



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 Teleconference

Monday, February 08, 2021 5:30 p.m.

Zoom Community Participation Link: <https://zoom.us/j/97936948055>

Board Membership: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Mitchell Margolis, David Walker, Alicia Rossetti, Samantha Columbus, Njeri McGee-Tyner, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife, Councilmember Noel Gallo (Emilia Ordaz-Salto), Councilmember Treva Reid, Supervisor Wilma Chan (Sarah Oddie), Supervisor Nate Miley (Angelica Gums), and Sean Callum

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

AGENDA

- A. 5:30p.m. **Call to Order/ Recite AC-OCAP Promise**

- B. 5:35p.m. **Roll Call/Determination of Quorum/Approval of Agenda**
ACTION ITEM:

- C. 5:40 p.m. **Approval of Draft January 11,2021 Administering Board Minutes–AttachmentC1**
ACTION ITEM:

- D. 5:45 pm **Presentation: Gregory Garrett, CDBG CARES Update**

- E. 6:15 p.m. **Open Forum**

- F. 6:25 p.m. **Community Action Partnership Updates (E. Clemons)**
 - 1. **Board Update**
 - A. Board Vacancies -- Oakland District 1 and Alameda County Community Representative - Board Membership Application, Alameda County – **Attachment F1A**
 - ACTION ITEM:**
 - B. Oakland District 3 Elected Official Representation Letter – **AttachmentF1B**
 - C. Oakland District 7 Appointee Request Letter – **AttachmentF1C**
 - D. NCAP Management & Leadership Training Conference, February 3-5, 2021 Report Out (S. Columbus, S. Oddie, N. McGee-Tyner, and CAP Staff)
 - E. CAP Reimbursement Form – **AttachmentF1E**
 - F. 2020-2021 State of Economic Interests, [Form 700](#), due April 1, 2021–**AttachmentF1F**
 - G. 2021 Travel
 - NCAP [National Community Action Partnership Annual Convention](#), Boston, MA August 30 – September 3, 2021
 - 2. **2021 Programming**
 - A. AC-OCAP Update – 2020 CARES Act, 2021 CSBG, 2020CSBG
 - B. Ashland Cherryland Healthy Community Collaborative (ACHCC) General Meeting Presentation (01-14-21) Update
 - C. 2021 Earned Income Tax Credit (EITC) Campaign, getyourrefund.org/oakland - **Attachment F2C**
 - 3. **Open Forum:** (Specific Agenda Item(s) Audience Comment Period)
ACTION ITEM:

- G. 6:55 p.m. Future/Proposed Agenda Items** (see chart below)
- April – Equity Update (Darlene Flynn)
 - May – Community Action Month, AC-OCAP 50th Anniversary
 - June – Barbara Leslie (Oakland Chamber of Commerce)

- H. 7:00 p.m. Committee Report(s) and Announcements:**
 Committee(s)
 Oakland Rotary
 United Seniors of Oakland and Alameda County
 Alameda County Social Services/All In/Board of Supervisors
 City of Oakland
 Others

- I. 7:15p.m. Open Forum:** (General Audience Comment Period)

- J. 7:20p.m. Attachments**
- C1** Draft January 11, 2021 Administering Board Minutes
 - F1A** Board Member Application, Alameda County Community
 - F1B** Oakland District 3 Elected Official Representation Letter
 - F1C** Oakland District 7 Appointee Request Letter
 - F1E** CAP Reimbursement Form
 - F1F** 2020-2021 State Economic Interests, [Form 700](#)
 - F2C** [Young Child Tax Credit Postcard](#)

- K. 7:30p.m. Adjournment**
Next Teleconference: March 08, 2021
ACTION ITEM:

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)



MINUTES



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

Administering Board Teleconference

Monday, January 11, 2021

Granicus Recording Link: https://oakland.granicus.com/MediaPlayer.php?clip_id=3993

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), David Walker, Alicia Rossetti, Samantha Columbus, Njeri McGee-Tyner, Mayor Libby Schaaf, Lisa Ruhland, Supervisor Wilma Chan (Sarah Oddie), and Councilmember Noel Gallo (Emilia Ordaz-Salto)

Board Members Excused: Sean Callum, Mitchell Margolis, Supervisor Nate Miley (Angelica Gums), and Councilmember Treva Reid

Board Member Absent: Councilmember Carroll Fife

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

Guests: Michael Munson (City of Oakland, KTOP), Messiah Madyun (City of Oakland, Office of the Mayor), Radisha Washington (Alameda County Administrator’s Office), Mike Baratta (Community Member), Assata Olugbaba (Community Member), Gidalthi Gonzalez (Civicorps), and Sarah Holtzclaw (Chabot Las Positas – Tri-Valley Career Center)

A. Call to Order/Recite AC-OCAP Promise

G. Green called the January 11, 2021 Administering Board Teleconference to order at 5:38 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed by M. Francisco. A quorum was established 5:59 p.m.

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

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

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

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

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

D. Open Forum

Community Member A. Olugbaba provided a comment on AC-OCAP’s mission statement.

E. Presentation by Honorable Mayor of Oakland Libby Schaaf

Mayor Libby Schaaf was introduced by E. Clemons and welcomed by the Administering Board. Mayor Schaaf, a former AC-OCAP Board member, stated she was very proud of the board’s incredible efforts to end poverty. Recognizing the tough year of loss and suffering, Mayor Schaff shared a chart illustrating the seriousness of the current COVID-19 surge. Alameda County is working hard to accelerate the rate of vaccinations for essential health care workers, seniors living in community care environments, and residents at the greatest risk of infection. Images of all civic and health officials that make up the Racial Disparities Task Force were shared on the teleconference screen. The Task Force is an intensive partnership with lawmakers, city, and county governments who are leading the COVID response. The Task Force mission was two-pronged, first was to provide a rapid response to reduce disparities that were seen by race, geography, and job class. Second, is to create a long-term policy agenda so these disparities would not be experienced in the future. Mayor Schaaf then moved from the topic of COVID-19, to address the big picture – Guaranteed Income. The last slide shared on the Teleconference screen was a photo of Mayors for Guaranteed Income (MGI), made up of 30 mayors across the country promoting guaranteed income as a federal policy, to include direct, recurring cash payments to families based on need. MGI believes that the fastest way to address poverty and racial inequities is to provide Guaranteed Income. With a question-and-answer session, Mayor Schaff concluded her update to the AC-OCAP Administering Board.

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

1. Board Update

A. Board Vacancies

Two administering board vacancies remain: Oakland Community Development Block Grant (CDBG) District 1 and Alameda County

Community Representative. Brigitte Cook was provided an application for Oakland District 1, and Staff plans to follow up with her. To ensure a representative for Oakland District 1 is found, Casey Farmer has become an AC-OCAP Ambassador. In collaboration with Claudia Albino from the office of Supervisor Nate Miley, the CAP Staff received a board member nominee from unincorporated Alameda County.

B. Oakland District 3 and 7 Elected Officials

There are two new district council members, District 3 Carroll Fife, and District 7 Treva Reid. Official welcome letters are being drafted and introduction meetings are scheduled.

C. Oakland District 5 Elected Official Appointee Designation Letter – Attachment F1C

Councilmember N. Gallo appointed Emilia Ordaz-Salto to be his alternate. The Board officially welcomed District 5 representative E. Ordaz to AC-OCAP Administering Board.

D. 2020 Board Attendance Log – Attachment F1D

The Board Attendance Log will be provided to Board Members every six months. Board Members were instructed by E. Clemons to look over the log to make sure Staff is capturing a true record of attendance. When reading the Board Minutes, Board Members are to notify staff of any corrections that need to be made to the attendance.

E. 2021 Board Roster – Attachment F1E

The Board Roster was updated to reflect new Board Members. E. Clemons reminded Board Members they are prohibited from conducting serial meetings.

F. 2021 Meeting Schedule – Attachment F1F

The Administering Board meets the second Monday of every month at 5:30 p.m. Meetings will continue to be held via Zoom until further notice.

G. Board Emergency Contact Form/CAP Reimbursement Form – Attachment F1G

The importance of the Board Emergency Contact Form and reimbursable expenses were discussed by E. Clemons.

ACTION ITEM: Board Members are to submit Board Emergency Contact Forms to staff M. Francisco.

H. 2021 National Community Action Partnership (NCAP) Management & Leadership Training Conference (MLTC21) - Advancing Equity, Building Resilience, Sustaining Hope - February 3-5, 2021 – Attachment F1H

CAP Staff plan to attend the conference and E. Clemons strongly encourages any Board Member interested in professional development, management, and leadership to submit Attachment F1H, Board Member Travel Request Form.

ACTION ITEM: Board Members to email Travel Request Form to staff M. Francisco by January 15, 2021.

2. 2021 Programming

A. 2020-2022 Community Services Block Grant (CSBG)/Coronavirus Aid, Relief, and Economic Security (CARES) Grantee and Program Update

Currently, there are three contracts open. The regular CSBG 2020 contract is being concluded, with Staff collecting desk audits and other documentation from Grantees. CSBG 2021 and CARES contracts are ramping up, with staff D. Williams and V. Floyd-Rodriguez working on scope of works and budgets. Although most of the Grantees had to pivot due to COVID-19, some were especially hard hit. Flexibility is provided to agencies seriously impacted by COVID-19.

B. 2019 Annual Outcomes Report – Attachment F2B

Attachment F2B 2019 Annual Outcomes Report was shared on the Teleconference Screen. E. Clemons went through the document with the Administering Board and audience.

C. California Department of Community Services & Development (CSD) Desk Audit – Attachment F2B

E. Clemons invited Board Members to review the State Desk Audit. E. Clemons explained how programming is structured and monitored to ensure that state audits are passed.

D. 2020-2021 Earned Income Tax Credit (EITC) Campaign

E. Clemons discussed the expansion of the California Earned Income Tax Credit (CalEITC) for income-eligible Individual Taxpayer Identification Number (ITIN). Staff is working with United Way Bay Area, Oakland Housing Authority, and First 5 to create and distribute mailers and doorhangers.

E. AC-OCAP Strategic Plan – Attachment F3C

Attachment F3C Strategic Plan Draft Report was shared on the Teleconference Screen.

MOTION: To accept the AC-OCAP Strategic Plan Report.

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

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

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

G. Future/Proposed Agenda Items

- February - CDBG CARES Update (Gregory Garrett)
- March - Trauma Informed Systems (Stephanie Montgomery)
- Proposed – Alameda County Board of Supervisors, Equity Update (Darlene Flynn), Chamber of Commerce (Barbara Leslie)

G. Garrett may not be available for February’s Teleconference. Staff is working to schedule future presentations from the list of future/proposed agenda items.

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
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Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
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AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
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Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG*/CARES Act
Mayor’s Commission on Aging *	Census 2020 Complete Count*

(* = PRESENTED)

H. Committee Report(s) /Announcements

Committee (s) – None.

Oakland Rotary – None.

United Seniors of Oakland and Alameda County (USOAC) – S. Johnson announced USOAC’s Friday “Mini” Retreats.

Alameda County/Social Services/All IN – None.

City of Oakland – None.

Board Members/Others – None.

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

I. Attachments

- C1 Draft December 14, 2020 Administering Board Minutes
- F1C District 5 Elected Official Appointee Designation Letter
- F1D 2020 Board Attendance Log
- F1E 2021 Board Roster
- F1F 2021 Meeting Schedule
- F1G Board Emergency Contact/CAP Reimbursement Forms
- F1H Virtual Board Member Travel Request Form
- F2B 2019 Annual Outcomes Report
- F2C CSD State Desk Audit
- F2E AC-OCAP 2020-2025 Strategic Plan

J. Open Forum – None.

K. Adjournment – Next Teleconference: February 8, 2021

MOTION: To adjourn the January 11, 2021 AC-OCAP Administering Board Teleconference at 7:17 p.m.

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

DRAFT