



# 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, April 9, 2018 5:30 p.m.-7:30 p.m.

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

**Board Members Present:** Gladys Green (Chair), Sandra Johnson (Secretary), Monique Rivera (Vice Chair), Sean Callum, Lisa Ruhland, Clarissa Doutherd, Janice Heredia, Max Chacana, Andrea Ford and Sophia Lai.

**Excused:** Councilmember Lynette McElhaney (Brigette Cook), Supervisor Wilma Chan (Brittaney Carter), Supervisor Nate Miley (Angelica Gums), Teresa Jackson and Hang Mosier

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

**Guest:** Stephanie Montgomery, Project Manager, Human Services Department

**A. Call to Order/Approval of Agenda**

Gladys Green called the meeting to order at 5:35 p.m.

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

Roll call was called by staff S. Ellis. The AC-OCAP promise was recited. A quorum was established at 5.55 p.m.

**C. Approval of Draft March 12, 2018 Administering Board Minutes (G. Green)**

**Motion:** To approve the March 12, 2018 minutes. M/S/Carried: S. Johnson/S. Callum/Motion carried.

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

**1. Board Update**

**A. Vacancies** - E. Clemons stated that the vacancies and recruitments for District #1 & #6 will be placed on the AC-OCAP website and will remain open until filled. An application package was also sent to the Community Development Block Grant Department (CDBG). Board members are asked to be advocates in the recruiting for these two vacancies. She also stated that A. Gums no longer works in Supervisor Nate Miley’s office. She currently works for the Probation Department and will be applying for the vacancy in District 6 which was vacated by Phuong-Hang Duong Thi. E. Clemons shared with the Board that S. Richardson (Councilmember Larry Reid’s representative) has submitted his resignation letter, effective July 31, 2018. E. Clemons said S. Richardson has been a Board member since 2001 and that he will be acknowledged for his years of dedicated service and support for community action at a future AC-OCAP Board meeting. AC-OCAP Board members showed their appreciation for S. Richardson’s service by a thunderous applause. E. Clemons said on behalf of Councilmember Larry Reid and Human Services Director, Sara Bedford, a plaque will be presented to S. Richardson before he transitions from the Board. Chair G. Green stated that there is a recommendation for S. Richardson’s replacement in District 7. M. Chacano also shared with the

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Board that he will be transitioning out of his position next year (date to be determined). E. Clemons asked the Board members to please let her know in as much time as possible when a vacancy is imminent so we can fill the vacancy in a timely manner.

**ACTION ITEM – A plaque will be presented to S. Richardson to acknowledge his years of dedicated service.**

## 2. 2017 2018 Program Update

### A. 2018 Programming

#### EITC – AC-OCAP Intake Site -

AC-OCAP supported the Earned Income Tax Credit (EITC) by opening a virtual intake site, located at the Business Assistance Center, 270 Frank H. Ogawa Plaza, Oakland, CA. The center is open each Tuesday from 10 am - 4 pm and is manned by staff member D. Williams and two volunteers from the ACCESS Program. Although there was a glitch in the software that prevented the uploading of documents at the beginning, the site is up and running.

**Homeless Connect Event** – Staff members E. Derenthal and D. Williams gave an update on the Homeless Connect event that they supported at St. Vincent DePaul on April 2, 2018 in connection with Community Housing. The consensus was this was a smaller event than in years past and its goal was to help participants focus on services.

**May is Community Action Month** -E. Clemons said May is Community Action Month. She said CalCAPA is holding their first Legislative Day with a breakfast on May 15<sup>th</sup>, 2018 at the Hyatt Regency from 8:00 am to 9:30 am. Following the breakfast, AC-OCAP Board members will visit the State Capitol. This is an opportunity for AC-OCAP Board members to share with their State Representatives some of the great work that they do. She encouraged Board members to attend. E. Derenthal distributed a draft handout of talking points that highlights some of the things AC-OCAP does. There was open discussion regarding the talking points. Some areas of discussions were: data, inclusion, demographics and immigrant population. E. Clemons re-emphasized that the handout was only a draft. Edits and additional information can be added.

**ACTION ITEM: E. Clemons will provide Board members with additional information on the May 15, 2018 CalCAPA Legislative Day events as soon as the flyer is complete.**

### B. Conferences

**NCAF Conference Update**– G. Green (Chair) and E. Clemons attended the NCAF Conference (3/19-3/24) in Washington, DC. G. Green stated that David Bradley, CEO, National Community Action Foundation, shared the process that it takes before a bill becomes law. She also said Mr. Bradley gave a lecture on the 40 steps that are needed to be a successful lobbyist. Ms. Green gave each board member a book entitled *Preserving Their Legacy – Mobilizing for Victory*. This book list the attendees at the conference. E. Clemons shared information about HR 53-65 bill which reauthorize CSBG legislation and HR 5124, which relates to the Opioid Response Act of 2018. Because of the inclement weather, E. Clemons stated that they were not able to meet with Senator Diane Feinstein and Senator Kamala Harris. Instead, packages were dropped off at their offices. E. Clemons spoke about the Balanced Budget Act. She stated, the passing of the budget will be detrimental to our program because we will have to use current revenues to balance our budget. Therefore, she urged Board members to stay informed.

**ACTION ITEM: E. Clemons will send information to the Board regarding the Balance Budget Act.**

**Cal CAPA Legislative Day** - E. Clemons previously spoke about this event; which will be held on May 15, 2018.

**NCAF Conference** – E. Clemons stated that the 2018 conference will be held August 28-31, 2018 in Denver, CO. New board members are encouraged to attend.

**ACTION: Information regarding this conference will be placed in a future board package.**

**Cal CAPA Conference** - E. Clemons stated that the 2018 conference will be held November 13-16, 2018 in Sonoma, CA. New Board members are encouraged to attend. Additionally, E.

Clemons said AC-OCAP may be presenting at this conference.

### 3. AC-OCAP Alameda County Update

- a. Presentation Update - E. Clemons stated that she made a presentation to the Alameda County Board of Supervisors – Social Services Committee on March 26, 2018. She acknowledged that A. Ford and B. Carter (who work for Alameda County) were the only two AC-OCAP Board members in attendance at the meeting. E. Clemons stressed the importance of having Board members present at meetings with the elected officials. She stated that Supervisor Nate Miley was very responsive and supports our increase in funding. He also requested to be kept abreast of any meetings that we have regarding this issue. E. Clemons stated that the scheduled meeting with Supervisor Wilma Chan was cancelled. For future reference, E. Clemons expressed the importance of informing her or AC-OCAP staff when a meeting is cancelled so she can help to facilitate the process. A motion was made to accept Community Action Update. M/S/Carried. S. Johnson/T. Jackson. Unanimous. Motion Carried.
- b. **City Administrator’s Offer Letter** – E. Clemons said the offer letter from City Administrator Sabrina Landreth has been submitted.
- c. **AC-OCAP “Ask” Letter** – E. Clemons sent the “Ask” letter to S. Johnson, M. Rivera and A. Ford for edits and comments. Because the Executive and Advocacy Committee meetings were cancelled, E. Clemons asked that a time be set to discuss this letter in detail and make the necessary changes so the letter can be sent out as soon as possible. E. Clemons, Meryl Klein (County of Alameda Administrator’s Office) and representatives from Alameda County Fiscal Department will schedule a meeting to review the projected numbers.  
**ACTION ITEM: E. Clemons, A. Ford and S. Johnson will set up a time to discuss the “Ask” letter.**

- E. **Trauma Informed Systems Presentation** – Stephanie Montgomery, Project Manager, Human Services Department. Stephanie spoke about the Resiliency in Communities After Stress and Trauma (Recast) Grant that *Oakland Unite* received in August, 2016. She stated that the purpose of the grant is to help communities to be resilient doing their time of stress and trauma. Stephanie also presented a PowerPoint presentation on the following topics:
- Types of trauma (vicarious, individual level, community level)
  - How stress leads to health issues and affects others
  - Ways to build resilience at work
- Following the presentation, Board members asked questions, made comments, and thanked Stephanie for the presentation.  
**ACTION ITEM: S. Montgomery will give a copy of her presentation to S. Ellis.**

### F. Committee Reports

- Executive Committee (G. Green)
- Advocacy Committee

These meetings were cancelled due to a lack of quorum. T. Jackson shared her concerns regarding the cancellation of the last two Advocacy Committee meetings. E. Clemons stated last minute cancellations are not acceptable; because food has been ordered based on the members who said they will attend. She also stated that there is a need to look at who is committed to serving on these committees. E. Clemons suggested keeping a record of committee member(s) cancellations. E. Clemons and G. Green (Chair) will discuss this matter further.

**ACTION ITEM: Keep a record of committee members’ attendance.**

### G. Future/Proposed Agenda Items

#### Future:

- All IN
- Proposition 47 – Probation (A. Ford)
- Oakland Community Organization (OCO)
- Tri-Valley Anti-Poverty Collaborative

- Urban Habitat
- Mayor's Commission on Aging
- Trauma Informed Care

### 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** – No Report

- **United Seniors** – S. Johnson stated that there are three Platform Listening Sessions for seniors and older adults with issues or concerns, senior providers and friends, families and allies of seniors. The sessions will be held at:

St. Mary's Center, 925 Brockhurst St. Oakland, CA – Friday - April 20, 2018 10 am to 11:30 am.

Ashland Community Center, 1530 167<sup>th</sup> Avenue, San Leandro, CA, Friday - April 27, 2018 - 9:30 am to 11:00 am.

East Oakland Senior Center, 9255 Edes Avenue, Oakland, CA, Friday - May 4, 2018 1:00 pm to 2:30. pm.

- **Alameda County/Social Services/All In Update** – No Report

- **City of Oakland Update** – L. Ruhland stated that a Children's Memorial Flag Day commemorating children who have died by violence in Alameda County & the United States will be held at Lake Merritt Boating Center, 568 Bellevue Avenue, Oakland, CA on April 27, 2018 at 4:00 p.m.

**Other Organizations** – No Reports

## I. Agenda Attachments

C March 12, 2018 Administering Board Minutes

D1A Vacancies & Recruitments (District #1 & District #6)

D3a Presentation update and meeting with Alameda County Board President Wilma Chan

D3b City Administrator Office Letter – Sabrina Landreth

D3c AC-OCAP “Ask” Letter

**J. Open Forum**

M. Rivera discussed the items that will be on the June 2018 ballot. She suggested that perhaps the Advocacy Committee should discuss these measures at a future meeting.

**K. Adjournment**

**Motion:** The meeting was adjourned at 7:00 p.m. M/S/Carried: S. Richardson/S. Johnson/Unanimous.  
Motion Carried.

