



## MINUTES

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



#### Joint Program Planning and Advocacy Committee Meeting Wednesday, June 26, 2024, 5:30 PM

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**Committee Member Present:** Supervisor Nate Miley (Angelica Gums), David Walker, William B. “Quantum” Norwood II, Patricia Schader and Diana Maravilla

**Committee Member Excused:** Mayor Sheng Thao (Dr. Kimberly Mayfield), Carroll Fife (Tonya Love), Councilmember Noel Gallo (Ana Tellez-Witrigo), and LaWanda Smith

**Committee Member Absent:** Councilmember Council Member Treva Reid (Latasha Perry)

**Staff:** Thea On

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

Staff T. On performed Roll Call at 5:40pm. No Quorum established.

#### 2. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Joint Program Planning and Advocacy Committee Meeting of May 15, 2024

**MOTION:** None due to lack of Quorum

**M/S/Carried:** None due to lack of Quorum.

**3. Summary:** During the meeting, the Committee members discussed their roles and responsibilities, as well as efforts to provide direct services for the homeless, including organizing a food drive and advocating for reparations. They also discussed ways to improve communication and collaboration within AC-OCAP to better manage grants and community engagement. Concerns were raised about member availability during the board retreat planning and the need for a clear understanding of duties and expectations. The meeting ended with a discussion on the importance of documenting contacts and follow-up actions, reaching out to relevant organizations and leveraging technology for effective communication.

#### 4. Logistical & Budget Planning for:

**a. Board Retreat:** Potential venues: Allen Temple Church, Oakland Cathedral, and South Broadway gallery suite. Venue details: OakStop Broadway gallery suite 175/hour, and Oakland Cathedral has a flat rate of about \$360. The retreat is planned for August, and an Ad Hoc Committee will be formed to plan the retreat. Three bids are needed if the cost exceeds \$500. Parking arrangements and costs for board members were discussed. The retreat will include discussions on board responsibilities and bylaws review. Breakout sessions and team-building activities were suggested. The retreat will aim to align the board's goals and strategies for the upcoming year.

**b. CAP 60<sup>th</sup> Anniversary:** Chair A. Gums discussed the following key points regarding CAP's 60th Anniversary event, which was reviewed during the Administering Board meeting. It was considered successful given the short planning timeframe. Areas for improvement were identified, such as better coordination and planning. There's a need for more time to get the word out and invite more participants. Future events should focus on target audiences and specific topics. Having a call to action at the end of

the event was suggested for future gatherings. The board discussed ways to improve overall event execution and impact.

#### **5. Change Committee Structure – Breaking up 2 Committees to get more done**

**a. Ad Hoc Committee:** The Committee would be formed to plan the board retreat. It would have less than 10 members, so it doesn't need to be public. The Committee could repurpose the Friday noon meetings for planning. The Committee will work on logistics and follow-up tasks for the retreat. Several board members volunteered to be part of the Committee. The Ad Hoc Committee would help streamline the planning process for the retreat.

**6. Administration for Children and Families Grant Consideration:** Chair D. Walker mentioned the need to catalog grant opportunities, even if they're not ready to apply immediately. Chair A. Gums noted the importance of having infrastructure in place to carry out grant deliverables. There was a discussion about the challenge of keeping track of grant deadlines and information among numerous emails. The board recognized the need for a system to organize and track grant opportunities. D. Walker suggested creating a project management document to help manage grant-related information.

**7. Strategic Plan:** Chair A. Gums briefly noted that it still needed to be reviewed after the retreat.

**8. Public Comment:** None

**9. Open Forum: (General Audience Comment Period):** None

**10. Adjournment:** Chair A. Gums adjourned the Joint Planning and Advocacy Committee Meeting at 7:00pm.

**MOTION:** None due to lack of Quorum

**M/S/Carried:** None due to lack of Quorum.

**The Next-In-Person Meeting: July 17, 2024**