



MINUTES



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

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

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

EXECUTIVE COMMITTEE MEETING (Standing)

Wednesday, October 4, 2017 @ 5:30 P.M.

150 Frank Ogawa Plaza, 4th Floor, Conference Room #1

Committee Members Present: Monique Rivera (Vice Chair), Sandra Johnson (Secretary), Brittany Carter for Supervisor Wilma Chan, and Stanley Richardson

Excused: Gladys Green (Chair), Andrea Ford, Bridgette Cook for Councilmember Lynette McElhaney

Staff Present: Estelle Clemons and Sytara Ellis

1. Call to Order/Roll Call/Determination of Quorum

M. Rivera (Vice Chair) called the meeting to order at 5:39 p.m. M. Rivera also called the roll. A quorum was established.

2. Approval of June 7, 2017 Executive Committee Meeting Minutes

Motion: To approve the June 7, 2017 minutes. M/S/Carried: S. Johnson/B. Carter/Unanimous. Motion Carried.

3. AC-OCAP Contribution Discussion

E. Clemons stated that there is an action item from the June 7, 2017 Board Meeting. She is updating a previous county letter; and that draft will be given to G. Green (Chair) and S. Johnson-Simon (Secretary) to make additional changes. E. Clemons stated that her report to Council is due by October 9th.

ACTION: M. Rivera (Vice-Chair) and S. Johnson will work on the letter and have G. Green (Chair) sign it.

4. AC-OCAP By-Laws Discussion

E. Clemons stated that she is reviewing the by-laws and hope to complete this process and give the document to the committee for their feedback by early November.

5. Board Recruitment

E. Clemons stated that a District 3 removal letter has been drafted for N. Lacy, per CAP By-Laws, Article IV, Sec. 5 & 6. Communications (letters, phone call, and e-mails) have been sent to N. Lacy with no response. A recruitment letter will also be sent to District 3 Councilmember Lynette McElhaney and District 5 Councilmember Noel Gallo since M. Rivera (Vice-Chair) term expires at the end of December 31, 2017. Applications are due **December 1, 2017**.

ACTION: In December, all board members will receive an attendance log for this year.

ACTION: G. Green's Signature on District 3 removal letter

6. 2017 & 2018 Program Discussion

E. Clemons stated that the City Council Report is scheduled for November 14, 2017. The Life Enrichment Committee will convene at 4:00 p.m. The report will include the annual update, site visits, mid-year matrix, needs assessment, demographics, and maps of all the sites that we serve.

E. Clemons gave an update on the site visits. M. Rivera stated that she was very impressed with the professionalism of the CAP staff during the site visits. E. Clemons stated that next year desk



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audits will be done in lieu of site visits in conjunction with a presentation to the board; followed by a desk audit and risk assessment in year three.

7. Pending Items

State/City CSGB Contracting Process Gantt Chart – E. Clemons stated that this chart is forthcoming. Strategic Plan – E. Clemons stated that she plans to hire a graphic artist next year to help with the construction of this plan.

ACTION: B. Carter offered to work on the Strategic Plan.

8. Agenda Attachments

2. June 7, 2017 Executive Committee Minutes

9. Future/Proposed Agenda Items

Recommendation: S. Richardson recommended tracking a proposed State Assembly Bill No. 1520 Lifting Children and Families Out of Poverty Task Force. He stated that perhaps someone can speak on behalf of CAP at one of the hearings.

ACTION: S. Richardson will provide additional information at the October 9th Administrative Board Meeting.

M. Rivera (Vice-Chair) brought up questions regarding the process of writing letters as a concerned citizen and as a CAP Board member.

10. Announcements

- Thanksgiving Dinner–November 21, 2017–Oakland Marriott City Center– 1:00 A.M. to 2:00 P.M.
- Food Distribution For Low Income Families and Seniors – Friday October 20, 2017

11. Open Forum

12. Adjournment (Action Item)

Motion: The meeting was adjourned at 6:30p.m. M/S/Carried: S. Johnson Simon/B. Carter/Unanimous. Motion Carried.