



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

Executive Board Meeting

Thursday, February 29, 2024, 5:30 p.m.

Staff: Dwight Williams

1. Call to Order/Roll Call/ Quorum of Executive Committee Meeting – Action Item

Chair M. Rivera called the February 29, 2024, Executive Board Meeting to order at 5:35pm.

Chair M. Rivera performed Roll Call, and a quorum was established at 5:36 p.m.

Board Members Present: Monique Rivera (Chair), Brigitte Cook (Secretary), Andrea Ford (Treasurer)

Board Member Excused: Sandra Johnson (Vice-Chair), Supervisor Lena Tam (Cesley Ford-Frost)

2. ACTION ITEM: Approval of Agenda

MOTION: To approve the February 29, 2024, Executive Board Meeting as is made by A. Ford and seconded by B. Cook. Motion was carried.

3. DISCUSSION ITEM:

a. Composition of Committees

- i. Executive: (5)
- ii. Advocacy: (6)
- iii. Planning: (5)

b. Updates on Committees

Executive - Mitchell Margolis has a conflict at this time but would like to return to the Executive Committee. Chair M. Rivera will add him back to the committee when he is available. There was an unplanned change of location for the Executive Committee this month. The Chair will provide a schedule of Executive Committee meetings for the remainder of the year at a future meeting.

The City Administrator denied the board member travel requests to the National Community Action Foundation in Washington D.C. due to a missed 60-day deadline based on changed guidelines. He recommends that the Board members attend virtually instead.

Advocacy/Planning – These committees are working together on the 2024 Retreat. To facilitate the process, Chair M. Rivera provided a project management plan with benchmarks, timelines and action steps. Although the committee has a desired facilitator that has worked with AC-OCAP in the past, a total of three bids must be secured. Several locations options were presented, all of which are relatively expensive compared to free or low-cost spaces used previously such as the West Oakland Youth Center or churches. The committee will continue to work on a budget, set goals and establish a timeline. The

committee's projected date is May 2024, but June 2024 is more realistic. A recommendation was made to review archived Board minutes for previous retreat planning processes. The minutes are archived on the AC-OCAP website.

Chair M. Rivera recommends we focus on the Legislative Day and 60th Anniversary event at this time. Ideas for the 60th Anniversary include a meet and greet for grantees and an event open to the community. A request was made to research what other CAPS are doing for the Anniversary. The budget is \$5,000.00 and is scheduled for May and is being led by the Advocacy committee.

Advocacy also wants to learn more about what is happening in the community and how we can interact more. The committee also wants to write a letter of support for the open director position.

Five board members have volunteered to attend Legislative Day in Sacramento. All forms must be submitted by March 1, 2024. A representative from the state is scheduled to conduct Board training at the next Administrating Board meeting.

c. 2023 Expenditures

As of today, fourteen contracts have been approved and four are pending with contract compliance. Any funds not expended are supposed to be sent back to the State. AC-OCAP has never sent money back. The current budget staffing is broken out as follows:

10.1	½	Admin Director
	1	Fulltime Admin Assistant
20.1	½	Admin Director
	1	Fulltime Program Analyst

Chair M. Rivera will review the budget with Staff Williams, estimate the amount that will not be expended to discuss at the next Administering Board Meeting.

d. Review AC-OCAP by-laws

Chair M. Rivera located the most recent draft of proposed revisions to the by-laws from 2017 which were never ratified. An Ad Hoc committee will review and bring recommendations for updates.

4. **Public Comment/s:** if there are members from the public in the audience & what their comments were.

Summary:

Laura Villa Gomez, a new grantee from Love Never Fails, came to observe.

5. **INFORMATIONAL ITEM:**

None

6. **INFORMATIONAL ITEM: Announcements**

a. Alameda County Point-in-time Count updates

The Count went well and was led by Alameda County Healthcare. The survey takes more time than planned but included an app which helped to streamline the process. One noted issue was that respondents were not pleased to be awakened at 5am.

b. **VITA Program**

The program is available on Tues, Weds and Thursday and lunch and dinner is provided for the community and the volunteers. VITA is on track to exceed the number of participants from last year. The senior participants prefer a hard copy of their taxes versus electronic copies of their documents, so additional paper was purchased.

7. **Public Comment/s:** if there are members from the public in the audience & what their comments were.

Summary:

Emoinee Anderson noted that it is not easy to bring people together in Oakland. We need to stick together while things are crumbling. She expressed gratitude to AC-OCAP for the work of the committee.

8. **ACTION ITEM: Adjournment**

MOTION: To adjourn the meeting made by A. Ford seconded by B. Cook. Motion carried at 6:50pm

The Next Executive Committee Meeting: March 28, 2024