



MINUTES



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

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

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

Our Promise: Community Action changes people’s lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

ADMINISTERING BOARD MEETING

Monday, September 12, 2016 @ 5:30 P.M.
City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

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

Absent: Theresa Anderson

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

Guest: Melanie Atendido, Carlos Jones, Phuong-Hang Duong-Thi, Janice Heredia, and Hang Mosier

A. Call to Order/Approval of Agenda

G. Green called the meeting to order at 5:30pm.

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

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

C. Approval of Draft July 11, 2016 Administering Board Minutes (G. Green)

Motion: To approve the July 11, 2016 minutes. M/S/Carried: D. Brown/A. Ford/ Motion Carried.

D. Community Action Partnership Update (E. Clemons)

1. CSBG General Update

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

E. Clemons stated that the outcomes chart may be included in the October Administering Board packet.

• **Conflict of Interest Form**

E. Clemons stated that she is working with City Attorney, Amber Macaulay on the conflict of interest form.

• **By-laws Review**

E. Clemons stated that by-laws should be reviewed every two years. The last time AC-OCAP’s by-laws were reviewed and approved was in October 2011. She stated that this item is being referred to the Executive Committee.

• **ROMA Next Generation 2 – Results Oriented Management and Accountability – Tabled**

2. Discussion of Contract Discretionary Grant – Tabled

3. 2017 -2019 Update

E. Clemons stated that the 2017-2019 RFP application submissions closed today, September 12, 2016 at 4:30pm. She stated that there were 32 applications received and the list of agencies that applied was passed out. She stated that reviewers are still needed for reviewing the RFP applications. The training will be on Thursday, October 15, 2016.

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: 1) 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.

4. Board Vacancies Update & Acknowledgement (District 2, District 4, District 6, and Alameda County Community) (2 – Private Sector Vacancies as of December 31, 2016)

E. Clemons stated that S. Allen who represented Alameda County has resigned. She also stated that the United Seniors of Alameda County has submitted a letter appointing S. Johnson-Simon to continue to represent them on the CAP board. She stated that there were three applicants in the audience who are interested in being on the AC-OCAP board. Carlos Jones who applied to represent District 2 introduced himself. E. Clemons stated his application will be in the October packet. Hang Mosier who applied to represent one of two of the vacant County of Alameda seats also introduced herself. Her packet will be in the October packet as well. Janice Heredia’s application was in the packet and she also introduced herself. **Motion:** To accept Janice Heredia as one of the Alameda County representatives on the AC-OCAP board. M/S/Carried: L. Ruhland/N. Lacy/Unanimous. Motion Carried.

5. CAP Annual Conference Report (August 30 – September 2, 2016, Austin, TX)

S. Richardson typed up his report to the CAP Annual Conference which will be included in the October packet. E. Clemons stated that the 2017 CAP Annual Conference will be held in Philadelphia.

6. Events

- **Grantee Site Visits Update**
- **CSD Site Visit – October 10-12, 2016 (Tentative)**
- **2017 Board Retreat – March 25, 2017**

Vice Chair M. Rivera introduced Sean Sullivan who resigned from the board with a plaque thanking him for his service on the AC-OCAP board.

E. Diversity Training – Tiffany Hoang and Tyrone Botelho

T. Hoang and T. Botelho began their presentation by giving a background on themselves. They continued with their PowerPoint presentation discussing diversity, challenges in communities, equity, and equality. They shared a handout with this information that also included information on Microaggressions. The board then participated in various exercises.

F. Committee Reports – (Verbal):

1) Advocacy Committee – September 7, 2016 (S. Richardson)

S. Richardson stated that the committee members have made new commitments on which items they would like to report on. He also stated that the \$100,000 ASK letter has been referred to the Fund Development Committee. A. Gums stated that there was also discussion of tax exemptions for low-income seniors and the housing bond which will be on the November ballot. N. Lacy and A. Gums will be doing some outreach on the housing bond facts. E. Clemons stated that there has already been training on the housing bond measure. G. Green also agreed to have A. Gums on the Advocacy Committee. L. Ruhland suggested that the EITC sites be given a list of tax exemptions. There was also discussion on having transportation from Oakland to Hayward due to the civil court cases not being heard in Oakland and being moved to Hayward.

2) Fund Development Committee – September 7, 2016 (M. Rivera)

L. Wheeler stated that at the Fund Development meeting, there was discussion on no available resources for large events and how to get the public interested in AC-OCAP. E. Clemons stated that ideas from the Advocacy and Fund Development Committee should be referred to the Executive Committee. There was also discussion on tabling the consolidation of certain committees.

G. Future/Proposed Agenda Items

Future:

Health

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

Financial Empowerment

- Alameda County AC CAN
- Cal Reinvestment
- Bank on Oakland
- Earned Income Tax Credit/UWBA*

Housing

- Tri-Valley Housing
- Community Housing – Path/Everyone Home*
- East Bay Housing Organization (EBHO) - Oct.
- Spectrum – LIHEAP/Weatherization
- Oakland Housing Authority*
- Alameda County Housing Authority
- City of Oakland Housing Road Map*

Youth

- Oakland Fund Children Youth (OFCY)*
- Oakland Youth Commission *
- REACH Ashland/Cherryland Youth Center*
- Early Care & Education Planning Council*

Public Safety

- Citywide Public Safety Plan*
- Cease Fire/Street Outreach*
- Oakland Unite*
- Seven Step (Re-entry Population)

Social Justice

- Ella Baker Center

Families

- Social Services Agency – TANF, GA*
- ALL-IN*
- Alameda County Hope Collaborative
- Rise up

Community Development

- CDBG

Education

- Promise Neighborhoods- Cal State East Bay *
- Head Start/Early Head Start

Employment

- Alameda County WIB*
- East Bay Sustainable Alliance
- Oakland WIB*
- Minimum Wage/Life Up Oakland/\$15 hr. (local union)

Board Development

- Jim Masters – CAP History/ Board Training*
- Jim Master – Structure of the American Economy
- Public Ethics Presentation*

Food Security

- Alameda County Food Bank *

Transportation

- Alameda County Transportation Commission

*= presented

Proposed:

H. Announcements

- **Oakland Housing Authority** – Lenita Wheeler – No Update
- **Oakland United Seniors** – Sandra Johnson-Simon
> 13th Annual Healthy Living Festival, September 15, 2016 at the Oakland Zoo, for more information contact Mary at 510-729-0852.
- **Alameda County/Social Services Update** – Andrea Ford/Dave Brown/Angelica Gums
> Alameda County Housing Bond, Measure AI was discussed
- **City of Oakland Update**
> Alliance Recycle has closed
- **Other Organizations**
- **Economic/Employment Interests**

I. Agenda Attachments

C. July 11, 2016 Administering Board Minutes

D1. 2015 Program Outcomes Chart

D3. RFP Timeline

D4. Private Sector Process, 2 - Applications for the Alameda County Seat (Janice Heredia & Hang Mosier), and Duong-Thi Phuong-Hang's Letter of Resignation from District 2 and intent to apply for the District 6 Vacancy.

Additional Attachments

- 2017-2019 RFP List of Applications Received

- List of Private Sector Recommendations

- City of Oakland AI-71 Equal Employment Opportunity/Anti-Discrimination/Non-Harassment Policy and Complaint Procedure

J. Open Forum

K. Adjournment

Motion: The meeting was adjourned at 7:39p.m. M/S/Carried: S. Johnson-Simon/M. Chacana/Unanimous. Motion Carried.