



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

November 9, 2020 | 5:30 PM - 7:30 PM

COMMUNITY PARTICIPATION GUIDE

TO OBSERVE

- To view the meeting by Zoom video conference, click on this link: <https://zoom.us/j/97225124387> at the noticed meeting time.
- To listen to the meeting by phone, dial +1 669 900 9128 at noticed meeting time.
- When prompted, enter Meeting/Webinar ID: 972 2512 4387
- Listening outside of California? Find a full list of Zoom dial-in numbers at: <https://zoom.us/zoomconference>

TO COMMENT

- To comment by Zoom video conference, you will be prompted to use the "Raise Your Hand" button to request to speak. When it is your turn to speak, you will be unmuted to make public comments.
<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>
- To comment by phone, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak. When it is your turn to speak, you will be unmuted to make public comments.

ADDITIONAL INSTURCTIONS

- Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting#>
- Instructions on how to join a meeting by phone is available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

November 9, 2020 | 5:30 PM - 7:30 PM

BOARD MEMBER "PANELIST" PARTICIPATION GUIDE

RECOMMENDED METHOD

- Customize your profile with your City approved graphic.
- Join the teleconference as a Panelist by clicking on the Zoom invite link.
- Sign on to webinar 15 minutes early to ensure your speakers and mic work. A technical roll call will be performed.
- Do not share your link with other Panelists or members of the community.
- 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. Staff will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

ALTERNATIVE METHOD

- Join by telephone, dial +1 669 900 9128, enter WEBINAR ID: 972 2512 4387 when prompted. You will enter the Teleconference as an Attendee. Expect to be on hold as the host completes technical roll call.
- To request to speak, "Raise Your Hand" by pressing "*9" and wait to be unmuted.

If you have any questions, please contact Melissa Francisco @ MFranco@oaklandca.gov.



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 Teleconference

Monday, November 9, 2020 5:30 p.m.

Zoom Community Participation Link: <https://zoom.us/j/97225124387>

Board Membership: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Councilmember Lynette McElhaney (Brigitte Cook), Supervisor Nate Miley (Angelica Gums), Supervisor Wilma Chan (Sarah Oddie), Councilmember Larry Reid (Robert Cox), Councilmember Noel Gallo, Mayor Libby Schaaf (Lisa Ruhland), Njeri Mc Gee-Tyner, Sean Callum, Samantha Columbus, David Walker, Mitchell Margolis, and Alicia Rossetti

Staff: Estelle Clemons, Dwight Williams, Vanessa Floyd-Rodriguez, 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 October 12, 2020 Administering Board Minutes – Attachment C1**
ACTION ITEM:

- D. 5:45 p.m. **AC-OCAP 2020-2025 Strategic Plan: Lauren Broder, Resource Development Associates – Attachment D1**
ACTION ITEM:

- E. 6:15 p.m. **Community Action Partnership Updates (E. Clemons)**
 - 1. **Board Update**
 - A. Board Vacancies -- Oakland District 1 and Alameda County Community
 - B. 2020 NCAF Annual Conference, Virtual, "2020 hindsight" – Post-Election Session: November 5 & 16, 2020 | General Session: November 17-18, 2020
 - C. Board Officer Election (12-14-20) and Board Membership Terms – **Attachment E1C**
 - 2. **AC-OCAP Programming**
 - A. Alameda County BOS Social Services [Presentation](#) (10-26-20) Update
 - B. 2020-2021 EITC Update
 - C. 2020 CSBG/CARES Grantee and Program Update**ACTION ITEM:**

- F. 6:45 p.m. **Future/Proposed Agenda Items (see chart below)**
 - January - Mayor Libby Schaaf, City of Oakland
 - February - Alameda County Board of Supervisors
CDBG CARES Update (Gregory Garrett), Trauma Informed Systems (Stephanie Montgomery), Equity Update (Darlene Flynn), Chamber of Commerce (Barbara Leslie)

G. 6:50 p.m. Committee Report(s):

H. 7:00 p.m. Announcements
Oakland Rotary
United Seniors of Oakland and Alameda County
Alameda County Social Services/All In/Board of Supervisors
City of Oakland
Others

I. 7:15 p.m. Attachments
C1 Draft October 12, 2020 Administering Board Minutes
D1 2020-2025 AC-OCAP Strategic Plan One-Sheet
E1C Board Membership Terms and Election Process Procedures

J. 7:20 p.m. Open Forum

K. 7:30 p.m. Adjournment
Next Teleconference: December 14, 2020
ACTION ITEM:

FUTURE AGENDA ITEMS:

HEALTH	HOUSING
Trauma Informed Care*	Tri-Valley Housing
La Clinica De La Raza	Community Housing – Path/Everyone Home
Alameda County Building Blocks Collaborative*	East Bay Housing Organization *
FINANCIAL EMPOWERMENT	Spectrum – LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority *
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority *
YOUTH	City of Oakland Housing Road Map *
Oakland Fund Children Youth (OFCY) *	Alameda County Housing Community Development
Oakland Youth Commission *	Alameda Housing Resource Center
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Citywide Public Safety Plan –	Minimum Wage/Life-Up Oakland/\$15 hr
Cease Fire/Street Outreach *	Local Union
Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
Seven Step (Re-Entry Population) *	BOARD DEVELOPMENT
AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
SOCIAL JUSTICE	Jim Masters – Structure of the American Economy
East Oakland Collective *	Public Ethics Presentation *
Oakland Community Organization (OCO)	Strategic Planning
Urban Habitat *	FOOD SECURITY
FAMILIES	Alameda County Community Food Bank *
Social Services – TANF, GA *	TRANSPORTATION
All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG*/CARES Act
Mayor's Commission on Aging *	Census 2020 Complete Count*

(* = PRESENTED)



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

Administering Board Teleconference

October 12, 2020 5:30 p.m.

Granicus Link: https://oakland.granicus.com/MediaPlayer.php?clip_id=3834

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Mayor Libby Schaff (Lisa Ruhland), Supervisor Nate Miley (Angelica Gums), Supervisor Wilma Chan (Sarah Oddie), Councilmember Lynette McElhaney (Brigitte Cook), Njeri McGee-Tyner, Sean Callum, Samantha Columbus, Mitchell Margolis, and Alicia Rossetti

Board Members Excused: David Walker

Board Member Absent: Councilmember Larry Reid (Robert Cox) and Councilmember Noel Gallo

Staff: Estelle Clemons, Dwight Williams, Vanessa Floyd-Rodriguez, and Melissa Francisco

Guests: Alexandra Boskovich (Alameda County Community Food Bank), G (KTOP), Jennifer Schulz (Alameda County Administrator's Office), Patricia Schrader (Community Member), Assata Olugbaba (Community Member)

A. Call to Order/Recite AC-OCAP Promise

G. Green called the October 12, 2020 Administering Board Teleconference to order at 5:34 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.

MOTION: To approve the October 12, 2020 Administering Board Agenda.

M/S/Carried: S. Johnson/L. Ruhland. Motion Carried.

C. Approval of Draft September 14, 2020 Administering Board Minutes – Attachment C1

MOTION: To approve the Draft September 14, 2020 Administering Board Minutes.

M/S/Carried: A. Ford /S. Oddie. Motion Carried.

D. Presentation: Voter Campaign 2020 – Attachment D1

E. Clemons announced AC-OCAP's partnership with Alameda County Community Food Bank (ACCFB) to provide voter registration and education to the community. E. Clemons welcomed ACCFB's Government Relations Manager, Alexandra Boskovich to present Voter Campaign 2020 to board members, staff, and community members in attendance.

A. Boskovich shared a PowerPoint Presentation "Get Out the Vote 2020!" on the teleconference screen. A. Boskovich provided a brief overview of ACCFB's work including the agency's breakdown of service recipients, the 2018-2022 Strategic Plan to Advance the Policy Fight Against Hunger, and Lessons Learned from Voter Engagement 2018 and Census 2020 Campaign. A. Boskovich then discussed the election 2020 campaign goals: (1) leverage trusted presence in the community to disseminate quality, multilingual information about voting for the people we serve (2) continue to develop messaging that clearly connects voting to fight against the root cause of hunger, racism and poverty (3) mobilize volunteers to make calls to encourage and assist people with voting. Get Out The Vote (GOTV) Partnership activities include GOTV bus shelter ads (**Attachment D1**), Accessible Voter Location map postcards, GOTV robo-calls to potential food bank clients, and traffic stopping GOTV t-shirts for food bank staff, distribution, partners, and volunteers. The website accf.org/vote displayed on postcards and transit shelter ads provide information on how to ensure votes are counted, and to find opportunities to get involved. A. Boskovich concluded her Voter Campaign 2020 presentation with a question and answer session.

E. Community Action Partnership (CAP) Updates (E. Clemons)

1. Board Update

A. Board Vacancies -- Oakland District 1 and Alameda County Community - E. Clemons and staff plan to meet with District 1 to discuss efforts to recruit a community representative. E. Clemons is scheduled to present to the Alameda County Board of Supervisors on October 26, 2020. One ask will be for assistance in recruiting a community representative for Alameda County. AC-OAP's Organizational Standards submitted to the California State Department in August include a plan to fill board vacancies by January 31, 2021.

B. National Community Action Foundation (NCAF) Annual Conference – Pre-Election Session: October 29-30, 2020 | Post-Election Session: November 5 & 16, 2020 | General Session: October 17-18, 2020 - Board Members and staff are registered for NCAF's Unlimited Package, which provides access to all three sessions of the virtual conference. Board Members are to email staff [M. Francisco](#) if they have not received their NCAF registration confirmation.

C. Board Membership Terms - Attachment E1C - Board Membership Terms were shared on the Teleconference screen. E. Clemons discussed the ending terms of the elected councilmembers (Lynette McElhaney, Noel Gallo, Larry Reid, and Supervisor Nate Miley) of the Administering Board and the election for new Board Officers to take place at the December 14, 2020 Administering Board Teleconference.

2. 2020 Programming

A. Census 2020 Update – The Alameda County Self-Response Rate as of October 08, 2020 was shared on the Teleconference screen. E. Clemons discussed Alameda's 75.5% Self-Response rate from households via online, by mail, or by phone. The Census count completion date continues to shift between October 5, 2020 and October 31, 2020. At the onset of the COVID-19 pandemic, the Census Bureau extended the count completion date to April 2021. The extension date, however, conflicts with the federal law requiring the Census Bureau to send population totals to the president by December 31 of every census year. Currently, the completion deadline decision is in litigation, and therefore messaging should not include a date, but instead encourage the community to not delay – Be counted today!

B. 2020-2022 CSBG/CARES Act Funding – Attachment E2B - E. Clemons reported on the October 7, 2020 Executive Committee Meeting, where the CSBG/CARES funding was discussed in detail. The CSBG CARES Work Plan CSD 901 (**Attachment E2B**) was shared on the Teleconference screen. The Work Plan includes financial program enhancements and supports to address the sudden disruption due to Alameda County's Shelter in Place, program expansion to support food security, and a new program "AC-OCAP CARES – Relief, Recover, Rebuild (R3)" to create new services to support AC-OCAP's existing Community Economic Opportunity (CEO) network.

The Proposed Budget (**Attachment E2B**) was shared on the Teleconference screen. E. Clemons addressed the changes to the budget due to personnel costs. The total CARES allocation is \$1,893,460. Oakland's allocation is 60% of total budget, \$1,136,076; Alameda County share at 40% is \$757,384. The AC-OCAP 2020-2022 RFP programming supports 14 grantees and two internal grantees Housing and Economic Rights Advocates (HERA) and Eden I&R.

C. Mandatory Grantee Training – Friday, October 23, 2020 via Zoom - The Mandatory Grantee Training will cover CSBG Contract Amendments, Reporting & Requirements, and the CARES contract. E. Clemons encouraged Board Members to join the zoom webinar to observe the Grantee Training.

ACTION: Staff M. Francisco to email Mandatory Grantee Training invites to Board Members.

D. Presentation to Alameda County Board of Supervisors – Monday, October 26, 2020 - E. Clemons will present the AC-OCAP 2020 Update which includes new poverty data, 2020-2022 funded programs, 2020-2025 Strategic Plan One Sheet, and the GOTV Campaign 2020.

ACTION: Staff M. Francisco to email AC-OCAP 2020 Update to Alameda County Board of Supervisors invites to Board members.

E. Strategic Planning - Attachment E2E - E. Clemons unveiled the newest draft of the Strategic Plan One Sheet on the Teleconference screen. E. Clemons noted the addition of the National Community Action Partnership branding. Board Members were asked to help expound on the Values listed on the One Sheet – what does "Community-driven", "Equitable", "Collaborative", "Impactful", and "Results-driven" mean? Sample language will be presented, and feedback will be requested. The Strategic Planning Ad-hoc Committee was congratulated on the outcome of their hard work and for being intentional about the direction Community Action is headed in the next five years.

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

F. Future/Proposed Agenda Items

Proposed: Oakland Mayor Libby Schaaf, Alameda County Board of Supervisors, Stephanie Montgomery (City of Oakland, Human Services Department), Darlene Flynn (City of Oakland, Director of Race and Equity) – Part 2, Barbara Leslie (Chamber of Commerce).

A future/Proposed presentation to resume as the Strategic Plan nears completion.

FUTURE AGENDA ITEMS:

HEALTH	HOUSING
Trauma Informed Care*	Tri-Valley Housing
La Clinica De La Raza	Community Housing – Path/Everyone Home
Alameda County Building Blocks Collaborative*	East Bay Housing Organization *
FINANCIAL EMPOWERMENT	Spectrum – LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority *
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority *
YOUTH	City of Oakland Housing Road Map *
Oakland Fund Children Youth (OFCY) *	Alameda County Housing Community Development
Oakland Youth Commission *	Alameda Housing Resource Center
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Citywide Public Safety Plan –	Minimum Wage/Life-Up Oakland/\$15 hr
Cease Fire/Street Outreach *	Local Union
Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
Seven Step (Re-Entry Population) *	BOARD DEVELOPMENT
AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
SOCIAL JUSTICE	Jim Masters – Structure of the American Economy
East Oakland Collective *	Public Ethics Presentation *
Oakland Community Organization (OCO)	Strategic Planning
Urban Habitat *	FOOD SECURITY
FAMILIES	Alameda County Community Food Bank *
Social Services – TANF, GA *	TRANSPORTATION
All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG*/CARES Act
Mayor’s Commission on Aging *	Census 2020 Complete Count*

(* = PRESENTED)

G. Committee Report(s)

- Executive Committee – (October 7, 2020) – E. Clemons provided details of the Executive Committee Meeting during the Agenda Item E2B.
- Strategic Planning Ad-hoc Committee – To meet possibly October 28th or November 4, 2020.

H. Announcements

Oakland Rotary – C. Callum reported the continuation of the Rotary’s weekly meetings, on Thursdays, 12:25 – 1:30 p.m. Guests may request the Zoom link up to an hour before the meeting by contacting executive.director@oakland-rotary.org. Guests also may view the livestreamed meeting on Facebook at <https://www.facebook.com/OaklandRotary3/>. In addition, guests may later view the recorded meeting on Facebook or YouTube at <https://www.youtube.com/channel/UCjh-qvFDHqjpHGwFTTssvvg>.

United Seniors of Oakland and Alameda County – S. Johnson reported USOAC’s Virtual 29th Annual Convention is planned for Friday, November 13, 2020 9am -3pm. RSVP by November 6th.

ACTION: Staff M. Francisco to send Convention Flyers to Board Members.

Alameda County/Social Services/All IN – S. Oddie (ALL IN) reported the kickoff of the Youth Action Advisory Board, scheduled for Thursday, October 22, 2020 2:00 – 4:00pm at Covenant House on the Roof-top, 200 Harrison Street, Oakland. Also, S. Oddie announced the new program “ALL IN EATS” is seeking local sustainable farmers to join the collaborative to help feed Alameda County.

City of Oakland – B. Cook reported on the continued City of Oakland partnership with World Central Kitchen, providing approximately 2,000 meals per week to any one in need. For food distribution and grocery delivery in Oakland, please follow this link: <https://www.oaklandca.gov/resources/food-distribution-in-oakland>

Others – Board Chair G. Green encouraged everyone to get out and vote.

I. Attachments

- C1** Draft September 14, 2020 Administering Board Teleconference Minutes
- D1** GOTV Partnership Resource Postcard and Transit Shelter Ad
- E1C** Board Membership Terms
- E2B** 2020/2022 CSBG CARES Work Plan CSD 901 and R3 Proposed Budget
- E2E** Draft Strategic Plan One-Sheet

J. Open Forum

Community Member Assata Olugbaba commented on Agenda Item D, E1A, E2A, E2B, and E2E. E. Clemons thanked AC-OCAP partners and community members for their participation in the Teleconference.

K. Adjournment

MOTION: To adjourn the October 12, 2020 AC-OCAP Administering Board Teleconference at 6:51pm.

M/S/Carried: S. Johnson/S. Callum. Motion Carried.

2020 - 2025 STRATEGIC PLAN

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



MISSION

To improve our community by creating pathways that lead to economic empowerment and prosperity.

VISION

To end poverty within the City of Oakland and throughout Alameda County.

VALUES

- Community-driven
- Equitable
- Collaborative
- Impactful
- Results-driven



ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT

GOAL
Increase workforce development opportunities for Black, Latinx, Indigenous, People of Color (BLIPOC) residents with low-income that lead to employment or entrepreneurship.

STRATEGY

Improve the employment continuum, including entrepreneurial opportunities, and align AC-OCAP's funding with the Workforce Investment Opportunity Act (WIOA) demand-sector industry.



LOW-INCOME HOUSING

GOAL
End homelessness for: 1) BLIPOC families with children; and 2) seniors 55+.

STRATEGY

Partner with organizations focused on increasing the number of un-housed families with children and/or seniors who obtain housing.

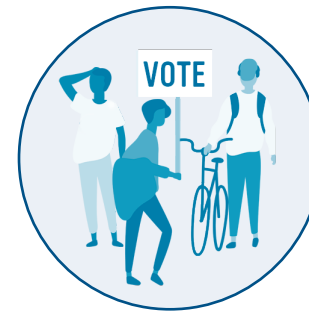


COMMUNITY DEVELOPMENT

GOAL
Increase access to resources and information, and empower BLIPOC residents with low-income to build assets and wealth.

STRATEGY

Host community fairs and use collaborations to offer skill training and other resources; Increase food security and access to the Earned Income Tax Credit, banking, financial coaching, credit repair, debt reduction, and home ownership.



CIVIC ENGAGEMENT & ADVOCACY

GOAL
Empower BLIPOC residents with low-income to advocate for systems-change and harness political power.

STRATEGY

Leverage existing networks and fund grassroots trusted community leaders, organizing groups, and Community Based Organizations (CBOs) that empower and advocate for communities of color (e.g., voter registration, citizenship).



CAPACITY BUILDING

GOAL
Raise awareness and transform AC-OCAP's community impact into a MOVEMENT. #ACEndPovertyNow

STRATEGY

Leverage relationships to build an anti-poverty coalition and create a community campaign to end poverty now.

ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

Anti-Poverty Board Membership Terms

Name/Term Start	Start Date	TERM END	Sector	Notification Status
Open	01/01/19	12/31/21	Poor (North Oakland-District 1)	Special Vacancy - C. Mixon resigned 11/11/19
Mitchell Margolis ('20)	02/10/20	12/31/22	Poor(Eastlake/SA/Chinatown-District 2)	S. Lai resigned 5/21/18 (Term start 2018) D. Taylor resigned 7/8/19
David Walker ('20)	01/13/20	12/31/22	Poor (West Oakland-District 3)	T. Jackson resigned 12/10/19
Alicia Rossetti ('20)	5/11/20	12/31/21*	Poor (Central Oakland - District 4)	J. Butchart resigned 7/16/15
Rivera, Monique Vice Chair (10)	01/01/18	12/31/21	Poor (Fruitvale/San Antonio-District 5)	Re-elected – 01/01/19
Samantha Columbus ('18)	01/01/19	12/31/21	Poor (Central East Oakland-District 6)	Special Vacancy - P. Thi resigned 03/12/18 (Term start 2019)
Green, Gladys Chair ('94)	01/01/19	12/31/21	Poor (Elmhurst-District 7)	Re-elected 01/01/19
Ruhland, Lisa ('15)	01/01/19	12/31/21 Mayoral term ends 12/31/22	Elected (Mayor Schaaf)	Appointed 02/24/15, Re-elected 1/1/19
(Brigette Cook) McElhaney, Lynette ('13)	01/01/17	01/01/21 (Council Term Ends 01/05/21)	Elected(Councilmember McElhaney)	Elected 01/01/17
Noel Gallo (15) District 5, Councilmember	01/01/17	01/01/21 (Council Term Ends 01/05/21)	Elected(Councilmember Gallo)	Appointed 3/18/15 – M. Chacana resigned 1/14/19, Velazquez resigned 06/08/20
(Robert Cox '18), Reid, Larry	01/01/17	01/01/21 (Council Term Ends 01/05/21)	Elected(Councilmember Reid)	Effective April 3, 2018, Venita will fil S. Richardson's term until 01/05/21
(Sarah Oddie) Chan, Wilma (15) District 3, County Supervisor	01/01/19	01/01/23 (Term Ends 01/01/23)	Elected	Appointed 09/23/14, Re-elected 1/1/19 Ting resigned 7/10/20, Oddie appointed 7/13
(Angelica Gums) Miley, Nate (12), District 4, County Supervisor	01/01/17	01/01/21 (Term Ends 01/01/21)	Elected	Appointed 12/20/11
Njeri McGee-Tyner (18)	01/01/19	12/31/21	Poor (Central County 4)	Special Vacancy - H. Mosier resigned 06/08/18 (Term Start 2019)
Open	01/01/19	12/31/21	Poor (Central County- District 4)	Elected 01/01/16 (P. Forte's term expired 12/31/15)
Ford, Andrea Treasurer (05)	01/01/19	12/31/21	Private	Re-Appointed 1/01/19
Johnson, Sandra Secretary (02)	01/01/20	12/31/22	Private (United Seniors)	Re-Appointed 12/12/16 and 12/9/19
Callum, Sean (17)	01/01/20	12/31/22	Private (Oakland Rotary)	Appointed 12/12/16, Re-Appointed 12/9/19

Eighteen (18) Board Members serve a 3-year staggered term. Notification for the term end date shall occur 60 days prior. Board members are not appointed. Board Officers serve a 2-year term. Board Officer Elections are held bi-annually in December. 2018 Election : Gladys Green, **Chair**; Monique Rivera, **Vice Chair**; Sandra Johnson, **Secretary**; and Andrea Ford, **Treasurer**. Community Members are not appointed Federal Mandate (Public Law 105-285, Oct. 27, 1998 SEC. 676B) "1/3 of the members are (low-income) persons chosen in accordance with a democratic selection procedure, 1/3 are elected public officials, and 1/3 are other major groups". **2020 Membership Terms - Revised** 09/04/20



CITY OF OAKLAND
Department of Human Services
COMMUNITY ACTION PARTNERSHIP

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

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 acclimation" **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.