



MINUTES



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

Executive Committee Meeting Thursday, March 28, 2024, 5:30 PM

Committee Members Present: Monique Rivera (Chair), Brigitte Cook (Secretary), Andrea Ford (Treasurer), Sandra Johnson (Vice-Chair).

Committee Members Excused: Supervisor Lena Tam (Cesley Ford-Frost).

Staff: Dwight Williams.

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

Chair M. Rivera performed Roll Call, and a quorum was established at 5:42p.m.

MOTION: To approve the March 28, 2024, Executive Committee Meeting Agenda.

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

2. Public Comment - None

3. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of January 25, 2024

MOTION: To approve the January 25, 2024, minutes.

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

4. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of February 22, 2024

MOTION: To approve the February 22, 2024, minutes.

M/S/Carried: A. Ford / B. Cook / Motion Carried.

5. DISCUSSION ITEMS:

a. Updates on Sub-Committees:

- i. The Advocacy Committee discussed planning for a 60th Anniversary event for 50 people at Calabash in downtown Oakland. A request was made to get clarity. Staff D. Williams informed the Board that the City of Oakland Risk Department will not approve an outing sponsored by AC-OCAP that serves alcoholic beverages. Staff D. Williams confirmed that Oakland City Hall Chambers is available for the Film Screening of "A " on 5/24/24 and 5/31/24. Staff D. Williams will discuss the date and the honorarium with the producer. Catered foods can be served in the vestibule outside of the chamber. The Executive Board recommends that the event be held on 5/31/24 with a recommended budget of \$10,000. Agenda items will include a reception prior to the event, a presentation about CAP, film screening and Q&A session with the director. It will be a 4 to 5 hour event and the full plan will be presented at the next Administering Board meeting.
- ii. The Program Planning Committee is planning the upcoming Board retreat. The committee is reviewing several locations including the Oakland Museum and Unity Council. M. Rivera provided the committee a project plan with an hourly breakdown. The program planning committee recommends having two retreats in order to provide an opportunity for Board members to connect and team build. The first retreat will be an introduction to CAP history, a breakdown of stats and team building. The second retreat will be devoted to planning the future of AC-OCAP, with a goal

of prepping to create the 2025-2030 Strategic Plan. M. Rivera will meet with the committee chairs to help with planning. The proposed budget is \$7,500.00:

\$1,350	Food
\$200	Supplies
\$2,000	Facilities
\$1,750	Location
\$1,000	Honorarium for presenters \$500/person
\$600	Gifts/swag
\$600	Contingency

- iii. A request was made to invite a speaker to give an overview of poverty in Alameda County.
- iv. Community Input – additional training projects and job placements are needed. Ideas were presented on how to connect to the community.

b. Budget:

Staff D. Williams stated that 2023 CSBG Expenditures through Feb 2024 total \$642,358.55 (49%) of the \$1,319,745 budget. Four grantees have received full reimbursement. Twelve others have submitted their invoices and they are being processed. There are two grantees that have not yet passed the compliance requirements. We will be close to spending the budgeted monies by the end of the April 30, 2024 period. Staff D. Williams has started working on the Senior Partnership Program to give \$250.00 gift cards to Medi-Cal certified low-income seniors. He is working on a process for distribution which will be cleared by legal. He will bring the proposal to the Administering Board for approval. Any budgeted funds that are not expended by April 30, 2024 will not be reimbursed by the State.

A request was made to confirm with the City Administrator that the changes outlined in his recent memo will not impact AC OCAP staffing and events.

c. By-laws:

Chair M. Rivera noted that she received an email stating that CDBG boards were dismantled and that the City Council will take the money from the five year plan to distribute. A request was made to confirm if CSBG is vulnerable to absorption by the City and/or County.

6. INFORMATIONAL ITEM:

- a. The VITA program is moving ahead with the no-cost tax preparation at the West Oakland Public Library. A celebration for the volunteers is scheduled for 4/17/24 or 4/24/24. Certificates signed by the Oakland Mayor, Sheng Thao, will be provided, in addition to a certificate from the IRS. Staff D. Williams will ask the Branch Manager if the VITA cubicles and other inventory items can be stored there until next year.
- b. Due to upcoming holidays, the Administering Board meeting dates for September and November needs to be changed. The new meeting days proposed are Tuesday 9/10/24 and 11/12/24.

7. ANNOUNCEMENTS:

A request was made to send out a reminder that 700 forms are due on 4/2/24. Staff requests that Board members respond to meeting invites.

8. Adjournment of Meeting

MOTION: To approve the February 22, 2024, minutes.

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

9. The Next Executive Committee Meeting: April 25, 2024