



MINUTES



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

Visit us on the web at AC-OCAP.com or contact us by email at AC-OCAP@oaklandnet.com

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

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 MEETING

Monday, November 13, 2017 5:30pm-7:30pm

City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

Board Members Present: Gladys Green (Chair), Sandra Johnson (Secretary), Monique Rivera (Vice Chair), Sean Callum, Stanley Richardson, Lisa Ruhland, Max Chacana, Brigitte Cook for Councilmember Lynette McElhaney, Hang Mosier, Clarissa Doutherd, Janice Heredia, Brittaney Carter for Supervisor Wilma Chan and Sophia Lai.

Excused: Andrea Ford, Phuong Hang Duong Thi, Angelica Gums for Supervisor Nate Miley

Absent: Theresa Anderson

Staff: Estelle Clemons, Sytara Ellis, Emily Derenthal, and Dwight Williams

Guest: Meryl Klein, County of Alameda Administrator’s Office (CAO)

A. Call to Order/Approval of Agenda

G. Green called the meeting to order at 5:35pm.

B. Roll Call/Determination of Quorum/Recite AC-OCAP Promise

Roll call was called by staff S. Ellis. A quorum was established. The AC-OCAP promise was recited.

C. Approval of Draft October 9, 2017 Administering Board Minutes (G. Green)

Motion: To approve the October 9, 2017 minutes. M/S/Carried: M. Chacana/S. Johnson/Motion carried.

D. Community Action Partnership Update/Action Items (E. Clemons)

1. 2017 Program Update

• Administering Board Update and Vacancies (District #3 & #5)

E. Clemons stated that all grantees have been visited. She also acknowledged and thanked Board members Monique Rivera and Brittaney Cook for participating in site visits. Monique declared that she was very impressed with the professionalism of CAP analyst E. Derenthal and D. Williams at the site visits; coupled with the questions that they asked. E. Clemons reported that *Hack the Hood* is returning some of their allocated funds. She also stated that some of the sites corrective actions may not be met. The reason *The Unity Council* and *Roots* may not meet their outcome this 2017 program year is because they did not start until May. **Questions** - L. Ruhland asked for clarification on the terminology parking lot. E. Clemons stated that this means that an item is pending. S. Lai asked how is programming determined? E. Clemons stated that programming should be specific to the geographic area. E. Clemons also stated that M. Rivera will submit her application to continue as a Board member for District #5. Also, Teresa Johnson (who lives in District #3) plans to apply for the vacant seat. S. Richardson questioned the call to order time for the October 9, 2017 Administering Board Meeting.

Action: S. Ellis will check to see if the 6:45pm call to order time for the October 9, 2017 Administering Board Meeting is correct.

Meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201 or call (510) 238-3611 (VOICE) or (510) 238-6451 (TTY) to arrange for the following services: 1) Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired. Please refrain from wearing scented products to this meeting.

- **2018 CSBG Contract and Annual Report to Council, November 14, 2017-4:00 P.M. – LEC**

E. Clemons will present the annual City Council Report at the Life Enrichment Committee (LEC) Meeting on November 14, 2017. She encouraged Board members to attend this meeting. The following members stated that they will try to attend the LEC Committee Meeting: M. Rivera, C. Doutherd and S. Lai. B. Cook stated that if someone can't attend the meeting, they can post a comment online.

Action: S. Ellis will send an E-Comment link to all Board members so they can post a comment.

- **AC-OCAP CSBG 2018 Draft Budget**

E. Clemons went through the budget items for clarification and expounded on each item. She stated that because of limited funds, personnel cost will be adjusted. She also stated that \$45,000 is un-allocated funds and \$10,000 **Bank on Oakland** funds are on hold.

- **2017 CSD Desk Review Report**

E. Clemons stated that CAP had findings from the State. However, to prevent future delays and having this to become a reoccurring issue, she suggested that a tickler system be initiated. C. Doutherd asked for clarification of the findings. E. Clemons stated that the report is due on the 20th of the month. However, they were not receiving the report in a timely manner.

Action: Create a tickler system for CSD Desk Review Reports.

- **County AC-OCAP Funding**

S. Lai asked if Alameda County was contributing any monies toward this grant? Mr. Richardson questioned why Alameda County does not contribute to the grant? It has been over two years. C. Doutherd asked how much monies have Alameda County paid and what percentage of monies go to Alameda County? E. Clemons stated that there is a 60% (Oakland) and 40% (Alameda County) distribution of funds. E. Clemons urged Board members to advocate to say we need our fair share of monies. She also stated that two letters, from Sara Bedford have been sent to Alameda County requesting them to contribute to the grant, but to no avail. B. Cook asked E. Clemons for a copy of the letters.

Action: This item is being referred to the Executive Committee for further discussion.

Action: E. Clemons will give B. Cook a copy of the letters that Sara Bedford sent to Alameda County.

2. Events

2. Thanksgiving Dinner will be held at the Oakland Marriott on November 21, 2017 from 11:00 A.M. to 2:00 P.M.

E. Clemons stated that **Feed The Town** organization will participate at this year's celebration. **Feed The Town** organization presented a monetary donation to The CHS Hunger Program. Perhaps the monies can be used at a poverty symposium in 2018?

Action: There will be further discussion on the allocation of these funds at the Program Planning Committee Meeting on December 13, 2017.

E. Committee Reports (Verbal)

1) Executive Committee Meeting – No Report

2) Program Planning Committee – No Report

Q & A

G. Future/Proposed Agenda Items

Future:

- All IN
- Proposition 47 – Probation (A. Ford)
- Oakland Community Organization (OCO)
- Tri-Valley Anti-Poverty Collaborative

Health

- La Clinica de la Raza
- Alameda County Building Blocks Collaborative*

Housing

- Tri-Valley Housing
- Community Housing – Path/Everyone Home*

Financial Empowerment

- Alameda County AC CAN
- Cal Reinvestment
- Bank on Oakland
- Earned Income Tax Credit/UWBA*

Youth

- Oakland Fund Children Youth (OFCY)*
- Oakland Youth Commission *
- REACH Ashland/Cherryland Youth Center*
- Early Care & Education Planning Council*

Public Safety

- Citywide Public Safety Plan*
- Cease Fire/Street Outreach*
- Oakland Unite*
- Seven Step (Re-entry Population)

Social Justice

- Ella Baker Center

Families

- Social Services Agency – TANF, GA*
- ALL-IN*
- Alameda County Hope Collaborative
- Rise up

Community Development

- CDBG *

- East Bay Housing Organization (EBHO)*
- Spectrum – LIHEAP/Weatherization*
- Oakland Housing Authority*
- Alameda County Housing Authority
- City of Oakland Housing Road Map*

Education

- Promise Neighborhoods- Cal State East Bay *
- Head Start/Early Head Start

Employment

- Alameda County WIB*
- East Bay Sustainable Alliance
- Oakland WIB*
- Minimum Wage/Life Up Oakland/\$15 hr. (local union)

Board Development

- Jim Masters – CAP History/ Board Training*
- Jim Master – Structure of the American Economy
- Public Ethics Presentation*

Food Security

- Alameda County Community Food Bank *

Transportation

- Alameda County Transportation Commission

* = Presented

Proposed: Proposition 47 – Probation (A. Ford)

Proposed: Child Care Proposal (C. Doutherd) -4/10/17

- Urban Habitat
- Oakland Community Organization (OCO)
- Tri-Valley Anti-Poverty Collaborative

H. Announcements

- **Oakland Rotary** – Sean Callum - None
- **United Seniors of Oakland and Alameda County Sandra Johnson** – None
- **Alameda County/Social Services/All in Update** - Andrea Ford/Brittaney Carter/Angelica Gums– Board members are invited to the ALL IN Community Forum on 2018 Listening Sessions on December 7, 2017. Castro Valley Library, 3600 Norbridge Avenue, Castro, Valley, CA
- **City of Oakland Update** - None
- **Other Organizations** –Warriors star center JaVale McGee will hold his 7th Annual Great Turkey Giveaway at True Vine Ministries in Oakland on November 20, 2017.

I. Agenda Attachments

- 1A. Administering Board Updates and Vacancies (District 3 & 5)
- 1B. 2018 CSBG Contract and Annual Report to Council, November 14, 2017
- 1C. AC-OCAP CSBG 2018 Draft Budget
- 1D. 2017 CSD Desk Review Report

J. Open Forum

- 1) E. Clemons asked Board members to please fill out and submit their Board Contact Form to S. Ellis.
- 2) E. Clemons stated that the 2017 Attendance Log will be given to Board members in December.
- 3) E. Clemons stated that Board member Teresa Anderson has exceeded her absenteeism for this year. Recruitment for this position is now necessary.

K. Adjournment

Motion: The meeting was adjourned at 6:45p.m. M/S/Carried: S. Johnson/A. Ford/ Unanimous.
Motion Carried.