



MINUTES



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

Administering Board Teleconference

Monday, December 14, 2020

Granicus Link: https://oakland.granicus.com/MediaPlayer.php?clip_id=3962

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Mayor Libby Schaaf (Lisa Ruhland), Supervisor Nate Miley (Angelica Gums), Supervisor Wilma Chan (Sarah Oddie), Councilmember Lynette McElhaney (Brigitte Cook), Councilmember Larry Reid (Robert Cox), Councilmember Noel Gallo, Sean Callum, Mitchell Margolis, and Alicia Rossetti

Board Member Excused: Samantha Columbus

Board Members Absent: David Walker and Njeri McGee-Tyner

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

Guests: Benjamin Mulholland (City of Oakland, KTOP), Emilia Ordaz-Salto (Oakland City Council), Alina Kwak (Fremont Family Resource Center Corporation), Assata Olugbaba (Community Member), and other three unidentified participants

A. Call to Order/Recite AC-OCAP Promise

G. Green called the December 14, 2020 Administering Board Teleconference to order at 5:39 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed by E. Clemons. A quorum was established.

MOTION: To approve the December 14, 2020 Administering Board Agenda.

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

C. Approval of Draft November 9, 2020 Administering Board Minutes – Attachment C1

MOTION: To approve the Draft November 9, 2020 Administering Board Minutes.

M/S/Carried: M. Rivera / S. Callum / Motion Carried.

D. Open Forum

Community Member A. Olugbaba commented on the mission of National Community Action Partnership.

E. Pandemic Report: Alison DeJung, Eden Information & Referral (I&R) /2-1-1

Alison DeJung, Executive Director of Eden I&R was introduced by E. Clemons and welcomed by the AC-OCAP Administering Board. Eden I&R is a City of Oakland partner that provides information and referral and is also an AC-OCAP financial empowerment partner for banking and the earned income tax credit. A. DeJung displayed a PowerPoint Presentation on the teleconference screen. The Board was given a brief history of Eden I&R, that included mission and vision statements. DeJung reported on fiscal year 19/20, where 211 managed 71, 974 total contacts and issued 81,143 referrals. DeJung highlighted 211's accessibility for day-to-day challenges as well as during times of disaster. The COVID-19 Pandemic, a disaster that emerged in spring of 2020, resulted in increased calls, with emergency shelter, rental assistance, and COVID-19 related health concerns at the top of callers' needs. A. DeJung concluded her report with a question-and-answer session.

F. Community Action Partnership Updates (E. Clemons)

1. Board Update

E. Clemons presented Oakland District 3 Brigitte Cook and Honorable Councilmember Lynette McElhaney "Anti-Poverty Champion" service awards. Board Members and staff thanked B. Cook and Councilmember McElhaney for their years of service and commitment to the AC-OCAP Administering Board and wished them well as they transition from City Council. There will be two newly elected councilmembers joining the board for District 3 and 7.

A. Board Vacancies

Two administering board vacancies remain: Oakland CDBG District 1 and Alameda County Community Representative. Recruitment activities to fill the two Low Income Sector vacancies are subject to quarterly progress reports as defined in the desk audit from the California Department of Community Services and Development. Recruitment activities include: (1) Board Recruitment Announcement

posted on the following webpages: AC-OCAP, Alameda Board of Supervisors' District, and City of Oakland: Granicus (2) Board Recruitment Announcement published in the Human Services Department Newsletter email campaign directed to 4,186 community partner contacts, (3) Volunteer Opportunities posted on the volunteerism platform, Volunteer Match, and (4) word of mouth/networking by board members and staff.

B. District 5 Elected Official Appointee Designation Request – Attachment F1B

Councilmember N. Gallo appointed Emilia Ordaz-Salto to be his alternate, to replace Rosa Velazquez.

C. 2020 National Community Action Foundation (NCAF) Annual Conference, Virtual, “2020 hindsight” Report Out

The virtual convention began October 29, 2020 with a welcome from David Bradley and content focused on the 2020 presidential election. On November 5-6, 2020, the Post-Election Session explored reactions to the election. The General Session, November 17-18, 2020 concentrated on the conversations the Community Action Network should have and included the Keynote speaker, CNN's Bakari Sellers. The convention ended on November 19, 2020 with a day of engagement within the Community Action Network, dubbed a “Virtual Fly-In”. All AC-OCAP Board Members and staff have access to the Unlimited Session Package and can retrieve content via the [Attendee Hub](#) through mid-February.

2021 National Community Action Partnership (NCAP) Management & Leadership Training Conference (MLTC21) - Advancing Equity, Building Resilience, Sustaining Hope - February 3-5, 2021

The virtual training conference is tailored for emerging and existing leaders at Community Action Agencies. The conference will include a keynote presentation by the best-selling “Stamped From the Beginning” author Dr. Ibram X Kendi.

ACTION ITEM: Staff M. Francisco to email MLTC21 information to Board Members.

2. 2021 Draft Community Services Block Grant (CSBG) Budget – Attachment F21

AC-OCAP Administering Board Treasurer Andrea Ford received the 2021 Draft CSBG Budget by email on December 7, 2020. On the Teleconference Screen, Attachment F21 2021 Draft CSBG Budget was displayed. The completion of CSBG Budget for 2021 is postponed due to COVID-19. E. Clemons noted that the draft budget for 2021 remained the same as 2020 at \$1,396,580, however it does not include the additional 2021 Discretionary Grant.. CSBG is a flat grant that does not cover the cost-of-living adjustments (COLA) and administrative cost are capped at 12%. The grantees' allocations are subject to a \$3,000 reduction to \$40,000 to balance the budget and cover part of the salary for the Earned Income Tax Credit (EITC) Coordinator due to the end of the CalEITC grant. In 2021, there may be a possible reprogramming of budget lines 10.32 Consumable Supplies, 20.32 Travel In State, and 20.5 Out of State Travel as a result of the COVID-19 Pandemic and if the current Shelter In Place orders continue.

MOTION: To accept the 2021 Draft CSBG Budget.

M/S/Carried: L. Ruhland/ R. Cox / Motion Carried.

3. 2020 Programming

A. 2020-2021 Earned Income Tax Credit (EITC) Update

Governor Gavin Newsom signed AB 1876 on September 18, 2020, expanding access to the California Earned Income Tax Credit (CalEITC) for income-eligible Individual Taxpayer Identification Number (ITIN). The historic expansion of CalEITC is expected to support 255,000 ITIN filers per the State Franchise Tax Board. Many more individuals and families are going to be eligible for EITC this year due to the economic fallout of COVID-19. Staff is working with United Way Bay Area and First 5 to create and distribute mailers, an “old-school” approach to reaching out to EITC, CalEITC, and YCTC qualified individuals and families. Board Members were asked to promote Earn It! Keep It! Save It! EITC program by referring individuals to FREE tax preparation, call 211 or the www.earnitkeepitsaveit.org website.

B. 2020-2022 CSBG/CARES Grantee and Program Update

Following the execution of the CARES contracts, staff will provide regular updates on the distribution of funds. In collaboration with Family Independence Initiative (FII), AC-OCAP grantees will have access to an administrative platform that enables low-income clients to obtain cash assistance for COVID-19 relief. The Guaranteed Income Pilots of Mayor Schaaf dovetails AC-OCAP's CARES 3R's Relief, Recover and Rebuild efforts, more details to come.

AC-OCAP Grantee, Soldiers Against Violence Everywhere (SAVE) Center for Community Change and Empowerment did not spend any money in 2020 due to the COVID-19 late start, organizational transition, and the programing challenges. A letter will be mailed for the agency to correct and cure deficiencies, per the terms of their signed contract, or the contract will be terminated for non-compliance.

C. AC-OCAP Strategic Plan Update – Attachment F3C

An updated version of the Strategic Plan Draft Report was shared on the Teleconference Screen.

ACTION ITEM: Staff M. Francisco to email updated version of the Strategic Plan for Board Member comments.

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

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

G. AC-OCAP Board Officer Elections/Voting – Attachment G1

Attachment G1 Board Officer Election Policies and Procedures was shared on the Teleconference Screen and read aloud by E. Clemons. Nominations were accepted for Chairperson, Vice-Chairperson, Secretary and Treasurer; and all positions were unopposed.

Chairperson

G. Green was elected by acclimation.

Vice-Chairperson

M. Rivera was elected by acclimation.

Secretary

S. Johnson was elected by acclimation.

Treasurer

A. Ford was elected by acclimation.

MOTION: A motion was made to accept the results of the December 14, 2020 AC-OCAP Board Officers Election by acclimation.

M/S/Carried: M. Rivera / A. Gums. Motion Carried.

H. Future/Proposed Agenda Items

- January - Mayor Libby Schaaf, City of Oakland
- February - Alameda County Board of Supervisors or CDBG CARES Update (Gregory Garrett), Trauma Informed Systems (Stephanie Montgomery), Equity Update (Darlene Flynn), Chamber of Commerce (Barbara Leslie)

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)

I. Committee Report(s) – None.

J. Announcements

Oakland Rotary – None.

United Seniors of Oakland and Alameda County – None.

Alameda County/Social Services/All IN – A. Ford reporting for Alameda County Social Services announced the 2020-2021 Volunteer Income Tax Assistance (VITA)/EITC No-Cost Tax Preparation Program will be open February 1, 2021 – April 15, 2021. There will be three VITA sites, locations to be announced later.

S. Oddie discussed the CARES Act Relief funds to provide emergency rental assistance for households in the unincorporated portions of Alameda County impacted by the COVID-19 Pandemic are still available through December 30, 2020. To apply, contact Centro Legal de la Raza, <https://www.centrolegal.org/rental-assistance/>.

City of Oakland – L. Ruhland requested donations for Khadafy Foundation For Non-Violence “My Baby Matters Too” Party.

City of Oakland Financial Assistance Flyer for Eligible Unemployed Oaklanders shared on the Teleconference Screen.

Oakland ReCAST Youth to Youth Grant Application Flyer shared on the Teleconference Screen.

Board Members/Others – M. Margolis shared **Attachment J1**, the Financial Navigators Program Flyer.

M. Rivera reported on Kaisers’ COVID-19 vaccination plans, with the first round of inoculations going to frontline workers, including Primary Care Practitioners. M. Rivera also discussed Kaiser Permanente’s workplace community giving campaign, with local non-profit organizations receiving employer matched donations.

ACTION ITEM: Staff M. Francisco to email announcement flyers/information to Board Members.

K. Attachments

- C1** Draft November 9, 2020 Administering Board Minutes
- F1B** District 5 Elected Official Appointee Designation Request
- F21** 2021 Draft CSBG Budget
- F3C** AC-OCAP 2020-2025 Strategic Plan Report Draft
- G1** Board Officer Election Policies and Procedures
- J1** Financial Navigators Program Flyer

L. Open Forum – None.

M. Adjournment – Next Teleconference: **January 11, 2021**

MOTION: To adjourn the December 14, 2020 AC-OCAP Administering Board Teleconference at 7:05 p.m.

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