



MINUTES



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

Administering Board Meeting

Monday, January 8, 2024, 5:30 p.m.

Board Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Patricia Schader, Quantum Norwood, Mayor Sheng Thao (Dr. Kimberly Mayfield), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Ana Tellez-Witrigo), Supervisor Lena Tam (Cesley Ford-Frost), Supervisor Nate Miley (Angelica Gums)

Board Members Excused: Andrea Ford (Treasurer), Councilmember Treva Reid (Jocelyn Mapp)

Board Members Absent: LaWanda Smith

Board Vacancies: Community Development Block Grant (CDBG) District 4, Alameda County and Private Sector vacancies

Guests: Eugenia Bowman Crews, Kampol Crews, Henry "Hank" Levy, Alameda County Treasurer, Regina Campbell Cruise, Scott Means, Human Services Director.

Staff: Dwight Williams, Maria Huynh, Jacquelyn Jacobs, and Donald Raulston

A. Call to Order/Recite AC-OCAP Promise

Chair Rivera called the January 8, 2024 Administering Board Meeting to order at 5:38pm.

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

Secretary Cook performed Roll Call and a quorum was established at 5:40 p.m.

MOTION: To approve the January 8, 2024 Administering Board Agenda.

M/S/Carried: A. Gums / Q. Norwood / Motion Carried.

C. Approval of Draft December 11, 2023 Administering Board Minutes – Attachment D1

MOTION: To approve draft December 11, 2023 Administering Board Minutes

M/S/Carried: T. Love / A. Gums / Motion Carried.

D. Open Forum: (General Audience Comment) –

Introduction of members of the public: Henry "Hank" Levy, Alameda County Treasurer; Regina Campbell Cruise,

E. INFORMATIONAL ITEM: Boards and Commissions Form 700 Training Presentation by Krystal Sams, Legislative Record, Office of the City Clerk

Summary: The presentation is intended to ensure compliance with Boards and Commission Form 700. Many board members have not taken the Oath of Office or completed a Form 700, so the board is out of compliance. This meeting is considered notification to either take the oath and submit past or current 700 forms. K. Sams will send a link to schedule an appointment to take the Oath which must be taken after joining the Board or after any period of separation.

Form 700 can be completed online and by hard copy. The online account must be created by the City Clerk's office. The form must be submitted upon starting service and after leaving service. Contact the office at electionservices@oaklandca.gov or (510)238-6405 to schedule an appointment

F. INFORMATIONAL ITEM: Presentation from Scott Means, Human Services Department Director

Summary: Scott Means came to the City of Oakland in 2001 and established the Disability Services in Parks and Recreation Department. He is supporting the Oakland Commission on Aging, which he says is a good example of activism in the community. He distributed a flyer outlining the Eight Age-Friendly Domains for Livable Cities, which was the result of feedback received from community forums. The top four domains are Health & Wellness, Outside Spaces & Parks, Community Information, and Housing. He distributed a 2023 Commission of Aging Informational Report to the Oakland City Council. The Commission received funding of about \$450 - \$460K from the Sugar Sweetened Beverage Tax to prepare a Five Year Cycle Plan as restorative justice to the seniors whose generation was most heavily impacted by sugary drinks. The Commission on Aging is looking for opportunities to intersect and cross over with other boards and commissions.

In response to a question regarding the hiring process for the open AC-OCAP Director position, as per the by-laws, the board will have the opportunity to participate in the hiring process for the new director. Scott Means will return to AC-OCAP for a more detailed discussion about the City of Oakland budget at a later meeting.

G. INFORMATIONAL ITEM: Presentation from Henry "Hank" Levy, Alameda County's Treasurer-Tax Collector

Summary: Alameda County has access to millions of dollars that Hank Levy can invest through his role as Treasurer-Tax Collector. He buys Certificates of Deposits from local banks with a guarantee that the money will be re-invested into the community. He is currently working on the Alameda County Government sponsored Enterprise (GSE) Serving Under Banked Communities proposal. This one year pilot will provide financial services and no fee to low fee loans as an alternative to predatory pay day loans. He is working with Phong La, Alameda County Assessor, and Dan Leibsohn to establish a check cashing service in Alameda County with zero costs. It will be proposed to the AC Supervisors. The first program will be check cashing and eventually expand to the GSE. The check cashing would be run through Dan Leibsohn's non-profit, Community Development Finance. Services will be located at the Tax Collector's office at 1221 Oak Street, Suite 131 between 8:30am – 4:30pm. They are using this space to reduce costs because security is already in place and several expenses such as rent would be eliminated.

This program is being referred to the Advocacy Committee for future discussion.

H. INFORMATIONAL ITEM: Community Action Partnership (CAP) Funding Goal: Increase CAP Funding
Presenter Chair Rivera

Summary:

The Executive Committee will work on Area 1: Fed/State understanding

The Advocacy Committee will work on Area 2: Understanding other CAP's funding especially Sonoma, Santa Cruz

The Program Committee will work on Area 3: Understanding funding sources, San Francisco Foundation, Melissa Gates Foundation.

I. INFORMATIONAL ITEM: Travel Opportunity (NCAF in Washington D.C. and CalCAPA Advocacy in Sacramento, CA)

Summary:

Chair Rivera, Board member David Walker, and Staff Williams will attend the National Community Action Foundation (NCAF) Conference 2024 in Washington, D.C. on March 12 – March 15, 2024. The Chair exercised her authority to choose the participants for this trip, however board members will have an opportunity to request to attend other events this year. It is possible to purchase virtual access for members who want to participate in the meeting or they can choose to self-fund their attendance as a Board member. The deadline for anyone interested in attending is January 23, 2024.

Chair M. Rivera left the meeting early. Vice Chair S. Johnson chaired the remainder of the meeting.

J. INFORMATIONAL ITEM: Community Action Partnership (CAP) Updates

a. 2023 Grantee Contract Status

- Grantee Annual Reports Due 1/9/2024
- Grantee RFF/Invoices Due 1/20/2024
- Annual Agenda Report to City Council – submitted 12/26/23

Of the 18 grantees, five contracts were completed and the rest are stuck in contract compliance and there is a 60 – 90 day backlog. The grantee annual reports are due on 1/9/24 and two have been completed. A City Council report to accept the money issued from the State of California has been prepared for the February meeting. Staff estimates that they will be able to start contracts in March after the council meeting.

b. 2023 CSBG Reports Due

- Organizational Standards Report Due
- CSBG Annual Report Due 2/8/2024

c. 2024 Board Meeting Calendar – Attachment C

d. 2024 Grantee Activities

- 2024 Grantee Presentations to the Board
- 2024 Grantee Site Audits
- 2024 Grantee Submittal of most recent financial statements

e. 2023 Alameda County - Oakland Community Action Partnership (ACOCAP)

Community Services Block Grant (CSBG) Budget – Attachment D.

A request for a line item in the AC-OCAP budget for the 2024 Retreat can be presented for a vote at a future board meeting.

- f. **2024 VITA/EITC Program at West Oakland Public Library**
The VITA program will be available from 2/1/24 – 4/11/24, Tuesdays, Wednesdays and Thursdays. The program will set appointments to ensure enough volunteers are available. VITA is working with a partner bank to provide a debit card to send the refund to recipients instead having to cash a check. VITA services will be available at locations in various counties.

K. Open Forum: (General Audience Comment Period)

Community Action Month is May 2024 and this year is the 60th Anniversary. Programming for the anniversary will be a recurring topic for future meetings.

L. INFORMATIONAL ITEM: Announcements

a. **United Seniors of Oakland and Alameda County**

No report

b. **Alameda County Social Services/Board of Supervisors**

No report

c. **City of Oakland**

The Mayor's Office is participating in MLK Day activities and are encouraging everyone to volunteer for the Point in Time count on 1/25/24 from 5:00am – 10:00am

d. **Board Members**

No report

M. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting made by P. Schader seconded by Q. Norwood. Motion carried by the following vote:

Aye: S. Johnson, B. Cook, M. Margolis, D. Walker, P. Schader, Q. Norwood, T. Love, A. Gums, K. Mayfield, A. Tellez-Witrigo, J. Mapp, and C. Ford-Frost
Absent: L. Smith
Excused: A. Ford, M. Rivera

The Next-In-Person Meeting: February 12, 2024