



**MINUTES**



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

**Administering Board Teleconference**

Monday, February 08, 2021

Granicus Recording Link: [https://oakland.granicus.com/MediaPlayer.php?clip\\_id=4059](https://oakland.granicus.com/MediaPlayer.php?clip_id=4059)

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), David Walker, Alicia Rossetti, Njeri McGee-Tyner, Mayor Libby Schaaf (Lisa Ruhland), Supervisor Wilma Chan (Sarah Oddie), and Councilmember Noel Gallo (Emilia Ordaz-Salto) Sean Callum, Mitchell Margolis, and Councilmember Treva Reid (Rosa Velazquez)

**Board Members Excused:** Supervisor Nate Miley (Angelica Gums), Samantha Columbus and Councilmember Carroll Fife

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

**Guests:** Michael Munson (City of Oakland, KTOP), Gregory Garrett (City of Oakland), Tanya Love (Councilmember Fife’s Chief of Staff), James Lande (Civicorps), Radisha Washington (Alameda County Administrator’s Office), Mike Baratta (AC-OCAP Board Member Applicant), and A. Hipp (Community Member)

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

G. Green called the February 08, 2021 Administering Board Teleconference to order at 5:38 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 5:45 p.m.

**MOTION:** To approve the February 08, 2021 Administering Board Agenda.

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

**C. Approval of Draft January 11, 2021 Administering Board Minutes – Attachment C1**

**MOTION:** To approve the Draft January 11, 2021 Administering Board Minutes.

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

**D. Presentation: Gregory Garrett, Community Development Block Grant (CDBG)/Coronavirus Aid, Relief, and Economic Security (CARES) Report**

G. Garrett, City of Oakland Housing & Community Development Department Program Manager was welcomed by the AC-OCAP Administering Board. G. Garrett reported on the City’s response to the challenges presented by the Coronavirus Disease (COVID-19). The City received funding for round one and round three of the CARES Act distribution, which provided subsidized housing and expanded economic opportunities to the Oakland community. The City received \$4.5 million in CDBG CARES funds in round one, and \$3.7 million in the third round of distributions, for a total of \$8.2 million. By means of City Council’s and Housing and Urban Development’s (HUD) approval, the distribution of these funds is as follows: 2.5 million set aside for rental and homeowners financial assistance program delivery and \$1 million for affordable housing operations and support. The City received a HUD grant for round three on February 3, 2021. Previously, the City launched a collaborative rolling Request For Qualifications (RFQ), with the City’s Community Housing Division, an agency within the Human Services Department. Over \$3.3 million was invested in Oakland tenant and homeowner programs. Approximately, 1031 renters and 17 homeowners were assisted, many of whom were severely impacted by the COVID-19 pandemic and most at risk of losing their homes and becoming homeless. Program progress will be reported through the City’s consolidated annual performance evaluation to HUD and City Council. G. Garrett concluded his report with a question-and-answer session.

**E. Open Forum**

Tonya Love, Chief of Staff to Councilmember Carroll Fife introduced herself to the AC-OCAP Administering Board and Staff.

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

**1. Board Update**

**A. Board Vacancies**

Oakland Community Development Block Grant (CDBG) District 1 and Alameda County Community Representative seats remain vacant.

A Board Member Application from Mike Baratta of Alameda County was included in the Agenda Packet and shared on the teleconference screen. Applicant Mike Baratta provided the Administrating Board with a brief background statement and intent for his membership application.

**Motion:** To approve Mike Baratta's application for Alameda County – Oakland Community Representative to the AC-OCAP Administrative Board.

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

**B. Oakland District 3 Elected Official Representation Letter – Attachment F1B**

CAP Staff is working to obtain an Appointee Designation Letter from District 3.

**C. Oakland District 7 Appointee Request Letter – Attachment F1C**

R. Velazquez was designated by Councilmember Treva Reid to be the District 7 Representative for the AC-OCAP Administering Board.

**D. 2021 National Community Action Partnership (NCAP) Management & Leadership Training Conference (MLTC21) - February 3-5, 2021 Report Out –** E. Clemons and D. Williams provided reported on their participation in the training conference, both noting Keynote Speaker Ibram Kendi, a leading antiracist scholar and author of “Stamped from The Beginning” as a highlight of the conference.

**ACTION ITEM:** Provide materials from Conference to Board Members.

**E. CAP Reimbursement Form – Attachment F1E** Community Board Members that incur travel and/or daycare expenses while participating in official AC-OCAP events are eligible for reimbursement. Please submit Form with receipts to staff M. Francisco.

**F. 2020-2021 Statement of Economic Interests, Form 700, due April 1, 2021 – Attachment F1F**

Form 700 provides transparency and ensures accountability by providing necessary information to the public about a board member's personal financial interests to ensure decision making is in the best interest of the public and not enhancing personal finances. Form 700 also serves as a reminder for board members to abstain from making or participating in decisions that are deemed conflicts of interest. Please submit your Annual Statement by April 1, 2021 to Oakland City Clerk. **Note:** Other statements may be due throughout your board membership term: Assuming Office (within 30 days of board member appointment), Leaving Office (within 30 days of resignation or expiration of term), and Amendments (due immediately upon discovery of error).

**G. 2021 Travel**

**National Community Action Partnership (NCAP) Annual Convention, Boston, MA, August 30 – September 3, 2021**

The NCAP Annual Convention is the largest gathering of regional, state, and local Community Action Agencies in the United States, drawing more than 1,500 attendees each year. Travel at this time is tentative since the Convention may become a virtual event, contingent upon the COVID-19 pandemic. Updates on travel will be provided to Board Members as they become available.

**2. 2021 Programming**

**A. AC-OCAP Update**

E. Clemons discussed the three open contracts: CSBG 2020, CSBG 2021, and 2020 CARES. Staff D. Williams reported the 2020 Annual Outcomes: AC-OCAP completed 2020 with thirteen grantees and 2 internal partners. One grant was cancelled due to non-compliance. Each grantee provided a Modified Workplan describing their pivot in response to COVID-19/Shelter-In-Place. In the strategic area of Housing and Community Development, 656 individuals obtained emergency or transitional housing, and 122 obtained permanent housing. In the strategic area of Job Training and Placement, 363 individuals obtained job readiness/vocation training, and 128 obtained employment. 15,298 unduplicated callers were assisted, \$29.2 million was captured in Tax Returns from 18,425 filers, and \$8.5 million was captured from Earned Income Tax Credit (EITC). E. Clemons noted the outcomes shared are preliminary, as D. Williams continues to prepare the report for the state. An outcome matrix will be provided to the board once the report is finalized.

**B. Ashland Cherryland Healthy Community Collaborative (ACHCC) General Meeting Presentation (01-14-21) Update**

Working with Supervisor Nate Miley's office, CAP staff connected partner, Rubicon Programs, Inc. to the robust community development efforts of Alameda District 4. Rubicon will work to provide neighborhood-based employment opportunities in this most impoverished area of Alameda County. In order to expand collaboration in unincorporated Alameda County, E. Clemons presented at the ACHCC General Meeting.

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

Staff D. Raulston is once again the EITC Coordinator, with M. Francisco acting as Co-Coordinator. This year, the program has partnered with University of California Berkeley to provide 12 volunteer tax preparers that will work virtually through the [getyourrefund.org/oakland](https://getyourrefund.org/oakland) platform. The new virtual platform is a pilot program offered in collaboration with United Way of California. The Young Child Tax Credit (YCTC) Postcard included in the Agenda Packet was created in partnership with First 5 and Oakland Housing Authority, and will aid in the promotion of the California Earned Income Tax Credit (CalEITC) and YCTC.

**3. Open Forum – None.**

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

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

**G. Future/Proposed Agenda Items**

- March - Trauma Informed Systems (Stephanie Montgomery)

- April – Equity Update (Darlene Flynn)
- May – CAP Month and 50<sup>th</sup> Anniversary of AC-OCAP
- June – Chamber of Commerce (Barbara Leslie)

E. Clemons shared AC-OCAP 50<sup>th</sup> Anniversary celebration plans with the board, including a request for a Proclamation.

**FUTURE AGENDA ITEMS:**

HEALTH	HOUSING
Trauma Informed Care*	Tri-Valley Housing
La Clinica De La Raza	Community Housing – Path/Everyone Home
Alameda County Building Blocks Collaborative*	East Bay Housing Organization *
FINANCIAL EMPOWERMENT	Spectrum – LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority *
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority *
YOUTH	City of Oakland Housing Road Map *
Oakland Fund Children Youth (OFCY) *	Alameda County Housing Community Development
Oakland Youth Commission *	Alameda Housing Resource Center
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Citywide Public Safety Plan –	Minimum Wage/Life-Up Oakland/\$15 hr
Cease Fire/Street Outreach *	Local Union
Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
Seven Step (Re-Entry Population) *	BOARD DEVELOPMENT
AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
SOCIAL JUSTICE	Jim Masters – Structure of the American Economy
East Oakland Collective *	Public Ethics Presentation *
Oakland Community Organization (OCO)	Strategic Planning
Urban Habitat *	FOOD SECURITY
FAMILIES	Alameda County Community Food Bank *
Social Services – TANF, GA *	TRANSPORTATION
All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG*/CARES Act
Mayor’s Commission on Aging *	Census 2020 Complete Count*

(\* = PRESENTED)

**H. Committee Report(s) /Announcements**

**Committee (s)** – None.

**Oakland Rotary** – None.

**United Seniors of Oakland and Alameda County (USOAC)** – S. Johnson announced USOAC’s Friday “Mini” Retreats.

**Alameda County/Social Services/All IN** – (A. Ford) [No Cost Tax Services](#) offered by Alameda County Social Services.

(S. Oddie) reported [Alameda County Vaccine Updates](#).

**City of Oakland** – (R. Velazquez) – Community Clean-Up dates: February 19 and March 6, 2021. Councilmember Treva Reid’s Virtual Community Office Hours, Saturday February 20<sup>th</sup> from 11-1pm, email [District7@oaklandca.gov](mailto:District7@oaklandca.gov) or call (510) 238-7573 to schedule a 15-minute appointment. Town Hall on Homelessness is scheduled for February 25, 2021

**Board Members/Others** – (M. Margolis) reported on the Financial Navigator Program.

Staff M. Francisco announced the Mandatory Ethics Training for Board & Commission Members.

Staff M. Francisco announced Oakland Workforce Development Board: Community Input Meetings.

**ACTION ITEM:**M. Francisco to email announcements and flyers to the Administering Board.

**I. Open Forum:** To request AC-OCAP Updates, Teleconference Notices, Agenda Packets and News please contact [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov).

**J. Attachments**

**C1** Draft January 11, 2021 Administering Board Minutes

**F1A** Board Member Application, Alameda County Community

- F1B Oakland District 3 Elected Official Representation Letter
- F1C Oakland District 7 Appointee Request Letter
- F1E CAP Reimbursement Form
- F1F 2020-2021 State Economic Interest 700 Form
- F2C Young Child Tax Credit Postcard

**K. Adjournment – Next Teleconference: March 8, 2021**

**MOTION:** To adjourn the January 11, 2021 AC-OCAP Administering Board Teleconference at 7:17 p.m.

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

DRAFT