



# 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, February 11, 2019 5:30 p.m.-7:30 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), Sean Callum, Samantha Columbus, Robert Cox, Angelica Gums, Councilmember Lynette McElhaney (Brigitte Cook), Carolyn Mixon, Njeri McGee-Tyner and Lisa Ruhland

**Excused:** Teresa Jackson, Deborah Taylor

**Absent:** Representative for Supervisor Wilma Chan

**Vacancies:** District 4, Alameda County

**Staff:** Estelle Clemons, Emily Derenthal, Dwight Williams, and Sandra Lange (Temp)

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

M. Rivera (Vice Chair) called the meeting to order at 5:35 p.m.

**Motion:** To approve the meeting agenda M/S/Carried: S. Johnson/A. Ford/Motion Carried.

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

Roll call was called by staff E. Clemons. A quorum was established. The AC-OCAP promise was recited.

#### C. Approval of Draft January 14, 2019 Administering Board Minutes (M. Rivera)

**Motion:** To approve the January 14, 2019 Administering Board Minutes. M/S/Carried: S. Callum/A.Ford/Motion carried.

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

1. Board Update

##### A. Mrs. Green Application - Attachment D1A

Mrs. Green’s renewed application is in the board packet. In March, Bylaws will be reviewed as well as a board orientation for new members

**Motion:** To accept Mrs. Green’s application to be on the Community Action Partnership Board for District 7. M/S/Carried: B. Cook/S. Johnson/Motion carried.

##### B. Vacancies – District #4 & Alameda County, Wilma Chan & Noel Gallo letters – Attachment D1B

J. Heredia is out until March on a medical leave. Her term expired and we will recruit for another Alameda County low income community position. C. Doutherd term expired as well

Meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201 or call (510) 238-3611 (VOICE) or (510) 238-6451 (TTY) to arrange for the following services: Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired. Please refrain from wearing scented products to this meeting.

and we will recruit for City of Oakland District 4 low income representative. Supervisor Wilma Chan has a new staff member starting in March. The new staff member will be appointed to the board. A letter was sent to Councilmember Noel Gallo.

**Action Item:** E. Clemons will follow up on the status of Council District 5 appointment.

C. Board Retreat: April 6 or 20

Board retreat was originally scheduled for March. Due to having a temporary AA1 position, working on budget and National Community Action Foundation conference, the retreat will need to take place on April 6. Please put the date on your calendar. If the majority cannot attend April 6 date, then we will need to push it back. M. Rivera encouraged all board members to attend as priorities for the year are set.

**Action Item:** Staff will poll the board to solidify retreat date.

D. Board Emergency Contact Form – **Attachment D1C**

Please complete the board contact form and give to S. Lange this evening. If there are no changes, please fill out and indicate no changes.

E. Form 700 – Due April 1, 2019 – **Attachment D1D**

Form 700 is due by April 1, 2019. If not submitted by April 1, there is a \$10 a day fee up to a maximum of \$100. If you serve on multiple boards, only one form is needed. The City Clerk can assist if there are any questions.

2. 2019 Programming

• AC-OCAP update

E. Clemons stated that all grants are moving along. At our last meeting, it was discussed that FESCO/La Familia had until February 4, 2019 to turn in their paperwork showing the merger. FESCO/La Familia turned in their paperwork on the last day it was due. D. Williams indicated that the amendment approved by City Attorney Amber Macaulay has been received. They are now one agency named La Familia. All other grantees are in good standing as we move forward for 2019. 2018 is winding down and all of our grants are being closed out. There is a new annual reporting process which is due on March 8 to the state for AC-OCAP 2018 programming.

3. Travel

G. Green and T. Jackson will be attending the National Community Action Foundation annual conference March 19-22, 2019 in Washington D.C. Community Action Partnership annual conference will take place August 28-30, 2019 in Chicago. G. Green and E. Clemons will attend along with one other board member. E. Clemons encouraged new board members to attend to get the experience. Information on the conference will be included in a future board agenda packet.

4. Events

• Cal/EITC – Kick-off event Thursday, February 21, 2019 9-10 a.m.

Email was sent to all board members with information about the EITC kick-off event. A grant was received from the State for an EITC effort in Alameda County. On Thursday, February 21 at 9 a.m. in the Business Assistance Center at 270 Frank H. Ogawa Plaza, a kick-off event will take place. D. Williams is working with our VITA coordinator Don Raulston. A recruitment for volunteers took place and 16 people from City of Oakland submitted an application. EITC center will open the week of February 24 by appointment only. Mayor Libby Schaaf has

confirmed she will be at kick-off event. All elected Supervisors were invited to event. Individuals who earn \$55,000 or less are eligible to use this service. E. Clemons encouraged board members to get the word out about this service. 211 or earn it keep it save it website will help individuals find EITC locations. Community Connect Labs is a mobile texting platform that can help people determine if they are EITC eligible and can also provide resources on getting their taxes done. SSA and Tri Valley have given us lists of phone numbers of individuals that they work with on a regular basis to screen via the mobile platforms. Community Connect Labs is able to send text messages to these individuals. B. Cook asked if AC-OCAP had a Facebook or Twitter account. E. Clemons indicated that we have both. If there is a board member that would like to help with posting on these accounts, please let E. Clemons know. E. Clemons stated that AC-OCAP's Constant Contact of over 800 + members, is used regularly to to market program and services.

- **Fatherhood Summit: March 16, 2019 – Attachment D2**

Fatherhood Summit will take place at Merritt College on March 16 starting at 8 a.m. AC-OCAP has partnered with the Summit and plan to have a table at the event to distribute the Agency's Community Needs Survey. A community survey is developed to see what individuals top five priorities are. This helps garner community input for the RFP priorities.

**Motion** To approve the 2019 Community Action Partnership Updates M/S/Carried: G. Green/A. Gums/Motion Carried

**Action Item:** A survey is being developed and should be in board packets soon.

**E. Board Officer Elections/Voting Ballot – Attachment E1**

E. Clemons went over Attachment E1 Board Officer Election Policies and Procedures. Nominations were accepted for Chairperson, Vice-Chairperson, Secretary and Treasurer; and all positions were unopposed. S. Johnson nominated G. Green for Chairperson. G. Green nominated M. Rivera for Vice Chair. G. Green nominated S. Johnson for Secretary. M. Rivera nominated Andrea Ford for Treasurer. E. Clemons went over the roles for each position. Each nominated board member was allowed to speak.

Chair

G. Green was elected by acclamation

Vice Chair

M. Rivera was elected by acclamation

Secretary

S. Johnson was elected by acclamation

Treasurer

A. Ford was elected by acclamation

**Motion:** A motion was made to accept the results of the 2019 AC-OCAP Board Officers Election by acclamation. M/S/Carried: B. Cook/L. Ruhland/Motion Carried

**F. Committee Reports**

There were no committee reports. Updated committee list will be included in next month's board packet. An updated board roster will be sent by email and included in packet.

## G. Future/Proposed Agenda Items

### Future:

- Casey Farmer for 2020 Census (M. Rivera requested)
- Jessica Hubley from AnnieCannons (S. Callum requested/they will present in March)
- Los Padres Unidos (A. Gums requested)
- East Oakland Collective (A. Gums requested)
- CDBG update on funding (M. Rivera requested)

### Health

- Trauma Informed Care\*
- La Clinica de la Raza
- Alameda County Building Blocks Collaborative\*

### Financial Empowerment

- Alameda County AC CAN
- Cal Reinvestment
- Bank on Oakland
- Earned Income Tax Credit/UWBA\*

### Youth

- Oakland Fund Children Youth (OFCY)\*
- Oakland Youth Commission \*
- REACH Ashland/Cherryland Youth Center\*
- Early Care & Education Planning Council\*

### Public Safety

- Citywide Public Safety Plan\*
- Cease Fire/Street Outreach\*
- Oakland Unite\*
- Seven Step (Re-entry Population)

### Social Justice

- Ella Baker Center

### Families

- Social Services Agency – TANF, GA\*
- ALL-IN\*

- Alameda County Hope Collaborative
- Rise up

### Community Development

- CDBG \*

\* = Presented

### Housing

- Tri-Valley Housing
- Community Housing – Path/Everyone Home\*
- East Bay Housing Organization (EBHO)\*
- Spectrum – LIHEAP/Weatherization\*
- Oakland Housing Authority\*
- Alameda County Housing Authority
- City of Oakland Housing Road Map\*

### Education

- Promise Neighborhoods- Cal State East Bay \*
- Head Start/Early Head Start
- AC Child Care \*

### Employment

- Alameda County WIB\*
- East Bay Sustainable Alliance
- Oakland WIB\*
- Minimum Wage/Life Up Oakland/\$15 hr. (local union)

### Board Development

- Jim Masters – CAP History/ Board Training\*
- Jim Master – Structure of the American Economy
- Public Ethics Presentation\*

### Food Security

- Alameda County Community Food Bank \*

### Transportation

- Alameda County Transportation Commission

### Proposed:

- Cease Fire/Street Outreach
- Urban Habitat
- Oakland Community Organization (OCO)
- Housing Resource Center/Alameda Housing Community Development (HCD)
- Mayor's Commission on Aging
- AnnieCannons

- Casey Farmer for 2020 Census
- Oakland Unite
- West Oakland Job Resource Center
- East Oakland Collective
- Los Padres Unidos

**H. Announcements**

**Oakland Rotary** (S. Callum) – S. Callum indicated that the Oakland Rotary is always looking for new members. Each Thursday they have lunch at the California ballroom. Rotary has money available to fight homelessness. S. Callum will connect with E. Clemons to discuss this opportunity. S. Callum will sponsor anyone who wants to attend a meeting.

**United Seniors of Oakland and Alameda County** (S. Johnson) - Meetings will begin again in April from 10-1 p.m. at Eastmont Town Center. S. Johnson explained how the organization helps seniors not only with housing and food issues but the skills to ride AC Transit, BART and other Bay Area forms of public transit. The USOAC is a grassroots, multi-ethnic, intergenerational nonprofit organization focused on issues of concern to Alameda County seniors and their allies. USOAC utilizes techniques to educate, mobilize and enable seniors and their supporters to address the issues that affect their quality of life.

**Alameda County/Social Services/All In Update** – E. Clemons stated that All In Update is working on a strategic plan focusing on food recovery. All In is led by Supervisor Wilma Chan and Nate Miley on the new war against poverty.

**Action Item:** Information on the strategic plan will be in March board packet.

**City of Oakland Update** (B. Cook) – On February 12, there will be a Black Wall Street financial workshop at the West Oakland Youth Center. The workshop will give information on the new California I.D., credit repair and is part of the Black Wall Street 20 days of blackness series. District 3 will be announcing a blanket and sock drive soon for the cabins in District 3. The cabins have insulation, but not heat. Roots is the agency that will be servicing the encampment on Martin Luther King and West Grand. This location can hold about 90 people and has Wi-Fi. The encampment at the Lake will be moved as the Lake is a bird sanctuary. In addition, City of Oakland is working with Kaiser as children cannot run around and play at Mosswood Park due to needles throughout the park.

**Other Organizations** (M. Rivera) – Kaiser has opened up the internship program through hidden genius program. The intern will spend eight weeks at Kaiser learning new things relating to IT. This internship is open to both high school and college age.

**Action Item:** M. Rivera will send link to the board.

**I. Agenda Attachments**

- C1** Draft January 14, 2019 Administering Board Minutes
- D1A** Mrs. Green Application
- D1B** Wilma Chan & Noel Gallo letters
- D1C** Board Emergency Contact Form
- D1D** Form 700 – Due April 1, 2019
- D2** Fatherhood Summit: March 16, 2019
- E1** Board Officer Elections/Voting Ballot

**J. Open Forum – None**

**K. Adjournment**

**Motion:** The meeting was adjourned at 6:50 p.m. M/S/Carried: S. Johnson/A. Gums/Motion Carried