

# MINUTES



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

Visit us on the web at AC-OCAP.com or contact us by email at AC-OCAP@oaklandnet.com

**Vision Statement:** To End Poverty Within the City of Oakland and Throughout Alameda County

**Our Promise:** Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

---

### Administering Board Meeting

Monday, January 13, 2020, 5:30 P.M.

City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

---

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Supervisor Wilma Chan (Sarah Ting), Councilmember Larry Reid (Robert Cox), Councilmember Noel Gallo (Rosa Velazquez), Mayor Libby Schaaf (Lisa Ruhland), Sean Callum, and Samantha Columbus

**Board Members Excused:** Njeri McGee-Tyner, Supervisor Nate Miley (Angelica Gums)

**Board Members Absent:** Councilmember Lynette McElhaney (Brigitte Cook)

**Staff:** Estelle Clemons, Dwight Williams and Melissa Francisco

**Guests:** Mitch Margolis (International Rescue), Alicia Rossetti (Latino Task Force), Jorge Lerma (Latino Ed Network), David Walker (Community Member/District 3), Patricia Schrader (Community Member), and Alice Park-Renzi (AC-CAO)

---

### A. Call to Order/Approval of Agenda

G. Green called the meeting to order at 5:42 p.m.

**Action:** Item D to be heard first, as quorum not yet established.

### B. Roll Call/Determination of Quorum/Recite AC-OCAP Promise

Roll was called by Staff M. Francisco. A quorum was established at 5:50 p.m., after Item D commenced. The AC-OCAP Promise was recited.

### D. Presentation – Casey Farmer: Census 2020

The Board welcomed back Casey Farmer, Executive Director of the Complete Count Committee (CCC), for an update on Census outreach efforts. The CCC was allocated \$1.5 million by Alameda County to achieve a complete and accurate count. The CCC is investing in “trusted messengers” of hard to-count communities to communicate the significance of completing the Census with grants to several agencies. These agencies include educational institutions, houses of worship and other community-based organizations.

Further outreach efforts include a Census Ambassador Program that is accepting applications for general volunteers through February 7, 2020, Questionnaire Assistance Centers at public libraries, K-12 activities, ESL curriculums, Workshops, and a “Know Your Rights” curriculum is currently in the works. Census 2020 temporary employment positions are still available, and Farmer encourages job seekers to apply as soon as possible. Fliers, magnets and postcards were provided to the Board and Staff for distribution. Farmer concluded her update with a question and answer session.

### C. Approval of Draft December 9, 2019 Administering Board Minutes (G. Green) – Attachment C

**Motion:** To approve the Draft December 9, 2019 Administering Board Minutes.

M/S/Carried: M. Rivera/L. Ruhland/Motion Carried.

### E. Community Action Partnership Updates (E. Clemons) -

#### 1. Board Update

**A. Board Vacancies – HANDOUT** The Board was provided with David Walker’s application packet for District 3. D. Walker addressed the Board to explain his desire to acquire membership on the AC-OCAP Administering Board and represent District 3.

**Motion:** Pending verification of addresses, the Board accepts Mr. Walker as a Community Action Partnership Board Member for District 3.

M/S/Carried: M. Rivera/R. Cox/Carried.

Recruitment continues for Oakland District 1, Oakland District 2, Oakland District 4 and Alameda County-Community. A total of three hundred recruitment packets were mailed to “Current Residents” in CSBG Districts 1, 2, 3, and 4, to libraries and recreation centers. S. Ting detailed efforts to recruit for Alameda County-Community; including reposting Board Recruitment Announcements.

E. Clemons requested sustained efforts by Board Members to fill vacancies. E. Clemons encouraged Board Members to take a leadership role by acquiring a slot on an agenda of a Neighborhood Council (NCPC) to inform and recruit for membership.

**B. 2019 Board Attendance Log – Attachment E1B** E. Clemons applauded Board Members for their efforts to attend all Board Meetings. Six absences per Board Member are permissible; however, total absences did not exceed three.

**C. 2020 Board Roster – Attachment E1C** Reviewed and discussed.

**D. 2020 Meeting Schedule – Attachment E1D** E. Clemons announced cancelation of February 5, 2020 Executive Committee Meeting.

**E. 2020 Community Action Partnership Committees - Attachment E1E** E. Clemons read list of Committee assignments.

**F. Board Emergency Contact Form/CAP Reimbursement Form – Attachment E1F** Board Members must complete and return Emergency Contact Form. CAP Reimbursement Forms will be included in every Agenda Packet. As a community representative, all reasonable transportation and child care expenses related to AC-OCAP meetings and activities are reimbursable.

**G. 2018 Alameda County Correspondence – Attachment E1G** For Board Member review, slated item for Advocacy Committee Meeting agenda.

**H. Mandatory Ethics Training - Attachment E1H** Board Members required to RSVP by January 17, 2020.

**Action Item:** M. Francisco to email RSVP reminder the day after Administering Meeting, Tuesday, January 14, 2020.

## **2. 2020 Programming (E. Clemons) –**

### **AC-OCAP Update**

The 2019 closeout for request for funds continues as well as processing progress reports, to meet the compulsory State reporting deadline of February 14, 2020. E. Clemons discussed the four state contracts that are open, and the various tasks associated with report writing and going before council for approval. The completion of scope-of-works for new grantees is also underway.

With the termination of two grantee contracts, there is a \$47,000 surplus of funds. These funds were reallocated for 2020 Census outreach efforts and food distribution. To deliver the 2020 Census message, Tote Bags designed with #OaklandCounts, the Oakland Tree surrounded by neighborhoods and the 2-1-1 logo are to be procured. The Tote Bags will be used for the March food distribution.

**California Earned Income Tax Credit (CalEITC) Update**

Don Raulston, AC-OCAP’s EITC Coordinator, has seven City Staff employees nearing completion of IRS-certification as we close-in on the opening of the VITA Site at the Business Assistance Center.

With First 5, AC-OCAP has developed a postcard to publicize The Young Child Tax Credit. When completed, the postcard will be sent out to the Network.

**Action Item:** When completed, postcard will be shared with Board Members.

**Strategic Planning/Consultation** – Information was forwarded to the Executive Committee via email and provided as a handout. Tracy Jensen, Sr. Services Administrator in Human Services Department was hired to push the Strategic Planning/Consultation process forward. Interview date and time to be announced.

**Motion:** To accept E. Clemons Community Action Partnership Update.  
M/S/Carried: L. Ruhland/S. Johnson/Carried.

**F. Committee Report –**

January 08, 2020 Executive Committee Meeting was canceled due to lack of quorum.  
February 5, 2020 Executive Committee Meeting canceled.  
Next Executive Committee Meeting is March 4, 2020.

**G. Future/Proposed Agenda Items (see below)**

- February – Linda Gardner
- March - Guillermo Cespedes (Dept. of Violence Prevention)
- Proposed: Mayor Libby Schaaf, Stephanie Montgomery, Darlene Flynn – Part 2, Barb Leslie (Chamber of Commerce)

**H. Announcements**

**Oakland Rotary** – No report.

**United Seniors of Oakland and Alameda County** – No report.

**Alameda County/Social Services/All In Update** – A. Ford (Social Services) announced Free Income Tax Help beginning January 22, 2020 at all self-sufficiency centers. S. Ting (All In) announced Steering Committee Meeting 1pm Wednesday, January 15, 2020 at 1221 Oak Street.

**City of Oakland** – No report.

**Others** – No report.

**I. Attachments**

- C** Draft December 9, 2019 Administering Board Member
- E1B** 2019 Board Attendance Log
- E1C** 2020 Board Roster
- E1D** 2020 Meeting Schedule
- E1E** 2020 CAP Committees
- E1F** Board Emergency Contact Form/CAP Reimbursement Form
- E1G** 2018 Alameda County Correspondence

**E1H** Mandatory Ethics Training

**J. Open Forum**

E. Clemons asked the audience to introduce themselves. G. Green welcomed and thanked the audience for their attendance

**K. Adjournment**

**Motion:** To adjourn the January 13, 2020 Administering Board Meeting.

M/S/Carried: S. Johnson/A. Ford/Carried. Meeting adjourned at 6:46 p.m.

**Next Meeting: February 10, 2020.**

**FUTURE AGENDA ITEMS:**

(\* = PRESENTED)

<b>HEALTH</b>	<b>HOUSING</b>
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 *
<b>FINANCIAL EMPOWERMENT</b>	Spectrum – LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority *
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority *
<b>YOUTH</b>	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 *	<b>EDUCATION</b>
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	<b>EMPLOYMENT</b>
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
<b>PUBLIC SAFETY</b>	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) *	<b>BOARD DEVELOPMENT</b>
AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
<b>SOCIAL JUSTICE</b>	Jim Masters – Structure of the American Economy
East Oakland Collective *	Public Ethics Presentation *
Oakland Community Organization (OCO)	Strategic Planning
Urban Habitat *	<b>FOOD SECURITY</b>
<b>FAMILIES</b>	Alameda County Community Food Bank *
Social Services – TANF, GA *	<b>TRANSPORTATION</b>
All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	<b>COMMUNITY DEVELOPMENT</b>
Rise Up*	CDBG *
Mayor’s Commission on Aging *	