



# MINUTES



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

### Administering Board Teleconference

Monday, September 14, 2020 5:30 p.m.  
[http://oakland.granicus.com/MediaPlayer.php?publish\\_id=210d1c3d-f700-11ea-b6a9-0050569183fa](http://oakland.granicus.com/MediaPlayer.php?publish_id=210d1c3d-f700-11ea-b6a9-0050569183fa)

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Mayor Libby Schaff (Lisa Ruhland), Supervisor Nate Miley (Angelica Gums), Supervisor Wilma Chan (Sarah Oddie), Councilmember Larry Reid (Robert Cox), Njeri McGee-Tyner, Sean Callum, Samantha Columbus, David Walker, Mitchell Margolis, and Alicia Rossetti

**Board Members Excused:** Councilmember Lynette McElhane (Brigitte Cook) and Sandra Johnson

**Board Member Absent:** Councilmember Noel Gallo

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

**Guests:** Michael Munson (KTOP), Lauren Broder (RDA), Emma Schifsky (RDA), Alina Kwak (FRC), Alicia Contreras (SSCF), and Assata Olugbaba (Community Member)

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

M. Rivera called the September 14, 2020 Administering Board Teleconference to order at 5:44 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed at 5:48 p.m. by staff M. Francisco. A quorum was established.

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

**M/S/Carried:** A. Ford/R. Cox. Motion Carried.

#### C. Approval of Draft July 13, 2020 Administering Board Minutes

**MOTION:** To approve the Draft July 13, 2020 Administering Board Minutes.

**M/S/Carried:** S. Oddie /S. Callum. Motion Carried.

#### D. Presentation – Resources Development Associates, Strategic Planning, Lauren Broder

L. Broder shared **Agenda Attachment D1** "Strategic Plan Overview One Sheet", a standalone public facing document. The "One Sheet" is to be transformed into visual communication (infographic) to provide accessibility to a wide audience. L. Broder discussed the five goals presented on the "One Sheet": (1) Increase workforce development opportunities for Black, Latinx, Indigenous, people of color (BLIPOC) low-income residents that lead to employment or entrepreneurship. (2) End homelessness for (1) BLIPOC families with children; and (2) seniors 55+.(3) Increase access to resources and information and empower BLIPOC residents with low-income to build assets and wealth. (4) Empower residents of color with low-income to advocate for systems-change and harness political power.(5) Raise awareness and transform AC-OCAP's community impact in communities of color into a MOVEMENT. L. Broder described the Ad-hoc Committees' discussion on the importance of identifying all ethnicities AC-OCAP serves. The discussion led to the development of a new acronym BLIPOC (Black, Latinx, Indigenous, and People of Color). E. Clemons further elaborated on the new acronym, explaining that it was developed to ensure inclusiveness of the Latinx community. The new acronym is symbolic of what CAP does – creating inclusiveness while addressing the needs of the community.

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

##### 1. Board Update

**A. Board Vacancies** -- Oakland District 1 and Alameda County Community - E. Clemons requested assistance from partners in recruiting Board Members. A representative for Councilmember N. Gallo's office was requested by letter on June 25, 2020.

### **A. National Community Action Partnership (NCAP) Virtual Annual Convention, August 26-28, 2020**

E. Clemons discussed the flexibility of the virtual platform, which allowed for greater participation. A highlight of the Convention was celebrating the 53rd anniversary of the historic March on Washington, with the 2020 Virtual March on Washington. A. Rossetti emphasized her participation in the “Advancing Race Equity” session. Staff D. Williams affirmed the ease and flexibility of the virtual platform and expressed his appreciation for the opportunity to participate without the need to travel. Staff V. Floyd-Rodriguez participated in CAP introductory sessions and found the CAP tools for need assessments to be of great value. S. Oddie reported on her immersion in the Convention communication offerings, including narrative shifts in Reframing Human Services 101.

### **C. National Community Action Foundation (NCAF) Annual Conference, November 17-18, 2020**

**Attachment E1C** “Board Member Virtual Travel Request Form” with the due date of October 12, 2020 was shared on the Teleconference screen. E. Clemons announced the NCAF Conference will now be held virtually this fall. NCAF is offering an Unlimited Package which allows an agency to register unlimited participants for all three segments of the virtual conference. All interested Board Members are to return Travel Request Form or email staff M. Francisco.

### **D. Board Membership Terms and Election Process Procedures**

**Attachment E1D** was shared on the Teleconference screen. E. Clemons discussed the ending terms of the elected councilmembers of the Administering Board and the election for new Board Officers will occur in December 2020.

## **2. 2020 Programming**

### **A. California Earned Income Tax Credit (Cal/EITC) Update**

E. Clemons announced due to the state budget crisis, second year state funding was discontinued for the Cal/EITC partnerships: East Bay Asian Local Development Corp (EBALC), San Antonio CDC, Fremont Resource Center and Chabot Las Positas. The AC-OCAP’s EITC/Volunteer Income Tax Assistance (VITA) site will continue to offer free tax assistance services at the City of Oakland’s Business Assistance Center located at 270 Frank H. Ogawa Plaza. Earned Income Tax Credit is the number one anti-poverty fighting strategy and a cornerstone of AC-OCAP. The EITC program needs volunteer income tax preparers. E-learning to become a Certified IRS Volunteer Tax Preparer is available at Link & Learn <https://apps.irs.gov/app/vita/index.jsp?level=basic> . For more information on becoming a volunteer please call the EITC Hotline at (510) 238-4911.

### **B. Census 2020 – October 31, 2020 Revised End Date**

E. Clemons asked, “Have you completed your Census?” Please also ask your family and friends if they have completed their Census. S. Oddie relayed information from Casey Farmer, Alameda County has a 74.4% self-response rate to the Census. The previous Census in 2010, had a 70% self- response rate. A. Ford added to the discussion stating for the past couple of weeks Alameda Self-Sufficiency Center volunteers have enrolled people into Census 2020. A. Rossetti commented on the revised Census 2020 End Date, stating the deadline was revised again and is now at the end of this month, September 30, 2020, instead of October 31, 2020.

**ACTION ITEM:** To clarify Census 2020 End Date.

### **C. Coronavirus COVID-19 Update**

The \$1,893,460 CARES allocation for fiscal years 2020-2022 required a needs assessment. The findings of the needs assessment are included in Attachment E2C and discussed in detail by E. Clemons. E. Clemons reviewed the COVID-19 case rates by zip code and share of COVID-19 cases by race in Alameda County. E. Clemons presented the survey results from AC-OCAP Partners and City of Oakland Head Start, revealing the impact of COVID-19 crisis in Alameda County.

### **D. 2020-2022 Community Services Block Grant (CSBG) The Coronavirus Aid, Relief, and Economic Security (CARES) Act - AC-OCAP budget discussion utilizing the results of the needs assessment in Agenda Item E2C, a draft CARES budget was created to start the budget discussion. Total Allocation of 2020-2022 CSBG CARES is \$1,893,460. The proposed budget/spending plan includes \$403, 460 for COVID Related Needs, \$720,000 for Program Sub- Contractors in Oakland (8 Grantees), \$540,000 Program Sub-Contractors in Alameda County (6 Grantees), the CARES \$30,000 for Administrative Expenses, and \$200,000 for Personnel. E. Clemons explained the stringent tracking required of allocation and the necessity for infrastructure to support such responsibilities. E. Clemons requested input from Board Members and the community. M. Rivera recommended proceeding with the draft CARES budget and scheduling an Executive Committee Meeting to discuss in greater detail PPE, housing, etc. M. Margolis asked if the \$90,000 to the Grantees is earmarked for direct assistance to clients? E. Clemons responded to M. Margolis’ question, stating the funds are for direct assistance to clients impacted directly by COVID-19. Providers are also permitted to use funds to implement COVID-19 office safety protocols.**

**ACTION ITEM:** Schedule an Executive Committee Meeting to discuss 2020-2022 CSBG CARES Budget & Programming.

**E. Approval of AC-OCAP Local Plan for CARES Act CSBG Supplemental Funding – Attachment E2E** was shared on the teleconference screen. E. Clemons discussed the identified emerging needs of the community due to COVID-19 that were designated on AC-OCAP’s Local Plan for CARES, Supplemental Funding, submitted August 15, 2020 to CSD.

**MOTION:** To approve AC-OCAP’s Local Plan for CARES Supplemental Funding submitted August 15, 2020.

**M/S/Carried:** L. Ruhland/A. Ford/Unanimous. Motion Carried.

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

**M/S/Carried:** A. Ford/D. Walker. Motion Carried.

**F. Future/Proposed Agenda Items**

Proposed: Oakland Mayor Libby Schaaf, Alameda County Board of Supervisors, Stephanie Montgomery (City of Oakland, Human Services Department), Darlene Flynn (City of Oakland, Director of Race and Equity)– Part 2, Barbara Leslie (Chamber of Commerce). Future/Proposed presentations to resume this Fall.

**FUTURE AGENDA ITEMS: (\* = PRESENTED)**

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
City of Oakland, Chief of Violence Prevention*	East Bay Works*
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 – RDA*
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 *
Mayor’s Commission on Aging *	Census 2020 Complete Count*

## G. Committee Report(s)

1. Executive Committee – (July 27, 2020) – E. Clemons provided update.
2. Strategic Planning Ad-hoc Committee – (September 2, 2020) Members: M. Rivera, A. Ford, S. Oddie, and D. Walker  
M. Rivera expressed excitement over the new developments to the Strategic Plan and requested Board Members review and the 3-5-year roadmap presented by L. Broder. D. Walker discussed his participation in the Committee meetings and his support for the infographic template that will transform the “One Sheet”. E. Clemons praised the Ad-hoc Committee's efforts to reinforce the focus area of civic engagement and advocacy, with the strategy of building partnerships with the next Request for Proposal (RFP). The Committee Members were acknowledged for their efforts to hone and fine-tune AC- OCAP objectives, which has taken place during nearly weekly meetings spanning April through August of this year.

## H. Announcements

**Oakland Rotary** – No report.

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

**Alameda County/Social Services/All IN** – A. Ford announced Alameda County released a Vendor Pool: Emergency Food Distribution and Meal Delivery Services Request for Qualification (RFQ).

[https://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractingdetail.jsp?BID\\_ID=2279](https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractingdetail.jsp?BID_ID=2279)

**City of Oakland** – E. Clemons reported on the City of Oakland’s Reimagining Public Safety Taskforce. If interested in serving on the Advisory Committee contact Councilmembers N. Bas or L. Taylor. To learn more about the Taskforce follow this link: <https://www.oaklandca.gov/projects/reimagining-public-safety-taskforce>

**Others** – A. Gums announced Supervisor Nate Miley’s Program for this year’s Healthy Living Festival (HLF). The HLF will be held virtually on September 17, 2020 from 10am-1pm.

M. Margolis announced International Rescue Committee’s partnership with Fremont Family Resource Center to provide Financial Navigator Services in Alameda County.

## I. Attachments

<b>C1</b>	Draft July 13, 2020 Administering Board Teleconference Minutes Draft
<b>D1</b>	Strategic Plan Overview
<b>E1C</b>	NCAF Annual Convention Board Member Virtual Travel Request Form
<b>E1D</b>	Board Membership Terms and Election Process Procedures
<b>E2C</b>	Alameda COVID-19 Updates and AC-OCAP Partner Survey Results
<b>E2D</b>	2020-2022 CSBG CARES – AC-OCAP Budget Proposal
<b>E2E</b>	AC-OCAP Local Plan for CARES Act CSBG Supplemental Funding

## J. Open Forum

Community Member Assata Olugbaba (Item D, Presentation) commented on the bundling of all ethnicities when referencing the homeless community. Olugbaba contended homelessness is not a collective experience as there is a disproportionate toll of homelessness on Oakland’s African Americans. A. Olugbaba commented on the use of the acronym BIPOC/BLIPOC. A. Olugbaba commented on (Item G, Announcements) regarding the City of Oakland’s Reimagining Public Safety Taskforce.

Alicia Contreras Executive Director of Spanish Speaking Citizen’s Foundation requested the Board (Item D, Presentation, Civic Engagement) include in the Strategic Plan the financial needs of obtaining citizenship for permeant residents.

E. Clemons thanked AC-OCAP partners and community members for their remarks throughout the Teleconference.

## K. Adjournment

**MOTION:** To adjourn the July 13, 2020 AC-OCAP Administering Board Teleconference.

**M/S/Carried:** S. Oddie/A. Gums. Motion Carried. Meeting adjourned at 7:14 p.m.