



MINUTES



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

Administering Board Meeting
Monday, July 10, 2023, 5:30 p.m.

A. Call to Order/Recite AC-OCAP Promise

Board Vice Chair S. Johnson called the July 10, 2023, Administering Board Meeting to order at 6:05 PM. The AC-OCAP Promise was recited.

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

Roll Call was performed by staff L. Diangson, a quorum was established at 6:14 PM

MOTION: To approve the July 10, 2023 Administering Board Agenda

M/S/Carried: B. Cook / A. Ford / Motion Carried

C. Approval of Draft March 13, 2023 Administering Board Minutes – Attachment C1

MOTION: To approve the Draft March 13, 2023 Administering Board Minutes

M/S/Carried: A. Gums / J. Mapp / Motion Carried

D. Review of May 08, 2023, Administering Board Meeting Summary – Attachment D1

E. Adopt AC-OCAP Resolution 7-23 to Authorize New Signatory Authority – Attachment E1

MOTION: To approve the Resolution 7-23 to Authorize New Signatory Authority to Interim HSD Director, D. Scott Means

M/S/Carried: A. Ford / B. Cook / Motion Carried.

F. Open Forum

No public comments

G. Community Action Partnership (CAP) Updates

1. Board Update

A. Private Sector, Community Development Block Grant (CDBG) Oakland District 4 and 6, and 2 Alameda County Community Representative Vacancies:

Vice Chair S. Johnson asked everyone to reach out to their friends, community members, and networks to recruit new members to fill our open seats.

ACTION ITEM: Board members to help recruit new members.

B. Oakland Mayor Appointee Letter – Attachment G1B

ACTION ITEM: Vice Mayor Dr. Kimberly Mayfield was sworn in by Vice Chair S. Johnson.

C. Alameda County Supervisor Appointee Letter – Attachment G1C

ACTION ITEM: Cesley Ford-Frost was sworn in by Vice Chair S. Johnson.

D. Board Acknowledgements

E. 2023 Board Retreat – Saturday, October 14th 10a-2pm

Nothing has been scheduled for the retreat yet. The Program Planning Committee will lead the effort to plan the retreat. Angelica Gums will chair the Program Planning Committee. She is seeking others to serve on the committee. Arnold and Karen Perkins are potential facilitators to facilitate the retreat. They did a fantastic job facilitating our last retreat.

2. AC-OCAP Programming

A. AC-OCAP Update – Attachment G2A

CSD sent AC-OCAP a notice reminding the agency that the 2024-2025 Community Action Plan has not been received. The CAP Plan was due on June 30, 2023. Jennifer Milovina, CSD, had been notified by staff that AC-OCAP would not be able to submit the CAP Plan by the due date due to staffing shortages. A response is required from AC-OCAP that includes a plan and a date for the completion and submission of the CAP Plan. This must include hosting a listening session in the community prior to submitting the CAP Plan. The notice also states that “negative results may delay funding for contracts beginning in 2024 for failure to submit a CAP Plan.” I am working on the CAP Plan. I will submit the plan and a submission date to CSD by Friday, July 14th. That doesn’t give me a lot of time, but I am working on it, and we will have the plan submitted, and the community hearing will occur. We are looking for a location to host the event. We should not be impacted if we submit the CAP Plan response by Friday, July 14, 2023. We have hired Maria Huynh and she is doing an outstanding job helping me gather the contract data.

MOTION: To approve the AC-OCAP Update – Attachment G2A

M/S/Carried: B. Cook / P. Schader / 1 Abstention Motion Carried.

B. 2023 AC-OCAP Budget (Amendment 1) – Attachment G2B

The CSBG Grant for 2022 has been successfully closed and we have spent both the basic grant and the discretionary grant that combined to total \$1,455,230. The 2023 CSBG Grant was issued for \$1,294,234 which is \$97,000 lower than 2022 grant. The draft budget for 2023 was approved at the last board meeting with the understanding that changes needed to be made to balance the budget. Since that time, we have received Amendment #1 which has increased our grant by \$107,602 and brought our 2023 grant to \$1,401,836. The new budget to match the allocation from Amendment #1 is included in the packet. The grants were reduced from \$45,000 to \$30,000 to fit the lower amount received for the 2023 grant. The amendment #1 funds enabled us to increase the \$30,000 grants to \$40,000. The three seeded grants that were \$25,000 will remain the same.

MOTION: To approve the 2023 AC-OCAP Budget (Amendment 1) – Attachment G2B

M/S/Carried: T. Love / A. Ford / 1 Abstention / Motion Carried.

C. Earned Income Tax Credit (EITC) Program Outcomes

Don Raulston and Jacqueline Jacobs, our tax team, operated our EITC program from February 1st through May 31st at the Downtown Oakland Senior Center. They were able to recruit 21 students from UC Berkeley and 13 volunteers from Volunteer Match to assist with tax preparation. 175 total tax returns were completed and the total refunds requested were \$132,974.00. Last year we prepared 60 tax returns. The City of Oakland Tax Team earned the Alameda County “Highest Growth Award” for the 2023 Volunteer Income Tax filing season. This award recognizes the 292% increase from 60 to 175 tax returns. We are hoping to bring back many of the same team members next year.

We have started looking for a new location for the next tax season that would be in the community and have plenty of parking so we can make our tax site easy to get reach and hopefully increase the number of people that come in and get their taxes prepared for free. We also hope we do not have to repeat the Wi-Fi challenges we experienced at the

Downtown Oakland Senior Center. This issue negatively affected our productivity. We will start preparations in September.

We also are looking for a place to host the CAP Plan Public Hearing. We want people to attend so they can hear what our CAP plan is and see the demographic information that we have collected. The San Antonio Center has been suggested by Brittany Garza (Dist. 5). All their community meetings are held there. She will reach out to them and see if it's possible to hold it there. The meeting would start at 5:30 p.m. The meeting will be in August because the hearing has to be completed before submitting it. We will publicize it on our website so everybody that is willing to come can hear what we have to say and give us feedback. Brittany will reach out to the West Oakland Senior Center and the West Oakland Public Library as well. Incidentally, we are trying to make the West Oakland Public Library our Tax Center for the next tax season.

D. Bank on Oakland (BOO) Financial Empowerment Program Update

We had good momentum towards the end of the year, but we don't have the personnel to staff this program so it will be put on hold.

3. Travel

A. National Community Action Partnership (NCAP) Annual Convention, August 23-25, Atlanta Georgia (A. Ford and A. Gums will attend)

B. CalCAPA Annual Conference, November 6-9, San Francisco, California

There will be a lot of valuable information given at this conference. Please inform staff if you are interested in attending. Think about it.

H. Committees – Return to Standing Meetings & Composition of Committees – Handout

MOTION: Postpone until next meeting

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

AC-OCAP Board Member Refresher Training

The Board Orientation will be held in October for the new board members

We have one application for District 6

J. Attachments

C1 Draft March 13, 2023, Administering Board Minutes

D1 May 8, 2023 AC-OCAP Administering Board 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

Last Friday United Seniors of Oakland and Alameda County had their 32nd annual convention which was on June 30th at St. Columbia Catholic Church in Oakland. It was well attended, had excellent presenters and a lot of exhibitors. It was a phenomenal convention. I am hoping that next year, some people on the board can attend because AC-OCAP are members and therefore, we do not have to pay any amount to attend the convention. I would like you to "save the date" for the 20th annual healthy living festival which will take place at the Oakland Zoo on Thursday, September 25th from 9:00a-2pm. The theme will be promoting health and wellness for adults 55 and older. As stated before, we are members so it won't cost us anything, but we will need to register for the healthy living festival. We are hoping to have approximately 2,000 people in attendance. There will be exercises and you will be able to get vaccines if you have not already gotten

them. There will be a blues band, lunch and many exhibitors. It will be a healthy living day of fun. Please share this information with others.

On Saturday, July 15th we will be conducting our West Oakland community clean up from 9:00a-2p. We will be meeting at Jefferson Square Park. There will be free trash drop off on 6th and Castro for neighbors. We will have a volunteer appreciation celebration at the park from 1:00p-2p. Hopefully you can all come.

J. Mapp announced that City Council member Treva Reid's office will be hosting another coffee and conversation for our seniors this coming Wednesday from 9am-10:30a at the Senior Center. Scott Means, Oakland Interim Human Services Director will be joining us and sharing some updates and some resources for our seniors. If you are interested, please reach out to me and I will supply the flyer. Last year, we held our first annual day of action which was created through our community safety task force. As a result, we did 3-day actions where we had all of our partners and city agencies come out and provide resources to the community between 82nd and 90th Avenue on International Blvd. We are geared up for the next one on July 28th, 3:00p-5p. It will be held in the same block corridor area. Another meeting with the partners will be held before the day of action. We are excited and look forward to the next meeting. The Mayor had an "Interfaith in the Park" event on June 24th in District 6 at Arroyo Viejo. It was part of activating spaces and having community groups come and share information with the district. This was the first time it was done. We are planning to recognize the 50th year of the hip/hop genre in September at Frank Ogawa Plaza. As the details become more solidified, information will be shared with Mr. Williams and he can send it out. I think it will happen before the next meeting.

On July 29th, the family support advocates, which is a subsection of the violence prevention coalition, is having a Family Fun Day that will be held at Mosswood Park, 10a-2p. The goal is to have an event for families of victims of crime that can come together in a very fun, supportive environment for those who have experienced loss or the trauma of being a victim. We are not inviting the entire city, but it may end up being the entire city. Thanks goes to the city council members who supported the resolution to help fund this event. We have had several events and they have all been really impactful for the families who are still struggling with the loss and grief.

On July 15th, from 10am-3pm, Allen Temple Baptist Church will be having a Health Fair that will include HIV, Covid-19, and Cancer screenings, eye exams, free glasses, clothes give aways, and a blood drive. Come out and enjoy!

L. Open Forum: (General Audience Comment Period)

No comments.

M. Adjournment 6:40 PM

MOTION: To adjourn the July 10, 2023 Administering Board Meeting

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