



**MINUTES**



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

**Administering Board Teleconference**  
Monday, March 13, 2023, 5:30 p.m.

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**Board Members Present:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, Samantha Columbus, Patricia Schader, John-Michael Baratta, (Tonya Love), (Brittany Garza), (Jocelyn Mapp), (Angelica Gums)

**Board Member Excused:** D. Walker, A. Falcon

**Board Vacancies:** Community Development Block Grant (CDBG) District 4 and Private Sector

**Staff:** Estelle Clemons, Melissa Francisco, Lisa Diangson

**Guests:** Assat Ologbalaa

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

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

Roll Call was performed by staff M. Francisco. A quorum was established at 5:42 p.m.

**MOTION:** To approve the March 13, 2023, Administering Board Agenda

**M/S/Carried:** B. Cook / S. Johnson / Motion Carried

**C. Approval of Agenda Draft December 12, 2022, Administering Board Minutes – Attachment C1**

**MOTION:** To approve the December 12, 2022, Administering Board Minutes

**M/S/Carried:** A. Gums / A. Ford / Motion Carried

**D. Public Comment:** (Specific Agenda Item(s): Audience Comment Period):

Public Comment taken from Guest: Assat Ologbalas

**E. AC-OCAP Board Officer Elections/Voting – Attachment E1**

There is no proxy voting nomination committee on the floor. Create a slate. Each candidate will have two minutes to speak. The officers shall serve a term of two years. Elections of each officer shall be at the regular monthly meeting of the Administering Board in December bi-ennially to take effect in the following January. Unless otherwise provided herein by these bylaws, interim elections shall be called by the Administering Board Chairperson to fill unexpired terms resulting from vacancies to various officer positions.

## **MOTION: Nominations for Board Officer Election**

Chair, M. Rivera

Elect Monique Rivera by acclamation

Vice Chair, Sandra Johnson

Treasurer, Andrea Ford

Secretary, Brigitte Cook

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

## **F. Community Action Partnership (CAP) Updates**

### **1. Board Update:**

#### **A. Private Sector and CDBG Oakland District 4 Board Vacancies**

There still is an opening for the Board at District 4. It is uncertain if they had a meeting last month, which still makes this an open item.

#### **B. Oakland Mayoral Appointee Request Letter – Attachment F1B**

We sent a request letter for the mayor's appointee and have not heard back from them.

#### **C. Alameda County Supervisor Appointee Request Letter – Attachment F1C**

We sent an email today to ask where the meeting will take place. We will need to follow-up regarding this matter.

#### **D. 2022 Board Attendance Log – Attachment F1D**

M. Francisco has done a good job of reminding us to be at the meeting. She lets us know two weeks ahead so we can get paperwork together. Whichever way you want to set reminders for yourself for the meeting, please be sure to do so. Also, inform staff your preferred way of communication, (i.e., text, phone, etc.).

#### **E. 2023 Board Member Emergency Contact due April 14, 2023 <https://forms.gle/Gs2H8X4fQNQfFh856>**

we need to ensure our emergency contact list is correct and update if needed. Please be sure to also give an alternate number between 8-5 as well.

ACTION ITEM: Still have not received all Board Members Emergency Contacts

#### **F. 2023 Board Retreat – Proposed Dated: October 14, 21, or 28 – Doodle Poll due April 1, 2023 <https://doodle.com/meeting/participate/id/epZjEqyb>**

We will decide on a date in October once a report is completed. There is a lot of to do for Doodle Poll and at our April meeting we will be able to get a date, find a location and start preparing an agenda. There are many items that needs to be completed ahead of time.

We need to go over the poverty numbers again so we will be prepared for the next funding cycle. They would like us to look at this by April 1<sup>st</sup>. The zoom will be sent out along with the agenda.

## **G. Statement of Economic Interests Form 700 due April 1, 2023**

### **Statement of Economic Interests Form 700**

There is a \$10 daily fine that will increase up to \$\_\_\_\_\_ if it is not received by the State. If you need help filling out the form you may contact the State to assist you. When any board member resigns, they must fill out an exit Form 700. There are no exceptions.

## **2. Approval of the 2023 CSBG Budget**

**MOTION:** To approve the 2023 CSBG Budget

**M/S/Carried:** T. Love / P. Schader / Motion Carried

## **3. AC-OCAP Programming**

The State sent the 2023 contract but we have not returned it yet because it needs Board approval which includes the poverty rate data in both Oakland and Alameda County. Due to the poverty rate falling in both Oakland and Alameda County according to the US Census, the state reduced our annual grant by \$97K. To cover the budget reduction, the \$50K grants have been reduced to \$40K. The Oakland City Council has received and approved our resolution requests to accept the state funds and allow us to contract with the grantees. The 2024-2025 CAP Plan is due June 30, 2023. The contract to have Page Tomblin assist with the data gathering has been signed.

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

We did not receive the same amount of grant funds we received last year, so we had to reduce funding. We have had some salary savings, as a result of being short-staffed. Ms. Clemons assumed the Department Director position and is no longer funded by this department. There are currently four positions that are filled, but the full time Program Analyst position is still open. We were able to save money on operational expenses due to not having in-person meetings. The national dues will remain the same. The parking validation applies to everyone that attends the meeting. There is also reimbursement for public transportation. Our regular costs for personnel, program expenses, furniture have been unnegotiable expenses. We have two types of travel which are very important, the Statewide and National conventions. New Board members should attend to get a better understanding of how the organization works throughout the state and nationally. It also allows us to be more proactive and advocate for additional funding. The 2023 budget needs to be adjusted because the expenses are over income by \$312,000. Those grants will likely go down to around \$40K. There is an increase of grantees and not enough staff to assist them. We will find out what the number is for the additional staff needed to this and if we can handle this increase. A lot of the grant programs in the city are open for evaluation and monitoring. Many programs do not do the level of detail of monitoring and evaluation done by AC-OCAP. There are currently 700 positions open in the city and in Human Services there are 72 vacancies of a department of 244. The hiring list has been exhausted due to COVID. We are focusing on Program Analysts which is a city-wide recruitment. We're considering hiring temporary staff for contracts. Until then, we are waiting for lists to expire and when a current eligibility list is completed, we can then begin interviewing for this position. We can hire through a generic program and they can fill out a city application and give it to a staff member. We have hired our new Administrative Assistant, Lisa Diangson, so let's welcome Lisa. We are looking to hire a Program Analyst to help with the grant contracting for the 2023-2025 grantees.

The 2022 Budget was modified in December to move most of the salary savings into programming. We have requested and received a grant extension that allows us additional time to spend 2022 funds. We have until May 31 to spend all the CSBG 2022 funds. The reports are due to the state by June 30, 2023. One new program created is the partnership with the City of Oakland Head Start program to provide assistance to their low-income families that must deal with the stress amplified by the high costs for energy and groceries and the upcoming reduction in SNAP monies. This program provides a \$250 Gift Card for each of the City of Oakland Head Start families. The Head Start Family Advocates will complete the Intake Form with each family and identify their 3 most urgent needs. This might be groceries, auto repair, child clothes, or something else. The recipients can spend the funds however they see fit. Their only commitment is that they will not use the gift cards to purchase alcohol, cigarettes, or lottery tickets. Hopefully we will be able to convert their response regarding their most urgent needs into a survey that can be included in the CAP Plan. We are also providing VITA information for no cost tax preparation assistance to this group of 400+ families. All grantees submitted their 2022 annual reports that includes their Client Characteristic Report which breaks down the demographics of people they served. Most of the grantees achieved most of their program goals. We hope to have the data available for the next meeting. Contracting with the grantees chosen for 2023-2025 has not started yet. The State has sent us the contract for 2023, but it has not been returned because it requires the Board approval. Due to the poverty rate falling in both Oakland and Alameda County, according to the US Census, the state reduced our annual grant by \$97,000. To cover the budget reduction, the \$50K grants have been reduced to \$40K. The Oakland City Council has received and approved our resolution requests to accept the state funds and allow us to contract with the grantees. Contracting with the grantees chosen for 2023-2025 has not started yet. The State has sent us the contract for 2023, but it has not been returned because it requires the Board approval. Due to the poverty rate falling in both Oakland and Alameda County, according to the US Census, the state reduced our annual grant by \$97,000. To cover the budget reduction, the \$50K grants have been reduced to \$40K.

The Oakland City Council has received and approved our resolution requests to accept the state funds and allow us to contract with the grantees.

### **B. Earned Income Tax Credit (EITC) Program Update**

We currently have two people working with this program, Don Raulston and Jackie Jacobs. They have completed 50 returns at the downtown Senior Center and will likely be busy now that it is in-person and virtual. Anyone needing assistance can get their taxes done for free. If you are under 60 or have income under \$65K. Low-income families are paying enormous amounts of money to have their taxes prepared. Get the word out to the community regarding this service. The number of low-income residents is decreasing due to the high cost of living here. Unfortunately, there are no statistics to track if they are moving out of the County or to other jurisdictions. It has been difficult to get accurate numbers, but the next census will be more precise.

The point of leveraging is that we have a 12% CAP. It is very expensive to run a city program. The total internal service fees and services overhead comes to approximately \$192K for this grant. The city contributes additional funds to make this happen so we can serve low-income individuals. The general purpose, contribution and consulting legal opinions are also added on top of what we're giving. It was difficult to complete the 16 grants in 2022 with less staff. We need to ensure that adequate staff is available in order to complete the grants we currently have in order to perhaps increase the number of grantees.

We opened the VITA Tax site at the Downtown Oakland Senior Center on February 1, 2023. This is the first time since 2019 that we have done taxes in person.

### **C. BANK On Oakland (BOO) Financial Empowerment Program Update**

Bank on Oakland activity had good momentum toward the end of the year, but things have gone dormant. We did hold several sessions with CBOs to assess what type of service and relationship they would like to have with a bank.

### **4. Travel**

We missed the annual Washington DC trip which was this week, when the elected officials attend. We will attend next year.

#### **A. CalCAPA State Legislative & Advocacy Summit, April 17-18, Sacramento, CA**

The State Legislative Board will be meeting. This is an important meeting because they see us and will remember us. Our former advocate would attend and was so vocal, we were able to get our funding.

**-Board Member Travel Requests due March 17, 2023**

#### **B. National Community Action Partnership (NCAP) Annual Convention, August 23-25, Atlanta Georgia**

There is enough time to request to attend the (NCAP) Convention that anyone on the Board may attend.

**-Board Member Travel Requests due April 14, 2023**

### **G. Executive Committee Discussion**

Agenda Item moved to April Agenda.

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

We do not have a speaker for our April meeting. It would be a good idea to invite the Mayor or any of the City Council to our meeting in June. This will allow them to learn about the AC-OCAP program.

There should be something for organizations to learn how to write grants. It seems like the big organizations get funding because they have grant writers. Urban Strategies may be a good organization to talk to about their program. They have a contract with the Department of Violence Prevention. A workshop would be a good idea for these organizations.

### **I. Attachments**

**C1 Draft December 12, 2022 Administering Board Minutes**

**E1 Board Officer Election Policies and Procedures**

**F1B Oakland Mayor Appointee Request Letter**

**F1C Alameda County Supervisor Appointee Request Letter**

**F1D 2022 Board Attendance Log**

**F2 2023 CSBG Budget**

**J. Announcements**

United Seniors of Oakland and Alameda County

A series of 4- hour retreats are taking place. The next scheduled retreat is on March 30, 2023, 10:00 am either in person or by Zoom.

Alameda County Social Services/Board of Supervisors

The first in-person meeting will take place on March 15<sup>th</sup>.

City of Oakland

The City of Oakland will be opening again to the public on April 5<sup>th</sup> at City Hall on the plaza at 11:00 am

Board Members/Others

Board Members are asked to get to know at least 2 other board members. This will create a deeper level of understanding and a friendship among the committee.

100 Black Women are celebrating their 25<sup>th</sup> anniversary Walker luncheon on March 24<sup>th</sup> at the Marriott Marquee Hotel in San Francisco.

The Latino Homelessness Program has told Alameda County that the Pacific Islander group is over 20% compared to the Latino group which is 8%. This is part of the National Alliance to end Homelessness.

Captain Marty Neideffer is retiring.

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

**L. Adjournment**

**MOTION:** To Adjourn the March 13, 2023 AC-OCAP Administering Board In-Person

**M/S/Carried:** S. Johnson / A. Ford / Motion Carried

**Next In Person:** **May 8, 2023**

\*\*Add Future Agenda Items Chart

**Future Agenda Items (\* = Presented)**

<b>Health</b>	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	<b>Housing</b>
Trauma Informed Care*   Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
<b>Financial Empowerment</b>	Community Housing – Path/Everyone Home*
Cal Reinvestment	East Bay Housing Organization*
Earned Income Tax Credit/United Way of Bay Area*	Spectrum – Low Income Home Energy Assistance*
SaverLife	Oakland Housing Authority*
Bank on Oakland (BOO) 2.0*	City of Oakland Housing Road Map*
Tri-Valley Anti-Poverty Collaborative (TVAPC)	Alameda County Housing & Community Development*
AssistHub*	Tenant Advocacy
<b>Youth</b>	<b>Education</b>
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	<b>Employment</b>
Oakland Youth Commission*	Alameda County Workforce Investment Board*
<b>Economic Development</b>	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Alameda County Wealth Building Initiative*	Local Union
<b>Public Safety</b>	West Oakland Job Resource

Cease Fire/Street Outreach*	East Bay Works
Oakland Unite*   Chief of Violence Prevention*	Employee Ownership – Project Equity
<b>Social Justice</b>	<b>Infrastructure</b>
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	<b>Board Development/Training</b>
2022 Oakland Vice Youth Poet Laureate Kaylan Black*	SEI Form 700 Training
Ella Baker Center for Human Rights	Jim Masters CAP History*  Structure of American Economy
<b>Families</b>	<b>Food Security</b>
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	<b>Community Development</b>
All-In Alameda County*	Community Development Block Grant (CDBG) *
Oakland Thrives*	CDBG – Oakland Redistricting