



# Alameda County - Oakland Community Action Partnership

## Administering Board Teleconference

May 9, 2022 | 5:30 PM - 7:30 PM

# COMMUNITY PARTICIPATION GUIDE

## TO OBSERVE

To observe by Zoom video conference, click on the link provided on the agenda.

To observe by phone, dial+ 1 669 900 9128 at noticed meeting time. When prompted, enter WebinarID: 878 7842 4012

## TO COMMENT

To comment by Zoom video conference: "Raise Your Hand" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, accept the unmute prompt to make public comments.

To comment by phone: "Raise Your Hand" by dialing "\*9" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, you will be prompted to unmute yourself by dialing "\*6".

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk - Agenda Management Unit Phone: (510) 238-6406 Fax: (510) 238-6699 Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711



# Alameda County - Oakland Community Action Partnership

## Administering Board Teleconference

May 9, 2022 | 5:30 PM - 7:30 PM

## PANELIST PARTICIPATION GUIDE

### VIDEO CONFERENCE

Join the teleconference as a Panelist by clicking on the link provided on your Zoom invite.

Sign on to webinar 10 minutes early to ensure your speakers and mic work. A technical roll call will be performed.

The Zoom link on the Agenda, Community Participation Guide and AC-OCAP website is for Attendees only.

Panelists must raise hand and be recognized by the Chair. Host will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

### TELEPHONE

Join by telephone, dial +1 669 900 9128, enter Webinar ID: 878 7842 4012 when prompted.

You will enter the Teleconference as an Attendee. Expect to be on hold as staff completes technical roll call with the videoconferencing Panelists.

When the host permits you to speak, you will receive a notification. Follow the telephone prompt to unmute yourself. Dial \*6 to toggle between mute/unmute. To raise your hand, dial \*9.



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

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

**Vision Statement:** To End Poverty Within the City of Oakland and Throughout Alameda County.

**Core Values:** Community-Driven | Equitable | Collaborative | Impactful | Results-Driven

**Our Promise:** *Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

### Administering Board Teleconference

Monday, May 9, 2022 5:30 p.m.

Zoom Registration Link: [https://us06web.zoom.us/webinar/register/WN\\_UoF7Wio-RJeVMP6Vj2D\\_tw](https://us06web.zoom.us/webinar/register/WN_UoF7Wio-RJeVMP6Vj2D_tw)

Webinar ID: 878 7842 4012

**Board Membership:** Monique Rivera (Vice Chair), Andrea Ford (Board Treasurer), Sandra Johnson (Secretary), Brigitte Cook, Mitchell Margolis, David Walker, Samantha Columbus, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), Supervisor Dave Brown (Sarah Oddie), and Supervisor Nate Miley (Angelica Gums)  
**Board Vacancies:** Community Development Block Grant (CDBG) Oakland District 4, 7, and Alameda County  
**Staff:** Estelle Clemons, Dwight Williams, Jaynell Ellis, and Melissa Francisco

### AGENDA

- A. 5:30 p.m. **Call to Order/Recite AC-OCAP Promise**
- B. 5:35 p.m. **Roll Call/Determination of Quorum/Approval of Agenda**  
**ACTION ITEM:**
- C. 5:40 p.m. **Approval of Draft April 11, 2022 Administering Board Minutes – Attachment C1**  
**ACTION ITEM:**
- D. 5:45 p.m. **Approval of AC-OCAP Resolution 5-22 to Continue Teleconference Meetings – Attachment D1**  
Board to approve Alameda County – Oakland Community Action Partnership (AC-OCAP) Resolution 5-22 electing to continue conducting meetings using teleconferencing in accordance with California government code section 54953(e), a provision of AB-361.  
**ACTION ITEM:**
- E. 5:50 p.m. **Open Forum: (General Audience Comments)**

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F. 6:00 p.m. **Presentation: Emile Durette, Alameda County Wealth Building Initiative**

G. 6:25 p.m. **Community Action Partnership (CAP) Updates (E. Clemons)**

**1. Board Update**

A. AC-OCAP Chairperson – Monique Rivera to succeed to the Office of Chairperson

B. Interim Vice-Chairperson Election – **Attachment G1B**

**ACTION ITEM:**

C. CDBG Oakland District 4, 7, and Alameda County Board Vacancies – **Attachment G1C**

D. Private Sector Selection Process and Recommendations – **Attachment G1D**

E. Board Acknowledgements – AC-OCAP Scholarship Fund Discussion

**2. AC-OCAP Programming**

A. CSBG/CARES and Program Update

B. 2022 Earned Income Tax Credit (EITC) Outcomes

C. CSD State Site Visit (City of Oakland): Thursday, May 19, 2022

D. 2023-2025 Request for Partnership (RFP) Process and Timeline – **Attachment G2D**

E. **Update on HR 5129** – Community Services Block Grant (CSBG) Modernization Act of 2021 (CSBG has not been reauthorized since 1998)

**3. Mandatory Training**

A. 2022 City of Oakland Sunshine and Public Ethics Training Update – **Attachment G3A**

**4. Events**

A. Community Action Month – May 2022

B. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis, New York, **Travel Request Forms Due June 13, 2022** – **Attachment G4B**

C. 2022 California Community Action Partnership Association (CalCAPA) Annual Conference, November 2-4, San Diego, CA

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

**ACTION ITEM:**

H. 7:00 p.m. **Future/Proposed Agenda Items (see chart below)**

June – Rhonda Boykin, Alameda County Workforce Development Board

July – Oakland Thrives

I. 7:05 p.m. **Attachments**

**C1** Draft April 11, 2022 Administering Board Minutes

**D1** AC-OCAP Resolution 5-22

**G1B** CAP Election Policy and Procedures

**G1C** CDBG District 7 and Alameda County Community Representative Request Letters

**G1D** CAP Private Sector Process and Recommendation List

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- G2D** RFP Timeline
- G3A** City of Oakland Sunshine and Public Ethics Training Instructions
- G4A** Board Member Travel Request Form

**J. 7:10 p.m. Announcements**

- United Seniors of Oakland and Alameda County
- Alameda County Social Services/All-In/Board of Supervisors
- City of Oakland
- Board Members/Others

**K. 7:25 p.m. Open Forum: (General Audience Comment Period)**

**L. 7:30 p.m. Adjournment**

Next Teleconference: **June 13, 2022**

**ACTION ITEM:**

**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*
<a href="#">Black New Deal – CM Carroll Fife</a>	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*
<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*
<b>Public Safety</b>	Local Union
Cease Fire/Street Outreach*	West Oakland Job Resource
Oakland Unite*   Chief of Violence Prevention*	East Bay Works*
<b>Social Justice</b>	<b>Infrastructure</b>
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	<b>Board Development/Training</b>
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) *

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# MINUTES



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

### Administering Board Teleconference

April 11, 2022, 5:30 p.m.

Recording Link: [AC OCAP 4 11 2022 \(granicus.com\)](https://www.granicus.com/ocap/4/11/2022)

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**Board Members Present:** Monique Rivera (Vice Chair), Sandra Johnson (Secretary), Brigitte Cook, Mitchell Margolis, David Walker, Samantha Columbus, Njeri McGee-Tyner, John Michael Baratta, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), Mayor Schaaf (Lisa Ruhland), Councilmember Dave Brown (Sarah Oddie), and Councilmember Nate Miley (Angelica Gums)

**Board Member Excused:** Andrea Ford (Treasurer)

**Board Member Absent:** Oakland Rotary

**Board Vacancy:** Community Development Block Grant (CDBG) Oakland District 4

**Staff:** Estelle Clemons, Dwight Williams, Don Raulston, Jaynell Ellis, and Melissa Francisco

**Guests:** Michael Munson, Patrice Berry, Rashida Washington, James Lande, and Diane Jesus

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

Board Vice-Chair M. Rivera called the April 11, 2022, Administering Board Teleconference to order at 5:35 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed by staff M. Francisco. A quorum was established at 5:40 p.m.

**MOTION:** To approve the April 11, 2022 Administering Board Agenda

**M/S/Carried** S. Johnson / S. Columbus / Motion Carried.

### C. Approval of Draft January 10, 2022, Administering Board Minutes – Attachment C1

**MOTION:** To approve the Draft February 14, 2022 Administering Board Minutes.

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

### D. Approval of AC-OCAP Resolution 4-22 to Continue Teleconference Meetings – Attachment D1

**MOTION:** To approve AC-OCAP Resolution 4-22 to continue teleconference meetings.

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

**E. Open Forum:** None.

### F. Presentation: Patrice Berry, AssistHub

E. Clemons introduced Patrice Berry, who was welcomed by the AC-OCAP Board. On the teleconference screen, P. Berry displayed a PowerPoint Presentation titled *AssistHub - Find and Claim Public Assistance*. The presentation began by detailing the existing situation: \$60 billion in public assistance, such as food stamps, unemployment insurance, and college financial aid, goes unclaimed each year. P. Berry went on to propose raising awareness, simplifying procedures, and eradicating stigma as approaches to reducing the barriers that prevent individuals from obtaining the resources to which they are entitled. Project AssistHub streamlines the process of identifying, applying for, and maintaining public assistance. The AssistHub initiative's

priorities include enhancing data intelligence and automation through a beta web app, establishing strategies for specific groups and building partnerships. The presentation was followed by an answer and question session.

**ACTION ITEM:** CAP staff to share AssistHub PowerPoint Presentation with Board Members and AC-OCAP Grantees.

## **G. Community Action Partnership (CAP) Updates (E. Clemons)**

### **1. Board Updates**

#### **A. CDBG Oakland District 4 Vacancy**

As a supplement to the vacancy announcement on AC-OCAP's website and Volunteer Match, CAP staff sought recruitment assistance from Neighborhoods Services Coordinator Lisa Dieng and Brandon Harami from the Office of Councilmember Sheng Thao.

#### **B. Oakland District 7 Elected Official Representative Letter – Attachment G1B**

Jocelyn Mapp, the new Oakland Councilmember Reid District 7 Representative was welcomed to the AC-OCAP Board.

#### **C. 2022 Board Contact Form – Attachment G1C**

As part of the City's race and equity efforts, CAP will begin to track board diversity; hence, the Board Contact Form now includes a section for self-identifying race/ethnicity.

**ACTION ITEM:** All Board Members are to submit completed Board Contact Form by May 13<sup>th</sup>.

#### **D. Statement of Economic Interest Form 700 Update**

Form 700 Annual Statements were due to the City Clerk's Office on April 1st. On the teleconference screen, a tracking sheet with Form 700 submittals was displayed.

**ACTION ITEM:** Board Members S. Oddie and D. Walker are to submit Form 700 to City Clerk as soon as possible.

#### **E. Board Acknowledgements**

A slide presentation displaying photos of the late Mrs. Gladys Green was shared on the teleconference screen. E. Clemons provided commentary on the photos taken at various CAP events. M. Rivera, S. Johnson, and L. Ruhland were among the Board Members who offered tributes. E. Clemons stated that G. Green would be removed from the role of Chairperson following the meeting's adjournment.

**ACTION ITEM:** CAP staff to share video link of Mrs. Gladys Green: [Gladys Green - Community Service - YouTube](#)

### **2. AC-OCAP Programming**

#### **A. Community Service Block Grant (CSBG)/Community Aid, Relief, and Economic Security (CARES) and Program Updates**

CAP staff is working with CitySpan to accept online Request for Partnership (RFP) applications. The RFP for the next 3-year CSBG funding cycle will be released this fall. CARES funds continue to aid families directly and/or indirectly impacted by COVID-19. While the \$1.8 million CARES funding took eight months to completely operationalize, there is now just \$200,000 left to disperse through UpTogether (formerly Financial Independence Initiative (FII)). CARES funding was due to expire on May 31st, however AC-OCAP is in the process of securing an extension through August 31st.

#### **B. 2021 Annual Outcomes Report – Attachment G2B**

Page 9 of the Outcomes Report was presented by E. Clemons. The \$608,500 CSBG investment resulted in a leveraged total of \$8,434,726. This investment translates to a community impact of 27 High School Diplomas Earned, 185 Jobs Obtained, 324 Employment Trainings Received, 603 Transitional Housing/Emergency Shelter Received, 131 Obtained/Maintained Permanent Housing. There were 10,468 tax returns filed in Alameda County which captured \$19,627,500 million in tax returns, \$3,745,631 million in EITC, and \$4,397,920 million in Child Tax Credit. Staff D. Williams brought attention to the 13 seniors over age 65 who transitioned from homelessness to having stable housing. E. Clemons advised Board Members to review the complete 2021 Outcomes Report, which showcases AC-OCAP and its partners accomplishments.

### **C. 2022 Earned Income Tax Credit (EITC) Campaign**

Drop-off services at the Downtown Oakland Senior Center, as well as remote tax preparation, began February 7, 2022 and will conclude on Tax Day, April 18<sup>th</sup>. To date, forty-three tax returns have been e-filed by the EITC program's volunteer IRS-certified tax preparers.

### **3. Conferences/Travel/Training**

#### **A. City of Oakland Sunshine and Public Ethics Training Update – Attachment G3**

A training tracking sheet was displayed on the teleconference screen, indicating which Board Members still need to complete training. E. Clemons stated that Board Members who do not complete mandatory training by July 1, 2022 will be compelled to attend a Special Meeting to satisfy the training requirement.

#### **City of Oakland Sunshine Training:**

[NEW Training – Sunshine Open Meetings \(On Demand\)](#)

**ACTION ITEM:** The following Board Members are to complete Sunshine Training – A. Ford, B. Cook, L. Ruhland, M. Rivera, A. Gums, D. Walker, M. Margolis, and M. Baratta.

#### **Public Ethics Training:**

[Introductory Government Ethics Act Video](#)

[Ethics Training for Board and Commission Members \(On Demand\)](#)

**ACTION ITEM:** The following Board Members are to complete Public Ethics Training for 2022 – L. Ruhland and M. Rivera.

#### **B. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis New York, NY**

E. Clemons requested that Board Members save the date for the NCAP Annual Convention. The Board Member Travel Request Form will be included in the May Agenda Packet.

#### **4. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None.**

**MOTION:** To accept E. Clemons Community Action Partnership Updates.

**M/S/Carried:** S. Johnson / S. Columbus / Motion Carried.

#### **H. Future/Proposed Agenda Items**

May – Emile Durette, Alameda County Wealth Building Initiative

June – Rhonda Boykin, Alameda County Workforce Development Board

#### **I. Attachments**

- C1 Draft February 14, 2022 Administering Board Minutes
- D1 AC-OCAP Resolution 4-22
- G1B Oakland District 7 Elected Official Representation Letter
- G1C 2022 Board Contact Form
- G2B 2021 Annual Outcomes Report
- G3A City of Oakland Sunshine and Public Ethics Training

#### **J. Announcements**

**Rotary Club of Oakland** – None.

**United Seniors of Oakland and Alameda County (USOAC)** – S. Johnson

- 13<sup>th</sup> Annual African American Alzheimer's Forum, Saturday, April 30<sup>th</sup> 9 a.m. – 12 p.m., Registration Link: <http://tinyurl.com/13AfAmAlzForum>
- USOAC Meets with the Mayor, Friday, April 22<sup>nd</sup> 9 a.m. – 10 a.m., Zoom Meeting ID: 850 0816 7421
- USOAC Older Adult Issue Forum, Friday, April 29<sup>th</sup> 9:30 a.m. – 1p.m., Zoom Meeting ID: 883 9206 0420



**Alameda County Social Services/All IN/ Board of Supervisors (BOS) – S. Oddie**

- "Future of Healthcare Safety Series", topics include Healthcare Workforce New Challenges, Financing and Access, and Homelessness

**City of Oakland – E. Clemons and M. Francisco**

- ReCAST Strategic Navigation Community Planning Sessions, April 14<sup>th</sup> and 19<sup>th</sup>. Registration closes April 12<sup>th</sup> at 5 p.m.
- Older Americans and Community Action Month Virtual Event: Wednesday, May 4<sup>th</sup> 10 a.m. – 12 p.m. More information to come.

**Board Members/Others – M. Rivera** announced Nidya Baez, a Fremont High School alumna, has been named as the school's next principal.

**ACTION ITEM:** CAP staff to share announcement flyers with Board Members.

**K. Open Forum:** Mrs. Gladys Green was honored with a few moments of silence led by S. Johnson.

**L. Adjournment – In Remembrance of Mrs. Gladys Green**

**MOTION:** To adjourn the April 11, 2022 AC-OCAP Administering Board Teleconference at 6:58 p.m.

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

**Next Teleconference:** **May 9, 2022**

**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*
<a href="#">Black New Deal – CM Carroll Fife</a>	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*
<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*
<b>Public Safety</b>	Local Union
Cease Fire/Street Outreach*	West Oakland Job Resource
Oakland Unite*   Chief of Violence Prevention*	East Bay Works*
<b>Social Justice</b>	<b>Infrastructure</b>
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	<b>Board Development/Training</b>
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) *

# ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

RESOLUTION NO. 5-22

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**ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP (AC-OCAP) ADMINISTERING BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>

**WHEREAS**, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

**WHEREAS**, City Council Resolution No. 88075 remains in full force and effect to date; and

**WHEREAS**, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>;

**WHEREAS**, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>;

**WHEREAS**, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;

**WHEREAS**, persons without symptoms may be able to spread the COVID-19 virus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. *See* <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>;

**WHEREAS**, the City's public-meeting facilities are indoor facilities that do not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; now therefore be it:

**WHEREAS**, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

**WHEREAS**, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

**WHEREAS**, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

**WHEREAS**, on April 11, 2022 the AC-OCAP Administering Board adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

**RESOLVED:** that the AC-OCAP Administering Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

**FURTHER RESOLVED:** that, based on these determinations and consistent with federal, state and local health guidance, the AC-OCAP Administering Board determines that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the AC-OCAP Administering Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.



CITY OF OAKLAND  
Department of Human Services  
COMMUNITY ACTION PARTNERSHIP

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BOARD OFFICER ELECTION POLICIES AND PROCEDURES

POLICY

The officers of the Community Action Partnership Administering board shall be Chair, Vice chair, Secretary and Treasurer. All officers must be members of and elected by the Board. Officers shall serve two-year terms, or until she or he resigns or becomes disqualified, or until a successor shall be named. The election of officers will be held every other year with those elected assuming office commencing January.

PROCEDURES

1. Per Article V of the bylaws, "election of each officer shall be at the regular monthly meeting of the Administering Board in December, bi-ennially" and must be agendized and noticed in advance.
2. At the noticed meeting, establish that a quorum is present. A quorum for CAP is the *majority* of the eighteen (18) member board or ten (10) members.
3. Reiterate Board bylaw that stipulates "No Proxy voting": Refer to Section VII.D.5 of the Bylaws that state that "proxy voting by any Administering Board Member shall be prohibited at meetings of the Administering Board and its Committees." For clarity's sake, proxy is defined as "the authority or written authorization to act for another."
4. Nominations can be made from the floor or via the nomination form.
5. Accept nominations for each Office: Chairperson, Vice Chairperson, Secretary and Treasurer. After each nomination, announce that the nomination for that office is "closed".
6. Either announce or write the nominees' names on the board. Here is an example:

For Chairperson: Donna Jones  
Michael Williams  
Freda Fisher



CITY OF OAKLAND  
Department of Human Services  
COMMUNITY ACTION PARTNERSHIP

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BOARD OFFICER ELECTION POLICIES AND PROCEDURES

7. Each candidate is allowed no more than 2 minutes to present their reason for seeking office.
8. A ballot for each office is distributed and then each Board member is asked to write in the name of the candidate of their choice and return the folded ballot to persons in charge of counting. Ballots are signed by board member. Ballots are not distributed until the slate of officers is established.
9. Tallying of votes should be done by staff and at least one board member who are not running for office. When the ballots have been counted, they are given to the presiding officer who announces the results. The results must be read in their entirety. For example, Donna Jones has been elected as the new chairperson by receiving a total of 10 votes.
10. This procedure is repeated until all officers have been elected. In the event of a tie, ballots are re-distributed and the vote is taken again.
11. In the case where a candidate is running unopposed, only a single vote is needed to elect them. This can be handled with a verbal motion to "elect Donna Jones by acclamation" **This motion must be seconded.**
12. A motion should be rendered that the ballots be kept for 30 days and then destroyed.
13. Return control of the meeting to the current Chairperson. The newly elected officers will assume their role at the next regularly scheduled meeting in January. At that time, the "Acting" chairperson will officially relinquish the gavel to the newly elected chairperson.



City of Oakland

LIONEL J. WILSON BUILDING • 150 FRANK H. OGAWA PLAZA, SUITE 4340 • OAKLAND, CALIFORNIA 94612

Human Services Department  
Alameda County – Oakland Community Action Partnership

(510) 238-2362  
TDD: (510) 238-3254

May 2, 2022

The Alameda County Board of Supervisors  
1221 Oak Street, Ste. 536  
Oakland, CA 94612

**RE: Recruitment for Alameda County Community Representative**

Honorable Members of the Alameda County Board of Supervisors:

Thank you for your continued support in helping Alameda County - Oakland Community Action Agency fulfill its mission of **eliminating poverty within the City of Oakland and throughout Alameda County.**

To that end, I am writing to notify your office and request assistance in filling the current special vacancy on the Administering Board for an Alameda County community representative. To adhere to AC-OCAP's bylaws, the Board is currently accepting applications for nominations until filled. Applications for nomination are available on our website at [www.AC-OCAP.com](http://www.AC-OCAP.com).

The AC-OCAP Board meets by teleconference on the second Monday of each month at 5:30 p.m., in accordance with California Government Code section 54953(e). Board members of the Alameda County - Oakland Community Action Partnership serve three-year terms and are responsible of planning, developing, and executing the local Community Action Plan to alleviate poverty and work towards institutional change to enhance low-income residents' ability to achieve self-sufficiency.

On behalf of the Board, I want to thank you again for your support and should you have any questions, please feel free to contact me at (510) 238-3597 or at our main number (510) 238-2362.

Sincerely,

*Estelle Clemons*  
AC-OCAP Director

cc: AC-OCAP Administering Board

**Attachment G1C**



**City of Oakland**

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Human Services Department  
Alameda County – Oakland Community Action Partnership

(510) 238-2362  
TDD: (510) 238-3254

May 2, 2022

Councilmember Treva Reid  
1 Frank H. Ogawa Plaza  
Oakland, Ca 94612

**RE: Recruitment for Oakland District 7 Community Representative**

Dear Honorable Councilmember Reid,

Thank you for your continued support in helping Alameda County - Oakland Community Action Agency fulfill its mission of **eliminating poverty within the City of Oakland and throughout Alameda County.**

To that end, I am writing to notify your office and request your assistance in filling the current special vacancy on the Administering Board for a District 7 community representative. To adhere to AC-OCAP's bylaws, the Board is currently accepting applications for nominations until filled. Applications for nomination are available on our website at [www.AC-OCAP.com](http://www.AC-OCAP.com).

The AC-OCAP Board meets by teleconference on the second Monday of each month at 5:30 p.m., in accordance with California Government Code section 54953(e). Board members of the Alameda County - Oakland Community Action Partnership serve three-year terms and are responsible of planning, developing, and executing the local Community Action Plan to alleviate poverty and work towards institutional change to enhance low-income residents' ability to achieve self-sufficiency.

On behalf of the Board, I want to thank you again for your support and should you have any questions, please feel free to contact me at (510) 238-3597 or at our main number (510) 238-2362.

Sincerely,

*Estelle Clemons*  
AC-OCAP Director

cc: AC-OCAP Administering Board

**Attachment G1C**



## **AC-OCAP Private Sector Board Process**

- Notify the board member 90 days prior to term expiration  
Have a discussion at the Executive Committee regarding the Private Sector Recommendations. In some cases, the board members will continue with the same Private Sector Agency. If this is the case, prepare letter to send to the director of the agency. See sample letter. If a motion occurs at the executive committee meeting, the motion would have to be ratified at the full Administering Board meeting.

OR

- If the Executive Committee decides to have representation from another agency, send letters to all the agencies on the Administrative Board Private Sector Recommendations list. Make sure list is current with the contact and address information. Once letters are received from any interested agencies, a discussion should be held at the Executive Committee meeting and if a motion occurs it would be ratified at the full Administering Board meeting.

If the board wishes to have other agency representation, any letters of interest received will be discussed, contacted, and interviewed. (see AC-OCAP Private Sector Board Selection Criteria and AC-OCAP By-laws – Article IV, Administering Board Membership).





# ALAMEDA COUNTY - OAKLAND COMMUNITY ACTION PARTNERSHIP

## Administrative Board Private Sector Recommendations

<b>Organizations</b>	<b>Address</b>	<b>Contact</b>	<b>Action</b>
<b>Oakland Chamber of Commerce</b>	475 14th St. Oakland, CA 94612	Barbara Leslie 510-874-4800 bleslie@oaklandchamber.com	
<b>Oakland Housing Authority</b>	935 Union St. Oakland, CA 94607	Patricia Wells 510-874-1515 pwells@oakha.org	
<b>Oakland Head Start</b>	HSD 150 FHOP, 5th Floor Oakland, CA 94612	Diveena Cooppan Head Start Manager 510-238-3165 dcooppan@oaklandca.gov	
<b>Oakland Workforce Investment Board</b>	250 FHOP, Suite 3315 Oakland, CA 94612	510-238-6635 owdb@oaklandca.gov	
<b>East Bay Housing Organization</b>	538 9th Street, Suite 200, Oakland, CA 94607	Gloria Bruce Executive Director 510-663-3830 ext. 322 gloria@ebho.org	
<b>Oakland African American Chamber of Commerce</b>	449 15th Street Suite 410 Oakland, CA 94612	Cathy D. Adams President & CEO 510-268-1600	
<b>Oakland Latino Chamber of Commerce</b>	1840 Embarcadero, Suite 101 Oakland, CA 94606	Felix Galaviz Chief Executive Officer 510-536-4477	
<b>Oakland Chinatown Chamber of Commerce</b>	388 9th Street, Suite 258 Oakland, CA 94607	Jennie Chen Executive Director 510-893-8979	
<b>East Oakland Youth Development Center</b>	8200 International Blvd Oakland, CA 94621	Selena Wilson Chief Executive Director 510-569-8088	

<b>Youth Uprising</b>	8711 MacArthur Blvd. Oakland, CA 94605	Y'Anad Burrell Chief Executive Officer 510-777-9909	
<b>Eastside Arts Alliance</b>	2277 International Blvd Oakland, CA 94606	510.533.6629 eastsideculturalcenter@gmail.com	
<b>Youth Together</b>	1714 Franklin St. Suite 100-153 Oakland, CA 94612	Tony Douangviseth Executive Director 510.645.9209 tdouangviseth@youthtogether.net	
<b>Eastbay Asian Youth Center</b>	2025 East 12th Oakland, CA 94606	David Kakishiba Executive Director 510-533-1092 junji@ebayc.org	



## 2023-2025 Alameda County-Oakland Community Action Partnership RFP Timeline\*

<b>Ad Dates (5 weeks):</b> <b>Email Blast (3 weeks):</b> <b>Social Media Blast (Facebook, Twitter, LinkedIn)</b>	Notice to Newspapers (5 days before run date) Public Notice Ad Run Dates (Oakland & Alameda County publications) <ul style="list-style-type: none"> <li>• One ad posting <b>prior</b> to the RFP release date</li> <li>• Four ad postings <b>after</b> the RFP release date</li> </ul> *Ads run on Fridays, notice to newspapers go out Monday before Constant Contact/email blast to DHS, CDBG list, CBO's, etc.	
<b>July -August 2022</b>	Finalize RFP application with Cityspan and within iSupplier	
<b>Friday, August 5, 2022</b>	<b>RFP Release Date (website, CitySpan, iSupplier)</b>	
<b>Wednesday August 10, 2022</b> 10am – 12pm	Bidder's Conference (Optional)	
<b>TBD</b>	<b>CitySpan and iSupplier Technical Assistance for Applicants?</b> <b>Publish of Frequently Asked Questions (FAQ)</b>	
<b>Friday, September 2, 2022 (1 month)</b>	RFP applications Due Friday by 4:30 pm ( <b>Late Submissions NOT accepted</b> )	
<b>Tuesday, September 6, 2022 – Wednesday, November 9, 2022</b>	<b>Evaluation of Applications Process</b>  Tuesday, September 6, 2022 – Monday, September 12, 2022	Staff Application Review (iSupplier, CitySpan) <ul style="list-style-type: none"> <li>• <i>Checked for completeness of each application Designated confirmed focus area of each application</i></li> <li>• <i>Listing all applications, including incompletes</i></li> <li>• <i>Log all applications by category Assigned to panel volunteers</i></li> </ul>
	<b>Training:</b> Wednesday, September 14, 2022 (6pm – 8pm)  <b>Advisory Panel Reviews/Scores (2 weeks):</b> Wednesday, September 14, 2022 – Wednesday, September 28, 2022	Advisory Panel training, distribution and scoring of application packets (Dinner provided) <ul style="list-style-type: none"> <li>• <i>Oriented to AC-OCAP history &amp; values</i></li> <li>• <i>Confidentiality and Conflict of Interest statement</i></li> <li>• <i>Overview of CitySpan's online platform, funding process, and review scoring criteria</i></li> <li>• <i>Advisory Panel reviews and scores RFP applications (2 weeks)</i></li> <li>• <i>Score sheets submitted electronically (September 28, 2022)</i></li> </ul>
	Friday, September 30, 2022 - Wednesday Oct 5, 2022	Staff reviews scores, score means, and comments
	Thursday, October 6, 2022 (6pm – 8pm)	Advisory Panel work session <ul style="list-style-type: none"> <li>• <i>Groups review scores and groups' comments are recorded</i></li> </ul>
	Friday, October 7 – Friday, October 12, 2022	Staff finalizes Advisory Panel summary of scores & program matrix <ul style="list-style-type: none"> <li>• <i>Listing RFP applications by category and rankings scores</i></li> </ul>
	Wednesday, October 12, 2022 Wednesday, October 19, 2022 Wednesday, October 26, 2022	<b>Program Planning Committee</b> meets to review RFP applications (Review Criteria) <ul style="list-style-type: none"> <li>• <i>Discuss applications</i></li> <li>• <i>Consider advisory panel's evaluations</i></li> <li>• <i>Prepare funding recommendations for the Executive Board &amp; Full Board</i></li> </ul>
<b>Executive Committee / Board Q&amp;A Session</b> Wednesday, November 9, 2022	Special Session of the Board hosted by the Executive Committee to ask questions and review recommendations from the Program Planning Committee <ul style="list-style-type: none"> <li>• <i>Priority programs identified through committee discussion</i></li> <li>• <i>Grant amounts determined, including signature programs</i></li> </ul>	
Monday, November 14, 2022	<b>AC-OCAP Board Meeting</b> <ul style="list-style-type: none"> <li>• <i>Full Board reviews and approve 2023-2025 AC-OCAP Programming</i></li> <li>• <i>Invitation for all applicants to attend Board Meeting</i></li> </ul>	



## 2023-2025 Alameda County-Oakland Community Action Partnership RFP Timeline\*

November – December 2022	Contracts <ul style="list-style-type: none"> <li>• <i>Formal announcement to applicants (Awards contingent on funding)</i></li> <li>• <i>Mail contracting attachment packets to grantees</i></li> <li>• <i>Assembling required contract schedules, exhibits, and certifications</i></li> <li>• <i>Negotiating Schedules A &amp; B (Scope of Work &amp; Budget)</i></li> </ul>
November – December 2022	Staff asks Life Enrichment Committee to accept CSBG Funds and approve funding allocations / CSBG Grant
December 2022 –January 2023	Staff reports to full City Council to accept CSBG funds & approve funding allocations
January –February 2023	Contract execution completed and program implementation

*\*Dates are tentative & subject to change\**

DRAFT

## **2022 AC-OCAP Mandatory Board Member Training Instructions**

### **1. NEW "Sunshine" Open Meetings Training for Board Members (To be completed by ALL Board Members in 2022) - Due: February 28, 2022**

The Public Ethics Commission has created a new Open Meetings training for board/commission members and City staff to keep everyone informed of local transparency rules. This training for paid and volunteer public servants who lead or participate in public meetings covers the open meetings provisions of the Sunshine Ordinance including:

- conduct of meetings
- communication restrictions
- public comments
- notice and agenda requirements

Use the link below to register for the on-demand, online training. Once your email is submitted, you will automatically be provided access to the training video.

[Open Meetings Training](#) (See next page for PDF Slide Deck)

After watching the training video or reviewing the slides, complete a [post-questionnaire](#) to receive your certificate. Submit certificate to M. Francisco.

### **2. Government Ethics Training (To be completed by ALL Board Members every 2 years) - Due February 28, 2022**

This training is an introduction to the City of Oakland's Government Ethics Act. Use the link below to watch the training video.

[Introductory Government Ethics Act Video](#)

This comprehensive training will educate board and commission members about our local ethics provisions, including Form 700 filing, conflicts of interests, gift restrictions, misuse of City resources and position, and revolving door rules. As a reminder, the Form 700 filing deadline is in April and this training will help with ensuring compliance. Use the link below to register for the on-demand, online training.

[Public Ethics Training for Board and Commission Members](#)



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

**BOARD MEMBER  
Travel Request Form**

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Conference	Preferred Travel Dates
<b>NCAP Annual Convention</b> New York, New York August 31 - September 2, 2022	
<b>NCAP Pre-Convention</b> August 29-30	
<b>Please submit by June 13, 2022</b>	

Signature: \_\_\_\_\_  
Board Member

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

\*\*\*\*\***FOR STAFF USE ONLY**\*\*\*\*\*

Date Received \_\_\_\_\_ Received By \_\_\_\_\_