



MINUTES



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

Administering Board Teleconference

February 14, 2022, 5:30 p.m.

Recording Link: <https://oakland.granicus.com/player/clip/4722>

Board Members Present: Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Samantha Columbus, Njeri McGee-Tyner, John Michael “Mike” Baratta, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza) Councilmember Dave Brown (Sarah Oddie), Councilmember Nate Miley (Angelica Gums)

Board Members Excused: Councilmember Treva Reid, Mitchell Margolis, David Walker, and Mayor Schaaf (Lisa Ruhland)

Board Members Absent: Gladys Green (Board Chair) and Oakland Rotary

Board Vacancy: CDBG Oakland District 4

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

Guests: Michael Munson, Brigitte Cook, Lara Calvert, Thomas Albrecht, Assata Olugbala, Rashida Washington, James Lande, and Gidalthi Gonzalez

A. Call to Order/Recite AC-OCAP Promise

Board Vice-Chair M. Rivera called the February 14, 2022, Administering Board Teleconference to order at 5:40 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 6:00 p.m. Item F (Presentation) was heard until a quorum was established to approve action items.

MOTION: To approve the February 14, 2022 Administering Board Agenda

M/S/Carried: S. Johnson / A. Ford / Motion Carried.

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

MOTION: To approve the Draft January 10, 2022 Administering Board Minutes.

M/S/Carried: T. Love / A. Ford. Motion Carried.

D. Approval of AC-OCAP Resolution 2-22 to Continue Teleconference Meetings – Attachment D1

MOTION: To approve AC-OCAP Resolution 2-22 to continue teleconference meetings.

M/S/Carried: T. Love / S. Johnson / Motion Carried.

E. Open Forum: Community Member Assata Olugbala provided a comment on her efforts to support various demonstrations in Oakland.

F. Presentation: Spectrum Community Services (SCS) – Lara Calvert and Thomas Albrecht

The objective of Spectrum Community Services is to improve the quality of life for seniors and low-income individuals and families in Alameda County. Executive Director Lara Calvert provided a brief overview of SCS programs such as meals on wheels, fall prevention, Low-Income Home Energy Assistance Program (LIHEAP), and Weatherization. Energy Program Manager Thomas Albrecht displayed a PowerPoint presentation on the teleconference screen and described energy initiatives that provide direct utility bill assistance. T. Albrecht stated that this program year differs from prior years since SCS

has two contracts to help clients: LIHEAP and the American Relief Plan Act (ARPA). As of November 2021, LIHEAP may provide up to \$1,000 to qualified applicants, while ARPA can provide up to \$3,000. Data from Alameda County Utility Assistance and Weatherization, as well as the organization's website, [Spectrum Community Services](http://spectrumcs.org) (spectrumcs.org), were reviewed. The presentation also included a discussion about broadening career opportunities by forming new community partnerships with organizations such as Cypress Mandela Training Center Inc.

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

1. Board Updates

A. Board Acknowledgements – None.

B. Community Development Block Grant (CDBG) Oakland District 1 and 4 Vacancies

Recruitment efforts for the Oakland District 4 vacancy are ongoing, with a notice on the city website and on Volunteer Match.

C. Approval of Oakland District 1 (Brigitte Cook) Application – Attachment G1C

Applicant B. Cook expressed gratitude to the AC-OCAP Board for the opportunity to serve again, this time representing the district for which she resides.

MOTION: To approve Oakland District 1, B. Cook's Membership Application.

M/S/Carried: S. Johnson/T. Love / Motion Carried.

D. Oakland District 7 Elected Official Appointee Request Letter – Attachment G1D

On January 7, 2022, Rosa Velazquez resigned from the AC-OCAP Board. On February 3, 2022 an Official Appointee Request Letter was emailed to Councilmember Reid's office.

E. Rotary Club of Oakland Appointee Request Letter – Attachment G1E

On January 18, 2022, Sean Callum resigned from the AC-OCAP Board. On February 7, 2022, an Appointee Requested Letter was emailed to Jessie Bowdle, Executive Administrator.

2. AC-OCAP Programming

A. AC-OCAP Update (2021, 2022 CSBG, 2020-2022 Coronavirus Aid, Relief, and Economic Security (CARES) Act)

Staff continues to strive to ensure funds are expended by the deadlines, as the City has never returned funds under E. Clemons' direction. Staff D. Williams is nearing the completion of the 2022 CSBG grantee contracts, however, there have been delays due to a transition within the city attorney's office. The annual report was submitted to the state on February 14, 2022. The state may extend CARES funding through August, which is slated to expire on May 30, 2022. Staff J. Ellis confirmed over \$600,000 in cash assistance has been distributed to families. As the three-year funding cycle for AC-OCAP Grantees comes to a close, preparations for the next Request for Partnership (RFP), which will be released in August, are underway. The 2021 annual program outcomes chart will be presented to the Board to provide greater insight of AC-OCAP's impact.

B. 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. To file your taxes online, visit GetYourRefund.org/Oakland. To schedule a drop-off appointment, self-book by [clicking here](#), or call the EITC Hotline at 510-238-4911 and leave a message.

3. Conferences/Travel/Training/Events

- **2022 National Community Action Partnership (NCAP) Management Leadership Training Conference (MLTC), February 2-4, 2022 (Report Out)**

S. Columbus attended the Management Leadership Training Conference and found the content to be beneficial. E. Clemons reported technical challenges accessing the virtual event, and that CAP staff will watch the recorded sessions when time permits.

- **2022 City of Oakland Public Ethics Mandatory Training, complete by February 28, 2022**

The Public Ethics Commission has created a new Open Meetings training for board/commission members and City staff to provide an overview of state and local transparency laws pertaining to public meetings. To obtain credit please take brief [post-test questionnaire](#) and submit certificate to staff M. Francisco.

- **NEW Training – Open Meetings (On Demand) (ALL BOARD MEMBERS MUST COMPLETE)**

Board Members L. Ruhland, M. Rivera, and S. Columbus are required to complete Mandatory Ethics Training for 2022, see

course list below:

- [Introductory Government Ethics Act Video](#)
- [Ethics Training for Board and Commission Members \(On Demand\)](#)

ACTION ITEM: Board Members to complete Mandatory Ethics Training by February 28th.

- AC-OCAP Presentation: Alameda Board of Supervisors, Social Services Committee Meeting, February 28, 2022 at 1pm

ACTION ITEM: Staff to provide link for Social Services Committee Meeting.

2022 California Community Action Partnership Association (CalCAPA) Legislative Day(s), March 21-22, 2022

This in-person event is a chance for leaders to meet with legislators and highlight the relevance of Community Action in California. In addition to legislative meetings, there will be trainings to help members prepare for their meetings so that they can make the most of their meeting time. Interested Board Members should contact M. Francisco to expedite registration.

ACTION ITEM: Staff to provide more event details, and board members must reply by February 18, 2022 if they are interested in attending Legislative Days.

- **2021-2022 Statements of Economic Interests – Form 700, Due: April 1st – Attachment G**

Form 700, which must be submitted by April 1, 2022, is included in the agenda packet. Board Members may send the form to staff M. Francisco, although the City recommends submitting Form 700 online using [NetFile](#).

2022 NCAP Annual Convention, Marriott Marquis New York, NY, August 31 – September 2, 2022

E. Clemons asked that Board Members mark their calendars for the NCAP Annual Convention.

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 (See Chart Below)

E. Clemons noted that the March Administering Board meeting does not have a planned presenter since agencies' willingness to commit to presenting has dwindled due to a reduce workforce during COVID-19. E. Clemons suggested that the board officers consider canceling the March meeting and, if necessary, convening the Executive Committee.

ACTION ITEM: AC-OCAP Board Chair and Vice Chair to consider cancelling the March Administering Board meeting.

I. Attachments

- C1** Draft January 14, 2022 Administering Board Minutes
- D1** AC-OCAP Resolution 2-22
- G1C** AC-OCAP Administering Board Membership Application
- G1D** Oakland District 7 Elected Official Appointee Request Letter
- G1E** Rotary Club of Oakland Appointee Request Letter
- G3** 2021-2022 Statement of Economic Interests - Form 700

J. Announcements

Rotary Club of Oakland – None.

United Seniors of Oakland and Alameda County (USOAC) – Save the dates: USOAC Annual Convention is scheduled for July 29th, 9am – 2pm. The 19th Annual Healthy Living Festival is scheduled for September 29th, 9am-2pm.

Alameda County Social Services/All IN/ Board of Supervisors (BOS) – None.

City of Oakland – None.

Board Members/Others – None.

K. Open Forum: None.

L. Adjournment – Next Teleconference: **March 14, 2022**

MOTION: To adjourn the February 14, 2022 AC-OCAP Administering Board Teleconference at 6:47 p.m.

M/S/Carried: S. Johnson / J.M. Baratta / Motion Carried.

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) *