



# MINUTES



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

Visit us on the web at [OaklandCap.org](http://OaklandCap.org) or contact us by email at [AC-OCAP@oaklandnet.com](mailto:AC-OCAP@oaklandnet.com)

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

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## EXECUTIVE COMMITTEE MEETING (Standing)

Wednesday, October 5, 2016 @ 5:30 P.M.

150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1

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**Committee Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Dave Brown for Supervisor Wilma Chan, and Stanley Richardson

**Excused:** Brigitte Cook for Councilmember Lynette McElhaney, Sandra Johnson-Simon (Secretary), and Andrea Ford (Treasurer)

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

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

G. Green called the meeting to order at 5:38p.m. Roll call was called by staff member C. Garcia. A quorum was established.

### 2. Approval of July 6, 2016 Executive Committee Minutes

**Motion:** To approve the July 6, 2016 minutes. M/S/Carried: M. Rivera/D. Brown/Unanimous.  
Motion Carried.

### 3. Board Vacancies Update –District 2, District 4, District 6, Community Alameda County

#### • Board Private Sector Term Expirations & Process Review/Discussion (2- Private Sector Vacancies as of December 31, 2016)

C. Garcia explained the board vacancies stating that for District 2, P. Thi has resigned due to her moving out of the district and she will be submitting a revised application/petition for District 6. Some of her signatures for the petition were not from District 6. C. Garcia spoke with Clarissa Douthard from Parent Voices who will be submitting her application for District 4. Carlos Jones will be submitting a revised application/petition for District 2 because some of the signatures on his petition were not from the District. Hang Mosier’s application for the County seat will be in the Monday, October 10, 2016 Administering Board packet. A discussion ensued about the Alameda County seats and what is considered to be living in a low-income district in Alameda County. E. Clemons stated that two private sector seats will be expiring on December 31, 2016, Oakland Housing Authority – Lenita Wheeler and United Seniors – Sandra Johnson Simon. She stated that United Seniors has already submitted a letter appointing S. Johnson-Simon as their representative. A discussion began on the Private Sector Process. E. Clemons read the AC-OCAP Private Sector Board Selection Criteria and the Interview Questions. E. Clemons asked the committee if they would like to continue with representation from United Seniors and the Oakland Housing Authority or would they like to explore other agencies. She began to go through the list of organizations. D. Brown stated that there should not be a list because it limits the board on who can apply. E. Clemons explained the process stating that letters are sent to all the organizations on the list and those interested will submit a letter and they will be interviewed. E. Clemons asked the committee if they had any recommendations to add to the list and suggested that a section “why is the agency being recommended” to the list.

**Action:** D. Brown asked to add All-In and the Tri-Valley Anti-Poverty Collaborative to the list of recommended organizations.

**Action:** C. Garcia to send to the full board the list of recommended organizations and ask for any organizations they would like to have added to the list.



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**Motion:** On Monday, October 10, 2016 Administering Board meeting, ask the full board for recommendations of organizations to add to the list. M/S/Carried: M. Rivera/S. Richardson/I- Abstain, D. Brown. Motion Carried.

### 4. CSBG General Update

- **CAP Board Retreat – March 25, 2017**

E. Clemons stated that the board retreat will be on Saturday, March 25, 2017. She stated that there will be a second part of the diversity training at the retreat along with other presentations as in the past retreats. She asked the committee if they have any recommendations for locations. M. Rivera suggested the Spanish Speaking Citizen’s Foundation and the Unity Council. G. Green suggested the Elmhurst Senior Center and she will contact L. Slaughter regarding the use of the facility. M. Rivera suggested having the retreat at a hotel and at the boathouse at Lake Merritt.

- **Organizational Standards: Strategic Plan**

E. Clemons stated that A. Gums put together two huge binders with all the attachments connected to each organizational standard. E. Clemons stated that our CSD representative, Katie Walker will be conducting a site visit to CAP on Monday, October 10, 2016 and will also be attending the board meeting. She stated that the strategic plan will be part of the CAP Plan which is due June 30, 2017.

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

E. Clemons stated that CAP is on their third rendition of the new standards tool. She stated that the Urban Institute worked with Human Services to try and fit all CAP’s into the standards. She stated that they are currently in the 60 day comment period and she will keep the board updated. She stated that CalCAPA submits suggestions on behalf of the association.

- **CSD Discretionary Grant Update**

E. Clemons stated that an additional \$15,000 was given to CAP for a total of \$32,000 that has to be spent. She went through the work plan which states the problem that needs to be addressed which is the homeless population. She stated that the proposal is to provide nightly shelter beds from November 2016 – April 2017, provide dinner and breakfast, provide wrap-around services, and provide access to Alameda County’s flexible rapid rehousing funds to get the chronic homeless permanently housed. She stated that CAP cannot enter into a new contract because it is not in the resolution therefore the funding will go to help the City of Oakland Winter Shelter Program. CAP will purchase cots for the South Hayward Parish, funding will also go to Bay Area Community Services (BACS) for Henry Robinson, and funding will also go to Sanction Services, Operation Hope for servicing and triage.

**Action:** Email the Homeless Count Survey to S. Richardson.

### 5. 2017-2019 RFP Update

E. Clemons stated that 32 organizations submitted their application for the 2017-2019 RFP. Of the 32, there were 30 complete applications which are being reviewed by the advisory panel who have all submitted their score sheets. She stated that on October 13, 2016 the advisory panel will meet and on November 9, 2016 the Executive Committee will host a special meeting for a special questions and



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answers meeting on the RFP applications. E. Clemons stated that the board will vote on the recommendations individually for each packet.

### 6. AC-OCAP By-laws

E. Clemons stated the by-laws are to be reviewed every two years and that the City Attorney reviews the by-laws every five years. She stated that City of Oakland Attorney, Amber Macaulay is reviewing the AC-OCAP by-laws and there are some edits. The draft of the by-laws was given to the committee as a handout for their review. She stated that the conflict of interest form should be completed and submitted to staff. She stated that the list of organizations that applied for the RFP was also included with the conflict of interest form. A discussion ensued on volunteering and donating for an organization that can be a potential conflict of interest. E. Clemons will refer the questions to the City Attorney to get clarification.

### 7. Pending Items – State/City CSBG Contracting Process Gantt Chart

### 8. Agenda Attachments

2. July 6, 2016 Executive Committee Minutes
3. AC-OCAP Membership Terms, Private Sector Process, and S. Johnson-Simons letter
6. AC-OCAP By-laws

### 9. Future/Proposed Agenda Items

### 10. Announcements

### 11. Open Forum

### 12. Adjournment (Action Item)

**Motion:** The meeting was adjourned at 6:42p.m. M/S/Carried: D. Brown/S. Richardson/Unanimous.  
Motion Carried.