



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



Visit us on the web at [AC-OCAP.com](https://www.ac-ocap.com) or contact us by email at OCAP@oaklandca.gov

Vision Statement: To End Poverty Within the City of Oakland and Throughout Alameda County

Core Values: Community-Driven | Equitable | Collaborative | Impactful | Results-Driven

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.

Executive Committee Meeting

Thursday, October 26, 2023, 5:30 p.m.

Locations to observe and make public comment:

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

Board member Frost
1266 San Carlos Ave
Concord CA 94518

To Observe Virtually:

Please click the link below to join the webinar:

https://us06web.zoom.us/j/84517616622?pwd=IM18qAavBh0RCbQbgLHmzrEEFzzEtg.MCBzHoS_J0f-CuOi

Webinar ID: 845 1761 6622

Passcode: 794291

To make public comment on zoom: Raise your hand during public comment, open form, or call for public speakers.

Committee Membership: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, Supervisor Lena Tam (Cesley Ford-Frost), and Supervisor Nate Miley (Angelica Gums)

Staff: Dwight Williams and Ana Tellez-Witrigo

The 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: 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.

DEFINITION OF TERMS:

- **Action Item:** motion or recommendation requiring official vote and approval of the Alameda County - Oakland Community Action Partnership Board to be effective.
 - **Informational Item:** shall mean an agenda item consisting only of an informational report that does not require or permit board action.
-

AGENDA

- 1 5:30 p.m. Call to Order/ Roll Call
- 2 5:35 p.m. Recite Alameda County- Oakland Community Action Partnership (AC-OCAP) Promise
- 3 5:40 p.m. Public Comment: (Specific Agenda Item (s): Audience Comment Period)

ACTION ITEMS

- 4 5:50p.m. Approving the Alameda County Low-Income Community Appointee of Reverend William B. “Quantum” Norwood II to the Alameda County-Oakland Community Action Partnership Board - Attachment A
- 5 6:00 p.m. Scheduling of Items to the Standing Committees or Administrative Board

INFORMATIONAL ITEMS

- 6 6:05 p.m. Committee Information
- 7 6:10 p.m. Board members and vacancies- [Attachment B](#)
- 8 6:15 p.m. Travel on City Business – [Attachment C](#)
- 9 6:20 p.m. AC-OCAP Bylaws – Attachment – [Attachment D](#)

The 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: 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.

- 10 6:25 p.m. Announcements
- 11 6:30 p.m. Open Forum: (General Audience Comment Period)
- 12 6:35p.m. ACTION ITEM: Adjournment
 - a. The Next Executive Committee Meeting of November 23, 2023, is **Canceled due to Thanksgiving.**

The 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: 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.

* This document was redacted to remove personal and private information. AC-OCAP staff verified the addresses and have the original application on file.



APPLICATION FOR ADMINISTERING BOARD MEMBERSHIP

Alameda County Low-Income Community

Applicant Name: Quantum Norwood

Applicant County District (REQUIRED): Alameda County

Address: [REDACTED] 163rd Avenue City: San Leandro State: Calif Zip: 94578

Home Phone: _____ Cell Phone: [REDACTED] - [REDACTED] - 9464 Email: quantum@DiplomatsCenter.org

GEOGRAPHIC AREA TO BE SERVED: Identify the Alameda County low-income geographic area you would represent.

NORTH COUNTY _____
(Alameda, Albany, Emeryville, and Piedmont)

CENTRAL COUNTY ✓
(San Leandro, Hayward, Ashland, Cherryland, Fairview, San Lorenzo, Castro Valley)

SOUTH COUNTY _____
(Fremont, Newark, Union City, and Sunol)

EAST COUNTY _____
(Livermore, Dublin, Pleasanton, and unincorporated East County)

Provide a brief explanation of your interest in serving on the AC-OCAP Administering Board:

I have 32 years in the real estate industry conducting sales, financing, development, domestically and in the Caribbean. I authored a California Initiative on the eradication of poverty and inequality. The AC-OCAP board has had tremendous success delivering its action plan to the community it services. I believe my experiences can assist in executing the local Community Action Plan for alleviating poverty and working toward institutional change to enhance the ability of low-income residents to achieve self-sufficiency in Oakland and throughout Alameda

I certify that I have read the AC-OCAP Administering Board Membership guidelines and I certify that I am willing and able to adhere to the requirements specified therein by AC-OCAP and with the applicable federal and state regulations.

Signature of Applicant:

Name: Quantum Norwood Date: 9-25-2023

Please submit the completed application and original signed petition to:

Alameda County – Oakland Community Action Partnership (AC-OCAP) • ATTN: Board Recruitment •
150 Frank H Ogawa Plaza, 4th Floor, Ste. 4340 • Oakland, CA 94612 • (510) 238-2362 •
Fax (510) 238-2367 • E-mail: AC-OCAP@oaklandca.gov

Alameda County Low-Income Community Representation Petition

I, the undersigned, do hereby state that I am a resident of Alameda County and that my present place of residence is truly stated opposite my signature, and that I do hereby sign this Petition, as set forth below, to enable the contents of this Petition and Application be submitted to the Alameda County - Oakland Community Action Partnership Administering Board for membership consideration.

Signature (required): Quantum Norwood Date: _____ Alameda County District: _____
 Printed name: Quantum Norwood Address: 163rd Avenue Zip Code 94518

PETITION TO SELECT/ELECT AN ALAMEDA COUNTY LOW-INCOME COMMUNITY REPRESENTATIVE TO THE AC-OCAP ADMINISTERING BOARD FOR A THREE-YEAR TERM

	Print Full Name **must be 18 or older**	Signature **Required**	Complete Address **must live within district**	District Resident Y/N	Date
1	Nhigel Norwood	Nhigel N.	136th Ave San Leandro, CA, 94578	Y	9/17/23 ✓
2	Jennifer Esteen	JA	Manbest Ave San Leandro CA 94578	Y	9/20/23 ✓
3	Terrence McNulty	Terrence McNulty	Ashland Ave #102 San Lorenzo CA 94580	✓	9-20-23 ✓
4	JAMES H. BURTON	James H. Burton	SAN S LEANDRO SNH CA. 94577 BLVA.	✓	9-20-23 ✓
5	Annette Scanders	Annette Scanders	Glad Spring way #1 Hayward, Ca	Y	9/20/23 ✓
6	Elizabeth Sharp	Elizabeth Sharp	E 14th St San Leandro CA 94578	Y	9/20/23 ✓
7	Shirley M. Owens	Shirley M. Owens	Gading Rd #31 Hayward, CA 94544	Y	9/20/23 ✓
8	JUDY MACKAY	Judy Mackay	VENUS PL Union City 94587		
9	Blanca Ramos	Blanca Ramos	Caswell St Hayward Ca. 94544	Y	9/20/23 ✓
10	Gary L. Capers	Gary L. Capers	Corte Amador Hayward, Ca. 94541	Y	9/24/23 ✓
	Rickey Smith	Rickey Smith	Lock Loan San Leandro, CA	Y	9-24-23 ✓

LEGISLATIVE COUNSEL
Diane F. Boyer-Vine



LEGISLATIVE
COUNSEL
BUREAU

A TRADITION OF TRUSTED LEGAL SERVICE
TO THE CALIFORNIA LEGISLATURE

CHIEF DEPUTIES
Jeffrey A. DeLand
Daniel A. Westerman

PRINCIPAL DEPUTIES
Joe Ayala
Alan D. Gross
Kirk S. Lunde
William K. Stark

LEGISLATIVE COUNSEL BUREAU
925 L STREET
SACRAMENTO, CALIFORNIA 95814
TELEPHONE (916) 341-8000
FACSIMILE (916) 341-8020
INTERNET WWW.LEGISLATIVECOUNSEL.CA.GOV

May 23, 2011

Rev. William B. Norwood II
1017 L Street #490
Sacramento, CA 95814-3805

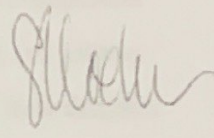
INITIATIVE: COMMISSION ON THE ELIMINATION OF POVERTY
ACT - #1107742

Dear Mr. Norwood:

Pursuant to your request, we have prepared, in appropriate form, the enclosed initiative measure relating to the creation of a commission on the elimination of poverty. We remind you that a title and summary prepared by the Attorney General are also necessary (see subd. (d), Sec. 10, Art. II, Cal. Const.; Sec. 9002, Elec. C.).

Very truly yours,

Diane F. Boyer-Vine
Legislative Counsel

By 
Stephanie E. Hoehn
Deputy Legislative Counsel

SEH:dlb

Cindy M. Carullo
Christopher Dawson
Sabra Zwick Gibbons
Audrey N. Hest
Michael R. Kelly
Thomas J. Kerbs
Diana G. Lim
Lorena I. Lopez
Robert A. Pratt
Patricia Garry Rhodes
Ellen Thom
Amie L. Thurston
Richard B. Weisberg
DEPUTIES
Stephanie L. Abel
Christopher M. Barry
Michael P. Bravay
Amelia S. Bedford
Lara M. Borzichio
Jose A. Calvillo
Craig E. Carpio
William Chan
Matthew B. Christy
Lance Chu
Steven D. Damiano, Jr.
Stephen G. Dehrer
Jon D. Doe
Lorissa L. Everett
Lisa M. Ferris
Haron R. Fisher
Lisa C. Goldschmidt
James S. Gonsky
Lutz L. Guzman
Tara Hinton-Hanks
Jim J. Harde
Scott D. Heringer
Stephanie E. Hoehn
Russell B. Holder
Alicia R. Jones
Alicia Han Jorgensen
M. Ann Joseph
Michael J. Keenan
De E. Koeninger
Erik Lange
Diana A. Lee
Ira A. Macias
Armando Marin
Timothy P. Martinez
Kristine N. Mancini
Amy Marshall
Paul A. Messerer
William C. Mouldenweg
Aida B. Nohman
Kathleen R. Moore
Angela A. Nickham
Randy Pardo
DeAnn Peterson
Michael L. Pinkerton
W. M. Plummer
Kristina M. Renner
Alicia R. Rhoads
Bert D. Roth
Chelle I. Samson
M. J. Schwenger
David M. Seidman
Tom D. Silva
Lisa L. Szele
Mark Franklin Tapp
Anna E. Varner
Lee W. Wachob
Juliet N. Welch
Chelle M. Wood
Ann G. Yardi
Amy C. Yun
K. Zorman

05/23/11 12:41 PM
RN 11 07742 PAGE 1

INITIATIVE MEASURE TO BE SUBMITTED DIRECTLY TO THE VOTERS

12-point
Boldface
Type

The Attorney General of California has prepared the following title and summary of the chief purpose and points of the proposed measure:

(Here set forth the title and summary prepared by the Attorney General. This title and summary must also be printed across the top of each page of the petition whereon signatures are to appear.)

TO THE HONORABLE SECRETARY OF STATE OF CALIFORNIA

Type: Roman
Boldface not
smaller than
12-point

We, the undersigned, registered, qualified voters of California, residents of _____ County (or City and County), hereby propose amendments to the Constitution of California and the Welfare and Institutions Code, relating to poverty, and petition the Secretary of State to submit the same to the voters of California for their adoption or rejection at the next succeeding general election or at any special statewide election held prior to that general election or otherwise provided by law. The proposed constitutional and statutory amendments (full title and text of measure) read as follows:

SECTION 1. This act shall be known and may be cited as the Commission on the Elimination of Poverty Act.

05/23/11 12:41 PM
RN 11 07742 PAGE 2

SEC. 2. The Preamble to the Constitution of the State of California is amended to read:

We, the People of the State of California, grateful to Almighty God for our freedom, in order to secure and perpetuate its blessings, ~~to ensure legal, social, and economic justice, eliminate poverty and inequality, provide opportunity for the fullest development of the individual, ensure domestic tranquility, provide for the common defense, and secure the blessings of freedom and liberty to ourselves and our posterity~~ do ordain and establish this Constitution for the State of California.

SEC. 3. Chapter 3 (commencing with Section 10700) is added to Part 2 of Division 9 of the Welfare and Institutions Code, to read:

CHAPTER 3. COMMISSION ON THE ELIMINATION OF POVERTY

10700. (a) The Commission on the Elimination of Poverty is hereby established to comprehensively address poverty in California, as provided in this chapter.

(b) For the purposes of this chapter, the following definitions apply:

(1) "Extreme poverty" means the deprivation of a person's well-being, adequate food, safe water, clothing, shelter, security, education, and health care, deriving from inherited conditions, psychological or spiritual impairments, or physical disabilities, or judicatory error or opacity.

(2) "Poverty" means the status of those persons who are described as living at or below the poverty line, meaning the minimum level of income deemed necessary to achieve an adequate standard of living in California, having insufficient income to

05/23/11 12:41 PM
RN 11 07742 PAGE 3

provide food, shelter, and clothing needed to preserve health. "Poverty" also means a person living solely on supplemental income from public social services programs, including, but not limited to, CalWORKs and CalFresh, or a person living in substandard housing or a shelter.

10701. (a) The commission shall develop a poverty elimination strategic plan to reduce extreme poverty in California by 50 percent or more by 2018. The commission shall issue an interim report on its activities and recommendations to the fiscal and relevant policy committees of the Legislature and the Governor on or before November 15, 2012. The strategic plan shall be adopted by the commission and sent to the fiscal and relevant policy committees of the Legislature and the Governor not later than May 31, 2013.

(b) In developing the strategic plan, for the purposes of the goal of reducing extreme poverty in California by at least 50 percent by 2018, the commission shall address, at a minimum, all of the following:

- (1) Access to safe, decent, and affordable housing.
- (2) Access to adequate food and nutrition.
- (3) Access to affordable and quality health care.
- (4) Equal access to quality education and training.
- (5) Access to dependable and affordable transportation.
- (6) Access to quality and affordable child care.
- (7) Opportunities to engage in meaningful and sustainable work that pays a living wage.
- (8) The availability of adequate income supports.

05/23/11 12:41 PM
RN 11 07742 PAGE 4

(c) The strategic plan shall include specific policy and fiscal recommendations and a timeline for the implementation of each recommendation. The commission shall identify in measurable terms the actual or potential impact of each recommendation. The commission may review, make comments, and make recommendations on existing or proposed programs, policies, administrative rules, and statutes that have an impact on poverty in California and, in particular, people living in extreme poverty.

(d) Following the adoption of the strategic plan, the commission shall meet regarding the implementation of the strategic plan. The commission shall issue annual reports by March 1 each year regarding the implementation and shall hold at least one public hearing prior to issuing each annual report.

10702. (a) The commission shall be composed of 27 voting members, reflecting the racial, gender, and geographic diversity of California, and shall also be composed of 12 nonvoting, ex officio members. The voting members shall be appointed as follows:

(1) Two Members of the Assembly, one appointed by the Speaker of the Assembly and one appointed by the Assembly Minority Leader.

(2) Two Members of the Senate, one appointed by the President pro Tempore of the Senate and one appointed by the Senate Minority Leader.

(3) Two representatives from the office of the Governor appointed by the Governor.

(4) One representative from the office of the Lieutenant Governor appointed by the Lieutenant Governor.

(5) (A) Twenty members of the public, with four, including one person from a region of the state with extreme poverty, appointed by each of the following:

05/23/11 12:41 PM
RN 11 07742 PAGE 5

(i) The Governor.

(ii) The Speaker of the Assembly.

(iii) The Assembly Minority Leader.

(iv) The President pro Tempore of the Senate.

(v) The Senate Minority Leader.

(B) The public members of the commission appointed under subparagraph (A) shall consist of the following appointments, to be allocated by lot among the appointing authorities specified in subparagraph (A):

(i) A representative from a service-based human rights organization.

(ii) Two representatives from antipoverty organizations, one of which focuses on rural poverty.

(iii) Two individuals who have experienced extreme poverty.

(iv) A representative from an organization that advocates for health care access, affordability, and availability.

(v) A representative from an organization that advocates for persons with mental illness.

(vi) A representative from an organization that advocates for children and youth.

(vii) A representative from an organization that advocates for quality and equality in education.

(viii) A representative from an organization that advocates for people who are homeless.

(ix) A representative from a statewide antihunger organization.

(x) A disabled person.

05/23/11 12:41 PM
RN 11 07742 PAGE 6

(xi) A representative from an organization that advocates for persons with disabilities.

(xii) A representative from an organization that advocates for immigrants.

(xiii) A representative from a statewide faith-based organization that provides direct social services in California.

(xiv) A representative from an organization that advocates for economic security for women.

(xv) A representative from an organization that advocates for older adults.

(xvi) A representative from a labor organization that represents primarily low- and middle-income wage earners.

(xvii) A representative from a municipal or county government.

(xviii) A representative from a township government.

(b) The 12 nonvoting ex officio members of the commission are as follows:

(1) The Secretary of California Health and Human Services, or his or her designee.

(2) The Secretary of the Department of Corrections and Rehabilitation, or his or her designee.

(3) The Director of Health Care Services, or his or her designee.

(4) The Director of Finance, or his or her designee.

(5) The Director of Social Services, or his or her designee.

(6) The Superintendent of Public Instruction, or his or her designee.

(7) The Director of the California Department of Aging, or his or her designee.

05/23/11 12:41 PM
RN 11 07742 PAGE 7

(8) A member of the California Legislative Black Caucus appointed by that caucus, or his or her designee.

(9) A member of the California Latino Legislative Caucus appointed by that caucus, or his or her designee.

(10) The Labor Commissioner, or his or her designee.

(11) A member of the California Workforce Investment Board appointed by that board, or his or her designee.

(12) A member of a local government human rights commission appointed by that commission, or his or her designee.

(13) A representative from the Children and Family Services Division of the State Department of Social Services appointed by the director of the department.

(c) All members appointed pursuant to this section shall be appointed within 90 days after the effective date of this section.

10703. The members of the commission shall not be compensated for their services. Subject to the availability of funds, public members of the commission may be reimbursed for their reasonable and necessary travel expenses incurred in connection with commission business.

10704. (a) The commission shall hold its first meeting within 30 days after the date by which at least 50 percent of the members of the commission have been appointed pursuant to Section 10702. The commission shall meet as often as necessary to carry out its duties pursuant to this chapter, but at least annually.

05/23/11 12:41 PM
RN 11 07742 PAGE 8

(b) One of the representatives from the Office of the Governor and the representative from a service-based human rights organization shall serve as cochair of the commission.

(c) At the first meeting, the commission shall select five voting members of the commission to serve on a seven-person steering committee with the cochair of the commission. The steering committee shall meet at least quarterly.

(d) The commission may establish additional committees that address specific issues or populations, and may appoint individuals with relevant expertise who are not appointed members of the commission to serve on these committees as needed.

(e) The steering committee may hold up to four public hearings to assist in the development of the strategic plan.

(f) The commission shall also consider written public comments for the purpose of developing the strategic plan.

(g) Under the leadership of the Office of the Governor, the California Health and Human Services Agency shall provide administrative support to the commission, subject to funding provided by appropriation by the Legislature.



**Alameda County-Oakland
Community Action Partnership
2023 ADMINISTERING BOARD ROSTER**

COMMUNITY SECTOR

City of Oakland/Alameda County

Brigitte Cook (District 1)

BCook@oaklandca.gov

Mitchell Margolis (District 2)

Mitchell.Margolis@rescue.org

David Walker (District 3)

dWalke3@gmail.com

Vacancy (District 4)

Monique Rivera (District 5)

(Chair)

morivera05@yahoo.com

Lawanda Smith (District 6)

smithwanda519@gmail.com

Patricia Schader (District 7)

Sahann1@gmail.com

Vacancy (Alameda County)

Vacancy (Alameda County)

ELECTED SECTOR

City of Oakland/Alameda County

Sheng Thao

City of Oakland Mayor

1 Frank Ogawa Plaza

Alternate: Dr. Kimberly

Mayfield

KMayfield@oaklandca.gov

Carroll Fife (District 3)

Councilmember

1 Frank Ogawa Plaza, 2nd Fl.

(510)238-7003 (Work)

cfife@oaklandca.gov

Alternate: Tonya Love

TLove@oaklandca.gov

Noel Gallo (District 5)

Councilmember

1 Frank H. Ogawa Plaza, 2nd Fl.

NGallo@oaklandca.gov

(510)238-7005 (Work)

Alternate: Brittany Garza

BGarza@oaklandca.gov

Treva Reid (District 7)

Councilmember

1 Frank Ogawa Plaza, 2nd Fl.

(510)238-7007 (Work)

treid@oaklandca.gov

Alternate: Jocelyn Mapp

JMapp@oaklandca.gov

Supervisor Lena Tam

County Supervisor, District 3

1221 Oak Street, #536

Oakland, CA 94612

(510)272-6693 (Work)

BOS.District3@acgov.org

Alternate: Cesley Frost

Cesley.Frost@acgov.org

Supervisor Nate Miley

County Supervisor, District 4

1221 Oak Street, #536

Oakland, CA 94612

(510) 272-6694 (Work)

Nate.Miley@acgov.org

Alternate: Angelica Gums

Angelica.gums@gmail.com

PRIVATE SECTOR

Andrea Ford (Treasurer)

Agency Director Alameda

County Social Services

(510)259-3838 (Work)

aaford@acgov.org

Sandra Johnson (Secretary)

United Seniors of Oakland &

Alameda

sijej@aol.com

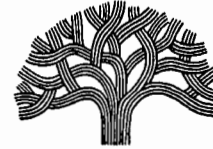
Vacancy (Private Sector)

There are eighteen (18) Board Seats – 10 members are needed for a quorum.

Staff: Dwight Williams, Acting Director; Lisa Diangson, Administrative Assistant

P: (510) 238-2362 | Email: AC-OCAP@oaklandca.gov | Website: AC-OCAP.com

CITY OF OAKLAND



ADMINISTRATIVE INSTRUCTION

SUBJECT	TRAVEL ON CITY BUSINESS	NUMBER	120
REFERENCE	AI4402 (Use of City Vehicles); AI4403 (Personal Vehicles Rented to the City)	EFFECTIVE	April 1, 2015
SUPERSEDE	AI 120 dated July 1, 2005		
RESCIND	AI 122 dated November 5, 1979		

I. PURPOSE

This travel policy sets forth the guidelines for authorization, reimbursement and reporting of travel on City business by City officers and employees. The travel policy is also consistent with the City Council Resolution 81648, which established a moratorium on travel and policies for travel approval during the moratorium.

II. POLICY

The City of Oakland requires all officers and employees to observe the following guidelines regarding travel on City Business:

- Travelers shall be reimbursed for travel on City Business according to the terms of the travel policy.
- Before committing City funds, incurring costs or commencing travel, employees must receive prior written authorization for travel.
- Approving Officials shall exercise due diligence to ensure that all expenses associated with travel are reasonable and necessary for the conduct of City business, within budgetary limits and consistent with this travel policy.
- Travel must be cost-effective with due consideration given to factors including suitability, convenience, the nature of the business, and must comply with applicable rules and regulations as well as terms of grants. The City encourages travel necessary to improve employee skills and professional development, but travel must be prudent, fiscally responsible and within the department budget.
- Travelers may incur only expenses that a reasonable and prudent person paying for their own travel would incur. Travel expenses shall be reimbursed based on the most cost-effective and direct travel route among

all modes of transportation available or the lowest cost of transportation (regardless of mode or route).

- The City shall follow the General Services Administration (GSA) guidelines to calculate per diem rates in the Continental United States (CONUS) for appropriate lodging, meal and other incidental travel expenses.
- For sponsored or reimbursable travel, the Traveler must submit proof (e.g. a copy of the grant award, or a sponsor's check and a cash receipt showing that check has been deposited) that funds have been committed and/or received from the sponsoring agency or organization. Whenever practicable, the Traveler should request the sponsor agency or organization to pay for all costs of the trip directly.
- Travelers must complete travel authorization and expense voucher forms per established procedure for all travel, including travel paid for or provided by a sponsoring agency or organization.
- Travel arrangements should be made as far in advance as possible to ensure access to the most economical and practical accommodations available, to allow prioritization of employee work schedule and allow for sufficient time for appropriate review of the travel request.
- Travelers who travel in the performance of their duties and in the service of the City shall be reimbursed promptly for their actual and necessary expenses for transportation, parking, tolls, and other reasonable incidental costs, and shall be reimbursed within limits established by the GSA guidelines for lodging, meals, and private auto use.
- The Traveler is responsible for any additional costs related to the extension of stay beyond the conclusion of the approved conference/training. Except in an unforeseen emergency such as, but not limited to natural disasters, federal or state government shutting down travel, major airlines delays, or a legitimate reason outside of the employee's control, the City shall not pay or reimburse the Traveler for any additional costs related to extensions of stay.
- Travelers renting vehicles for authorized travel on City Business must obtain additional, basic rental insurance coverage from the rental company. Basic insurance must include property and liability insurance coverage; basic insurance should not include Personal Accident Insurance (PDI) or personal property insurance. The City shall not authorize rental vehicles or mileage reimbursement for employees who do not possess a valid driver's license.
- The City shall not authorize the transportation of minors or non-City individuals, with the exception of transporting public officials or other public employees.

III. DEFINITION OF TERMS:

City Officer

Any City elected or appointed official, Department Director or Department Head, and the City Administrator.

Employee

Any person employed by the City of Oakland.

Traveler

A City Officer or Employee who travels on City business.

City Business

The activities of a City Officer or Employee must clearly demonstrate that there is a valid City interest to be served or gained through the travel and that there is relevance to City operations and or promotion or development of City programs. These activities include:

1. Attending conferences, training sessions, educational seminars designed to improve employee skill levels and provide information on subject-matters important to City policy and operations.
2. Attending meetings involving activities or decisions important to City interests and consistent with adopted plans, policies, goals or programs.
3. Serving on professional organization or governmental committees, board and commissions that directly benefit the City.
4. Representing the City in regional, state and national government levels.
5. Attending events where the City is a formal sponsor or participant or in the performance of official duties for the City.
6. Recognizing volunteer or employee service to the City.
7. Engaging in other business-related activities with a direct connection to the implementation of City adopted plans, policies, goals or programs.

CONUS Rates

Per diem rates established by the United States General Services Administration (GSA) for travel conducted in the Continental United States (CONUS) and internationally (based on

the Federal Fiscal Year of October 1 – September 30), the rates are available at GSA website: <http://www.gsa.gov>. The City uses this schedule to determine rates and limits on meals, incidentals and lodging expenses (Appendix A).

Local Travel

Travel within 75 miles (one-way) from Oakland City Hall, traveler's worksite or the traveler's place of residence, whichever is less. Local travel does not require airfare or lodging, and the total travel expenses are \$500 or less.

In-State Travel

Travel within the State of California that requires airfare and /or overnight stay or when total travel expenses exceed \$500.

Out-of-State Travel

Any travel outside the State of California.

International Travel

Any travel outside the Country.

IV. PROCEDURES AND GUIDELINES**Guiding Principles:**

All costs incurred related to the travel must be properly documented and reported on the travel expense voucher, regardless of the method of payment (e.g. City purchasing card, City vendor check, or direct payment from sponsor agency).

Original receipts are required for reimbursement of lodging costs, registration fees, car rentals, airline tickets, public transportation and for all other expenses (note: receipts are not required for charges for which receipts are not customarily issued, such as public transit tickets, parking meters etc.). If a different public agency is the reimbursing agency and it requires the original receipts, the City will accept a copy of the receipt.

Requests for travel authorization, reimbursement and post-travel reporting shall be processed using forms specified by the Controller's Bureau, which are available on the City's Intranet site. *Traveler should clearly disclose, itemize and account for group expenses included in the travel reimbursement form.*

No more than three (3) employees, city-wide may travel out-of-state to the same destination for the same purpose without prior approval by the City Administrator or designee. The City Administrator, at his or her sole discretion, may authorize exceptions to

requirements set forth in this Travel Policy on a case-by-case basis, based on extenuating circumstances presented by the appropriate Department Director or Department Head.

RESPONSIBILITIES:

Traveler

1. Submits the Travel Authorization Form to department head for approval at least two months in advance, or as soon as practicable. Travel requests must be approved prior to the traveler's departure. Traveler must complete a travel authorization form, which includes estimates for air travel, meals, lodging, ground transportation and incidental expenses and a brief explanation of why travel is warranted.
2. At the completion of travel, submits to the Department Head the Training Assessment Form on the benefit and value of the training classes/seminars attended. (Note: The assessment forms will be compiled and used by the Department Head in determining if employees are allowed to travel and attend similar classes in the future).
3. Completes the travel expense voucher within ten (10) days of return from trip. *Traveler provides written justification, prior to reimbursement, when exceeding the estimated travel costs noted on the Travel Authorization Form.* Traveler must sign the travel expense voucher and cannot delegate this signature authority. Traveler attaches a copy of the completed Training Assessment Form, the Travel Authorization Form, the Travel Expense Voucher and supporting receipts and submits for reimbursement.

Department Director/Department Head

1. Reviews all employee travel requests for the department.
2. Approves *local travel* requests up to \$500.
3. Submits justification in writing of the direct benefit of the travel. Indicates if a replacement/backfill is necessary or if additional costs will be incurred such as acting pay, overtime, etc. while employee is on travel status. Ensures funds are either budgeted or available for approved travel requests.

City Administrator's Office

1. Reviews and approves in-state and local travel where the total travel expenses exceed \$500 or requires lodging, and all out-of-state travel requests.
2. Authorizes travel over three consecutive days and of three (3) or more travelers.

3. In the event of a travel moratorium, all travel requests will be submitted to the City Administrator for consideration and approval.
4. Reviews and approves travel expense reimbursement requests for elected officials and Department Heads.
5. International travel requires the signature of the City Administrator.

Travel by elected officials, members of boards, commissions and policy/advisory councils are subject to this policy, unless other applicable legislation preempts application of the travel policy. For City Council, a resolution approving travel on City business is required prior to the travel dates. The resolution must accompany the travel expense reimbursement request.

Local Travel:

Local Travel shall be approved prior to the traveler's departure.

Travelers shall use public transportation, a City vehicle (see AI 4402-Use of City Vehicles) or their private vehicle (per AI 4403-Personal Vehicle Rented to the City) for transportation to local events (up to 75 miles).

Reimbursable expenses for local travel include mileage, public transportation, parking, and meeting or conference registration fees. These expenses must be supported by itemized receipts for reimbursement. The City does not provide per diem reimbursement for meals and incidentals for local travel.

In-State, Out-of-State, and International Travel:

For In-State, Out-of-State, and International Travel, the Travel Authorization form shall be used to request approval for travel. A travel expense voucher shall be used to document travel expense.

In-State and Out-of-State Travel shall be approved by the City Administrator or designee. International Travel requires the signature of the City Administrator.

Emergency Travel

The Chief of Police, Fire Chief, and Director of Animal Services or their duly authorized representatives may authorize emergency travel for their respective personnel. In the cases of emergency travel, this Administrative Instruction should be followed as much as possible; however, the needs of emergency travel supersede the other requirements defined in this Administrative Instruction. Emergency travel is for the following cases:

1. For lawful extradition of felons (including associated expenses) wanted by the City of Oakland where immediate departure by authorized City personnel is required.

2. For investigative travel, where such travel requires immediate departure by authorized Police Department personnel.
3. In response to mutual aid requests.

Travel Expenses for non-City Personnel:

As a general rule, reimbursement of travel expenses for non-City personnel (except for members of boards, commissions and policy/advisory councils for City business) is not provided because only costs incurred by City officers and employees on City business are reimbursable. However, reimbursement of City officers and employees who have incurred expenses for non-City personnel may be approved in the following circumstances:

1. Travel related to conferences and meetings between City officers and consultants, experts, and public officials other than officers of the City of Oakland, discussing issues related to City business and policies.
2. Must be pre-approved by the City Administrator or designee.
3. Lodging expenses for non-City personnel are not reimbursable except when special circumstances are noted and approved in advance by the City Administrator's Office. Otherwise, such expenses must be part of a professional services contract in order to be paid.
4. Travel expenses associated with a felon fall under the Emergency Travel section (*Page 6 of this document*). Emergency expenses include required costs, for example itemized meals and lodging for extradited individuals.

Mode of Transportation:

Travelers are required to travel by the most efficient, direct route and economical mode of transportation.

Common carrier travel must be in "coach" or "economy" class unless otherwise specifically authorized in advance by the City Administrator's Office. Generally, any costs over and above coach or economy class shall be considered personal, non-reimbursable expenses of the traveler. The City will pay only the costs of the most direct route and least expensive travel necessary to accomplish the purpose of the City travel.

Travelers are encouraged to use the mode of transportation with the lowest cost. If air travel would be more economical, but for personal reasons, a traveler elects to travel by personal vehicle, the traveler will be reimbursed for the least expensive mode of transportation. The Traveler shall indicate mode of transportation and provide documentation for the lowest cost of public transportation (e.g. air fare) on the Travel

Authorization form to be submitted for approval. Use of personal vehicle (private auto) costs will be calculated using the federal mileage rate (refer to Reimbursement Rates section).

Mandatory Use of Oakland International Airport

Travel on City business by scheduled air carrier must use the Oakland International Airport as the point of departure and return unless:

1. Scheduled air carrier service to and from the destination is not available from the Oakland International Airport.
2. The total cost of round-trip travel from Oakland International Airport exceeds the cost of round-trip travel from an alternative airport.
3. If for City business reasons, a traveler does not reside in Oakland or vicinity and is closer to an alternative airport.

Should a traveler not use Oakland International Airport for one of the exemptions above, he or she shall attach a written explanation to the Travel Authorization, indicating the justification for using an alternative airport.

Note: Travelers who choose to use their personal frequent flyer miles for City business shall not be reimbursed for the value of the flight tickets.

Rental cars may be used as part of a trip using public transportation, if use of a rental car provides the most economical and practical means of travel. The use of a rental car must be noted on the Travel Authorization in advance and authorized by the Department Director or Department Head. Justification for the use of the rental car must accompany that request. Employee should rent either an economy or compact car when traveling alone or up to a full size car when traveling in a group. Use of premium rental car options is prohibited. Traveler must re-fuel rental car if additional charges apply for not refueling prior to returning the car. Rental car costs will not be reimbursed without prior authorization, except in case of an emergency. Exceptions may be granted at the sole discretion of the City Administrator's Office.

- When renting a car, traveler must purchase property and liability insurance coverage options to make sure that the City is fully insured. Failure to purchase the insurance options will result in the City employee being responsible for any damage incurred to the rental vehicle.

Private auto use may be authorized by the Department Director or Department Head for City business travel within City limits and out of the City limits. Authorization may only be extended to individuals whose job classification specifies that a driver's license is/may be required and that driving is/may be a requirement for employment. However, reimbursement shall not be authorized for commuting to and from employee's residence

and the employee's main assigned work site, unless required by an executed Memorandum of Understanding between the City and a representing labor organization, or in the case of one-time special circumstances approved by the City Administrator's Office.

Out-of-city travel by City vehicle or private vehicle may be authorized if the final destination of the trip does not exceed 75 miles from City offices (except as allowed by AI 4403). Any exception to this policy must receive prior approval from the City Administrator or designee. If air travel would be more economical, but the employee prefers to drive his or her own private vehicle, then reimbursement will be based on the air fare cost.

- Carpooling should be used to the greatest extent possible. When carpooling, only the traveler whose personal vehicle is being used may claim mileage reimbursement.
- Per AI 4403 Categories I, II and III: City officials and associates may use their approved vehicle for City business trips more than 75 miles beyond the boundary lines of the City of Oakland. Travel reimbursement is based upon an-equivalent round-trip economy class airfare cost. If the business trip is less than 75 miles, Categories I and II employees who receive an auto allowance as defined by AI 4403 are not eligible for the reimbursement of transportation when on a travel status. *Employees will not be reimbursed for mileage driven.* Category III employees should follow the process per AI 4403.

Reimbursement Rates:

Maximum rates for reimbursement may not be exceeded unless due to special circumstances documented by the Department Director or Department Head and approved by the City Administrator's Office. The amount of any approved reimbursement above the maximum shall be at the sole discretion of the City Administrator's Office.

Original receipts and/or proof of payment are required for reimbursement of lodging costs, registration fees, car rentals, airline tickets, public transportation (when receipts are normally available) and for all other expenses as required by law.

Private Auto – Travel by private auto in the performance of official City business shall be reimbursed in accordance with AI 4403-Personal Vehicles Rented to the City.

- Mileage will be reimbursed only for the portion that exceeds daily commuting mileage round-trip between home and the workplace. Refer to the following example:

DESTINATION	TOTAL MILES
Travel on City Business	100
Daily Commute (home / work)	(40)
Mileage Eligible for Reimbursement	60

- The mileage reimbursement rate represents full reimbursement for expenses incurred by a City officer or employee (e.g. fuel, normal wear and tear, insurance etc.) for the use of a personal vehicle in the course of service for the City of Oakland. The current mileage reimbursement rate can be found on the <http://www.irs.gov> website. As of January 1, 2015, the reimbursement rate is 57.5 cents per mile.

Meals – City shall reimburse meal expenses based on the current published Federal GSA CONUS standard rates at the travel destination, for In-State and Out-of-State Travel (<http://www.gsa.gov>). Meal costs exceeding the per diem rates will not be reimbursed even if they are supported by itemized receipts. Meals that are included in a meeting, conference and/or registration fee will be deducted from the per diem rates. Event brochures/agendas are required documentation to accompany the travel authorization. They will be used to determine what meals are provided complementary, as part of the event and/or registration.

When the traveler can justify a legitimate reason, such as dietary restrictions, to not participate in the provided meal, the traveler must submit written justification to request reimbursement for a separately purchased meal, not to exceed the specific meal per diem rate.

Meal costs will not be provided for local travel and for attending a conference, seminar or multiple full-day offsite meetings which do not involve overnight lodging.

For the first and last day of travel, a traveler is limited to 75% of the applicable per diem rate for meals and incidental expenses, unless traveler departs substantially earlier on the first day of travel or arrives substantially later on the last day of travel than standard business hours.

Lodging – Lodging must be approved in advance of a trip by completing a Travel Authorization form. Supporting information such as announcements, convention programs, training course schedules, etc., which explains the content of the program, meeting dates and costs, must be attached.

- In general, travelers shall request the government rate, if available for local government, as well as exemption from destination's Transient Occupancy Tax or Tourism Tax, if applicable.
- Travelers attending a conference or seminar are encouraged to stay at conference hotels, which offer a negotiated conference rate. If rooms are not available at the conference negotiated rate traveler shall stay at an alternative hotel with the most economical rate, which shall be capped at 150% of the applicable CONUS rate for lodging (<http://www.gsa.gov> – go

to “Per Diem” page)). All other lodging expenses shall be capped at 150% of the applicable CONUS rate of lodging. Lodging expenses exceeding this limit will be borne by the traveler and will not be the City’s responsibility. Exception to this limit must be approved in advance of travel by the City Administrator or designee as part of the approval process.

- Single rates shall prevail except when the room is occupied by more than one City employee. However, nothing in this policy shall be construed to require or encourage employees to share hotel accommodations while traveling on City business. In all travel, employees are expected to secure overnight accommodations as economically as practical. Generally, any costs over and above economically practical accommodations shall be considered personal non-reimbursable expenses of the traveler.
- Lodging arrangements should be made, whenever practical, at hotels which offer a government discount, or at which the City has established an account, or other means offering discount savings, e.g. Internet travel sites. Conference discount rates should be compared and used when savings would result. The employee is responsible for the costs in excess of those rates. Lodging should not exceed a reasonable length in relationship to the event (i.e., no more than one day before / one day after will be eligible for reimbursement).
- Lodging (the use of hotels) is generally restricted to cities located beyond 75 miles from Oakland City Hall, traveler’s worksite, or the traveler’s place of residence (whichever is less) except in cases of extreme commute hardship, cost-covered by event sponsor, other external organization, training or conference require an employee to spend one or more nights in an area of the City, which is distant from his/her place of residence, or if the cost of mileage reimbursement exceeds the cost of a hotel stay. Exceptions to this limit must be approved in advance by the City Administrator or designee as part of the approval process.

Incidental Expenses - Incidental expenses are defined as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships and are provided for in the per diem rates included in the CONUS rates (<http://www.gsa.gov> – go to “Per Diem” page)

Other Expenses - All other reasonable and necessary expenses (parking, shuttle, bus, international exchange rates, taxi, etc.) will be reimbursed when a receipt is submitted with the Travel Expense Voucher reimbursement claim. Airline baggage fees will be reimbursed for up to two (2) bags at the standard rate for the airline traveled. Additional baggage, excess weight fees, premium seating is the responsibility of the traveler. Receipts are required except for those charges where receipts are not customarily issued (example: Public Transit tickets). When specific cost guidelines are not provided by the City,

reasonableness of the expense shall be approved by the Department Director or Department Head before submission for reimbursement, subject to justification.

Non-Allowable and Non-Reimbursable Costs: The following are some of the items that will not be reimbursed unless there is an emergency or highly unusual circumstances have occurred. This list is not all-inclusive, as new items may come up in the future that are not currently identified. In this case, reimbursements will be made only upon approval by the City Administrator or designee.

Type	Examples
Travel/Transportation	<ul style="list-style-type: none"> • Unjustified car rental and/or upgrade of mode of transportation. • Unjustified employee parking or cab fare to meetings locally. • Parking/moving violation tickets or other penalties for infractions of any law, repair of automobiles and towing charges. • Unjustified cancelled travel tickets and change/cancellation charges. • Loss of ticket refunds due to employee's failure to cancel in a timely manner. • Excess baggage charges.
Lodging	<ul style="list-style-type: none"> • Unjustified upgrade of hotel room. • Payment for accommodation with friends and relatives. • Unjustified lodging during training/meetings within 75 miles (see page 4) • Hotel room mini-bar, movies or games • Internet usage, not work-related. • In excess of negotiated conference rate. • Lodging costs incurred for trip that was cancelled.
Meals	<ul style="list-style-type: none"> • Unjustified meal expenses in lieu of conference provided meals. • Alcoholic beverages. • Meals in excess of CONUS per diem rates at the travel destination. • Networking meals outside of conference.
Other Expenses	<ul style="list-style-type: none"> • Boarding cost of pets and babysitting of children during business travel. • Damaged or stolen personal or City

	<p>properties due to employee's negligence.</p> <ul style="list-style-type: none"> • Excessive personal phone calls from hotels when traveling. • Flowers/greeting cards/gifts. • Personal laundry/dry clean. • Non-customary tips in excess of \$10 allowed (see page 11). • Recreational activities such as golf. • Any increase in cost to the City as a result of traveler's actions (missed flights, etc.) excluding unforeseen emergencies as described on page 2 of this document.
--	---

Personal Expenses – Personal expenses charged on a City Travel Expense Voucher are non-allowable expenses. The City of Oakland recognizes that during the course of a business trip it is sometimes difficult and/or expensive to separate allowable costs from unallowable costs. For instance, an inadvertent charge for an unallowable expense may appear on a hotel charge slip. In those instances, employees must submit a personal check, made out to the "City of Oakland" for the cost of those items and attach the check to the Travel Expense Voucher reimbursement claim. At no time will an employee of the City of Oakland be allowed to charge personal expenses and/or items to the City. Failure to submit any such payment with the Travel Expense Voucher reimbursement claim can result in discipline and collection proceedings will begin per MOU provision.

Lost Receipts - Receipts are required for reimbursement. When receipts are lost, a statement from the employee declaring that a good faith effort was made to produce the receipt in accordance with this Administrative Instruction must be submitted. The statement must be signed by the employee and approved by the Department Director or Department Head. In the event of a lost receipt, reimbursement will be considered only upon receipt of such a statement, after demonstrating that due diligence efforts were made to obtain or produce a copy of receipt.

Compliance:

It is the responsibility of the employee to understand and follow all policies and procedures herein in order to receive reimbursement for mileage, travel and expense claims. Any form completed improperly or procedure not followed may result in the return of a reimbursement claim without reimbursement. **Repeated non-compliance with this policy, misuse of public funds, and falsifying expense reports are violations of the travel policy and may result in loss of travel/reimbursement privileges, a demand for restitution to the City or may lead to disciplinary action, up to and including suspension and termination.** In addition, non-compliance with this policy by Department Heads may impact their performance appraisals.

Travel that requires City Administrator's Office approval should be submitted as soon as Department Head approval is obtained (See page 5) or at least twenty (20) working days prior to the travel date to allow time for review and approval. Whenever practicable, employee should use his or her own funds to pay for travel costs, including hotel, airfare, and rental car, then request for reimbursement, per established travel policy, upon return from the trip.

Requests for advance funds for anticipated travel expenses itemized on the Travel Authorization form are obtained by indicating this need on that form prior to processing the request.

- Employees may request advance funds for estimated "out of pocket" expenses up to seventy five (75%), but no less than \$50.00. The "out of pocket" expenses may include meals, taxi and public transportation, lodging, parking, and pre-registration costs.
- Employees that have prior outstanding travel expenses and have not submitted the Travel Expense Voucher are not eligible for an Advance Payment and will *not be allowed to travel*. Departments are responsible for verifying prior to approving any travel requests.

Cancellation of travel requires that any advanced funds be returned to the Treasury Division within five (5) working days of cancellation. If the advance is not returned within this period, the employee will jeopardize his/her standing to receive advances in the future. If the advanced funds are not returned within fifteen (15) days, notification will be sent to the City Administrator's Office and collection proceedings per the MOU provisions for the advance amount will begin.

It is the responsibility of the employee to cancel all reservations when travel plans are altered or canceled. Charges or loss of refunds resulting from failure to cancel reservations will not be reimbursed except where cancellation is impossible. Costs resulting from cancellations required by department management will be covered by the department.

Travel Expense Vouchers and Training Assessment Forms are due to the Controller's Bureau/Accounts Payable Section within ten (10) days after completion of travel.

This policy shall apply to all expenditures in the performance of official City business **except:**

1. Cost of extradition of prisoners by sworn officers which are subject to state regulations.
2. Any travel or related expense incurred which are subject to reimbursement from federal or state grants when such grant specifically provides for reimbursement under applicable Federal and State regulation and is more restrictive than the City guidelines.

3. Any particular travel expense or reimbursement rate for represented City officers or employees that is specifically addressed in the existing Memorandum of Understanding or arbitration award.

Required Forms and Approval:**Travel Authorization Form:**

Employee must complete and submit this form to the Department Director/Department Head at least two months prior to the scheduled trip or, as soon as practicable for department review and proper approval. In case of In-State-Travel and Out-of-State Travel or travel for longer than three (3) days, this form will be forwarded to the City Administrator's Office for final approval.

Travel Expense Voucher Form:

Employee must submit this form to the Department Director/Department Head within ten (10) days of completion of travel. This form must be signed by the employee (traveler) and approved by the approving authority.

Travel Assessment Form:

Employee must submit this form to the Department Director/Department Head within ten (10) days of completion of travel.

Travel Moratorium:

On November 3, 2008, Council Resolution Number 81648 was passed by City Council establishing a moratorium on travel and setting forth policies for the approval of travel while the moratorium is in effect.

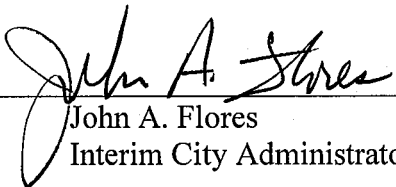
Travel expenditures required for federal or state mandatory training and grant-funded or reimbursed travel may be exempt from the travel expenditure moratorium by the City Administrator on a case-by-case basis. All requests for an exemption from the travel expenditure moratorium for mandatory training, grant funded or reimbursed travel for City employees must be submitted to the City Administrator's Office for approval.

City departments and agencies may submit to the City Administrator's Office requests to approve travel expenditures for City employees (other than federal or state mandatory training, grant funded or reimbursed travel), which must be accompanied by a report explaining the purpose of the travel and reasons for the request.

Travel to Arizona:

On May 4, 2010, Council Resolution Number 82727 was passed by City Council calling for a boycott of the State of Arizona and prohibiting City officials and employees to travel and attend conferences in Arizona. The travel ban to Arizona will be in effect until Arizona rescinds SB1070, a law that seeks to implement Arizona's own scheme of immigration regulation.

The required travel authorization forms are available in the **City's Oaknews Intranet** and the CONUS rates available at the GSA website: <http://www.gsa.gov>. Please direct any questions regarding this AI to the Controller's Bureau at (510) 238-3809.

*DH
4/2/14*

John A. Flores
Interim City Administrator

Attachments:

Travel Authorization Form
Travel Expense Voucher Form
Travel Assessment Form
Council Resolution 81648
Council Resolution 82727
Council Resolution 82800

APPENDIX A

Current Meals and Incidentals (M&IE) Breakdown for California (CONUS Rates):

Table 1 lists the current M&IE tiers in the lower 48 continental United States (currently ranging from \$46 to \$71). For updated rates for meals and incidental reimbursements go to www.gsa.gov/perdiem.

If you need to deduct a meal amount, first determine the location where you will be working while on official travel. The M&IE rate for your location will be one of the six tiers listed on this table (or the updated table at www.gsa.gov/perdiem). Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental¹ expenses (currently \$5 for all tiers), as well as the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75%.

**Table 1: Example of Six M&IE Tiers in the Lower 48 Continental United States
October 1, 2014 – September 30, 2015**

M&IE Total	46.00	51.00	56.00	61.00	66.00	71.00
Continental Breakfast/ Breakfast	7.00	8.00	9.00	10.00	11.00	12.00
Lunch	11.00	12.00	13.00	15.00	16.00	18.00
Dinner	23.00	26.00	29.00	31.00	34.00	36.00
Incidentals	5.00	5.00	5.00	5.00	5.00	5.00
First & Last Day of Travel	34.50	38.25	42.00	45.75	49.50	53.25

Table 2 lists the current M&IE Expense Rates for select cities or primary destination/County. Cities not appearing below may be located within a county for which rates are listed. To determine what county a city is located in, visit the National Association of Counties (NACO) website at <http://www.naco.org>.

¹ Incidental expenses are defined as fees and tips given to porters, baggage carriers, hotel staff, and staff on ships and are provided for in the per diem rates in the table above

Table 2: Example of M&IE Expense Rates for Select California Cities or Primary Destinations/County
October 1, 2014 – September 30, 2015

Primary Destination* (1)	County (2, 3)	Meals
Standard Rate	Applies for all locations without specified rates	46
Antioch / Brentwood / Concord	Contra Costa	66
Bakersfield / Ridgecrest	Kern	51
Barstow / Ontario / Victorville	San Bernardino	56
Death Valley	Inyo	46
Eureka / Arcata / McKinleyville	Humboldt	61
Fresno	Fresno	61
Los Angeles	Los Angeles / Orange / Ventura / Edwards AFB less the city of Santa Monica	71
Mammoth Lakes	Mono	61
Mill Valley / San Rafael / Novato	Marin	56
Modesto	Stanislaus	51
Monterey	Monterey	71
Napa	Napa	66
Oakhurst	Madera	56
Oakland	Alameda	61
Palm Springs	Riverside	71
Point Arena / Gualala	Mendocino	66
Redding	Shasta	61
Sacramento	Sacramento	61
San Diego	San Diego	71
San Francisco	San Francisco	71
San Luis Obispo	San Luis Obispo	66
San Mateo / Foster City / Belmont	San Mateo	61
Santa Barbara	Santa Barbara	66
Santa Cruz	Santa Cruz	66
Santa Monica	City limits of Santa Monica	71
Santa Rosa	Sonoma	61
South Lake Tahoe	El Dorado	71
Stockton	San Joaquin	56
Sunnyvale / Palo Alto / San Jose	Santa Clara	56
Tahoe City	Placer	61
Truckee	Nevada	71
Visalia / Lemoore	Tulare / Kings	61
West Sacramento / Davis	Yolo	51
Yosemite National Park	Mariposa	71

ALAMEDA COUNTY



**CITY OF OAKLAND
DEPARTMENT OF HUMAN SERVICES
COMMUNITY ACTION AGENCY
ADMINISTERING BOARD
BYLAWS**

Revised and Adopted October 18, 2011

Resolution No. 83589 C.M.S.

TABLE OF CONTENTS

ARTICLE I	Purpose of the Agency.....	Page 1
ARTICLE II	Organization of the CAA.....	Page 1
ARTICLE III	Respective Powers.....	Page 2
	Powers of the Governing Board (City Council).....	Page 2
	Delegation of Governing Powers by The Governing Board.....	Page 3
	Duties of Staff Director.....	Page 3
	Powers of the Administering Board.....	Page 3
ARTICLE IV	Administering Board Membership.....	Page 4
	Public Officials.....	Page 5
	Representatives of the Poor.....	Page 5
	Representative of Private Groups and Interests.....	Page 6
	Conditions of Board Membership.....	Page 7
	Conditions for Termination of Membership.....	Page 7
	Code of Ethics of Board Members.....	Page 9
	Vacancies.....	Page 10
	Petition Process.....	Page 11
ARTICLE V	Officers of the Administering Board.....	Page 14
	Chairperson.....	Page 14
	Vice Chairperson.....	Page 15
	Secretary.....	Page 15
	Treasurer.....	Page 16
ARTICLE VI	Committees of the Administering Board.....	Page 16
	Executive Committee.....	Page 17
	Personnel and Training Committee.....	Page 17
	Program Planning Committee.....	Page 17
	Fund Development Committee.....	Page 18
	Advocacy Committee	Page 18
	Finance Committee.....	Page 19
	Other Committees.....	Page 19
ARTICLE VII	Meetings of the Administering Board.....	Page 20
	Regular Meetings.....	Page 20
	Time, Place, and Notice of Public Meetings.....	Page 21
	Special Meetings.....	Page 22
	Notification of Meetings.....	Page 22
	Rules Governing Meetings of Administering Board.....	Page 22
ARTICLE VIII	Meetings of the Administering Board Committees.....	Page 24

ARTICLE IX	Amendment of Bylaws.....	Page 24
	Amendments By Administering Board.....	Page 24
	Amendments By Governing Board (City Council).....	Page 26
ARTICLE X	Conflicts of Interest.....	Page 27
	Compensation.....	Page 28
	Requirements for Inspection and Examination.....	Page 28

**BYLAWS OF THE CITY OF OAKLAND-ALAMEDA COUNTY
COMMUNITY ACTION AGENCY
ADMINISTERING BOARD**

ARTICLE I

PURPOSE OF THE AGENCY

The Community Action Agency (CAA) has the responsibility to plan, develop and execute the Community Action Agency Program for alleviating poverty and working toward institutional change to enhance the ability of the poor **in the City of Oakland-Alameda County (excluding Berkeley)** to achieve self-sufficiency.

ARTICLE II

ORGANIZATION OF THE CAA

The CAA is comprised of the Community Action Agency Governing Board ("Governing Board" also referred to herein as the "Oakland City Council"), the Community Action Agency Administering Board, and a staff.

- A. The Governing Board is the Oakland City Council.
- B. The Community Action Agency Administering Board shall be comprised of 18 members or such additional number of members as are provided for by these Bylaws whose selection and terms of office are defined in Article IV.
- C. The Community Action Agency's staff is headed by a staff director who is appointed by the City Administrator upon review and recommendations from the Community Action Agency Administering Board. Under administrative control of the City Administrator, the staff director of the CAA is responsible for making recommendations to and receiving policy direction from the Governing Board (the Oakland City Council) regarding fiscal and program policies; for assuring compliance with conditions under the provisions of the Economic Opportunity Act Amendment of 1967, Section 211(e); for administration of the Oakland City

Council personnel, fiscal and program policies. The staff director exercises supervision and coordination of CAA staff and program activities and shall be considered as the Executive Director of the Community Action Agency. The staff director is responsible for daily conduct of his/her programs and staff within the City's overall administrative structure for management of programs and personnel. The CAA staff is constituted according to the staffing requirements specified by approved projects and programs within the Community Action Agency. Personnel policies will be determined by the Governing Board and shall be governed by the City's personnel regulations, appropriate employee organization memorandums of understanding and the State Department of Community Services And Development (CSD) regulations.

ARTICLE III

RESPECTIVE POWERS OF THE GOVERNING BOARD AND ADMINISTERING BOARD

The scope of the authority of the Governing Board and the Administering Board is based on the provision contained in the 1979 45 CFR 1062.200.

A. Powers of Governing Board

The Governing Board (the Oakland City Council), within the framework of the Economic Opportunity Act Amendments of 1967 as amended and the Community Services Administration Act of 1974 as amended, and PL97-35 and other applicable funding sources, will:

1. Have final approving authority for the position of
Staff Director (Executive Director) after review and recommendation of the
Administering Board.
2. Ensure all CAA staff positions are filled in accordance
with established City personnel selection policies.

3. Make final determination of all personnel, fiscal, and program policies.
4. Make final determination of overall program plans and priorities.
5. Enforce compliance with all conditions of SCSD grants.
6. Have final approval authority for all program proposals and budgets.
7. Determine, subject to SCSD regulations and policies, all rules of procedure for the Governing Board.
8. To the extent permitted by law, have the power to delegate any of the above authorities to the Administering Board.

B. Delegation of Governing Powers by The Governing Board

The governing powers of the Governing Board (the Oakland City Council) outlined in Section "A", shall not be subject to concurrence, veto, or modification by any other local official or authority, unless pursuant to a delegation of powers by the Governing Board to the Administering Board.

C. Duties of Staff Director

The Staff Director, under the administrative supervision of the City Administrator, shall be responsible to the Governing Board for the proper and efficient administration of the Governing Board's powers as outlined in "A" above.

D. Powers of the Administering Board

The Administering Board, within the framework of the Economic Opportunity Act Amendments of 1967, and the regulations and policy of SCSD and other applicable funding sources, will:

1. Receive advance notice of, review, and have the opportunity to make recommendations to the Governing Board on matters which concern the exercise of any powers of the Governing Board as defined in Section "A"

of the Article not explicitly delegated by the Oakland City Council to the Administering Board.

2. Oversee the administration of all SCSD policies and standard guidelines of all program, administrative, and financial policies and rules adopted by the Governing Board.
3. Select its own officers, Executive Committee and other committees, and under the direction of the Staff Director, have the assistance of the CAA staff in performing its functions.
4. Exercise those powers of the Governing Board as defined in Section "A" of this article which are specifically delegated to the Administering Board.
5. Provide advice, counsel and recommendations to the Governing Board on the final selection of the Staff Director in accordance with approved personnel practices and procedures.

ARTICLE IV

ADMINISTERING BOARD MEMBERSHIP

- A. The Administering Board shall consist of eighteen (18) members unless an increase in membership occurs pursuant to the Petition process provided for in these Bylaws.
- B. Each member shall have an equal vote in all affairs of the Administering Board.
- C. Unless the membership of the Administering Board is increased to more than eighteen (18) members through the petition process, the composition of the Administering Board shall be comprised of six (6) public official representatives, nine (9) representatives of the poor, and three (3) representatives of private groups and interests.

1. PUBLIC OFFICIALS six (6) seats)

- a. Public Officials, in order to be eligible to serve on the Administering Board, must be currently holding office and represent the highest area(s) of poverty or if such elected public officials designate a representative, they must have general governmental responsibilities which require them to deal with poverty-related issues.
- b. The Public Sector shall consist of the Mayor of the City of Oakland (1), three (3) other Oakland City Council Members selected by the Oakland City Council-, and two (2) Alameda County Board of Supervisors. One of the Oakland City Council members and one of the Alameda County Board of Supervisors shall personally sit on the Administering Board. The Mayor, three (3) of the Council Members, and one of the Alameda County Board of Supervisors may be represented by a designated representative of their individual choice. Designated representatives shall not be allowed to appoint or select alternates.

2. REPRESENTATIVES OF THE POOR Nine (9) seats)

- a. There shall be a maximum of nine (9) seats occupied by representatives from the designated CAA districts. The seven (7) Oakland Community Development Block Grant (CDBG) districts identified by the Governing Board as the poorest districts and two (2) low-income representatives from Alameda County will comprise the CAA districts to be represented on the Board.

- b. One representative of the poor shall be democratically elected and/or selected by the membership of the seven (7) poorest Oakland CDBG districts; two representatives of the poor shall be democratically selected by residents of Alameda County; and each representative must be a resident of the district which he/she represents.
- c. The following rules and procedures shall govern the selection of members representing the poor.
 - (i) Neighborhood meetings will be held, and a democratic election and/or selection made for representation from those districts on the Administering Board.
 - (ii) The representatives of the poor must be at least 18 years of age, low-income where feasible, and a resident of the district which he/she represents.

3. REPRESENTATIVES OF PRIVATE GROUPS AND INTERESTS
(Three (3) Seats)

- a. The CAA Administering Board shall meet to determine the private organizations which would most strengthen and contribute to the current overall goals and objectives of the Community Action Agency.
- b. Once organizations have been selected, each organization must select a person to represent it. That person shall either live or work in Oakland/Alameda County (excluding Berkeley).
- c. Each of the private group representatives shall serve at the pleasure of the appointing organization. Private sector seats will be reevaluated as

necessary based upon CAA program priorities, and representation demands.

4. CONDITIONS OF BOARD MEMBERSHIP

The following conditions of membership apply to members of the Community Action Agency Administering Board according to the categories of membership indicated.

- a. Terms of office for representatives of the poor and of private groups and interests shall be staggered as determined by the Administering Board. Beginning with the terms of the representatives who take office following those Board members holding office on September 30, 2001, representatives' terms shall end December 31. After the initial staggered term, members shall be elected and/or selected or appointed to three-year terms.
- b. The term of membership to the Administering Board for public officials or their representatives shall be conterminous with the term of public office from which their board membership derives.

5. CONDITIONS FOR TERMINATION OF MEMBERSHIP

The following conditions will govern grounds for the termination of membership on the Administering Board.

Membership on the Administering Board shall terminate on the occurrence of any of the following:

- ❑ An Administering Board member who is required to be a resident of the City of Oakland or Alameda County (excluding Berkeley) ceases to be a resident of the City of Oakland or Alameda County (excluding Berkeley).

- ❑ A representative of the poor ceases to reside within the district represented.
- ❑ The Administering Board member is convicted of a felony, or has a legal judgement of mental incompetence entered against him or her during his or her term in office.
- ❑ The Administering Board member accumulates three consecutive unexcused absences from regular meetings or accumulates six absences from such regular meetings in any six-month period. If a public official member has three accumulated consecutive unexcused absences from Board Meetings or six unexcused absences in any six-month period, the public official member shall be notified by a letter stating that the Administering Board is requesting the appropriate Public Official replace said public official member. The Administering Board shall, in writing, notify the Public Official of the said public official member's unexcused absences from Administering Board meetings, and request the Public Official to replace the said public official member.

In each of the above-mentioned conditions for termination, the member will be notified in writing of the cause for such termination and will be given the opportunity to respond prior to being removed from the Administering Board.

If as a result of redistricting of the CAA districts by the Governing Board/Alameda County (excluding Berkeley), a district has more than one sitting representative, then the term of all the representatives of the district but one shall terminate. In such an event, the representative to remain shall be chosen from among the sitting representatives by a random draw.

6. CODE OF ETHICS OF ADMINISTERING BOARD MEMBERS

The presiding officer shall maintain order in the meetings, having the authority to refuse the floor to any person, and may limit or extend the time allocated to any speaker. Each member of the Administering Board has a duty to:

- a. Refrain from accepting gifts or favors or promises of future benefits which might compromise or tend to impair independence of judgement or action.
- b. Provide fair and equal treatment for all persons and matters coming before the Board. Refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of other members of the Board, staff or public or other personal comments not germane to the issues before the Board.
- c. Learn and study the background and purposes of every item of business before voting.
- d. Faithfully perform all duties of office.
- e. Refrain from disclosing any information received confidentially concerning the business of the Agency, or received during any closed Executive Session of the Board held pursuant to state law.
- f. Decline any employment incompatible with public duty.
- g. Listen courteously and attentively to all public discussions at Board meetings and avoid interrupting other speakers, including other Board members, except as may be permitted by established *Robert's Rules of Order*.
- h. Faithfully attend all meetings of the Board unless unable to do so because of disability or some other compelling reason.

- i. Maintain the highest standard of public conduct by refusing to condone breaches of public trust or improper attempts to influence policy, and by being willing to censure any member who willfully violates the rules of conduct contained in this Code of Ethics.

7. VACANCIES

A vacancy shall occur when:

- ❑ A Board Member is notified by the Administering Board, **in writing**, of his/her termination of membership.
- ❑ A Board Member notifies the Administering Board, **in writing**, of his/her resignation.
- ❑ The Governing Board, (the Oakland City Council) removes a Public Official for cause.

When a vacancy occurs in the private groups and interest membership, the affected private groups or interest shall be notified, in writing, by the Chairperson to select a replacement. If the affected private group or interest should fail to appoint a replacement within thirty (30) days after receipt of said written notice, or if a private group or interest itself withdraws from membership, the Chairperson shall notify the CAA Board to approve a recognized community organization selected in accordance with the provision of Section 3.a of this Article. When a vacancy occurs among the membership of the poor representatives, and the remaining term is more than one year, the affected district shall democratically select a representative to fill the vacancy.

8. PETITION PROCESS

a. Any community agency or representative group of the poor which feels inadequately represented on the Administering Board may petition for adequate representation.

i. Any community agency or representative group of the poor may file a written petition to the Administering Board for adequate representation. Said petitions must contain 50 members' signatures of said representative group.

ii. The community representative group petitioning for adequate representation shall show that the attendance at its meeting is over 50 members. The petitioning community representative group shall demonstrate that it does not discriminate in its membership because of race, sex, age, sexual orientation, religion, national origin or disability. Said petition by the community representative shall be submitted at any regularly scheduled meeting of the Administering Board.

iii. When a petition conforms to the submission compliance requirements, the Administering Board shall:

❑ Schedule and conduct a Public Hearing before the Administering Board within 60 days of receipt of petition.

❑ Determine:

(a) The authenticity of the petition and the structure and membership of the community representative group.

- (b) If the structure and nature of the petitioner conforms to the spirit and intent of the Community Action Agency's purposes and objectives.
 - (c) If the petitioner, in part, cannot be adequately represented by the existing structure of the Administering Board.
 - (d) If the presence of the petitioner's representative on the Board would, in fact, enhance the programs of the Community Action Agency.
- iv. The findings made by the Administering Board after conducting the scheduled Public Hearing as to the determination of eligibility for the petitioner for representation on the Administering Board shall be reported, in writing, to the Governing Board, and to the petitioner and shall include a statement of the Community Action Board's reasons for its determination. The final determination of the petitioner's eligibility for representation on the Administering Board shall be made by the Governing Board (the Oakland City Council). The Governing Board shall either accept or reject the Administering Board's determination of petitioner's eligibility and shall notify the State Department of Community Services And Development (SCSD).
- v. The Governing Board's determination that the petitioner's eligibility for representation on the Administering Board is

justified and required so that petitioner can be adequately represented in the Community Action Agency's purposes and objectives, then the community representative group will select a representative to the Administering Board.

- vi. If the petition process results in the placement of an additional representative of private groups interests on the Administering Board, the ratio of at least one-third (1/3) representatives of the poor will be maintained. In no event will total Administering Board membership exceed twenty-four (24). If the petition process will cause membership to exceed twenty-four, the Administering Board will investigate those private groups and interests represented and make recommendations to the Governing Board (the Oakland City Council) as to those private groups and interests to be represented on the Administering Board to maintain a total maximum membership of twenty-four (24). The selection of a person to fill an additional seat on the Administering Board from private groups and interests will be in accordance with Section C.3 of these Bylaws.

ARTICLE V

OFFICERS OF THE ADMINISTERING BOARD

The Officers of the Administering Board shall consist of Chairperson, Vice-Chairperson, Secretary, and a Treasurer.

The officers shall serve a term of two years. Election of each officer shall be at the regular monthly meeting of the Administering Board in December bi-ennially to take effect in the following January. Unless otherwise provided herein by these bylaws, interim elections shall be called by the Administering Board Chairperson to fill unexpired terms resulting from vacancies to various officer positions. Unexpired terms of one year or less may be filled by appointment of the Board Chairperson. Removal of any officer from his/her position may be initiated by any Administering Board member through introduction of a motion, provided the issue of such removal was made an item of a called or regular meeting Agenda prior to the meeting. Removal of said officer requires a two-thirds vote of the total membership.

A. CHAIRPERSON

The chairperson shall preside over all meetings of the Administering Board, and provide the initiative and leadership necessary to the proper functioning of the meetings with assistance of the Staff Director. The Chairperson shall serve as the Administering Board's principal channel of communication with the Oakland City Council, Alameda County Board of Supervisors, and the Staff Director, and the principal channel of communication with the Administering Board's wishes to the Staff Director in its role of providing overall policy and program direction to the Community Action Agency Program. The Staff Director shall consult with the Chairperson of the Administering Board on plans, projects, progress and problems of the program, and communicate the need for Administering Board actions to the

Administering Board. The Chairperson shall keep the Administering Board apprised of the City Administrator's role as the organizational element through which administration of the CAA's paid staff and its several projects and programs are affected by the Administering Board. The Chairperson of the Administering Board shall also serve as Chairperson of the Executive Committee.

B. VICE-CHAIRPERSON

The Vice-Chairperson, in the absence or inability of the Chairperson to act, shall exercise all the powers and perform all the duties of the Chairperson. In the event the Office of Chairperson is vacated in mid-term, the Vice-Chairperson shall succeed to the Office of Chairperson.

C. SECRETARY

The Secretary, in the absence or inability of the Chairperson and the First Vice-Chairperson to act, shall exercise all of the powers and perform all of the duties of the Chairperson. The Secretary is responsible to ensure that minutes of each official meeting of the Administering Board are recorded, and that any errors in the minutes are presented to the Administering Board for correction. The Secretary is also the official custodian of documents and records of the Administering Board, including minutes, committee reports, and correspondence to the Administering Board. The Secretary is empowered to obtain services and assistance through the Staff Director in the recording of the minutes and in maintaining custodial files of the Administering Board's documents and records.

D. TREASURER

The Treasurer shall serve as the Chairperson of the Finance Committee of the Board. The Treasurer of the Administering Board shall have access to financial records of the CAA, but otherwise shall exercise no custodial or investment control over the assets and finances of the CAA, since those responsibilities rest with the Governing Board (City Council).

ARTICLE VI

COMMITTEES OF THE ADMINISTERING BOARD

- A. The Administering Board shall have six standing committees, the Executive, the Personnel and Training, Program Planning, Fund Development, Advocacy and the Finance committee. Each committee shall serve as a working extension of the Administering Board in its consideration of issues, opportunities and plans in the area of the committee's particular attention. As such, the committee shall receive assignments from and report its findings and recommendations to the Administering Board. In special instances the Executive Committee may be empowered by the Administering Board to act for the full Board in deliberating an issue and reaching a decision or taking an action.

The composition of each committee shall fairly, but need not exactly, reflect the composition of the full Administering Board, except as specified in Paragraph B.1 of this Article below. The committee members will be selected by the Community Action Agency Board Chairperson. A committee quorum shall consist of 50% of the total committee membership, including vacancies.

- B. The composition and responsibilities of each committee are as follows:

1. THE EXECUTIVE COMMITTEE

The Executive Committee shall have at least three (3) members and include as one of its members the Administering Board Chairperson.

The composition of this committee shall be at least one representative from the public officials, one representative of the poor and one representative of private groups and interest. Membership shall fairly reflect the proportion that each of these three groups represents on the Administering Board. The Administering Board Chairperson shall serve as Chairperson of the Executive Committee.

- a. The Executive Committee may act for the Administering Board on matters which cannot await the next scheduled meeting of the Board, as determined by the Executive Committee, and notify the Board, at its next meeting, of that action.

2. PERSONNEL AND TRAINING COMMITTEE

The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly, reflect the composition of the Administering Board.

- a. The Personnel and Training committee reviews the requirements for staff in conjunction with the CAA budgeting process and will address similar issues as necessary.

3. PROGRAM PLANNING COMMITTEE

The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly, reflect the composition of the Administering Board.

- a. The Program Planning committee is responsible for working to implement the agencies strategic plan, and identify/develop programs and services that support the agency's mission.

4. FUND DEVELOPMENT COMMITTEE

— The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly, reflect the composition of the Administering Board.

- a. The Fund Development committee is responsible for leveraging and maximizing existing funds and identifying new funding opportunities/activities.

5. ADVOCACY COMMITTEE

The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly, reflect the composition of the Administering Board.

- a. The Advocacy committee is responsible for providing advocacy, support, and education to increase awareness and to assist in the development of strategies to impact issues that affect the low-income population.

6. FINANCE COMMITTEE

The Administering Board Treasurer shall serve as Committee Chairperson of the Finance Committee. The Committee exercises the following responsibilities:

- a. The Finance Committee reviews and analyzes the CAA's financial policies and procedures and information reporting systems, with a view toward maximizing their effectiveness as tools in management decisions.
- b. The Committee shall review, in detail each quarter, programs which deviate significantly from the budget, reporting to the Administering Board the cause of the variance and expenditure rate, the corrective action necessary, the person responsible for said corrective action, and the date at which corrective action is expected to bring the deviation into alignment.
- c. The Finance Committee shall review audits in detail, identify financial management weaknesses, and make recommendations to the Administering Board to resolve any cost questions in internal and external audits.

D. OTHER COMMITTEES

In addition to the Executive, the Personnel and Training, Program Planning, Fund Development, Advocacy, and Finance committees, the Administering Board operates with other ad-hoc committees as the need arises to provide special services, analyses review, investigation or research for the Administering Board. Such committees and each committee Chairperson shall be appointed by the Administering Board Chairperson. The purpose of the committees appointed

under this paragraph shall be stated in the direction creating such committee(s) so as to permit the committee Chairperson to report accomplishments of the committee to the Administering Board, and such committees shall cease to function upon completion of the specific assignment for which the committee was activated. No committee shall disband without having submitted a final written report to the Administering Board, including its final recommendations. Dissolution of the committee shall be by declaration of the Administering Board Chairperson unless the Administering Board approves a motion to continue the committee in existence.

ARTICLE VII

MEETINGS OF THE ADMINISTERING BOARD

The meetings of the Administering Board shall be as follows:

A. Regular Meetings

1. Regular meetings of the Administering Board shall be held on the second Monday of each month (unless changed by Board action) at a place and time determined during the preceding Board meeting. If a regular meeting would otherwise fall on a holiday, it shall instead be held on the next scheduled regular meeting day unless otherwise noticed seven (7) days in advance.
2. Written notice of the regular meeting of the Administering Board with previous minutes and the meeting agenda of the forthcoming meeting shall be sent to each Administering Board member at least seven (7) days prior to the meeting and shall be posted. Special meetings may be called upon notice which is received upon at least two business days prior to the meeting. Special meetings held other than in the regular meeting place

require 15 days notice. Meetings may be canceled only upon receipt of two (2) business days' notice.

3. Written notice of regular meetings shall also be sent to any person, organization, corporation or entity requesting said notice of the Secretary and upon notification by said person's organization, corporation or entity of the address where said notice is to be mailed.

In the event the business calendared on the agenda of any regular meeting is not completed at the said regular meeting, the said regular meeting may be continued to a subsequent date by approved motion of the Administering Board, and this meeting shall be considered to be a continuation of the regular meeting so long as a majority of the members of the original meeting are in attendance.

TIME, PLACE, AND NOTICE OF PUBLIC MEETINGS

All public meetings shall be held at a time and place convenient to the public. Public notice of each meeting shall state the time and place at which the meeting shall be held and the agenda for the meeting, and shall be given not less seven (7) days before the day of the meeting. Notice of a meeting shall be given by:

- a. Forwarding a formal notice of the meeting to each person who has submitted a written request for copies of such notice;
- b. forwarding a formal notice of the meeting to every member of the principal representative board of the agency; and
- c. posting in the City Clerk's Office and an external bulletin board accessible twenty-four hours a day at least seventy-two (72) hours prior to the meeting.

B. Special Meetings

1. Special meetings of the Administering Board may be called upon motion and approval by a majority of the members of the Administering Board or by the Executive Committee or by the Chairperson.
2. Written notice of special meetings of the Administering Board shall be delivered to each Board member's address at least two business days prior to said meeting, together with the agenda containing the items to be considered at said special meeting.
3. Written notice of regular meetings shall also be sent to any person, organization, corporation or entity requesting said notice of the Secretary and upon notification by said person, organization, corporation or entity of the address where said notice is to be mailed.
4. Only the agenda item or items will be discussed at the special meetings.

C. Notification of Meeting

The Secretary, utilizing the services of the CAA staff as requested through the Staff Director, notifies each Administering Board member of each regular meeting and each special meeting.

D. Rules Governing Meetings of the Administering Board

1. No action of the Administering Board shall become effective without receiving the affirmative vote of a majority of the quorum present. A quorum consists of a majority of the total membership of the Administering Board including vacancies. Member's attendance is recorded by the Secretary or staff at each meeting. The presiding officer convenes the meeting at the appointed time or upon arrival of the quorum, whichever occurs later. No meeting is held if the quorum is not in

attendance within forty-five (45) minutes of the scheduled starting time, in which case the presiding officer so advises the members present, who are then free to depart. The presiding officer shall, upon losing a quorum after having convened a meeting, dismiss the meeting after having established that a quorum of members is no longer on the premises.

2. Every meeting of the Administering Board is public except those which, under personnel policies and rules of the CAA, must be held in executive session and must comply with the provisions of the Ralph M. Brown Act. Approval of such a motion for executive session requires an affirmative vote of two-thirds (2/3) of the members present and a report of any action taken in closed session must be read in the next regular open meeting.
3. A closed session meeting may be held for the purpose of discussing the selection of an Executive Director in accordance Oakland Municipal Code Section 2.20.110.
4. The Secretary of the Administering Board ensures the recording of the minutes of each Administering Board meeting. For reasons of practicality, the Board may require the Staff Director to furnish a Recording Secretary to take the minutes during the board meetings and to transcribe the minutes for the Board Secretary.
5. *Roberts' Rules of Order - Newly Revised* serves as the rules for the conduct of the Administering Board meetings, and for parliamentary procedure at each meeting, except:
 - a. Where *Robert's Rules* may be suspended by a simple majority vote of the Administering Board Members present, then where *Robert's Rules* offer alternatives in procedures and conduct, and the alternative which is to apply is adopted by approved motion at the time the issue exists. Such alternative procedure shall be followed.

Such a motion may be approved by a simple majority of those Board Members present.

- b. Proxy voting by any Administering Board Member shall be prohibited at meetings of the Administering Board and its Committees.

ARTICLE VIII

MEETINGS OF THE ADMINISTERING BOARD COMMITTEES

Each committee of the Administering Board shall conduct its meetings and discharge its duties in accordance with rules which the Committee sets for itself on the occasion of its first meeting following appointment of its slate of members. The first meeting of a committee shall be called by its Chairperson during a regular meeting of the Administering Board, or by personally contacting each member of the Committee with announcement of the meeting if such a meeting is required before the next regular meeting of the Administering Community Action Agency Board.

No decisions or recommendations shall be developed by any Committee except in a session attended by at least a majority of the number of voting members of the Committee. All Committees shall keep minutes and present them to the Administering Board.

The Executive Committee shall keep minutes of each meeting, and the minutes of each meeting shall be presented at the next regular meeting of the Administering Board, accompanied by motion of the Executive Committee Chairperson for the Board's ratification of decisions and actions taken by the Executive Committee acting for the Administering Board. The quorum requirement for the Executive Committee shall be one-half (1/2) of the total committee members plus one (1) of the total number of voting members of the Executive Committee.

ARTICLE IX

AMENDMENT OF BYLAWS

- A. **AMENDMENT OF BYLAWS BY THE ADMINISTERING BOARD**

1. These Bylaws may be amended, or new Bylaws adopted, at any regular meeting of the Administering Board provided that notice of the proposed action shall have been sent to each member of the Administering Board at least fifteen (15) days before said meeting. A two-thirds (2/3) vote of the total Administering Board membership shall be required to amend and/or adopt new Bylaws.
2. The Administering Board may amend, without consent of the Governing Board, only those elements of these Bylaws which do not give itself powers that are reserved for the Governing Board (the Oakland City Council). Amendments may include:
 - a. Definition of the offices of the Administering Board;
 - b. Definition of the method, frequency and timing by which each Administering Board Officer is elected to his or her office;
 - c. Definition of the standing committees of the Administering Board and the method of selecting the Chairperson and members of each;
 - d. Definition of the prerogative of the Administering Board to establish ad hoc or temporary committees of the Board; and
 - e. Definition of the rules for the conduct of official meetings of the Administering Board or any of its committees during the presence of a quorum for such meetings.
3. The Administering Board may recommend Bylaws amendment to the Governing Board, which amendments are not provided for in Paragraph "B" above. Said recommendations are stated in a letter or memorandum from the Administering Board Chairperson.
 - a. The Governing Board, by recorded vote, rejects a motion before the Oakland City Council to accept the recommended amendment;
or

- b. The Governing Board (the Oakland City Council), by recorded vote, may move to table or otherwise postpone its vote on a motion to accept or reject the recommended amendments.

B. AMENDMENT OF BYLAWS BY THE GOVERNING BOARD

The Governing Board (the Oakland City Council), upon its favorable consideration of a motion before it to amend these Bylaws made by its own initiative, shall submit the proposed amendment for consideration and recommendation to the Administering Board before voting final approval of the amendment. The Governing Board (the Oakland City Council) shall communicate the proposed amendment to the Administering Board in time for the Administering Board members to be notified, at least fifteen (15) days in advance of the next regular meeting of the Governing Board that the meeting's agenda includes consideration of a proposed amendment of the Bylaws by the Governing Board (the Oakland City Council). A two-thirds (2/3) vote of the total Administering Board membership shall be required to recommend approval or—rejection to the Governing Board (the Oakland City Council) of the proposed amendment of the Bylaws.

The Chairperson of the Administering Board shall communicate the results of such a vote to the Governing Board (the Oakland City Council). The absence of such a communication to the Governing Board (the Oakland City Council) within two (2) working days after the second regular meeting of the Administering Board following receipt of the proposal for amendment of the Bylaws by the Administering Board Chairperson shall be considered by the Governing Board as approval by the Administering Board of the proposed change to the Bylaws.

In the event that the Administering Board rejects the Governing Board's (the Oakland City Council's) proposed amendment of the Bylaws, then, and in that

event, the Governing Board (the Oakland City Council), within thirty (30) days, shall reconsider its recommended amendment to the Bylaws and set a date, time and place for the meeting to reconsider its recommended amendment to the Bylaws and give written notification of said meeting to the Administering Board. The Governing Board's (the Oakland City Council) approval and adoption or rejection by a majority vote of the proposed amendment of the Bylaws at said meeting will be final.

ARTICLE X

A. Conflict of Interest

1. Prohibition Against Acceptance of Gifts and Gratuities.

- a. Employees of the CAA, delegate agencies, members of employees' immediate family, and members of the CAA Governing Board and Administering Board, are prohibited from accepting gifts, money and gratuities and purchasing and renting goods, space and service from:
 - (i) Persons receiving benefits or services under any program financially assisted by the State of California Department of Community Services And Development, or
 - (ii) Any person or agency performing services under contract, or
 - (iii) Persons who are otherwise in a position to benefit from the actions of any employee or Board member.
- b. Members of employees' immediate family shall include any of the following persons: father, mother, husband, wife, son, daughter, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law and sister-in-law.

2. Any Administering Board member that possibly might personally profit from a decision made by the Administering Board must make a full disclosure of it and get the facts into the minutes of the Board meeting. Such decisions must be supported by a majority of the board members who have no personal interest in the matter.

The CAA and its delegate agencies shall comply with all provisions noted in order to prevent conflicts of interests in connection with the purchase and rental of goods, space, and services for use in programs assisted under the State of California Community Services and Development (CSD).

B. Compensation

Administering Board members are not allowed to be paid compensation except for allowances to those members whose income is below the poverty guidelines.

Administering Board members may also be reimbursed for their expenses to attend official meetings up to four (4) meetings per month based on Federal regulations regarding allowances and reimbursements for Policy making bodies.

All major decisions about allowances and reimbursements shall be made by the full Administering Board.

C. Requirements for Inspection and Examination

Books and records of the CAA shall be made available to the public pursuant to the provisions and restrictions of Federal Regulations. A copy of the amended Bylaws shall be maintained on file with the City Clerk's office.