



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

**Executive Committee Meeting**  
**Thursday, July 25, 2024, 5:30 PM**

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**Committee Members Present:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), and Brigitte Cook (Secretary)

**Committee Members Excused:** Supervisor Lena Tam (Cesley Ford-Frost), and Mitchel Margolis

**Staff:** Dwight Williams

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- 1. Roll Call/Determination of Quorum/Approval of Agenda**  
Chair M. Rivera performed Roll Call and a quorum was established at 5:40p.m.  
**MOTION:** To approve the July 25, 2024, Executive Committee Meeting Agenda.  
**M/S/Carried:** Motion Carried by Consensus.
- 2. Approval of the Draft Minutes from the AC-OCAP Executive Committee Meeting of June 27, 2024.**  
**MOTION:** To correct the June 27, 2024, minutes, and revisit at the next Executive Committee meeting.  
**M/S/Carried:** B. Cook / A. Ford / Motion Carried.
- 3. Public Comment:** Community member Mrs. Ossabalta expressed concerns about the subcontractors identified, specifically the Lighthouse Community Charter School and Lao Family. She felt these organizations had issues and questioned why they were receiving additional funding. She questioned the high travel expenses of over \$60,000 and \$14,000 for in state and out-of-state travel. She also questioned the \$20,000 budgeted for food and the \$50,000 total for travel. She felt the salaries and administrative costs of over \$600,000 were a lot of money and wanted to understand how the budget was determined and evaluated. Overall, she felt the budget lacked transparency and wanted more information on how the funding decisions were made.
- 4. DISCUSSION:**
  - a. Updates on Committees**
    - i. Advocacy**
      - 1. Approval required to award \$1,000 Honorarium to Cheryl Fabio for allowing her film “A Rising Tide” to be shown.**

**MOTION:** To approve the \$1,000 honoraria for Cheryl Fabio for providing the film, “A Rising Tide” at CAP 60<sup>th</sup> Anniversary Event on May 17, 2024.  
**M/S/Carried:** B. Cook / A. Ford / Motion Carried.



# MINUTES



- ii. **Program Planning – Meeting Summary 7/17/24 (Attachment 4a)** - The program planning and advocacy committees had previously decided to continue meeting jointly, but there were concerns about not having quorum at the joint meetings. Staff D. Williams noted that the program planning and advocacy committees need a quorum of 6 out of 10 members, but they have not been able to achieve a quorum at the last 3 meetings. The committee discussed whether the program planning and advocacy committees should meet separately to ensure they can achieve quorum. Chair M. Rivera and D. Williams also discussed the board retreat, which was tentatively scheduled for October 12th.
  - iii. **Bylaws** - B. Cook promised to provide a side-by-side comparison of the original bylaws and proposed changes to an Excel or Word document to make it easier for the committee to review. B. Cook noted that some of the proposed changes were more substantial, such as one that appeared to take away the committee's ability to make recommendations for the director position. The committee discussed whether they should have someone from the state review the proposed bylaw changes, as the city's legal counsel may look at it from a different perspective than how the organization operates. The committee decided they would review the bylaw comparison document in August and then bring it up for discussion at the September meeting.
  - iv. **Funding** - The committee had previously discussed forming a funding committee that would work with CalCAPA and federal agencies to try to secure better funding for the organization. M. Rivera noted that the Advocacy Committee was supposed to work on partnering with different agencies to seek funding, while the Program Committee would look into getting funding from the San Francisco Foundation and other sources. D. Williams had sent the committee information about a potential funding program, and the committee wanted to have A. Gums review that opportunity. The committee acknowledged they had not made much progress on the funding initiatives since they did not go on the planned Washington trip, and they wanted to revisit this topic to determine what they can do to secure more funding.
- b. **Monday, September 9, 2024, Holiday meeting – move or cancel?** – The committee has agreed to move the meeting to September 16<sup>th</sup> for the next Administering Board meeting.
  - c. **2024 Budget (Attachment 4C)** - The committee discussed adjusting the budget to ensure it is balanced to zero, with D. Williams noting they needed to ensure the budget was balanced since it was funded by the state. The committee is discussing allocating a budget for the upcoming board retreat, with D. Williams suggesting a \$10,000 placeholder amount that the committee could adjust as needed.

5. **Informational Item:** None

6. **Public Comment** (Specify Agenda Item(s): Audience Comment Period) – None

7. **Open Forum: (General Audience Comment Period)** – None

8. **Adjournment of Meeting**

**MOTION:** To adjourn the meeting at 7:00pm

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

**Next In-Person Meeting: September 26, 2024**