tax returns have been e-filed by the EITC program's volunteer IRS-certified tax preparers.

3. Conferences/Travel/Training

A. City of Oakland Sunshine and Public Ethics Training Update – Attachment G3

A training tracking sheet was displayed on the teleconference screen, indicating which Board Members still need to complete training. E. Clemons stated that Board Members who do not complete mandatory training by July 1, 2022 will be compelled to attend a Special Meeting to satisfy the training requirement.

City of Oakland Sunshine Training:

[NEW Training – Sunshine Open Meetings \(On Demand\)](#)

ACTION ITEM: The following Board Members are to complete Sunshine Training – A. Ford, B. Cook, L. Ruhland, M. Rivera, A. Gums, D. Walker, M. Margolis, and M. Baratta.

Public Ethics Training:

[Introductory Government Ethics Act Video](#)

[Ethics Training for Board and Commission Members \(On Demand\)](#)

ACTION ITEM: The following Board Members are to complete Public Ethics Training for 2022 – L. Ruhland and M. Rivera.

B. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis New York, NY

E. Clemons requested that Board Members save the date for the NCAP Annual Convention. The Board Member Travel Request Form will be included in the May Agenda Packet.

4. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None.

MOTION: To accept E. Clemons Community Action Partnership Updates.

M/S/Carried: S. Johnson / S. Columbus / Motion Carried.

H. Future/Proposed Agenda Items

May – Emile Durette, Alameda County Wealth Building Initiative

June – Rhonda Boykin, Alameda County Workforce Development Board

I. Attachments

- C1 Draft February 14, 2022 Administering Board Minutes
- D1 AC-OCAP Resolution 4-22
- G1B Oakland District 7 Elected Official Representation Letter
- G1C 2022 Board Contact Form
- G2B 2021 Annual Outcomes Report
- G3A City of Oakland Sunshine and Public Ethics Training

J. Announcements

Rotary Club of Oakland – None.

United Seniors of Oakland and Alameda County (USOAC) – S. Johnson

- 13th Annual African American Alzheimer's Forum, Saturday, April 30th 9 a.m. – 12 p.m., Registration Link: <http://tinyurl.com/13AfAmAlzForum>
- USOAC Meets with the Mayor, Friday, April 22nd 9 a.m. – 10 a.m., Zoom Meeting ID: 850 0816 7421
- USOAC Older Adult Issue Forum, Friday, April 29th 9:30 a.m. – 1p.m., Zoom Meeting ID: 883 9206 0420

Alameda County Social Services/All IN/ Board of Supervisors (BOS) – S. Oddie

- "Future of Healthcare Safety Series", topics include Healthcare Workforce New Challenges, Financing and Access, and Homelessness

City of Oakland – E. Clemons and M. Francisco

- ReCAST Strategic Navigation Community Planning Sessions, April 14th and 19th. Registration closes April 12th at 5 p.m.
- Older Americans and Community Action Month Virtual Event: Wednesday, May 4th 10 a.m. – 12 p.m. More information to come.

Board Members/Others – M. Rivera announced Nidya Baez, a Fremont High School alumna, has been named as the school's next principal.

ACTION ITEM: CAP staff to share announcement flyers with Board Members.

K. Open Forum: Mrs. Gladys Green was honored with a few moments of silence led by S. Johnson.

L. Adjournment – In Remembrance of Mrs. Gladys Green

MOTION: To adjourn the April 11, 2022 AC-OCAP Administering Board Teleconference at 6:58 p.m.

M/S/Carried: S. Oddie / B. Cook. Motion Carried.

Next Teleconference: **May 9, 2022**

Future Agenda Items(*= Presented)

Health	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	Housing
Trauma Informed Care* Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
Financial Empowerment	Community Housing – Path/Everyone Home*
Cal Reinvestment	East Bay Housing Organization*
Earned Income Tax Credit/United Way of Bay Area*	Spectrum – Low Income Home Energy Assistance*
Black New Deal – CM Carroll Fife	Oakland Housing Authority*
Bank On Oakland (BOO) 2.0*	City of Oakland Housing Road Map*
Tri-Valley Anti-Poverty Collaborative (TVAPC)	Alameda County Housing & Community Development*
Youth	Education
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	Employment
Oakland Youth Commission*	Alameda County Workforce Investment Board*
Economic Development	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Public Safety	Local Union
Cease Fire/Street Outreach*	West Oakland Job Resource
Oakland Unite* Chief of Violence Prevention*	East Bay Works*
Social Justice	Infrastructure
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	Board Development/Training
Ella Baker Center for Human Rights	Jim Masters CAP History* Structure of American Economy
Families	Food Security
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	Community Development
All-In Alameda County*	Community Development Block Grant (CDBG) *