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

Executive Committee Meeting
Thursday, April 25, 2024, 5:30 PM

Committee Members Present: Monique Rivera (Chair), Brigitte Cook (Secretary), Andrea Ford (Treasurer), Sandra Johnson (Vice-Chair), Supervisor Lena Tam (Cesley Ford-Frost).

Committee Members Excused: None

Staff: Dwight Williams, Thea On

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

Staff T. On performed Roll Call, and a quorum was established at 5:35p.m.

MOTION: To approve the April 25, 2024, Executive Committee Meeting Agenda.

MIS/Carried: S. Johnson/ A. Ford/ Motion Carried.

2. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of March 28, 2024,

MOTION: To approve the March 28, 2024, minutes.

MIS/Carried: B. Cook/ A. Ford/ Motion Carried.

3. Public Comment – None

4. DISCUSSION ITEMS:

a. Updates on Committees:

- i. The Advocacy Committee has been working hard to organize the details of the May Day event. They've worked out the logistics and agenda for the multi-day trip. Regarding the film screening itself, it is confirmed the filmmaker Cheryl Fabio will introduce the film and be present for a Q&A session afterwards. They've also reached out to potential panelists to discuss the film's themes of homelessness and equity in Oakland. Outreach efforts are underway. Several committee members have begun contacting local officials to invite them. The Committee have been developing promotional materials like a save-the-date that they hope to send out next week. Overall things are coming together nicely. They will continue finalizing details and want to encourage other board members to join for this important event. The Committee has been working on gathering more data on poverty levels and related issues throughout Alameda County, to help inform the strategic planning. The committee met with some staff members at the County to get updated statistics. They are also planning a community forum next month to get input from residents on priority issues in their neighborhoods. They will be participating in the County's budget hearings to provide public comment from our organization's perspective. Overall, the Committee feel that they are making progress on their goals of better understanding the needs in the communities they serve and advocating for policies and funding to address poverty.
- ii. The Program Planning Committee has been reviewing bids from potential facilitators for the Board retreat. They've narrowed it down to two options and plan to schedule trial sessions with each to



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determine the best fit. They've also been researching potential dates and locations. The committee recommends holding the retreat in mid-July after their busy season wraps up. In terms of agenda topics, The Program Planning Committee is considering sessions on strategic planning, committee roles, and board development. They welcome any other suggestions from the full board as well. The Committee next step will be to present the facilitator recommendations and proposed date/location to the board for approval at the next Administering Board Meeting.

b. Budget:

- i. Staff D. Williams provided an update on the CSBG budget: The Committee met last week to review their current year's budget and begin planning for next year. They are currently on track with both revenue and expenditure. The committee discussed priority areas for CSBG funding in 2024 based on community needs. Preliminary recommendations include increasing support for job training programs, food access initiatives, and financial literacy courses. They will be gathering more input from partner organizations and community members over the next few months. Their goal is to bring a proposed 2024 CSBG budget to the full board for approval at the September meeting, allowing time for community review before submissions are due to the state in November.

c. By-laws:

- i. B. Cook provided an update on the bylaws: The Committee met last week to review the draft revisions from 2017. They've identified several sections that need further updates, such as board member roles and election processes. B. Cook has incorporated track changes into the document for review at their next meeting. The committee will comb through its section by section to finalize the proposed changes. Their goal is to present the recommended revisions to the full board for approval at the July meeting. This will allow time for a community review period before adopting the updated bylaws. The Committee is also researching requirements for nonprofit bylaws to ensure they are in compliance.

- d. **Funding:** Chair M. Rivera provided an update on CDBG funding: The CDBG committee has been looking into changes to how the city administers CDBG funds. They met with city staff who said community input is no longer required beyond sending out a notice. However, the committee is concerned about the lack of transparency and community involvement in decisions. They plan to request a joint meeting with the city to better understand the changes and ensure community voices are heard in the process. They also want to gather more information on how funds are allocated and prioritized. The committee will continue advocating for accountability and participation in the use of CDBG dollars to benefit low-income residents.

5. INFORMATIONAL ITEM:

- a. Staff D. Williams provided an update on the VITA (Volunteer Income Tax Assistance) program: The VITA season recently wrapped up with great success. We served over 300 clients across multiple library locations. Most of the volunteers have submitted their hours and we'll be recognizing their contributions. We're also developing an online survey to gather clients' feedback on their experience and how we can improve. We will use this information to start preparing for the next tax season. Some initial ideas include expanding to additional days or locations. I want to thank all the volunteers for their hard work - it was our most successful year yet.
- b. Executive Board Meeting date changes: 11/28/24 and 12/26/24 - Due to conflicts with holidays, the Executive Committee approved canceling the meetings scheduled for those months this year. However, special meetings can still be called if urgent issues arise.



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MOTION: To skip holding Executive Board meetings on November 28 and December 26, 2022, due to conflicts with holidays.

MIS/Carried: B. Cook/ S. Johnson/ Motion Carried.

6. ANNOUNCEMENTS:

S. Johnson provided an announcement about an upcoming health fair being organized by the Oakland NAACP: The Oakland NAACP is having a health forum this Saturday at EXPO Gospel Church from 9am to 3pm. It's a free event with panels on health topics, herbalists, and doctors available. They'll also have information on various health services.

B. Cook provided an announcement about an upcoming event: This week is National Crime Victims' Rights Week to honor those impacted by crime. On Saturday, April 27th there will be an event at the Children's Memorial at Lake Merritt from 11am to 4pm to commemorate victims in Alameda County. It's located across from the sailboat house between Fairyland and Lake Merritt.

7. Public Comment – None

8. Open Forum - None

9. Adjournment of Meeting

MOTION: To adjourn the meeting at 7:30pm

MIS/Carried: S. Johnson/ B. Cook / Motion Carried.

The Next Executive Committee Meeting: **May 23, 2024**