



# MINUTES



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

### Administering Board Meeting

**Monday, September 11, 2023, 5:30 p.m.**

Staff: Dwight Williams, Maria Huynh, and Ana Tellez-Witrigo

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

Board Chair Rivera called the September 11, 2023 Administering Board Meeting 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 Staff Williams, a quorum was established at 5:38 p.m.

Present: 10 – Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Patricia Schader, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Supervisor Nate Miley (Angelica Gums)

Excused: 1 – Jocelyn Mapp

**MOTION:** To approve the July 10, 2023 Administering Board Agenda as is  
Made by B. Cook/ A. Ford, carried by the following vote:

**Aye:** 10 S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Absent:** M. Rivera **Excused:** 1 J. Mapp

#### **C. Approval of Draft July 10, 2023, Administering Board Minutes - Attachment C1**

**MOTION:** To approve the Draft July 10, 2023 Administering Board Minutes  
Made by B. Cook/ A. Ford, carried by the following vote:

**Aye:** 9 S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Excused:** 1 J. Mapp

**Abstain:** 1 M. Rivera

#### **D. Public Comment: (Specific Agenda Item(s): Audience Comment Period)** No comments.

#### **E. Community Action Partnership (AC-OCAP) Updates (Staff Williams)**

## 1. Board Update

Chair Rivera asked staff to clarify how AC-OCAP Board members should confirm their availability to attend meetings to determine quorum.

Staff Williams asked board members to “accept” the meeting invitation to confirm their attendance. “Decline” means the board member will not attend.

### A. Board Vacancies: Private Sector, CDBG Oakland District 4 and 6, and two Alameda County Low-Income Community Seats

The Board needs to fill vacancy appointments from the Private Sector, CDGB Oakland District 4, and two Alameda County-Community seats.

B. Cook will reach out to the Oakland City Council District 4 Chief of Staff for a district recommendation.

Chair Rivera reached out to the Rotary Club but did not receive any recommendations.

### B. Approval of Oakland Mayor Sheng Thao Appointee - Deputy Mayor Dr. Kimberly Mayfield -Attachment E1B

### C. Approval of Alameda County Supervisor Lena Tam – Cesley Ford-Frost – Attachment E1C

At the discretion of Chair Rivera, Items A and B were taken together.

**MOTION:** To approve Oakland Mayor Sheng Thao’s Appointee, Deputy Mayor Dr. Kimberly Mayfield and Alameda County Supervisor Lena Tam’s appointee, Cesley Ford-Frost, as AC-OCAP Board Members.

Made by T. Love/ S. Johnson, carried by the following vote:

**Aye:** 10 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Excused:** 1 J. Mapp

### D. Approval of Oakland CDBG District #6 - Lawanda Smith – Attachment E1D

**MOTION:** To approve Oakland CDBG District #6 Appointee - Lawanda Smith as a AC-OCAP Board Member.

Made by A. Gums/ A. Ford, carried by the following vote:

**Aye:** 10 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, D. Walker, P. Schader, T. Love, B. Garza, A. Gums

**Excused:** 1 J. Mapp

### E. Board Acknowledgements

Chair Rivera acknowledged the lack of food at the September 11, 2023, board meeting. Due to understaffing, food was not prioritized; however, with the new staff, Maria and Ana, going forward, food, water, and name tags will be provided at future board meetings.

Chair Rivera announced that, as part of AC-OCAP's budget and to accommodate community attendance, parking and travel are reimbursed. Also, with advance notice, childcare is available. Children are also welcome at the meeting.

Chair Rivera thanked Angelica Gums for attending the AC-OCAP Public Hearing on August 29, 2023 at the West Oakland Public Library.

#### **F. 2023 Board Retreat**

Chair Rivera shared that the retreat has been moved to the spring of 2024. The purpose of the retreat is for the board to set priorities based on the needs in Alameda County.

Board Member Gums shared that there has only been one planning and programming committee meeting. If Board members would like to join the committee, please contact Board Member Gums.

##### **2. AC-OCAP Programming**

###### **A. AC-OCAP Update 2022**

###### **1. CSD CSBG Close-Out Report - Contract 22F-5002 - Attachment E2A.1**

Staff Williams stated that AC-OCAP has received the CSBG Close-Out Report from CSD. The 2022 grant has been completed.

###### **2. CSD Audit Transmittal Report - Attachment E2A.2**

Staff Williams provided an update, the CSD Audit Transmittal Report, which indicates that CSD has completed an audit for the 2022 CARES Grant program and the 2021 CSBG Grant program. The audit determined that no issues were found with the grants.

###### **B. Late 2024-2025 Community Action Plan - Attachment E2B**

Staff Williams stated that AC-OCAP received a late notice from the State of California (CSD) because the 2024–2025 Community Action Plan (CAP) has not been received. The CAP Plan was due on June 30, 2023. Due to AC-OCAP having only one staff member for 9 months and many administrative and programmatic activities due in the same time frames, in addition to the City of Oakland experiencing a ransomware incident in February 2023 that deleted all AC-OCAP data files for 2021 and 2022, the CAP Plan was prioritized to be completed after submitting the 2022 annual reports and onboarding the new 2023 RFP grantees. Staff completed the annual reports, onboarded the new grantees, and has been working on the CAP plan. The public hearing was held on August 29<sup>th</sup>, 2023 at the

West Oakland Public Library located at 1801 Adeline Street in Oakland, CA. Staff is in the final stages of completing the CAP plan. The draft CAP Plan was included in the September 11, 2023, agenda packet.

**C. 2024-2025 CAP Plan Timeline (Final) – Attached E2C**

Staff needs to add the public comments received at the public hearing in verbatim format. The plan is due to the state by September 21, 2023.

**D. 2024-2025 – Community Needs Assessment Presentation – Attachment E2D**

Chair Rivera shared that based on what she heard at the AC-OCAP public hearing, there is a need for the board to discuss adding mental health services to the strategic plan. She also heard the feedback from Quantum Norwood, who runs a reentry program, that the advocacy board can undertake the possibility of working within and outside of the system. At the retreat, the board can discuss how we can partner with other organizations that have funding to leverage resources.

Board Member Gums shared that, in addition to mental health, the hearing highlighted the need for affordable housing. We are looking at ways to invest in communities to increase income through jobs, business ownership, and a job pipeline program. We should take a deeper dive into what poverty looks like in Alameda County and Oakland and how, as a community, we can come together to share ideas and leverage each other's resources. From the public hearing feedback, there is a preventive side of mental health that we can explore to prevent things from escalating to an extreme mental health issue, such as housing and job resources. Noting that Alameda County has several resources for mental health.

Staff Huynh stated that her key takeaway from the public hearing is the need for more attention to mental health services and social services for seniors and youth. She currently handles AC-OCAP grants from 18 non-profit organizations, and all are focused on housing, and job training and placement. She does not see any mental health programs by grantees. Alameda County has health and social services data for the unhoused in their database that intersects with mental health needs. She will share some of this information with the board when received.

Board Member Cook's topic for the retreat is the nexus between location and access to mental health services. What is available in the flatlands? East and West Oakland does not have agencies that offer preventative services. Most programs are connected to a school, so those seeking support without children are underserved or not served at all. The board can discuss working with organizations that support making mental health more accessible.

Board Member Love suggested inviting local community health clinics to present at future board meetings to see what services they offer and what support they need. She also shared that Alameda County Behavioral Health has provided funding for a black psychologist to provide a healing haven. There will be locations in both East and West Oakland. We can bring them on to be part of that conversation. Also, UCSF has a clinic in West Oakland. They can be invited to share what services they offer and how the board can help the community know about the services.

Board Member Walker expressed an interest in coordinating organizations and programs to present to the board about mental health because his work is within the mental health field.

**E. 2024-2025 CAP Plan (Draft) – Attachment E2E**

Board Member Cook asked why on page 15, under #8A, B, and C, the sections are blank. Will they be filled in?

Staff Williams responded Yes, final data will be input and finalized prior to submitting.

**C. 2024-2025 Community Needs Assessment -- Action Item:**

**D. 2024-2025 CAP Plan (Draft) -- Action item**

**MOTION:** To approve item C, 2024-2025 Community Needs Assessment, and item D, 2024 – 2025 CAP Plan (Draft).

Made by A. Gums/ B. Cook, carried by the following vote:

**Aye:** 12 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, P. Schader, T. Love, B. Garza, A. Gums, K. Mayfield, C. Ford Frost, L. Smith

**Excused:** 1 J. Mapp

**Abstain:** 1 D. Walker

**3. Travel/ Conventions**

- A.** National Community Action Partnership (NCAP) Annual Convention, August 28-30, 2023, Atlanta, GA (Attended by Board Members Ford and Gums and Staff Williams).

Report from Board Member Gums:

Board Member Gums met the board members of the National CAP. She networked and inquired about how other CAPs work. Many CAPs did not let the COVID-19 pandemic stop them. For example, one CAP used diaper drives for expecting mothers and found creative ways to utilize their Weatherization program. Board Member Gums will share information with Chair Rivera about Rising Sun Energy. One of the general session speakers, Ms. Howard, previously lived in Oakland. Ms. Howard stated that she would

come visit AC-OCAP when she is in town. The NCAP Board has adopted a new code of ethics for NCAPs. Also, Board Member Gums will send information about the many online webinars that are available to NCAP members.

Report from Staff Williams:

Staff Williams highlighted two different sessions he attended: One was about the ABCSBG's program funds and guidance on how the funds can be spent. The state regulates and determines how 90% of the programs are allowable to use these funds. The other 10% is determined by the federal government. The main takeaways were learning how critically important it is to know where the funding originates, where is it distributed, and what are the allowed uses. If a board is active with developing creative programs that deliver a needed service to the community, the board can advocate for additional funds and make the claim that the program fits into the requirements.

The second session was on the ABCSBG's of tripartite boards, the board selection process, importance of updating by-laws, and the operation of the boards. The main takeaway was that the Board must be active in creating programs and must advocate for more funds. The AC-OCAP board currently receives about \$1.4 million each year to fund job training and housing support programs. To make the type of impact desired, the Board needs to develop more programs and more funding is needed. And that additional funding must come from the actions of the Board.

**B. Cal CAPA Annual Conference, November 6-9, 2023 in San Francisco, CA -Action item**

Chair Rivera announced that there will be information sent to board members regarding the Cal CAPA Annual Conference and welcomes board members to attend one day. She is always impressed with the work that other CAPs do.

**4. SNAP Program Update**

This item was moved to the next board meeting of October 9, 2023.

**H. Committees – Return to Standing Meetings and Composition of Committee – Action item:**

The Executive committee will begin work on cleaning up the AC-OCAP bylaws. It will start meeting on the third Thursday of the month at 5:30 p.m.

Angelica Gums will lead the Program Committee and David Walker will lead the Advocacy Committee.

At the request of Chair Rivera and Board Member Gums, staff will review the Brown Act for understanding and to determine if committee meetings need to be in-person.

**I. Future/Proposed Agenda Items (see chart below)**

AC-OCAP Board Member Refresher Training will be in October.

**J. Attachments**

C1	Draft March 13, 2023, Administering Board Minutes
D1	May 8, 2023, AC-OCAP Administering Board Meeting Summary
E1	AC-OCAP Resolution 7-23
G1B	Oakland Mayor Appointee Letter
G1C	Alameda County Supervisor Appointee Letter
G2A	2022 CSD Annual Report Feedback and Factsheet
G2B	2023 AC-OCAP Budget (Amendment 1)

**K. Announcements:**

- United Seniors of Oakland and Alameda County - Board Member Johnson
  - Golden H. Non-profit organization is having a fundraiser fashion show on September 23<sup>rd</sup> from 2 p.m.-6 p.m. at 720 Bancroft Ave, Suite 209, San Leandro CA.
  - United Seniors of Oakland Alameda County is having its 20<sup>th</sup> Annual Healthy Living Festival at the Oakland Zoo on September 28, 2023 from 9 a.m. – 2 p.m. It is FREE to attend.
- Alameda County Social Services/ Board of Supervisors – Board Member Ford-Frost
  - The Alameda County Probation Dept is sponsoring Positive Futures Fair on Friday, September 15<sup>th</sup> at 3 p.m.-6 p.m.
- City of Oakland – Board Member Love
  - The Mayor’s office is sponsoring a Hip-Hop event for Kids in Fairyland, a health and wellness event on September 23<sup>rd</sup>.
  - Starting September 12, 2023, City Council is back in session and committee meetings will resume. The full City Council Meeting will be on September 19<sup>th</sup>.
  - Councilmember Fife will have a District Townhall on Saturday, September 16<sup>th</sup> at St. Mary’s Center at 10 a.m.
  - City of Oakland Head Start has a new mobile service van that will be out in the community. It was at Oakland’s Pride event. They also had a Health Fair at San Antonio Park last Saturday. Congratulations to Head Start for getting that mobile service van that will be out in the community soon.
  - Mayor’s office is doing a “Talking Transitions” community engagement initiative. It consists of a survey regarding economic development, available both electronically and as hard copies (in multiple languages), community safety, and housing and homelessness. In addition, they will have two large town halls on September 16<sup>th</sup> at McClymond’s High School, 9:30am-2:30pm, and September 23<sup>rd</sup> at Castlemont High School, 9:30am-2:30pm.

**L. Open Forum (General Audience Comment Period)****M. Adjournment**

**MOTION:** To adjourn the September 11, 2023 meeting

Made by S. Johnson/ A. Ford, carried by the vote of:

**Aye:** 13 M. Rivera, S. Johnson, A. Ford, B. Cook, M. Margolis, P. Schader, T. Love, B. Garza, A. Gums, K. Mayfield, C. Ford Frost, L. Smith, D. Walker

**Excused:** 1 J. Mapp