



# 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, October 10, 2016 @ 5:30 P.M.

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

**Board Members Present:** Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson-Simon (Secretary), Brigitte Cook for Councilmember Lynette McElhaney, Lisa Ruhland, Stanley Richardson, Lenita Wheeler, Dave Brown for Supervisor Wilma Chan, Angelica Gums for Supervisor Nate Miley, Max Chacana, Nayaa Lacy, and Janice Heredia

**Excused:** Gladys Green (Chair) and Theresa Anderson

**Staff:** Estelle Clemons, Cecilia Garcia, Dwight Williams, and Emily Derenthal

**Guest:** Melanie Atendido, Lawrence Jackson, and Hang Mosier

**A. Call to Order/Approval of Agenda**

M. Rivera called the meeting to order at 5:37pm.

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

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

**C. Approval of Draft September 12, 2016 Administering Board Minutes (M. Rivera)**

**Motion:** To approve the September 12, 2016 minutes. M/S/Carried: A. Ford/D. Brown/ Motion Carried.

**D. Community Action Partnership Update (E. Clemons)**

**1. CSBG General Update**

• **S. Richardson’s NCAP Conference Report**

E. Clemons stated that S. Richardson submitted his report from the NCAP Conference and was included in the packet.

• **2015 CSBG – Outcomes Chart/2016 Progress Report**

E. Clemons stated that in the packet are the 2016 Programs and Services Midyear Outcomes Chart which gives a synopsis of the grantee’s progress. She stated that the site visits have concluded and the reports are being finalized. She stated that the data on the chart is presented to the City Council. She stated that CAP receives \$1.3 million which \$780,000 is allocated for programming. She stated that CAP leverages \$6,473,458.00. She stated that 4,928 Oakland residents were served, 4,688 Alameda County residents were served, 23,087 tax returns were filed in Alameda County; 48,330 informational call were provided through 211; 90,813 Summer Lunches were provided and \$26 million was returned to the low-income communities in Alameda County. Of the \$26 million, \$10 million was in Oakland alone.

• **Conflict of Interest Form**

E. Clemons stated in addition to the Statement of Economic Interest Form 700, all board members are to sign a conflict of interest form. C. Garcia had copies of the form. E. Clemons stated that all the RFP recommendations will go before the full Administering Board. M. Rivera stated that at the Executive

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Committee meeting, there was a discussion about if a board member volunteers or donates to an agency, whether that information should be reported on the Conflict of Interest form. L. Wheeler asked for clarity on an organization you work for donates to one of the agencies that applied for the 2017-2019 RFP. E. Clemons stated that it should be disclosed. L. Wheeler also asked how far back does she have to research if her employer partnered or contracted with an agency on the RFP list? B. Cook asked if the City of Oakland funded an agency on the RFP list, does that need to be disclosed. E. Clemons stated that only in the District that she represents. E. Clemons stated that she will ask City Attorney, Amber Macaulay. Once she receives a response she will inform the board.

- **By-laws Review Update**

E. Clemons stated that by-laws should be reviewed every two years and the City Attorney reviews the by-laws every five years. The last time AC-OCAP's by-laws were reviewed and approved was in October 2011. She stated that discussion of the by-laws review has already been discussed at the October 5, 2016 executive Committee meeting. She stated that the executive committee will be in charge of reviewing the by-laws and the changes will go before the full Administering Board for approval.

- **ROMA Next Generation 2 – Results Oriented Management and Accountability**

E. Clemons stated that CSD is currently conducting a site visit to CAP. E. Clemons stated that CAP is on their third rendition of the new standards tool. She stated that they are currently in the 60 day comment period and she will keep the board updated.

- **CSD Discretionary Grant Update**

E. Clemons stated that all CAP's were initially allocated \$17,000 and have now been given an additional \$15,000. She went through the Work Plan synopsis that she submitted to the state. She stated that the funds have to be expended by April. She stated that the proposal is to provide nightly shelter beds from November 2016 – April 2017, provide dinner and breakfast, provide wrap-around services, and provide access to Alameda County's flexible rapid rehousing funds to get the chronic homeless permanently housed. She stated that CAP cannot enter into a new contract because it is not in the resolution. Therefore the funding will go to help the City of Oakland Winter Shelter Program. CAP will purchase cots for the South Hayward Parish. Funding will also go to Bay Area Community Services (BACS) for Henry Robinson, and funding will also go to Sanction Services; and Operation Hope for servicing and triage. M. Rivera gave the background on how the decision was made on where to use the additional funding.

## **2. 2017 -2019 Update/Timeline**

She stated that on October 13, 2016 the advisory panel will meet. On October 19, 2016 there will be a special program planning committee meeting and if needed there will be a special program planning committee meeting on October 20, 2016. On November 9, 2016 the Executive Committee will host a special meeting for questions and answers on the RFP applications. She stated that the organizations who are being recommended will be invited to the November 14, 2016 Administering Board meeting.

## **3. Board Vacancies Update & Pending Applications (District 2 – Carlos Jones, District 4 – Clarissa Douthard, District 6 – Phuong-Hang-Duong-Thi, and Alameda County Community – Hang Mosier) (2 – Private Sector Vacancies as of December 31, 2016)**

E. Clemons introduced Hang Mosier whose application was included in the packet for the Alameda County seat. Clarissa Douthard also introduced herself and stated that she will be submitting her application for the CDBG District 4 seat. E. Clemons stated that both Phuong Hang Duong Thi (application for District 6) and Carlos Jones (application for District 2) will be submitting revised applications. Both of their petitions had signatures that were not from the District that they live in. C. Garcia stated that there will be two private sector vacancies as of December 31, 2016. She stated that she handed out a list of current private sector agencies and asked the board if they have any recommendations to let her know so she can add the organizations to the list. M. Rivera stated that the organizations should be in alignment with AC-OCAP's mission. D. Brown had suggested at the Executive Committee to add Tri-Valley Anti-Poverty Collaborative and All-In. A discussion ensued on having large organizations such as PG&E to the list because they have extensions/foundations within their organization that may be in alignment with CAP's mission. E. Clemons went through the private sector process stating that letters will be sent to all the organizations on the list. If they are interested in applying, they submit a letter, they are interviewed, and it will be discussed at the Executive Committee before a decision is made. There was a suggestion that staff also sign a conflict of interest form for full disclosure. E. Clemons stated that a matrix will be created listing the board members and their conflict of interests, if any.

**Motion:** To accept Hang Mosier as the new Alameda County Representative on the AC-OCAP board.

M/S/Carried: D. Brown/A. Gums/1 – abstain, S. Richardson. Motion Carried.

E. Clemons presented the board with the award that CAP received on behalf of Community Housing for their years of support to the hunger program.

**4. CSD Site Visit – October 10-12, 2016 – CSD Field Representative**

E. Clemons introduced Lawrence Jackson from the Department of Community Services (CSD) who came in place of Katie Walker. He gave a summary of his first day of the site visit. E. Clemons stated that she will take Lawrence to the Henry Robinson Shelter.

**5. Events**

• **2017 Board Retreat – March 25, 2017**

E. Clemons stated that the 2017 Board Retreat will be held on Saturday, March 25, 2017. She stated that there will be a fishbowl listening sessions once again. She stated there are listening sessions currently leading up to the ICPC event on November 3, 2016. She stated that the CAP Plan will be due June 2017.

**Action:** C. Garcia to send an email to the board to complete the Conflict of Interest form and it will be due Friday, October 14, 2016.

**Action:** C. Garcia to send an email to the board asking for Private Sector recommendations that will be due Friday, October 14, 2016.

**Motion:** To accept the Community Action Partnership Update. M/S/Carried: L. Ruhland/S. Richardson/ Unanimous. Motion Carried

**E. 2016 Election: Propositions and Ballot Measures Discussion**

E. Clemons handed out a list of the 2016 California Propositions. D. Brown gave summary on Proposition A1 – Bonds for Affordable Housing. E. Derenthal summarized Proposition 51 – School Bonds. Funding for K-12 School and Community College Facilities and Proposition 52 – Medi-Cal Hospital Fee Program. D. Williams summarized Proposition 56 – California Healthcare Research & Prevention Tobacco Tax Act of 2016. E. Clemons went through some Propositions that are relevant to AC-OCAP, Proposition 57 – Criminal Sentences, Parole, Juvenile Criminal Proceedings and Sentencing. M. Rivera summarized Proposition 58 – English Proficiency. Multilingual Education. A discussion ensued on Proposition 60 – Adult Films. Condoms. Health Requirements. E. Clemons went through Proposition 59 – Political Spending and Advisory Commissions. She continued on to Proposition 61 – State Prescription Drug Cost. She went through Proposition 62 – To End Death Penalty and Proposition 66 – Death Penalty Procedures. She continued on to Proposition 63 – Background Check when buying Ammunition. She continued on to Proposition 64 – to Legalize Marijuana. She went on to Proposition 65 and 67 which are about plastic bags. She went on to the Oakland Measures, HH the tax on sweet drinks, Measure LL – Civilian Commission to oversee Police, and Measure JJ – Extend Just Cause Eviction.

**F. Committee Reports – (Verbal):**

1) Executive Committee – October 5, 2016 (G. Green)

M. Rivera stated that at the October 5, 2016 Executive Committee meeting the CSD funding, by-laws, board vacancies, the private sector process, ROMA, the CAP Plan, and the board retreat were discussed.

**G. Future/Proposed Agenda Items**

**Future:**

**Health**

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

**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\*

**Housing**

- Tri-Valley Housing
- Community Housing – Path/Everyone Home\*
- East Bay Housing Organization (EBHO) – Jan.
- 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**

- 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

- 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 Food Bank \*

#### **Transportation**

- Alameda County Transportation Commission

\*= presented

Proposed: Proposition 47 – Probation (A. Ford)

### **H. Announcements**

- **Oakland Housing Authority** – Lenita Wheeler
  - > The Oakland Housing Authority (OHA) is seeking proposals to develop and facilitate a comprehensive leadership training program. The Oakland Housing Authority plans to negotiate and sign a two-year contract with the awarded consultant, with the option to extend the contract for three additional one-year terms. Proposal deadline: 10/28/16 at 10:00 AM
  - > The Oakland Housing Authority (OHA) invites qualified owners, property managers and developers of rental property in Oakland, to submit written proposals demonstrating their interest in securing Project Based Voucher rental assistance. Proposals will be accepted on the first floor at 1801 Harrison Street, Oakland, CA. until 10:00 a.m. (local time) on September 14, 2016 for Round 1 consideration and on October 26, 2016 for Round 2 consideration.
  - > The Oakland Housing Authority (OHA) invites qualified owners, property managers, and developers of service enriched rental property in Oakland to submit written proposals demonstrating their interest in securing Local Housing Assistance Program funding. Proposals will be accepted on the first floor at 1801 Harrison Street, Oakland, CA. until 10:00 a.m. (local time) on September 14, 2016 for Round 1 consideration and on October 26, 2016 for Round 2 consideration. All OHA RFP information can be found on the OHA website. <http://www.oakha.org/WorkingOHA/Open-RFPs-and-bid-status/Pages/Active-Bids.aspx>
- **United Seniors of Oakland and Alameda County** – Sandra Johnson-Simon
  - > Feather Falls Casino in Oroville to Reno – Wednesday, October 26, 2016, \$31 per person
- **Alameda County/Social Services Update** – Andrea Ford/Dave Brown/Angelica Gums
  - > FamFest – Saturday, October 15, 2016, 9am-2pm at the Reach Center, 16335 E. 14<sup>th</sup> St. San Leandro.
- **City of Oakland Update**
  - > State of the City Address – Friday, October 14, 2016 at Oakland’s City Hall
  - > Homeless Connect – November 19, 2016 at 34<sup>th</sup> Street and San Pablo Avenue, Oakland
- **Other Organizations**
- **Economic/Employment Interests**
  - > Oakland Unified School District Substitute Community Job Fair - Thursday, October 13, 2016, 11am-4pm at the Word Assembly A Family of Churches, 2333 Harrison St. Oakland.

### **I. Agenda Attachments**

- C. September 12, 2016 Administering Board Minutes
- D. S. Richardson’s NCAP Conference Report
- D1a. 2015 Program Outcomes Chart
- D1b. Conflict of Interest Form and List of RFP Applications Received
- D2. RFP Timeline

D3. Hang Mosier's Application for the Alameda County Seat

**Additional Attachments**

- List of Private Sector Recommendations

**J. Open Forum**

**K. Adjournment**

**Motion:** The meeting was adjourned at 7:20p.m. M/S/Carried: S. Johnson-Simon/A. Ford/Unanimous.

Motion Carried.