



# **Alameda County - Oakland Community Action Partnership**

## **Administering Board Teleconference**

September 12, 2022 | 5:30 p.m. - 7:30 p.m.

## **COMMUNITY PARTICIPATION GUIDE**

### **TO OBSERVE**

To observe by Zoom video conference, click on the link provided on the agenda.

To observe by phone, dial+ 1 669 900 9128 at noticed meeting time. When prompted, enter Webinar ID: 878 7842 4012

### **TO COMMENT**

To comment by Zoom video conference: "Raise Your Hand" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, accept the unmute prompt to make public comments.

To comment by phone: "Raise Your Hand" by dialing "\*9" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, you will be prompted to unmute yourself by dialing "\*6".

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk - Agenda Management Unit Phone: (510) 238-6406 Fax: (510) 238-6699 Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711



# **Alameda County - Oakland Community Action Partnership**

## **Administering Board Teleconference**

September 12, 2022 | 5:30 p.m. - 7:30 p.m.

## **PANELIST PARTICIPATION GUIDE**

### **VIDEO CONFERENCE**

Join the teleconference as a Panelist by clicking on the link provided on your Zoom invite.

Sign on to webinar 10 minutes early to ensure your speakers and mic work. A technical roll call will be performed.

The Zoom link on the Agenda, Community Participation Guide and AC-OCAP website is for Attendees only.

Panelists must raise hand and be recognized by the Chair. Host will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

### **TELEPHONE**

Join by telephone, dial +1 669 900 9128, enter Webinar ID: 878 7842 4012 when prompted.

You will enter the Teleconference as an Attendee. Expect to be on hold as staff completes technical roll call with the videoconferencing Panelists.

When the host permits you to speak, you will receive a notification. Follow the telephone prompt to unmute yourself. Dial \*6 to toggle between mute/unmute. To raise your hand, dial \*9.



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

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

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### Administering Board Teleconference

Monday, September 12, 2022 5:30 p.m.

Zoom Link: <https://us06web.zoom.us/j/87878424012> Webinar ID: 878 7842 4012

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**Board Membership:** Monique Rivera (Board Chair), Sandra Johnson (Vice Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Samantha Columbus, Patricia Schader, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), Supervisor Dave Brown (Sarah Oddie), and Supervisor Nate Miley (Angelica Gums)

**Board Vacancies:** Private Sector, Community Development Block Grant (CDBG) Oakland District 4 and Alameda County

**Staff:** Dwight Williams, Jaynell Ellis, and Christopher San Diego

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### AGENDA

A. 5:30 p.m. Call to Order/Recite AC-OCAP Promise

B. 5:35 p.m. Roll Call/Determination of Quorum/Approval of Agenda  
**ACTION ITEM:**

C. 5:40 p.m. Approval of Draft July 11, 2022 Administering Board Minutes – Attachment C1  
**ACTION ITEM:**

D. 5:45 p.m. Approval of AC-OCAP Resolution 9-22 to Continue Teleconference Meetings  
– Attachment D1

Board to approve Alameda County – Oakland Community Action Partnership (AC-OCAP) Resolution 9-22 electing to continue conducting meetings using teleconferencing in accordance with California government code section 54953(e), a provision of AB-361.

**ACTION ITEM:**

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk – Agenda Management Unit Phone: (510) 238-6406, Fax: (510) 238-6699, Recorded Agenda: (510) 238-2386, Telecommunications Relay Service: 711

**E. 5:50 p.m. Open Forum: (General Audience Comments)**

**F. 6:00 p.m. Presentation: DesrayInn Cole, City of Oakland ReCAST**

**G. 6:30 p.m. Community Action Partnership (CAP) Updates**

**1. Board Update**

**A.** Private Sector, CDBG Oakland District 4 and Alameda County Board Vacancies - Board Membership Application, Alameda County – **Attachment G1A**

**ACTION ITEM:**

**B.** Committee Assignments Discussion – **Attachment G1B**

Program Planning Committee Meeting Dates: Wednesdays -- October 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>

**C.** [AC-OCAP Board Bylaws](#) – **Attachment G1C**

**D.** Board Acknowledgements

**2. AC-OCAP Programming**

**A.** CSBG/CARES and Program Update – **Attachment G2A**

- CSD Monitoring Report
- 2021 Annual Contract Close-Out Notification

**B.** Request For Partnership (RFP) Update – **Attachment G2B**

**3. Mandatory Training**

[City of Oakland Sunshine and Public Ethics Training](#) – **September 19, 2022**

**3:30pm – 5:00pm** (Board Members L. Ruhland and P. Schader)

**4. Conferences/Travel**

2022 National Community Action Partnership (NCAP) Annual Convention, Aug.29 - Sept.3, NY (M. Rivera, S. Johnson, D. Williams, and J. Ellis) Report Out

**B.** 2022 California Community Action Partnership Association (CalCAPA) Annual Conference, November 2-4, San Diego, CA – **Travel Requests due September 16<sup>th</sup>**

– **Attachment G4B**

**5. Public Comment:** (Specific Agenda Item(s): Audience Comment Period)

**ACTION ITEM:**

**H. 7:00 p.m. Future/Proposed Agenda Items (see chart below)**

October – Ella Baker Center for Human Rights

November – Approval of 2023-2025 RFP

December – West Oakland Job Resource Center

**I. 7:05 p.m. Committee Report**

Executive Committee – Wednesday, June 1<sup>st</sup> (M. Rivera)

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**J.7:15 p.m. Attachments**

- C1** Draft July 11, 2022 Administering Board Meeting Minutes
- D1** AC-OCAP Resolution 9-22
- G1A** Board Membership Application, Alameda County
- G1B** CAP Committees Roster
- G1C** 2011 Final AC-OCAP Bylaws
- G2A** CSD Monitoring Report and 2021 Annual Contract Close-Out Notification
- G2B** RFP Timeline
- G4B** Board Member Travel Request Form

**K. 7:20 p.m. Announcements**

- United Seniors of Oakland and Alameda County
- Alameda County Social Services/All-In/Board of Supervisors
- City of Oakland
- Board Members/Others

**L. 7:20 p.m. Open Forum: (General Audience Comment Period)**

**M. 7:30 p.m. Adjournment**

**Next Teleconference: October 10, 2022**

**ACTION ITEM:**

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

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### Future Agenda Items (\* = Presented)

<b>Health</b>	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	<b>Housing</b>
Trauma Informed Care*   Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
<b>Financial Empowerment</b>	Community Housing – Path/Everyone Home*
Cal Reinvestment	East Bay Housing Organization*
Earned Income Tax Credit/United Way of Bay Area*	Spectrum – Low Income Home Energy Assistance*
SaverLife	Oakland Housing Authority*
Bank On Oakland (BOO) 2.0*	City of Oakland Housing Road Map*
Tri-Valley Anti-Poverty Collaborative (TVAPC)	Alameda County Housing & Community Development*
AssistHub*	Tenant Advocacy
<b>Youth</b>	<b>Education</b>
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	<b>Employment</b>
Oakland Youth Commission*	Alameda County Workforce Investment Board*
<b>Economic Development</b>	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Alameda County Wealth Building Initiative*	Local Union
<b>Public Safety</b>	West Oakland Job Resource
Cease Fire/Street Outreach*	East Bay Works
Oakland Unite*   Chief of Violence Prevention*	Employee Ownership – Project Equity
<b>Social Justice</b>	<b>Infrastructure</b>
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	<b>Board Development/Training</b>
Ella Baker Center for Human Rights	Jim Masters CAP History*  Structure of American Economy
<b>Families</b>	<b>Food Security</b>
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	<b>Community Development</b>
All-In Alameda County*	Community Development Block Grant (CDBG) *
Oakland Thrives*	CDBG – Oakland Redistricting

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

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# MINUTES



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

### Administering Board Teleconference

July 11, 2022, 5:30 p.m.

Recording Link: [Granicus 07.11.22](#)

**Board Members Present:** Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Samantha Columbus, Mayor Schaaf (Lisa Ruhland), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), and Councilmember Nate Miley (Angelica Gums)

**Board Member Excused:** Monique Rivera (Chair), John Michael Baratta, Councilmember Carroll Fife (Tonya Love), and Councilmember Dave Brown (Sarah Oddie)

**Board Vacancy:** Community Development Block Grant (CDBG) Oakland District 4 and Alameda County

**Staff:** Estelle Clemons, Desraynn Cole, Dwight Williams, Jaynell Ellis, and Melissa Francisco

**Guests:** Michael Munson, Melanie Moore, Aly Bonde, Rashida Washington, James Lande, and Patricia Schader

### A. Call to Order/Recite AC-OCAP Promise

Vice Chair S. Johnson called the July 11, 2022, Administering Board Teleconference to order at 5:33 p.m. The AC-OCAP Promise was recited.

### B. Roll Call/Determination of Quorum/Approval of Agenda

Roll call was performed by staff M. Francisco. A quorum was established at 5:35 p.m.

**MOTION:** To approve the July 11, 2022 Administering Board Agenda

**M/S/Carried:** A. Ford / L. Ruhland / Motion Carried.

### C. Approval of Draft May 9, 2022, Administering Board Minutes – Attachment C1

**MOTION:** To approve the Draft May 9, 2022 Administering Board Minutes.

**M/S/Carried:** A. Ford / J. Mapp / Motion Carried.

### D. Summary of June 13, 2022 Administering Board Meeting – Attachment D1

Vice Chair S. Johnson explained that since a quorum was not established at the June 13, 2022 meeting, there are no minutes to approve. A meeting summary, however, was included in the Agenda Packet as **Attachment D1** for review.

### E. Approval of AC-OCAP Resolution 7-22 to Continue Teleconference Meetings – Attachment E1

**MOTION:** To approve AC-OCAP Resolution 7-22 to continue teleconference meetings.

**M/S/Carried:** B. Cook / A. Ford / Motion Carried.

### F. Open Forum: None.

### G. Presentation: [Oakland Thrives](#)

Melanie Moore, PhD, Chief Executive Officer, and Aly Bonde, Director of Housing and Economic Security, of Oakland Thrives, were introduced to the Administering Board by E. Clemons. A PowerPoint presentation was displayed on the teleconference screen. Oakland Thrives' amazing network of local partners work tirelessly to put in place the mechanisms required to realize

their vision of making *Oakland's children, families, and communities the healthiest in the nation*. The *Thriving Oakland 10-Year Plan* and the Future of Guaranteed Income were reviewed within the context of the organization's priority areas, which include child and adolescent behavioral health, early literacy, and economic mobility. Before concluding the presentation with a question-and-answer session, Board Members were invited to join the quarterly Oakland Thrives Leadership Council and Joint Powers Authority Board Meetings on September 23<sup>rd</sup> and December 16<sup>th</sup> from 9:30am to 11:00am.

## **H. CAP Updates (E. Clemons)**

### **1. Board Updates**

#### **A. Board Vacancies -- Private Sector, CDBG Oakland District 4, 7, and Alameda County – Patricia Schader Board Membership Application, District 7 – Attachment H1A**

Meeting notices sent via Constant Contact to over 250 community contacts contain board membership opportunities as part of continuous recruitment efforts. E. Clemons encouraged all Board Members to take part in the necessary outreach to fill vacancies.

Patricia Schader's membership application was included as **Attachment H1A** in the Agenda Packet. The applicant's and community petitioners' CDBG Oakland District 7 residency was confirmed by CAP staff. P. Schader indicated a desire to join the Board in order to influence change by delivering important information and services to Oakland and Alameda County's low-income communities.

**MOTION:** To approve Patricia Schader's membership application for CDBG Oakland District 7.

**M/S/Carried:** B. Cook / A. Ford / Motion Carried.

#### **B. Committee Assignments Discussion – Attachment H1B**

**ACTION ITEM:** Agenda Item H1B will be moved to the September Agenda.

**C. Board Acknowledgments** – L. Ruhland expressed her enthusiasm for working for the City's Neighborhood Services Division and championed National Night Out (NNO), a community-building effort that encourages police-community relationships. NNO is celebrated on the first Tuesday of August each year, and this year it will be held on August 2<sup>nd</sup>. L. Ruhland asked Board Members, staff, and members of the community to participate in National Night Out.

**ACTION ITEM:** Staff M. Francisco to share NNO flyers with Board Members.

### **2. AC-OCAP Programming**

#### **A. Community Service Block Grant (CSBG)/Community Aid, Relief, and Economic Security (CARES) and Program Update – Attachment H2A**

Staff D. Williams reported that the 2021 CSBG closeout report had been filed, the Discretionary closeout report was approved, and grantees were nearing completion of their mid-year reports. Staff J. Ellis reported that \$900,000 of the \$1.8 million CARES money was distributed to families directly or indirectly impacted by COVID-19. The remaining CARES funding will be allocated through UpTogether and Safe Passages by the end of August 2022.

A 2022 CSBG Notice of Discretionary Grant Award Letter from the Department of Community Services and Development was included in the Agenda Packet as **Attachment H2A**. The CSBG discretionary fund totals \$31,000 and will be utilized to improved program services and/or enhance agency capacity from June 15, 2022–May 31, 2023.

#### **B. 2023-2025 Request for Partnership (RFP) – Attachment H2B**

RFPs will be filed electronically this year, and City Span and staff will begin testing the online platform on Friday, July 15, 2022. Board members were urged to volunteer as RFP Reviewers and to spread the word about the Advisory Panel opportunity to their networks. The Draft RFP Timeline was included in the Agenda Packet as **Attachment H2B**.

**ACTION ITEM:** Staff to share [RFP Reviewer Recruitment Letter](#) with Board Members.

### **3. Mandatory Board Training**

Board Members A. Ford, M. Margolis, D. Walker, and A. Gums completed their Mandatory Training on July 11, 2022.

**ACTION ITEM:** The following Board Members are to complete Sunshine and Public Ethics Training: L. Ruhland and P. Schader.



#### **4. Conferences/Travel**

**A. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis New York, NY** – Board Chair M. Rivera and Vice Chair S. Johnson will be representing the AC-OCAP Board at the NCAP Convention.

**B. 2022 California Community Action Partnership Association (CalCAPA) Annual Conference, November 2-4, San Diego, CA**  
**ACTION ITEM:** The Board Member Travel Request Form for the CalCAPA Conference will be included in the September Agenda Packet.

**5. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None.**

**MOTION:** To accept E. Clemons Community Action Partnership Updates.

**M/S/Carried:** S. Johnson / J. Mapp / Motion Carried.

#### **I. Future/Proposed Agenda Items (See Chart)**

September – DesrayInn Cole, City of Oakland ReCAST

#### **J. Committee Report**

Special Meeting of the Executive Committee – Wednesday, June 1, 2022

**ACTION ITEMS:** Agenda Item J will be moved to the September Agenda.

#### **I. Attachments**

- C1 Draft May 9, 2022 Administering Board Minutes
- D1 Summary of June 13, 2022 Administering Board Meeting
- E1 AC-OCAP Resolution 7-22
- H1A Private Sector Recommendation List, Interest Letter Request, and District 7 Application
- H1B CAP Administering Board and Committees Rosters
- H2A 2022 CSBG Notice of Discretionary Grant Award
- H2B RFP Timeline

#### **J. Announcements.**

**United Seniors of Oakland and Alameda County (USOAC)** – S. Johnson reminded the Board of the United Seniors of Oakland and Alameda County's 31<sup>st</sup> Annual Convention & 14<sup>th</sup> Annual Walkable Neighborhood Celebration on Friday, July 29, 2022.

**Alameda County Social Services/All IN/ Board of Supervisors (BOS)** – None.

**City of Oakland** – E. Clemons announced the return of Oakland Art + Soul at the downtown Frank Ogawa Plaza on Saturday, July 23<sup>rd</sup>

**Board Members/Others** – L. Ruhland announced her 60<sup>th</sup> Birthday Celebration on July 24<sup>th</sup> at Lakeside Park.

**K. Open Forum:** None.

#### **L. Adjournment**

**MOTION:** To adjourn the July 11, 2022 AC-OCAP Administering Board Teleconference at 6:41 p.m.

**M/S/Carried:** A. Ford / L. Ruhland. Motion Carried.

**Next Teleconference:** **September 12, 2022**

### Future Agenda Items(\*= Presented)

<b>Health</b>	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	<b>Housing</b>
Trauma Informed Care*   Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
<b>Financial Empowerment</b>	Community Housing – Path/Everyone Home*
Cal Reinvestment	East Bay Housing Organization*
Earned Income Tax Credit/United Way of Bay Area*	Spectrum – Low Income Home Energy Assistance*
SaverLife	Oakland Housing Authority*
Bank On Oakland (BOO) 2.0*	City of Oakland Housing Road Map*
Tri-Valley Anti-Poverty Collaborative (TVAPC)	Alameda County Housing & Community Development*
AssistHub*	Tenant Advocacy
<b>Youth</b>	<b>Education</b>
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	<b>Employment</b>
Oakland Youth Commission*	Alameda County Workforce Investment Board*
<b>Economic Development</b>	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Alameda County Wealth Building Initiative*	Local Union
<b>Public Safety</b>	West Oakland Job Resource
Cease Fire/Street Outreach*	East Bay Works
Oakland Unite*   Chief of Violence Prevention*	Employee Ownership – Project Equity
<b>Social Justice</b>	<b>Infrastructure</b>
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	<b>Board Development/Training</b>
Ella Baker Center for Human Rights	Jim Masters CAP History*  Structure of American Economy
<b>Families</b>	<b>Food Security</b>
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	<b>Community Development</b>
All-In Alameda County*	Community Development Block Grant (CDBG) *
Oakland Thrives*	CDBG – Oakland Redistricting

# ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

RESOLUTION NO. 9-22

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**ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP (AC-OCAP) ADMINISTERING BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>

**WHEREAS**, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

**WHEREAS**, City Council Resolution No. 88075 remains in full force and effect to date; and

**WHEREAS**, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>;

**WHEREAS**, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>;

**WHEREAS**, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;

**WHEREAS**, persons without symptoms may be able to spread the COVID-19 virus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. *See* <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>;

**WHEREAS**, the City's public-meeting facilities are indoor facilities that do not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; now therefore be it:

**WHEREAS**, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

**WHEREAS**, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

**WHEREAS**, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

**WHEREAS**, on July 11, 2022 the AC-OCAP Administering Board adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

**RESOLVED:** that the AC-OCAP Administering Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

**FURTHER RESOLVED:** that, based on these determinations and consistent with federal, state and local health guidance, the AC-OCAP Administering Board determines that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the AC-OCAP Administering Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.



## APPLICATION FOR ADMINISTERING BOARD MEMBERSHIP Alameda County Low-Income Community

Applicant Name: Andrew Falcon

Applicant County District (**REQUIRED**): 2

Address: 34495 Salinas Place City: Fremont State: CA Zip: 94555

Home Phone: (510) 766-5223 Cell Phone: (510) 766-5223 Email: andrewantoniofalcon@gmail.com

**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:**

Coming from a family of Venezuelan immigrants whose livelihoods depended on an unstable  
small business, I am all too familiar with the tribulations of being low-income. There were  
many moments throughout these struggles where I wished that my voice was heard. I am  
interested in serving on the AC-OCAP Administering Board so that I can provide an outlet for  
these unheard voices - that is, I hope that those struggling financially in the Alameda County  
will receive the acknowledgement and support that they deserve.

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: Andrew Falcon Date: 08/31/2022

Attachment G1A

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, 4<sup>th</sup> Floor, Ste. 4340 • Oakland, CA 94612 • (510) 238-2362 •  
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# 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): <u>Andrew Falcon</u>	Date: <u>08/31/22</u> Alameda County District: <u>2</u>
Printed name: <u>Andrew Falcon</u>	Address: <u>34495 Salinas Place, Fremont CA</u> Zip Code <u>94555</u>

## 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	DAN MILLER	<u>Don Miller</u>	34487 SALINAS PL.	YES	8-31
2	David Ball	<u>David Ball</u>	34432 Colville Pl	Y	8-31
3	Jesmond Sullivan	<u>Jesmond Sullivan</u>	34443 Colville Pl	Y	8-31
4	Abigail Gorman	<u>Abigail Gorman</u>	34447 Colville Pl	yes	8-31
5	Lamida	<u>Lamida</u>	34481 Colville Pl Fremont CA 94555	Y	8-31
6	Raanit Ansari	<u>Raanit Ansari</u>	34517 Colville Pl	Y	8-31
7	Tony Medeiros	<u>Tony Medeiros</u>	34530 Colville Pl	Y	8-31
8	William Sin	<u>William Sin</u>	34542 Colville Pl	Y	8/31
9	Xinning Zhang	<u>Xinning Zhang</u>	4302 YECOS AVE	Y	8/31
10	MANUEL FALCON	<u>Manuel Falcon</u>	33828 TULIET CIRCLE, FREMONT CA 94555	Y	8-31

**2022**

## **Community Action Partnership Committees**

### **Executive Committee - Standing**

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. The Committee and the Treasurer 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; (reviews the requirements for staff in conjunction with the CAA budgeting process and will address similar issues as necessary).

1. Monique Rivera, Chair
2. Sandra Johnson, Vice Chair
3. Brigitte Cook, Secretary
4. Andrea Ford, Treasurer
5. Carroll Fife (Tonya Love)
6. Dave Brown (Sarah Oddie)

### **Program Planning Committee – Standing**

The Program Planning Committee is responsible for working to implement AC-OCAP's strategic plan and identify/develop programs and services that support AC-OCAP's mission.

1. Nate Miley (Angelica Gums)
2. David Walker
3. **Vacant – Private Sector**
4. Mayor Schaaf (Lisa Ruhland)
5. Samantha Columbus
6. John "Mike" Baratta

### **Advocacy Committee – Standing**

The Advocacy Committee is responsible for providing advocacy, support, and education to increase awareness and to assist in the development of strategies to impact local issues that affect Alameda County's low-income population. The Fund Development Committee is responsible for leveraging and maximizing existing funds and identifying new funding opportunities/activities.

1. Treva Reid (Joceyln Mapp)
2. **Vacant – Oakland District 4**
3. **Vacant – Alameda County**
4. Mitchell Margolis
5. Patricia Schader
6. Noel Gallo (Brittany Garza)

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).

Committees of the Administering Board (excerpted from the Bylaws, October 2011) "shall have three standing committees, the Executive Committee, Program Planning Committee, and Advocacy Committee. Each committee shall serve as a working extension of the Administering Board in its consideration of issues, opportunities and plans in the areas of the committee's particular attention.

Updated 6/13/22

**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.



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**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.



Department of Community Services and Development  
Community Services Division  
Monitoring Report (rev. 2/2022)

**Agency Information**

Agency Name City of Oakland, Department of Human Services

Agency Type Community Action Agency-Public

Report # C-22-002

CSD/Field Representative Jennifer Milovina

Date Report Completed May 24, 2022

Contracts Reviewed

Contract #	Program Term	Amount	Contract Type
20F-3640	3/27/20- 8/31/22	\$373,097.00	CSBG CARES
20F-3640	10/1/20- 8/31/22	\$40,370.00	CSBG CARES Disc
21F-4001	1/1/21- 5/31/22	\$275,106.00	Annual CSBG
21F-4403	6/1/21- 5/31/22	\$28,250.00	CSBG Discretionary
22F-5001	1/1/22- 12/31/22	\$274,202.00	Annual CSBG

**Entrance Conference**

Purpose of Visit

The purpose of this review was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with Federal and State laws and the Department of Community Services Development (CSD) policy. Due to the pandemic and COVID-19 restrictions, the 2022 monitoring reviews were conducted virtually in accordance with CSD emergency monitoring procedures.

Date of Virtual Entrance Conference May 19, 2022

The following persons were present during the Entrance Conference:

Estelle Clemons, AC-OCAP Director, Acting Interim HSD Director  
Desralynn Cole, ReCAST Program Manager  
Dwight Williams, Program Analyst I  
Jaynell Ellis, Program Analyst I  
Annie Freiberg, Budget & Grants Administrator  
Melissa Francisco, Administrative Assistant I  
Xiaohaun "Ruby" Ouyang, Accountant II  
Jennifer Milovina, Field Representative

The following items were discussed:

- Virtual Monitoring Overview
- CSD Updates
- Upcoming Organizational Standards
- CSBG CARES Expenditures
- Expenditure Submissions
- Gift Card Policies

### **Administrative Review**

#### Board Composition

According to the agency's bylaws, dated October 18, 2011, the Tripartite Board is composed of 18 members: six (6) from the public sector, three (3) from the private sector, and nine (9) from the low-income sector. The board roster dated May 24, 2022 indicates there are currently four (4) board vacancies; two (2) board vacancies in low-income sector, one (1) in private sector, and one (1) in public sector

Sector	Date of Vacancy
Public	4/2022
Private	5/2022
Low-Income	9/2021
Low-Income	4/2022

*\*Due to the impact of COVID-19, CSD acknowledges the increased difficulty experienced by agencies attempting to recruit board /council members during the pandemic. Board vacancies occurring during the period from March 2020 through December 2022, will be documented in this report but no new corrective action designation (Observation or Finding) will be assigned. Agencies will be required to submit updates as detailed in the corrective action section below. Starting with the 2023 monitoring session, CSD will return to the regular board/council vacancy monitoring practices.*

#### Board Minutes

City of Oakland, Department of Human Services submits approved board minutes to (CSD) no later than thirty days after the minutes are approved as required in the annual contract agreement (2022 CSBG Contract Agreement Article 4.1.4).

A review of the board minutes from January 10, 2022, February 14, 2022, and April 11, 2022 indicates that a quorum was met for each meeting. The information contained within the board minutes provided the Field Representative with sufficient information to determine the board's involvement in the development, planning, implementation, and evaluation of the program. Please note: The meeting scheduled for March 14, 2022, was cancelled.



## **Fiscal Review**

### Advance Payment

The Field Representative was presented documentation that demonstrates the agency does retain the advance payment in an interest-bearing account. (45CFR 75.305 (b)(8))

### Expenditure Reporting

A review of the Expenditure Activity Reporting System (EARS) monthly reports indicated the expenditure reports have not been submitted in a timely manner. Expenditure activity reports were submitted after the due date for the following contract(s):

Contract #	Expenditure Report Period	Due Date	Certify date	No of days late
21F-4002	3/1/22-3/31/22	4/25/22	5/19/22	24

CPN-C-22-01 published March 7, 2022, requires all expenditure activity reports be submitted on or before the 25th calendar day following the reporting period. (CPN-C-22-01, 1.0 CSBG Reimbursement Policies and Procedures, 1.1 Financial Reporting - EARS Invoice Due Date).

### Expenditure Progress

During the review, the Field Representative met with Oakland's Budget & Grants Administrator and Accountant II to discuss the status of all open contracts as follows:

#### CSBG Disc Contract 21F-4404

A review of EARS reports from June 2021 through February 2022 indicates 0% or \$0 of \$28,250.00 has been expended. The agency it is not on track to fully expend the contract funds by the end of the contract term. Contract term ends 5/31/2022. Oakland explained they were having issues opening reporting periods in EARS. This is due, in part, to the lack of zero "0" reporting which is a requirement of CPN-C-22-01. Unreported expenditures are pending submission in EARS and will fully expend the remaining allocation by the contract term end date of May 31, 2022.

#### CSBG CARES Contract 20F-3641

A review of EARS reports from March 2020 through March 2022 indicates 78.59% or \$1,488,013.91 of \$1,893,460.00 has been expended. According to the agency it is on track to fully expend the contract funds by the end of the contract term. Agency was granted an extension through 8/31/2022 and is submitting expenditures according to the spending plan received by CSD on 3/16/2022.

#### CSBG CARES Disc Contract 20F-3646

A review of EARS reports from October 2020 through March 2022 indicates 100% or \$40,370.00 of \$40,370.00 has been expended.

#### CSBG Contract 22F-5002

A review of EARS reports from January 2022 through March 2022 indicates 0% or \$0 of \$1,391,569.00 has been expended. According to the most recent 3-year analysis spending trend report, Oakland's spending level is within the 15% threshold of their historical spending practices.

## Line-Item Expenditure Review

*Note: Due to the COVID-19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced to the number of expenditure transaction that would normally be reviewed.*

The Field Representative sampled 4 expenditure transactions from costs reported in EARS:

Contract Number	Report Period	Section (Program/ Admin)	Line Item	Amount
21F-4002	6/1/21-6/30/21	Program	Out-of-State Travel	\$2,100.00
21F-4002	6/1/21-6/30/21	Program	Subcontractor/ Consultant Services	\$4,514.57
20F-3641 CARES.	10/1/21-10/31/21	Program	Subcontractor/ Consultant Services	\$3,026.49
20F-3641 CARES Disc	10/1/21-10/31/21	Program	Subcontractor/ Consultant Services	\$500.00

The Field Representative reviewed the general ledger, subcontractor invoices, agency invoices, check copies, direct deposit reports, direct payment request, NCAP registration invoices, Community Action Partnership invoices and bank statements which verified the documentation supported the transactions sampled from expenditures reported in (EARS).

## Equipment Validation Review

Not Applicable

### Program Reports

A review of the most recent CSBG Annual Report Modules 2 – 4 indicate the reports have been submitted timely by the agency in accordance with the annual CSBG Contract Agreement Article 7.3.4.

### Program Performance

A review of the agency's most recent CSBG Annual Report Modules 2 – 4 shows that the agency achieved the following results:

Family Domains (Module 4)	Indicator	Target	Actual
Health and Social/Behavior Development	FNPI 2g. The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.	20	19
Health and Social/Behavior Development	FNPI 5f. The number of seniors (65+)	2	13

	who maintained an independent living situation.		
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Performance Target Accuracy

Agency achieved higher than 120% of their projected target for FNPI 5f. The agency served 13 seniors (65+) in independent living programs and helped 13 maintain independent living situations, versus a projection of 2. They had higher actuals than expected because subcontractor St. Mary's hired a shelter case manager for the "Shelter in Place order" season, which lead to more clients being served in case management.

Organizational Standards Review

☒ The agency certified their 2021 Organizational Standards Assessment score is 100%.

Agency was reminded the 2022 Organizational Standards Assessment will be conducted by methodology/procedures in place before administrative reliefs were applied due to the ongoing COVID-19 pandemic.

Subcontractor Review

The Field Representative in accordance with the 2022 CSBG Contract, (Article 4, section 4.21.2) conducted an assessment of the contractor requirements, which include verification of the Excluded Parties List System (EPLS), submission of the CSD 163 form, Monitoring Policy, Monitoring Reports/Reviews and a Procurement Policy. The assessment determined that the agency is in compliance.

Child Support

The Field Representative determined the agency has a written referral policy in place to the local Department of Child Support Services. (Title 42 of the U.S.C. Section 9919 (b)).

Site Visits

*Due to COVID-19 CSD did not conduct an agency site visit.*

Client File Review

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*Note: Due to the COVID 19 pandemic and the Program flexibilities afforded by Informational Memorandum IM #154, CSD implemented a modified approach and reduced the number of client files that would normally be reviewed.*

The Field Representative conducted a client file review of 2 clients who received services as reported in the National Performance Indicators. The review was a sampling of the clients served for Indicators: FNPI 2g: The number of individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma, and FNPI 5f. The number of seniors (65+) who maintained an independent living situation. The client files contained documentation which verified the outcome reported in the 2021 Annual Report were met and provided documentation that verified clients met current income eligibility requirements for services.

Due to COVID-19 CSD did not conduct an agency site visit. CSD accepts the 2021 results for Organization Standard 8.13, "The Organization has a written policy in place for record retention and destruction" as sufficient verification for this item.

☒ Organization Standard 8.13 was "met" for this review period.

## CSBG CARES Activities

Two line items were sampled from CARES expenditure submissions to complete this review to satisfy the Quarterly Reconciliation for Quarter 1 of 2022. The expenditures sampled are from Quarter 4 of 2021 since no recent expenditures had been submitted at the time of the initial request. No Issues were discovered during the review of the following expenditures:

### CSBG CARES Quarterly Fiscal Reviews

Contract Number	Report Period	Section (Program/Admin)	Line Item	Amount
20F-3641 CARES.	10/1/21-10/31/21	Program	Subcontractor/Consultant Services	\$3026.49
20F-3641 CARES Disc	3/31/22-3/31/22	Program	Subcontractor/Consultant Services	\$500.00

### CSBG CARES Client File Review

Family Domains (Module 4)	Indicator	Target	Actual
FNPI 4. Housing	SRV 4c. Rent Payments (includes Emergency Rent Payments)		50

The Field Representative conducted a review of the documentation supporting the entry of 50 participants from the 2021 CARES Supplemental Report. The provided documentation verified clients met current income eligibility requirements for services. The client file contained documentation verifying the service was provided.

### Exit Conference

Date of Virtual Exit Conference

May 24, 2022

The following persons were present during the Exit Conference:

Estelle Clemons, AC-OCAP Director, Acting Interim HSD Director  
 Dwight Williams, Program Analyst I  
 Jaynell Ellis, Program Analyst I  
 Annie Freiberg, Budget & Grants Administrator  
 Melissa Francisco, Administrative Assistant I  
 Jennifer Milovina, Field Representative

The following items were discussed:

- Highlights of Review
- Monitoring Timeline
- Expenditure Reporting
- Board Vacancies

Finding(s)

**Finding(s):**  
Not Applicable

Observation(s)

**Observation(s):**  
Not Applicable

Recommendation(s)

**Recommendation(s):**  
Not Applicable.

Other: Board Vacancies:

The board roster dated May 24, 2022, indicates there are currently four (4) board vacancies; two (2) board vacancies in low-income sector, one (1) in private, and one (1) in public. Due to the impact of COVID-19, CSD acknowledges the increased difficulty experienced by agencies attempting to recruit board /council members during the pandemic. Board vacancies occurring during the period from March 2020 through December 2022 will be documented in this report, but no new corrective action designation (Observation or Finding) will be assigned.

**Response/Resolution Due Date:**

Oakland will provide updates detailing the recruitment efforts to fill Board vacancies. To ensure the importance of this activity, the City of Oakland's board meeting minutes should reflect board activities to fill the vacant board seats. The next updates are due to CSD by the following dates:

- 6/30/2022
- 12/31/2022

Please note: New board members are required to complete orientation within six months of being seated per Organizational Standard Category 5 (Vision and Direction) Standard 5.7

Technical Training Assistance(s)	<b>Recommendation(s):</b> This year, CSD ended the administrative relief related to agency Organizational Standards compliance which had been in effect for 2020 and 2021. As a result, all agencies are required to submit updated Organizational Standards documentation in eGov by August 31, 2022. To ensure agency staff is in the strongest position to effectively complete the Organizational Standards process, CSD recommends relevant agency staff attend the upcoming Organizational Standards training hosted by CalCAPA.
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*CSD may request additional information related to meeting/resolving Findings addressed in this report. Unresolved Findings may result in additional monitoring or a High Risk designation.*



State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



July 22, 2022

Estelle Clemons, Executive Director  
City of Oakland, Human Services Department  
[eclemons@oaklandca.gov](mailto:eclemons@oaklandca.gov)

**VIA ELECTRONIC MAIL ONLY**

SUBJECT: CSBG CLOSE-OUT PACKAGE – CONTRACT 21F-4002

Dear Estelle Clemons, Executive Director:

The Department of Community Services and Development's (CSD) Field Operations Unit (FOU) has received your agency's Close-out Report for contract 21F-4002. My analysis of the Close-out information indicates the following:

**CAA**

- The agency fully expended the \$ 1,405,625.00 contract allocation.
- The agency reported no interest for the program year.
- The agency reported no program income for the program year.
- The agency reported no equipment purchased for the program year.
- The programmatic reports associated with this contract have been reviewed and accepted.

FOU considers this contract closed and the Close-out Report has been forwarded to CSD's Financial Services Unit for processing. However, this contract is subject to a final review by CSD's Audit Unit. If you have any questions concerning this report, please call (916) 594-2327 or e-mail your comments to [Jennifer.Milovina@csd.ca.gov](mailto:Jennifer.Milovina@csd.ca.gov).

Sincerely,

*Jenny Milovina*

Associate Governmental Program Analyst

c: Wilmer Brown, Manager  
Field Operations  
Fiscal Services Unit

## 2023-2025 Alameda County-Oakland Community Action Partnership RFP Timeline\*

<b>Ad Dates (5 weeks): Email Blast (3 weeks): Social Media Blast (Facebook, Twitter, LinkedIn)</b>	Notice to Newspapers (5 days before run date) Public Notice Ad Run Dates (Oakland & Alameda County publications) <ul style="list-style-type: none"> <li>One ad posting <b>prior</b> to the RFP release date</li> <li>Four ad postings <b>after</b> the RFP release date</li> </ul> *Ads run on Fridays, notice to newspapers go out Monday before Constant Contact/email blast to DHS, CDBG list, CBO's, etc.	
<b>July -August 2022</b>	Finalize RFP application with Cityspan and within iSupplier	
<b>Friday, August 5, 2022</b>	<b>RFP Release Date (website, CitySpan, iSupplier)</b>	
<b>Wednesday August 10, 2022 10am – 12pm</b>	Bidder's Conference (Optional)	
<b>TBD</b>	<b>CitySpan and iSupplier Technical Assistance for Applicants? Publish of Frequently Asked Questions (FAQ)</b>	
<b>Friday, September 2, 2022 (1 month)</b>	RFP applications Due Friday by 4:30 pm ( <b>Late Submissions NOT accepted</b> )	
<b>Tuesday, September 6, 2022 – Wednesday, November 9, 2022</b>	<b>Evaluation of Applications Process</b>  Tuesday, September 6, 2022 – Monday, September 12, 2022	Staff Application Review (iSupplier, CitySpan) <ul style="list-style-type: none"> <li>Checked for completeness of each application Designated confirmed focus area of each application</li> <li>Listing all applications, including incompletes</li> <li>Log all applications by category Assigned to panel volunteers</li> </ul>
	<b>Training:</b> Wednesday, September 14, 2022 (6pm – 8pm)  <b>Advisory Panel Reviews/Scores (2 weeks):</b> Wednesday, September 14, 2022 – Wednesday, September 28, 2022	Advisory Panel training, distribution and scoring of application packets (Dinner provided) <ul style="list-style-type: none"> <li>Oriented to AC-OCAP history &amp; values</li> <li>Confidentiality and Conflict of Interest statement</li> <li>Overview of CitySpan's online platform, funding process, and review scoring criteria</li> <li>Advisory Panel reviews and scores RFP applications (2 weeks)</li> <li>Score sheets submitted electronically (<b>September 28, 2022</b>)</li> </ul>
	Friday, September 30, 2022 - Wednesday Oct 5, 2022	Staff reviews scores, score means, and comments
	Thursday, October 6, 2022 (6pm – 8pm)	Advisory Panel work session <ul style="list-style-type: none"> <li>Groups review scores and groups' comments are recorded</li> </ul>
	Friday, October 7 – Friday, October 12, 2022	Staff finalizes Advisory Panel summary of scores & program matrix <ul style="list-style-type: none"> <li>Listing RFP applications by category and rankings scores</li> </ul>
	Wednesday, October 12, 2022 Wednesday, October 19, 2022 Wednesday, October 26, 2022	<b>Program Planning Committee</b> meets to review RFP applications (Review Criteria) <ul style="list-style-type: none"> <li>Discuss applications</li> <li>Consider advisory panel's evaluations</li> <li>Prepare funding recommendations for the Executive Board &amp; Full Board</li> </ul>
<b>Executive Committee / Board Q&amp;A Session</b> Wednesday, November , 2022	Special Session of the Board hosted by the Executive Committee to ask questions and review recommendations from the Program Planning Committee <ul style="list-style-type: none"> <li>Priority programs identified through committee discussion</li> <li>Grant amounts determined, including signature programs</li> </ul>	
Monday, November 14, 2022	<b>AC-OCAP Board Meeting</b> <ul style="list-style-type: none"> <li>Full Board reviews and approve 2023-2025 AC-OCAP Programming</li> <li>Invitation for all applicants to attend Board Meeting</li> </ul>	

## 2023-2025 Alameda County-Oakland Community Action Partnership RFP Timeline\*

November – December 2022	Contracts <ul style="list-style-type: none"> <li>• <i>Formal announcement to applicants (Awards contingent on funding)</i></li> <li>• <i>Mail contracting attachment packets to grantees</i></li> <li>• <i>Assembling required contract schedules, exhibits, and certifications</i></li> <li>• <i>Negotiating Schedules A &amp; B (Scope of Work &amp; Budget)</i></li> </ul>
November – December 2022	Staff asks Life Enrichment Committee to accept CSBG Funds and approve funding allocations / CSBG Grant
December 2022 –January 2023	Staff reports to full City Council to accept CSBG funds & approve funding allocations
January –February 2023	Contract execution completed and program implementation

*\*Dates are tentative & subject to change\**





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

**BOARD MEMBER  
Travel Request Form**

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

**(Please note: All Board travel requests require Board Chair approval.)**

Travel Date(s)	Conference/Meeting/Location	Preferred Travel Times (Indicate Day or Evening)
	CalCAPA Annual Conference, San Diego, November 2-4, 2022	
	Submit by: Friday, September 16, 2022	

Signature: \_\_\_\_\_

Board Member

Date: \_\_\_\_\_

Approved: \_\_\_\_\_

Board Chair

Date: \_\_\_\_\_

\*\*\*\*\***FOR STAFF USE ONLY**\*\*\*\*\*

Date Received \_\_\_\_\_ Received By \_\_\_\_\_