



# MINUTES



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

### Administering Board Teleconference

Monday, April 12, 2021

Granicus Recording Link: [https://oakland.granicus.com/MediaPlayer.php?clip\\_id=4166](https://oakland.granicus.com/MediaPlayer.php?clip_id=4166)

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), David Walker, Mitchell Margolis, Alicia Rossetti, Samantha Columbus, Njeri McGee-Tyner, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Emilia Ordaz-Salto), Supervisor Wilma Chan (Sarah Oddie), Supervisor Nate Miley (Angelica Gums), and Sean Callum

**Board Member Absent:** Councilmember Reid (Rosa Velazquez)

**Staff:** Estelle Clemons, Dwight Williams, Don Raulston, Vanessa Floyd-Rodriguez, and Melissa Francisco

**Guests:** Darlene Flynn (City of Oakland, Race and Equity Department), Michael Munson (City of Oakland, KTOP), Rashida Washington (Alameda County Administrator’s Office), Oscar Garcia, Alexandra Gallegos, Meemee Khine, and Assata Olugala

### A. Call to Order/Recite AC-OCAP Promise

G. Green called the April 12, 2021 Administering Board Teleconference to order at 5:33 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed by M. Francisco. A quorum was established 5:35 p.m.

**MOTION:** To approve the April 12, 2021 Administering Board Agenda.

**M/S/Carried:** S. Johnson / M. Rivera / Motion Carried Unanimously.

### C. Approval of Draft March 08, 2021 Administering Board Minutes – Attachment C1

**MOTION:** To approve the Draft March 08, 2021 Administering Board Minutes.

**M/S/Carried:** S. Callum / E. Ordaz-Salto / Motion Carried Unanimously.

### D. Darlene Flynn, City of Oakland, Director of Race and Equity Department, Equity Training

On the teleconference screen, Darlene Flynn displayed a PowerPoint presentation. The training began with an overview of City of Oakland’s Race and Equity Vision, Strategic Goals, and the Equity Index which includes 72 indicators including poverty <https://www.oaklandca.gov/documents/equity-indicators-community-briefing-documents> . Before moving on to board member leadership and actions to advance equity, D. Flynn provided detailed historical context to explain current conditions. She stated equity is justice, just policies, practice and procedures. AC-OCAP should continue its systems change work as outlined in its strategic plan - 1) policies and practices that remove and address barriers to opportunity with a focus on race; and serving as change agents by continuing to provide and support those living in poverty. The 2021 AC-OCAP Equity Training concluded with a question-and-answer session. D. Flynn also recommended the following: The Power of an Illusion documentary; and The Sum of Us book by Heather McGhee.

**ACTION ITEM:** Staff M. Francisco to provide Board Members with presentation slides by email.

### E. Open Forum – Community Member Assata Olugala made comments during open forum.

### F. Community Action Partnership (CAP) Updates (E. Clemons)

#### 1. Board Update

##### A. Board Vacancies

District 1 of the Oakland Community Development Block Grant (CDBG) remains vacant. There is a District 1 Applicant that is currently gathering signatures in order to submit the required Petition.

##### B. 2020-2021 Statement of Economic Interests, due April 1, 2021

Annual Statements were due on April 1, 2021. Board Members M. Rivera and D. Walker were found to be missing from the City of Oakland’s E-File list and were asked to submit statements if they had not already done so.

### **C. 2021 Mandatory Ethics Training, Review of Recording, due April 1, 2021**

A. Ford and A. Gums, who had missed the live 2021 Mandatory Ethics Training, reviewed the recording. Prior to the April 1 deadline, the entire AC-OCAP Administering Board had satisfied the ethics training requirement.

### **D. New AC-OCAP Board Member Orientation, May 10, 2021 4:30pm – 5:15pm.**

E. Clemons announced the Orientation date and time and emphasized mandatory attendance by all new board members.

**ACTION ITEM:** Staff M. Francisco to email invites for the New Board Member Orientation.

### **E. 2021 Virtual AC-OCAP Board Retreat, date to be determined**

The virtual Board Retreat may take place in July. More information will be provided as it becomes available.

### **F. Conferences/Travel**

**2021 National Community Action Partnership (NCAP) Equity Summit, Virtual, April 19 – 21, 2021** Registration for the Equity Summit “Centering in Truth, Activating Community Healing & Resiliency” remains open. Board members planning to participate must notify M. Francisco by 3pm April 1, 2021.

**2021 NCAP Annual Convention, Hybrid/Boston, MA, August 30 – September 3, 2021** The NCAP Annual Convention is now an in-person and online event. Forms for Board Member Travel Requests will be included in the May Agenda Packet, with a due date of June 1, 2021.

**2021 National Community Action Foundation (NCAF) Conference, Virtual, September 27-28 and October 4-5, 2021** The NCAF Conference is held annually in Washington, DC. Due to the pandemic, the event will take place virtually. E. Clemons encouraged Board Members to save the dates if interested in participating in the conference.

## **2. 2021 Programming**

### **A. AC-OCAP Update (CSBG 2020, 2021 and 2020-2022 CARES) – Attachment F2A**

Staff D. Williams is nearing completion of the CSBG 2021 contracts, allowing grantees to begin spending their funds. Grantee presentations and remote site visit are also being scheduled. Staff V. Floyd-Rodriguez is working on the CARES grants, which includes an option to distributed funds through the Family Independence Initiative (FII) to provide cash assistance to clients who have been impacted directly or indirectly by COVID-19, if the agency does not have an internal process. Although these funds are valid through March 2022, agencies are under pressure to spend them as soon as possible due to the delay of executing the city contract.

E. Clemons reviewed AC-OCAP’s community impact featured in **Attachment F2A, 2020 Annual Outcomes Matrix: 50,882** Low-Income Alameda County Residents were served by AC-OCAP; **95,310** Nutritious Bags of Groceries were received by Alameda County Low-Income Residents; **18,425** Alameda County Low-Income Residents received Free Tax Preparation; **122** Alameda County Low-Income Families were Housed; **131** Alameda County Low-Income Residents were Employed; and **\$7.6 million** was leveraged through our partners by investing \$685,000 in Community Services Block Grant funding through AC-OCAP’s Community Economic Opportunity (C.E.O) Network.

### **B. 2022-2023 CAP Plan and Community Needs Assessment Survey – Attachment F2B**

**Attachment F2B, The CAP Timeline** and the **2021 Community Needs Assessment Survey** were included in the Agenda Packet. E. Clemons noted the additional survey questions addressing the COVID-19 Pandemic. As leaders and ambassadors, board members were asked to share the survey link. All responses must to be submitted by the closing date of April 16, 2021.

### **C. 2020-2021 Earned Income Tax Credit (EITC) Campaign**

Don Raulston, EITC Coordinator, has overseen the filing of 48 taxes returns by program volunteers. To avoid a client backlog, the GetYourRefund Hub was temporarily closed. The hub is now currently open, and drop-off appointments are available. Please call the EITC Hotline at (510) 238-4911 to schedule an appointment. To file your taxes online, visit [getyourrefund.org/oakland](https://getyourrefund.org/oakland).

## **3. Open Forum: None.**

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

**M/S/Carried:** L. Ruhland / A. Ford / Motion Carried Unanimously.

## **G. Future/Proposed Agenda Items**

- May – CAP Month and 50<sup>th</sup> Anniversary of AC-OCAP
- June – Community Action Partnership Public Hearing
- July – October - Grantee Presentations
- September – Barbara Leslie (Oakland Chamber of Commerce)

## **H. Committee Report(s) – Attachment H1**

**Executive Committee “Special Meeting”** – Wednesday, June 23, 2021 at 5:30pm. A Special Meeting is required to obtain approval from the Executive Committee before the 2022-2023 Community Action Plan is submitted to the State on June 30, 2021.

E. Clemons requested Board members review **Attachment H1, 2021 AC-OCAP Committees Roster**. Standing Committee Meetings remain on hold due to the Shelter-In-Place.

#### **I. Announcements**

- **Oakland Rotary** – None.
  - **United Seniors of Oakland and Alameda County (USOAC)** (S. Johnson) – Virtual 30<sup>th</sup> Annual Convention, June 4, 2021. AC-OCAP board members are also members of USOAC and may participate in the Convention.
  - **Alameda County/Social Services/All IN/ Board of Supervisors** (S. Oddie) – Office of Homeless Solutions of Alameda County is seeking landlords and property owners to participate in the Pathways to Housing program. (M. Baratta) – Virtual Statewide Illegal Dumping Conference, April 21-23, 2021.
  - **City of Oakland** (E. Ordaz-Salto) – District 5 is hosting an Earth Day Event, April 24, 2021. (E. Clemons) – Oakland Town Hall on Guaranteed Income, April 15, 2021 at 6pm.
- Board Members/Others** – None.

**ACTION ITEM:** Staff M. Francisco to share flyers/announcements by email.

**J. Open Forum:** To request AC-OCAP Updates, Teleconference Notices, Agenda Packets and News please email [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov) or call (510) 238 – 2362.

#### **K. Attachments**

- C1** Draft March 08, 2021 Administering Board Minutes
- F2A** 2020 Annual Outcomes Matrix
- F2B** CAP Timeline and Community Needs Assessment Survey
- H1** 2021 AC-OCAP Committees Roster

**L. Adjournment – Next Teleconference:** **May 10, 2021**

**MOTION:** To adjourn the April 12, 2021 AC-OCAP Administering Board Teleconference at 7:43 p.m.

**M/S/Carried:** S. Johnson / S. Oddie / Motion Carried Unanimously.