



MINUTES



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

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

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

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

ADMINISTERING BOARD MEETING

Monday, January 8, 2018 5:30 p.m.-7:30 p.m.

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

Board Members Present: Monique Rivera (Vice Chair), Sean Callum, Lisa Ruhland, Max Chacana, Brigitte Cook for Councilmember Lynette McElhaney, Hang Mosier, Clarissa Doutherd, Brittaney Carter for Supervisor Wilma Chan and Sophia Lai.

Excused: Gladys Green (Chair), Sandra Johnson (Secretary) Angelica Gums for Supervisor Nate Miley, Stanley Richardson, Janice Heredia

Staff: Estelle Clemons, Sytara Ellis, Emily Derenthal, and Dwight Williams

Guest: Meryl Klein-County of Alameda Administrator’s Office (CAO), Anna Lee-Local Policy Coordinator of Alameda County Public Health Department, Shan Hirsch of Pennies For Peace

A. Call to Order/Approval of Agenda

Andrea Ford presided and called the meeting to order at 5:35 p.m. M. Rivera (Vice Chair) started presided over the meeting at 6:54 p.m.

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

Roll call was called by staff S. Ellis. A quorum was established at 6:12 p.m. The AC-OCAP promise was recited.

C. Approval of Draft November 13, 2017 Administering Board Minutes (M. Rivera)

Motion: To approve the November 13, 2017 minutes. M/S/Carried: M. Chacana/S. Johnson/Motion carried.

D. Community Action Partnership Update/Action Items (E. Clemons)

1. 2017-2018 Program Update

Administering Board Update and Vacancy

E. Clemons welcomed everyone to the meeting. She stated that the State has created a new reporting data base. Staff’s training on this new system will take place on January 17th. Grantee’s will submit their final report on 1/9/18 and their request for funds invoice must be submitted by 1/20/18. Our report will be sent to the State by 2/20/18. Future requests for Proposals (RFP’s) will be on-line. The review process will also be on-line. E. Clemons also gave the following program updates:

- **District #1 Removal Letter**

E. Clemons explained the attendance guidelines and stated that Theresa Anderson had exceeded the limit. Therefore, a removal letter was created and awaits AC-OCAP Board Chair, G. Green’s signature.

Action: Ask G. Green to sign Teresa Anderson’s removal letter.

Meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201 or call (510) 238-3611 (VOICE) or (510) 238-6451 (TTY) to arrange for the following services: 1) Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired. Please refrain from wearing scented products to this meeting.

- **District #3 Recruitment**
Motion: To approve Teresa Jackson as an AC-OCAP Board member representing District #3.
M/S/Carried: L. Ruhland/M. Rivera/Motion Carried.
- **District #5 Recruitment**
Motion: To approve Monique Rivera's appointment as a AC-OCAP Board member representing District #5. M/S/Carried: S. Callan/B. Cook/Motion Carried.
- **2018 Meeting Schedules** – E. Clemons reviewed the meeting schedule. She also stated that because Monday, February 12, 2018 is a holiday, the AC-OCAP Board meeting will be held on February 13th.
- **2018 Community Partnership Committees List** – E. Clemons said this list may change.
- **2017 Board Attendance Log and Membership Terms** - E. Clemons asked members to please advise us as far in advance as possible when they can't attend a meeting. She also went over the attendance guidelines.
- **Board Emergency Contact Form** – E. Clemons asked Board members who did not fill out their Board Emergency Contact form to complete it and give it to S. Ellis.
Action: Provide a list of those Board members who have/have not updated their Board Emergency Contact Form.
- **Board Business Cards** – E. Clemons stated that a business card processing form will be sent out to Board members.
Action: Send a business card processing form to Board members.

2. AC-OCAP Programming and Contracting

E. Clemons gave an update on the 2018 Budget. She stated that this is the first year that we will execute contracts in the month of January. Because we received our contract from the State in October 2017, the City Council approved a resolution for us to enter into contract with our grantees. E. Clemons reported that because the economy has improved, there was a lot of personnel turnovers among our grantees this year. **A New America**, one of our grantees, had some performance issues and was given a corrective action plan. The corrective action plan was explained in details by E. Clemons. She also stated that 2018 grantee contracts have been received. However, their business tax license must be received before contracts can be processed. Therefore, staff is trying to mitigate the securing of their City of Oakland business tax receipt.

Q & A

S. Lai

If a program starts late, do they play catch-up? E. Clemons stated that funding ends in December, numbers are reset at the first of each year.

How much time do they have to comply? E. Clemons said once a letter of non-compliance is issued, the grantee must provide goals and objectives with measurable outcomes. The grantee has six (6) months to comply. If they are not in compliance within six months, she will recommend to the AC-OCAP Board not to fund them. A 30-day notice can then be issued.

If organizations do not meet their target, what happens? E. Clemons stated that funding is cumulative. She also explained the funding process.

3. **County AC-OCAP Funding** - E. Clemons gave an update on the matter.

4. EITC Update

E. Clemons stated that presently the United Way administers this program for Alameda County. She stated that perhaps in 2019, we may want to look at a different way of marketing this program. M. Rivera shared

with the Board how rewarding it was for her to work in support of this program. A tax preparing training class must be completed in order to participate in this program. C. Doutherd asked if the new tax codes will have an impact on this program? E. Clemons stated that because sequestration is in effect until 2020-2021, poverty for low income and domestic spending will be in jeopardized.

Motion: To accept E. Clemons reports from Items 1, 2, 3 & 4. M/S/Carried: C. Doutherd/A. Ford/Motion Carried.

5. Board Elections

Motion: To table Item #5 until the February 13, 2018 Board Meeting. M/S/Carried: B. Cook/H. Mosier/Motion Carried.

Action: This item will be tabled until the February 13, 2018 Board Meeting.

E. Presentation: Alameda County Public Health Department – Place Matters

Anna Lee, Local Policy Coordinator for the Alameda County Public Health Department, gave an overview of Oakland Healthy Development Guidelines. She stated that the program's goal is to promote health equity through community centered local policy and system change. To bring the program's goal into fruition, Ms. Lee stated that they have partnered with the City of Oakland Planning and Building Department. Ms. Lee displayed a map that showed the life expectancy (by census tracts) of Alameda County residents. The map also indicates that African Americans and Latinos have more health burdens. She also expounded on the healthy development guidelines core components. Anna stressed the importance of building an innovative partnership. To support this community partnership, Anna stated that they conducted a resident survey (over 550 Oakland residents were interviewed) to get feedback regarding their community issues and needs. Additionally, Anna spoke about the Stakeholder Engagement Process where a workgroup met for six months to share their ideas on how to better understand some of the following issues: community culture & safety, economic opportunities, environmental health, healthy foods, housing, transportation and recreation. Ms. Lee also said they had an Implementation Strategy in which the City of Oakland Planning Department looked at the development, review and implementation process. Part of their strategy will focus on the collection of data on tenant evictions and create guidelines regarding community engagement, set standard conditions of approval and continue resident capacity building and inclusion in advocacy. Ms. Lee also provided a contact list for some of their other partners.

Q & A

B. Cook – Why was West & North Oakland excluded from this development?

Anna said that the strong focus is on East Oakland. They reached out to East Oakland because in terms of equity East Oakland needs the focus.

M. Chacana asked Ms. Lee if she has engaged residents in Oakland? He asked if she has provided them with healthy guidelines, policy goals and strategies? M. Chacana stated that residents in the Fruitvale area get involved in keeping their area clean.

Anna responded that resident engagement is super hard. She will present her program and listen to the concerns of residents throughout the City of Oakland at a later date. She will also share their *Healthy Development Guidelines* when they are approved.

F. Committee Reports

1) **Executive Committee Meeting** – A quorum was not established. Therefore, the January 3, 2018 Executive Committee meeting was cancelled.

2) **Program Planning Committee** – E. Clemons gave an overview of the January 3, 2018 Program Planning Committee meeting. She stated that the financial reports are due 1/20/18. E. Clemons also talked about the following Internal Programs: Hunger Program, Hunger Free Campaign, EITC Campaign and the Public Forum Event.

G. Future/Proposed Agenda Items

Future:

- All IN
- Proposition 47 – Probation (A. Ford)

- Oakland Community Organization (OCO)
- Tri-Valley Anti-Poverty Collaborative

Health

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

Financial Empowerment

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

Youth

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

Public Safety

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

Social Justice

- Ella Baker Center

Families

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

Community Development

- CDBG *

Housing

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

Education

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

Employment

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

Board Development

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

Food Security

- Alameda County Community Food Bank *

Transportation

- Alameda County Transportation Commission

* = Presented

Proposed: Proposition 47 – Probation (A. Ford)

Proposed: Child Care Proposal (C. Doutherd) -4/10/17

- Urban Habitat
- Oakland Community Organization (OCO)
- Tri-Valley Anti-Poverty Collaborative

H. Announcements

- Oakland Rotary- S. Callum invited Committee members to attend the January 11, 2018 meeting of the Oakland Rotary. Oakland Mayor Libby Schaaf is scheduled to speak on homelessness in Oakland. The meeting will be held at the California Ballroom, 1739 Franklin Street at 12:30 pm.
- United Seniors - None
- Alameda County/Social Services/All In Update – B. Carter stated that they are taking proposals and accepting grants for 2018.
- City of Oakland Update – B. Cook stated that 1/13/18 will be a “Day of Service” in District 3 @ 300 Brush Street and along Mandela Parkway; in remembrance of Dr. Martin Luther King, Jr. Additional clean-up activities are planned for Districts 2, 5 & 7.
- Other Organizations

I. Agenda Attachments

C. November 13, 2017 Administering Board Minutes

D1. 2017-2018 Program Update

- District #1 Removal Letter
- District #3 & #5 Recruitment
- 2018 Meeting Schedules
- 2018 Community Action Partnership Committees List
- 2017 Board Attendance Log and Membership Terms
- Board Emergency Contact Form
- Board Business Cards

D5. - Board Officer Elections

J. Open Forum

1) C. Doutherd asked if a website was accessible for them to download the Boards minutes and full agenda.

E. Clemons said this will be looked at.

ACTION: Check to see how to provided on-line accessibility to AC-OCAP Board agenda & minutes.

2) Commencing January 2018, M. Rivera will begin the lunch with AC-OCAP Board member activity by having lunch with S. Lai.

ACTION: Send January 8, 2018 AC-OCAP Board Package to C. Doutherd

K. Adjournment

Motion: The meeting was adjourned at 7:15p.m. M/S/Carried: S.Callum/A. Ford/ Unanimous.

Motion Carried.