



# MINUTES



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

Visit us on the web at [OaklandCap.org](http://OaklandCap.org) or contact us by email at [AC-OCAP@oaklandnet.com](mailto:AC-OCAP@oaklandnet.com)

**Vision Statement:** To end poverty within the City of Oakland and throughout Alameda County

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## EXECUTIVE COMMITTEE MEETING (Special Meeting)

Wednesday, July 11, 2018 @ 5:30 P.M.

150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1

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**Committee Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Sandra Johnson (Secretary), Andrea Ford (Treasurer), and Brittaney Carter for Supervisor Wilma Chan

**Excused:** Bridgette Cook for Councilmember Lynette McElhaney

**Staff Present:** Estelle Clemons and Dwight Williams

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### 1. Call to Order/Roll Call/Determination of Quorum

Gladys Green (Chair) called the meeting to order at 5:35 p.m. Roll was called by staff member Estelle Clemons. A quorum was established.

#### Approval of June 6, 2018 Executive Committee Meeting Minutes

**Motion:** To approve the June 6, 2018 minutes. M/S/Carried: S. Johnson/B. Carter/Unanimous. Motion Carried.

### 2. AC-OCAP Program Update

E. Clemons gave an update of programming activities. She stated that the site visits to the 5 grantees that needed follow up have been completed. Per the monitoring visits, all grantees are on track to achieve their 2018 goals. Mid-year progress reports and requests for funds (RFF) are coming in. Grantees are scheduled to present to the Board in September and October. The By-laws are being updated. Comments from City Attorney Amber McCauley are being reviewed and will be forwarded to the ad hoc by-laws committee for review and discussion. The committee discussed next steps for County "Ask" letter.

**ACTION:** E. Clemons will work to get the City of Oakland's "Ask" letter signed by the City Administrator, Sabrina Landreth.

**ACTION:** B. Carter will submit a meeting request to Supervisor Wilma Chan and send a meeting request to Supervisor Nate Miley's office after Thursday for a follow-up meeting regarding the board's "Ask" letter. AC-OCAP Board members will be kept abreast of the date and time to ensure board representation is present at the meeting.

**Motion:** For E. Clemons and B. Carter to schedule a meeting to discuss Oakland-Alameda County proposal with Alameda County Board of Supervisors. M/S/Carried: M. Rivera/S. Johnson/Unanimous.

### 3. Board Recruitment – (District Letter 1, 2, 6, & Alameda County)

E. Clemons reported that there are four (4) community vacancies on the Board (District 1, 2 & 6 and Alameda County). A constant contact notification has been sent out regarding the vacancies and a letter sent to each elected official requesting their assistance in identifying qualified residents.

Discussion ensued around the need to re-align expiring board terms to ensure 3 year terms are staggered as outline in the by-laws to prevent the board from losing too many members at one time.

E. Clemons stated that the state has approved the use of CSBG funds to help remove barriers like child care costs or lack of transportation for low-income representatives who serve on the Board.

**ACTION:** E. Clemons will develop a new Board alignment chart with four - 3 year staggered terms.



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**Motion:** For staff to complete an analysis on how terms can be properly staggered. M/S/Carried: M. Rivera/S. Johnson/Unanimous.

### 4. Pending Items

The State/City CSBG Contracting Process Gantt Chart is being evaluated by other City of Oakland staff members who use or plan to use CitySpan as their grantee tracking database.

### 5. Agenda Attachments

1. Draft June 6, 2018 Executive Committee Minutes
- 2b. AC-OCAP signed "Ask" Letter
- 2c. City Administrator "Ask" Letter
- 3a. Updated Board Roster and Membership Roster
- 3b. District 4 (Central County) Resignation, Hang Mosier
- 3c. District 2 and Alameda County Recruitment Letters

### 6. Future/Proposed Agenda Items

- Align partnerships with other agencies

**8. Announcements** – Fannie Wall Scholarship Luncheon will be held July 28, 2018 at Scotts Seafood Restaurant at 12:00pm. They will award 13 students with \$1,000.00 scholarships.

### 9. Open Forum - None

### 10. Adjournment

**Motion:** The meeting was adjourned at 6:03 p.m. M/S/Carried: S. Johnson/A. Ford/Unanimous.  
Motion Carried.