



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

April 11, 2022 | 5:30 PM - 7:30 PM

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 WebinarID: 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

April 11, 2022 | 5:30 PM - 7:30 PM

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 or contact us by email at 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.

Administering Board Teleconference

Monday, April 11, 2022 5:30 p.m.

Zoom Registration Link: https://us06web.zoom.us/webinar/register/WN_UoF7Wio-RJeVMP6Vj2D_tw

Webinar ID: 878 7842 4012

Board Membership: Gladys Green (Board Chair), Monique Rivera (Vice Chair), Andrea Ford (Board Treasurer), Sandra Johnson (Secretary), Brigitte Cook, Mitchell Margolis, David Walker, Samantha Columbus, Njeri McGee-Tyner, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (B. Garza), Councilmember Treva Reid, Supervisor Dave Brown (Sarah Oddie), Supervisor Nate Miley (Angelica Gums) and Rotary Club of Oakland

Board Vacancies: Oakland CDBG 4

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

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 February 14, 2022 Administering Board Minutes – Attachment C1**
ACTION ITEM:
- D. 5:45 p.m. **Approval of AC-OCAP Resolution 4-22 to Continue Teleconference Meetings – Attachment D1**
Board to approve Alameda County – Oakland Community Action Partnership (AC-OCAP) Resolution 4-22 electing to continue conducting meetings using teleconferencing in accordance with California government code section 54953(e), a provision of AB-361.
ACTION ITEM:
- E. 5:50 p.m. **Open Forum: (General Audience Comments)**

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Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711

- F. 6:00 p.m. Presentation: Patrice Berry, AssistHub**
- G. 6:25 p.m. Community Action Partnership (CAP) Updates (E. Clemons)**
- 1. Board Update**
 - A. [Community Development Block Grant \(CDBG\) Oakland District 4 Board Vacancy](#)
 - B. Oakland District 7 Elected Official Representative Letter – **Attachment G1B**
 - C. 2022 Board Contact Form – **Attachment G1C**
 - D. Statement of Economic Interests Form 700 Update
 - E. Board Acknowledgements
 - 2. AC-OCAP Programming**
 - A. CSBG/CARES and Program Update
 - B. 2021 Annual Outcomes Report – **Attachment G2B**
 - C. 2022 Earned Income Tax Credit (EITC) Campaign
 - 3. Conferences/Travel/Training**
 - A. City of Oakland Sunshine and Public Ethics Training Update – **Attachment G3A**
 - B. 2022 National Community Action Partnership (NCAP) Annual Convention, Marriott Marquis, New York, NY, August 31 – September 2, 2022
 - 4. Public Comment:** (Specific Agenda Item(s): Audience Comment Period)
- ACTION ITEM:**
- H. 7:00 p.m. Future/Proposed Agenda Items** (see chart below)
 May – Emile Durette, Alameda County Wealth Building Initiative
 June – Rhonda Boykin, Alameda County Workforce Development Board
- I. 7:05 p.m. Attachments**
- C1** Draft February 14, 2022 Administering Board Minutes
 - D1** AC-OCAP Resolution 4-22
 - G1B** Oakland District 7 Elected Official Representation Letter
 - G1C** 2022 Board Contact Form
 - G2B** 2021 Annual Outcomes Report
 - G3A** City of Oakland Sunshine and Public Ethics Training
- J. 7:10 p.m. Announcements**
- Rotary Club of Oakland
 - United Seniors of Oakland and Alameda County
 - Alameda County Social Services/All-In/Board of Supervisors
 - City of Oakland
 - Board Members/Others
- K. 7:25 p.m. Open Forum:** (General Audience Comment Period)

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L. 7:30 p.m.

Adjournment

Next Teleconference: May 9, 2022

ACTION ITEM:

Future Agenda Items (* = Presented)

Health	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	Housing
Trauma Informed Care* Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
Financial Empowerment	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*
Black New Deal – CM Carroll Fife	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*
Youth	Education
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	Employment
Oakland Youth Commission*	Alameda County Workforce Investment Board*
Economic Development	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Public Safety	Local Union
Cease Fire/Street Outreach*	West Oakland Job Resource
Oakland Unite* Chief of Violence Prevention*	East Bay Works*
Social Justice	Infrastructure
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	Board Development/Training
Ella Baker Center for Human Rights	Jim Masters CAP History* Structure of American Economy
Families	Food Security
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	Community Development
All-In Alameda County*	Community Development Block Grant (CDBG) *

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MINUTES



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

Administering Board Teleconference

February 14, 2022, 5:30 p.m.

Recording Link: <https://oakland.granicus.com/player/clip/4722>

Board Members Present: Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Samantha Columbus, Njeri McGee-Tyner, John Michael “Mike” Baratta, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza) Councilmember Dave Brown (Sarah Oddie), Councilmember Nate Miley (Angelica Gums)
Board Members Excused: Councilmember Treva Reid, Mitchell Margolis, David Walker, and Mayor Schaaf (Lisa Ruhland)
Board Members Absent: Gladys Green (Board Chair) and Oakland Rotary
Board Vacancy: CDBG Oakland District 4
Staff: Estelle Clemons, Dwight Williams, Don Raulston, Jaynell Ellis, and Melissa Francisco
Guests: Michael Munson, Brigitte Cook, Lara Calvert, Thomas Albrecht, Assata Olugbala, Rashida Washington, James Lande, and Gidalthi Gonzalez

A. Call to Order/Recite AC-OCAP Promise

Board Vice-Chair M. Rivera called the February 14, 2022, Administering Board Teleconference to order at 5:40 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 6:00 p.m. Item F (Presentation) was heard until a quorum was established to approve action items.

MOTION: To approve the February 14, 2022 Administering Board Agenda

M/S/Carried: S. Johnson / A. Ford / Motion Carried.

C. Approval of Draft January 10, 2022, Administering Board Minutes – Attachment C1

MOTION: To approve the Draft January 10, 2022 Administering Board Minutes.

M/S/Carried: T. Love / A. Ford. Motion Carried.

D. Approval of AC-OCAP Resolution 2-22 to Continue Teleconference Meetings – Attachment D1

MOTION: To approve AC-OCAP Resolution 2-22 to continue teleconference meetings.

M/S/Carried: T. Love / S. Johnson / Motion Carried.

E. Open Forum: Community Member Assata Olugbala provided a comment on her efforts to support various demonstrations in Oakland.

F. Presentation: Spectrum Community Services (SCS) – Lara Calvert and Thomas Albrecht

The objective of Spectrum Community Services is to improve the quality of life for seniors and low-income individuals and families in Alameda County. Executive Director Lara Calvert provided a brief overview of SCS programs such as meals on wheels, fall prevention, Low-Income Home Energy Assistance Program (LIHEAP), and Weatherization. Energy Program Manager Thomas Albrecht displayed a PowerPoint presentation on the teleconference screen and described energy initiatives that provide direct utility bill assistance. T. Albrecht stated that this program year differs from prior years since SCS

has two contracts to help clients: LIHEAP and the American Relief Plan Act (ARPA). As of November 2021, LIHEAP may provide up to \$1,000 to qualified applicants, while ARPA can provide up to \$3,000. Data from Alameda County Utility Assistance and Weatherization, as well as the organization's website, [Spectrum Community Services](http://SpectrumCommunityServices.com) (spectrumcs.org), were reviewed. The presentation also included a discussion about broadening career opportunities by forming new community partnerships with organizations such as Cypress Mandela Training Center Inc.

G. Community Action Partnership (CAP) Updates (E. Clemons)

1. Board Updates

A. Board Acknowledgements – None.

B. Community Development Block Grant (CDBG) Oakland District 1 and 4 Vacancies

Recruitment efforts for the Oakland District 4 vacancy are ongoing, with a notice on the city website and on Volunteer Match.

C. Approval of Oakland District 1 (Brigitte Cook) Application – Attachment G1C

Applicant B. Cook expressed gratitude to the AC-OCAP Board for the opportunity to serve again, this time representing the district for which she resides.

MOTION: To approve Oakland District 1, B. Cook's Membership Application.

M/S/Carried: S. Johnson/T. Love / Motion Carried.

D. Oakland District 7 Elected Official Appointee Request Letter – Attachment G1D

On January 7, 2022, Rosa Velazquez resigned from the AC-OCAP Board. On February 3, 2022 an Official Appointee Request Letter was emailed to Councilmember Reid's office.

E. Rotary Club of Oakland Appointee Request Letter – Attachment G1E

On January 18, 2022, Sean Callum resigned from the AC-OCAP Board. On February 7, 2022, an Appointee Requested Letter was emailed to Jessie Bowdle, Executive Administrator.

2. AC-OCAP Programming

A. AC-OCAP Update (2021, 2022 CSBG, 2020-2022 Coronavirus Aid, Relief, and Economic Security (CARES) Act)

Staff continues to strive to ensure funds are expended by the deadlines, as the City has never returned funds under E. Clemons' direction. Staff D. Williams is nearing the completion of the 2022 CSBG grantee contracts, however, there have been delays due to a transition within the city attorney's office. The annual report was submitted to the state on February 14, 2022. The state may extend CARES funding through August, which is slated to expire on May 30, 2022. Staff J. Ellis confirmed over \$600,000 in cash assistance has been distributed to families. As the three-year funding cycle for AC-OCAP Grantees comes to a close, preparations for the next Request for Partnership (RFP), which will be released in August, are underway. The 2021 annual program outcomes chart will be presented to the Board to provide greater insight of AC-OCAP's impact.

B. 2022 Earned Income Tax Credit (EITC) Campaign

Drop-off services at the Downtown Oakland Senior Center, as well as remote tax preparation, began February 7, 2022. To file your taxes online, visit GetYourRefund.org/Oakland. To schedule a drop-off appointment, self-book by [clicking here](#), or call the EITC Hotline at 510-238-4911 and leave a message.

3. Conferences/Travel/Training/Events

▪ 2022 National Community Action Partnership (NCAP) Management Leadership Training Conference (MLTC), February 2-4, 2022 (Report Out)

S. Columbus attended the Management Leadership Training Conference and found the content to be beneficial. E. Clemons reported technical challenges accessing the virtual event, and that CAP staff will watch the recorded sessions when time permits.

▪ 2022 City of Oakland Public Ethics Mandatory Training, complete by February 28, 2022

The Public Ethics Commission has created a new Open Meetings training for board/commission members and City staff to provide an overview of state and local transparency laws pertaining to public meetings. To obtain credit please take brief [post-test questionnaire](#) and submit certificate to staff M. Francisco.

▪ NEW Training – Open Meetings (On Demand) (ALL BOARD MEMBERS MUST COMPLETE)

Board Members L. Ruhland, M. Rivera, and S. Columbus are required to complete Mandatory Ethics Training for 2022, see

course list below:

- [Introductory Government Ethics Act Video](#)
- [Ethics Training for Board and Commission Members \(On Demand\)](#)

ACTION ITEM: Board Members to complete Mandatory Ethics Training by February 28th.

- AC-OCAP Presentation: Alameda Board of Supervisors, Social Services Committee Meeting, February 28, 2022 at 1pm

ACTION ITEM: Staff to provide link for Social Services Committee Meeting.

2022 California Community Action Partnership Association (CalCAPA) Legislative Day(s), March 21-22, 2022

This in-person event is a chance for leaders to meet with legislators and highlight the relevance of Community Action in California. In addition to legislative meetings, there will be trainings to help members prepare for their meetings so that they can make the most of their meeting time. Interested Board Members should contact M. Francisco to expedite registration.

ACTION ITEM: Staff to provide more event details, and board members must reply by February 18, 2022 if they are interested in attending Legislative Days.

▪ **2021-2022 Statements of Economic Interests – Form 700, Due: April 1st – Attachment G**

Form 700, which must be submitted by April 1, 2022, is included in the agenda packet. Board Members may send the form to staff M. Francisco, although the City recommends submitting Form 700 online using [NetFile](#).

2022 NCAP Annual Convention, Marriott Marquis New York, NY, August 31 – September 2, 2022

E. Clemons asked that Board Members mark their calendars for the NCAP Annual Convention.

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

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

M/S/Carried: S. Johnson / S. Columbus / Motion Carried.

H. Future/Proposed Agenda Items (See Chart Below)

E. Clemons noted that the March Administering Board meeting does not have a planned presenter since agencies' willingness to commit to presenting has dwindled due to a reduce workforce during COVID-19. E. Clemons suggested that the board officers consider canceling the March meeting and, if necessary, convening the Executive Committee.

ACTION ITEM: AC-OCAP Board Chair and Vice Chair to consider cancelling the March Administering Board meeting.

I. Attachments

- C1** Draft January 14, 2022 Administering Board Minutes
- D1** AC-OCAP Resolution 2-22
- G1C** AC-OCAP Administering Board Membership Application
- G1D** Oakland District 7 Elected Official Appointee Request Letter
- G1E** Rotary Club of Oakland Appointee Request Letter
- G3** 2021-2022 Statement of Economic Interests - Form 700

J. Announcements

Rotary Club of Oakland – None.

United Seniors of Oakland and Alameda County (USOAC) – Save the dates: USOAC Annual Convention is scheduled for July 29th, 9am – 2pm. The 19th Annual Healthy Living Festival is scheduled for September 29th, 9am-2pm.

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

City of Oakland – None.

Board Members/Others – None.

K. Open Forum: None.

L. Adjournment – Next Teleconference: **March 14, 2022**

MOTION: To adjourn the February 14, 2022 AC-OCAP Administering Board Teleconference at 6:47 p.m.

M/S/Carried: S. Johnson / J.M. Baratta / Motion Carried.

Future Agenda Items(*= Presented)

Health	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	Housing
Trauma Informed Care* Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
Financial Empowerment	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*
Black New Deal – CM Carroll Fife	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*
Youth	Education
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	Employment
Oakland Youth Commission*	Alameda County Workforce Investment Board*
Economic Development	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Public Safety	Local Union
Cease Fire/Street Outreach*	West Oakland Job Resource
Oakland Unite* Chief of Violence Prevention*	East Bay Works*
Social Justice	Infrastructure
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	Board Development/Training
Ella Baker Center for Human Rights	Jim Masters CAP History* Structure of American Economy
Families	Food Security
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	Community Development
All-In Alameda County*	Community Development Block Grant (CDBG) *

D R I F T

ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

RESOLUTION NO. 4-22

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 February 14, 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.



CITY OF OAKLAND

CITY HALL ■ 1 FRANK H. OGAWA PLAZA, 2nd Floor ■ OAKLAND, CALIFORNIA 94612

Honorable Treva Reid
Councilmember, District 7

510-238-7007
TReid@Oaklandca.gov

March 1, 2022

Dear Alameda County - Oakland Community Action Partnership (AC-OCAP) Administering Agency
Director and members:

I am appointing Ms. Jocelyn Mapp, District Representative, as my alternate to the Alameda County -
Oakland Community Action Partnership (AC-OCAP) Administering Agency.

If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

Councilmember Treva Reid, District 7





2022 Board Contact Information

Community Sector

Public Sector

Private Sector

Name _____

Address _____

City _____ Zip Code _____

Phone No. _____ Cell No. _____

E-Mail Address _____

Ethnicity: Hispanic/Latinx Not Hispanic, Latino, or Spanish Unknown

Race (mark all that apply): Black/African American Asian White

American Indian/Alaskan Native Hawaiian/Pacific Islander Multi-race

Unknown/Decline to Report Other: _____

In the event of an **emergency**, please list your emergency contact information.

Name _____

Address _____

City _____ Zip Code _____

Phone No. _____ Cell No. _____

Signature _____ Date _____

Please complete and return to ac-ocap@oaklandca.gov



**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

HOUSING & COMMUNITY DEVELOPMENT						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
Alliance for Community Wellness (FESCO) 21455 Birch Street #5 Hayward, CA 94541	Homeless Family Services	\$40,000 Alameda County	Provide housing and wraparound services to extremely low-income homeless families in Alameda County.	<p>140 Alameda County low-income homeless individuals (40 families) projected to be housed through FESCO’s Banyan House Transitional Housing and Les Marquis House Emergency Shelter programs.</p> <p>12 families will exit to more permanent housing.</p> <p>20 families will obtain safe and affordable/temporary housing.</p> <p>24 adults exiting will have earned income.</p>	<p>131 Alameda County low-income homeless individuals (36 individuals) were housed through FESCO’s Banyan House Transitional Housing and Les Marquis House Emergency Shelter programs.</p> <p>12 families exited the program and obtained more permanent housing.</p> <p>26 families exited the program and obtained safe temporary housing.</p> <p>18 adults exited the program with earned income.</p> <p><i>Due to the pandemic, families remained in the housing programs longer so fewer families were served. Many parents had to turn down job offers because of the employers need for them to work varied shifts.</i></p>	Central County: 102 North County: 0 South County: 21 East County: 8
Covenant House CA 200 Harrison St. Oakland, CA 94607	Homeless and Trafficked Youth Services	\$40,000 Oakland	Provide homeless and/or trafficked youth ages 18-24 emergency housing, basic needs assistance (food, clothing), and case management (medical/mental health, employment/educational assistance, legal assistance).	<p>150 young people will receive emergency housing.</p> <p>100 will receive case management services.</p>	<p>172 young people received emergency housing.</p> <p>144 young people received case management services.</p>	94607 (113) 94621 (59)



**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

HOUSING & COMMUNITY DEVELOPMENT						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
Fremont Family Resource Center 39155 Liberty St., Suite #A110, P.O. Box 5006 Fremont, CA	Family Support Services for the Homeless	\$40,000 Alameda County	Provide homeless individuals with safe and temporary housing, permanent housing and wraparound support services.	258 homeless individuals will be provided with assistance in obtaining housing and/or shelter support. 190 will obtain safe temporary shelter at the Winter Shelter. 10 will be placed in temporary housing at the Islander motel. 10 homeless clients will obtain safe and affordable housing. 48 individuals will be provided Coordinated Entry Assessments with housing problem solving and wrap around support services.	358 homeless individuals were provided with assistance in obtaining housing and/or shelter support. 144 obtained safe temporary shelter at the Winter Shelter. 81 were placed in temporary housing at the Islander motel. 39 homeless clients obtained safe and affordable housing. 94 individuals were provided Coordinated Entry Assessments with housing problem solving and wrap around support services. Due to the pandemic, individuals remained in the shelter programs longer so fewer individuals were served.	South County (358)
Operation Dignity 3850 San Pablo Ave. Suite 102 Emeryville, CA 94608	Housing for Oakland's Homeless Veterans	\$40,000 Oakland	Provide safe temporary shelter/housing and trauma-informed case management to homeless veterans in Oakland. Provide connections to permanent housing opportunities, employment, and health services.	24 veterans will obtain temporary housing. 12 veterans will exit House of Dignity. 7 veterans will obtain permanent housing. 10 veterans will maintain or increase their income.	39 veterans obtained temporary housing. 19 veterans exited House of Dignity. 14 veterans obtained permanent housing. 19 veterans maintained or increased their income	94607 (39)



**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

HOUSING AND COMMUNITY DEVELOPMENT						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
St. Mary's Center 925 Brockhurst Street Oakland, CA 94608	Senior Homeless Services Program	\$40,000 Oakland	Provide critical basic needs to low income seniors age 55+, including Winter Shelter, health assessments, psychiatric care, an outpatient addiction recovery program, a daily meal, social stimulation, and permanent supportive housing.	<p>62 seniors will receive individual and/or group counseling services.</p> <p>50 seniors will receive services via the Emergency Winter Services Mobile Unit.</p> <p>35 seniors will obtain transitional housing.</p> <p>4 seniors will obtain permanent housing.</p>	<p>138 seniors received individual and/or group counseling services.</p> <p>58 seniors received services via the Emergency Winter Services Mobile Unit.</p> <p>36 seniors obtained transitional housing.</p> <p>23 seniors obtained permanent housing.</p> <p>13 Homeless seniors age 65+ stabilized in permanent housing</p>	94601 (2) 94618 (1) 94602 (0) 94621 (7) 94603 (2) 94604 (1) 94605 (1) 94606 (7) 94607 (22) 94608 (42) 94609 (4) 94610 (0) 94611 (2) 94612 (31) Unknown (16)
ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT PLACEMENT						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
Chabot Las Positas – Tri - Valley Career Center 6300 Village Pkwy Ste #100 Dublin, CA 95376	Back to Work Tri-Valley	\$25,000 Alameda County	Provide low-income residents with job search counseling and services, including workshops, 1-on-1 career counseling, stress counseling and supportive services.	<p>20 participants will receive job search counseling and supportive services.</p> <p>4 participants will obtain employment earning up to a living wage.</p> <p>16 participants will obtain employment earning a living wage or higher.</p>	<p>53 participants received job search counseling and supportive services, of these,</p> <p>12 participants obtained employment earning up to a living wage.</p> <p>21 participants obtained employment earning a living wage or higher.</p>	Central County (3) North County (4) South County (3) East County (40) Unknown (3)



**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT PLACEMENT						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
Civicorps 101 Myrtle Street Oakland, CA 94607	Professional Pathway	\$40,000 Oakland	Provide low-income Oakland residents age 18-26 with an employment-focused program that involves paid job training and employment placement as well as a high school diploma program, internships, and wraparound services.	<p>40 low-income young adults age 18-26 are projected to participate in job training, a high school diploma program, internships, and wraparound services.</p> <p>30 will obtain a job paying up to a living wage.</p> <p>10 will obtain a job paying a living wage or higher.</p> <p>27 participants will maintain a job for at least 90 days</p> <p>20 will graduate with a high school diploma.</p>	<p>79 low-income young adults age 18-26 participated in job training, high school diploma programming, internships, and wraparound services.</p> <p>43 obtained a job earning up to a living wage.</p> <p>6 obtained a job paying a living wage or higher</p> <p>40 maintained employment for at least 90 days.</p> <p>19 graduated with a high school diploma.</p> <p><i>Covid-19 made obtaining high paying employment and obtaining a high school diploma more difficult.</i></p>	94601 (14) 94602 (0) 94603 (14) 94605 (9) 94606 (5) 94607 (11) 94608 (3) 94609 (2) 94610 (2) 94611 (4) 94612 (1) 94619 (2) 94621 (12)
Hack the Hood Inc. 900 Alice St., Suite 300 Oakland, CA 94607	Thriving Youth Careers in Oakland and Alameda County's Tech Sector	\$40,000 Alameda County	Provide low-income Oakland youth age 16-25 with technology and professional training, coaching, and support necessary to access higher education and highly paid technology-related jobs.	<p>47 Oakland & Alameda County low-income youth will participate in incentivized training and career support services.</p> <p>4 young people ages 18+ will obtain higher education and/or advanced technical training, and;</p> <p>16 young people ages 16+ will obtain employment to gain skills or income.</p>	<p>13 Oakland & Alameda County low-income youth participated in incentivized training and career support services.</p> <p>8 young people ages 18+ obtained higher education and/or advanced technical training</p> <p>0 young people ages 16+ obtained employment to gain skills or income.</p> <p><i>The additional challenges of Covid-19 made obtaining internships and employment more difficult for the youth. The agency also experienced a complete change in leadership during this time.</i></p>	Central County (9) North County (3) South County (1)



**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT PLACEMENT						
Downtown Streets, Inc. 1671 The Alameda #306 San Jose, CA 95126	Hayward Downtown Streets Team	\$40,000 Alameda County	Provide unhoused low-income Alameda County residents with job training and volunteer work experience, coupled with case management and wraparound supportive services.	<p>40 Alameda County unhoused or at-risk low-income residents are projected to be served and engage in case management and/or employment services and receive a stipend for their volunteer work.</p> <p>7 Team Members will obtain employment earning up to a living wage.</p> <p>7 Team Members will obtain employment earning a living wage or higher.</p>	<p>52 Alameda County unhoused or at-risk low-income residents participated in job training and volunteered as Team Members, engaged in case management and/or employment services, and received a basic needs stipend.</p> <p>4 Team Members obtained jobs that paid up to a living wage.</p> <p>2 Team Members obtained employment earning a living wage or higher.</p> <p>Staff turnover made it difficult to do the consistent follow up needed with potential employers and program participants with high barriers.</p>	Central County (51) South County (1)
Lao Family Community Development 2325 E 12 th St., Suite 226 Oakland, CA 94601	Pathway to Employment and Education – P2E2	\$40,000 Oakland	Provides low-income Oakland residents with job readiness and soft skills training, employment placement, career planning, and case management.	<p>24 participants will receive mentoring and peer support and complete pre-employment training workshops.</p> <p>12 participants will complete CTE/Environmental training.</p> <p>19 participants will obtain employment earning a living wage or higher.</p> <p>16 will maintain employment for at least 90 days.</p>	<p>89 total served; 59 participants received mentoring and peer support and complete pre-employment training workshops.</p> <p>24 participants completed CTE/Environmental training.</p> <p>44 participants obtained employment earning a living wage or higher.</p> <p>35 participants maintained employment for at least 90 days.</p>	94601 (15) 94602 (3) 94603 (8) 94604 (1) 94605 (13) 94606 (6) 94607 (9) 94608 (3) 94609 (1) 94612 (3) 94615 (1) 94619 (2) 94621 (24) 94623 (0)

**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT PLACEMENT						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
New Door Ventures 3221 20 th St. San Francisco, CA 94110	New Door Youth Employment Program	\$40,000 Oakland	Provide low-income youth ages 16-24 with essential work and life skills, real work experience, individualized case management, skill-building workshops, and paid job internships over a 14-week period. The internship is with 50+ businesses throughout Oakland and Alameda County that provide jobs and supervision.	<p>20 low-income residents ages 16-24 will receive skills training, a paid internship at Oakland's minimum wage, intensive case management and referrals for corollary services, of these.</p> <p>16 will progress from pre-employment training to obtaining employment.</p> <p>12 will be connected to a next job and/or education program six months after the internship program completion.</p>	<p>24 unemployed youth ages 16-24 received employment training.</p> <p>24 obtained employment.</p> <p>No data yet for # youth were employed or in school 6 months after program completion.</p>	94601 (5) 94602 (2) 94603 (2) 94605 (1) 94606 (2) 94607 (4) 94611 (1) 94612 (2) 94621 (5)
Renaissance Entrepreneurship Center 1500 Macdonald Ave. Richmond, CA 94801	Creating Economic Mobility through Entrepreneurship	\$40,000 Oakland	Provide economic mobility by training English and Spanish speaking residents in entrepreneurship that will create employment for themselves and others.	<p>45 low-income English and Spanish speaking residents will receive entrepreneurship training.</p> <p>40 will gain entrepreneurship and employment skills.</p> <p>13 will launch or grow their business.</p> <p>13 will increase their income through entrepreneurship</p>	<p>45 low-income English and Spanish speaking residents received entrepreneurship training.</p> <p>45 gained entrepreneurship and employment skills.</p> <p>9 launched or grew their business.</p> <p>24 increased their income through entrepreneurship.</p> <p>COVID-19 and the increasing financial barriers to starting a business in the city of Oakland and Alameda county made it difficult for individuals to launch or grow their business.</p>	94601 (5) 94602 (4) 94603 (2) 94604 (3) 94605 (6) 94606 (1) 94607 (4) 94608 (0) 94609 (3) 94610 (4) 94611 (2) 94612 (2) 94618 (1) 94619 (4) 94621 (3) 94623 (1)

**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

ENTREPRENEURSHIP/JOB TRAINING & EMPLOYMENT PLACEMENT						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
Rubicon Programs Incorporated 2500 Bissell Ave Richmond, CA 94804	Job training and employment placement	\$40,000 Alameda County	Provide low-income Alameda County residents experiencing significant barriers to employment an array of workforce development and education services.	<p>25 Alameda County low-income residents projected to enroll in programming.</p> <p>18 residents will receive in-demand sector training.</p> <p>9 will secure employment earning up to a living wage.</p> <p>9 will secure employment earning a living wage or higher.</p>	<p>109 total served; 67 Alameda County low-income residents enrolled in programming.</p> <p>22 residents received in-demand sector training.</p> <p>0 secured employment earning up to a living wage.</p> <p>5 secured employment earning a living wage or higher.</p> <p>Due to the pandemic, client's personal barriers increased resulting in them electing to delay or extend their training.</p>	Central County: 83 North County: 4 South County: 15 East County: 7

AC-OCAP GENERAL PROGRAMMING						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
AC-OCAP & Office of Children & Youth Services (OFCY)	Oakland Summer Food Program	\$5,000	Summer food program for low-income children and youth	<p>10,000 Oakland youth will receive breakfast and lunch.</p> <p>195,000 meals will be served.</p>	<p>2,500 children and youth were served.</p> <p>29,630 lunches and 39,893 breakfasts were served at 36 sites for a total of 69,523 meals.</p> <p>Due to COVID, many previously "open to all" sites changed to serving only those enrolled in the program. Some sites only served two days a week.</p>	Oakland Youth



**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

AC-OCAP GENERAL PROGRAMMING						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
AC-OCAP & HeadStart	Pathways to Housing	\$28,500 (Discretionary)	Housing support for HeadStart families	57 housing insecure Oakland families will receive a \$500 gift card to support with housing needs.	57 housing insecure Oakland families were provided with a \$500 gift card to support with housing needs.	Oakland families
AC-OCAP and Department of Human Services (HSD) Community Housing Services (CHS)	Oakland's Annual Holiday Dinner	\$5,000	Co-sponsor the City's Annual Holiday Dinner for low-income residents	2,000 Oakland residents projected to be served.	3,500 Oakland residents picked up Thanksgiving dinner from 15 EFPAC sites. Dinners were prepared at the Marriott hotel.	Oakland residents
AC-OCAP and Safe Passages	Alameda County Food Distribution	\$20,000	Co-sponsor food distributions	1,000 to 3,000 families will receive the free bag of groceries between November – December 2021	2,920 families (11,680 individuals) were provided with a nutritious bag of groceries. 5,840 food boxes/bags were distributed at 11 sites.	Alameda County families with children in zip codes: 94621, 94601, 94619, 94608, 94603, and New Haven Unified School District in Union City
Housing & Economic Rights Advocates 1040 Franklin St. Ste 1040 Oakland, CA 94612	Bank on Oakland	\$30,000	Provide low-income residents with financial opportunities to ensure that everyone has access to safe, affordable banking and financial products and services.	40 (20 Oakland & 20 Alameda County) low-income residents will have improved credit scores.	27 (15 Oakland & 12 Alameda County) have improved their credit score. HERA also worked with AC-OCAP to re-launch the Bank On Oakland (BOO) initiative, re-establish an executive committee, reaffirm financial institutions' and CBOs' partnerships, create marketing strategies, and establish performance measures. Credit score improvement for all served will take additional months to determine.	94602 (3) 94619 (3) 94603 (2) 94621 (5) 94605 (3) 94608 (1) 94609 (1) 94612 (1) Central County: 7 North County: 2 South County: 7 East County:

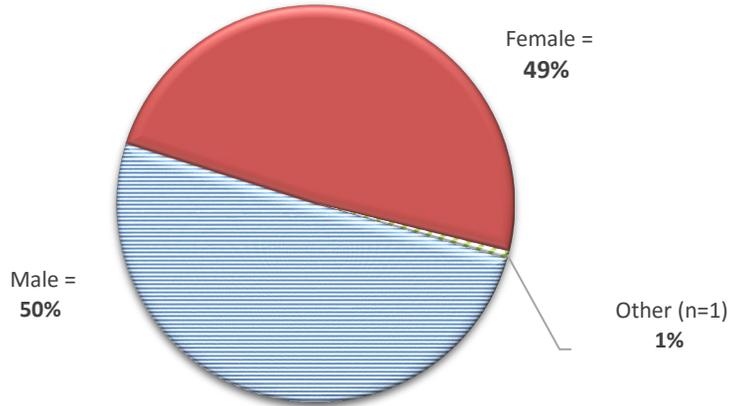


**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

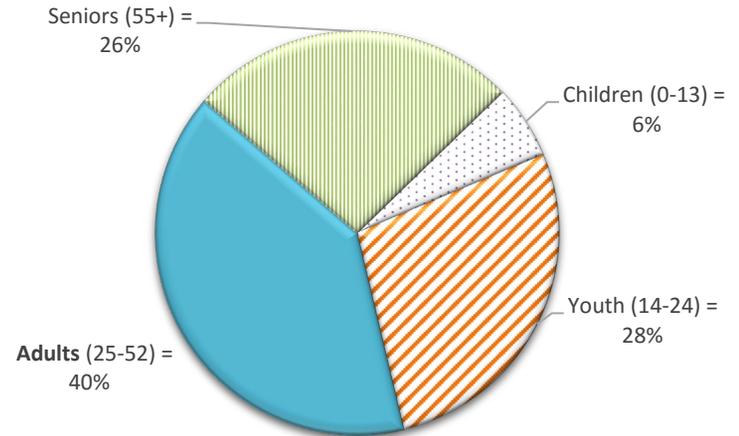
AC-OCAP GENERAL PROGRAMMING						
Organization	Program	Funded Amount	Services	Annual Goals	Outcomes	Population Served
Eden I&R 570 B Street Hayward, CA 94541	Information and Referral Services	\$100,000 (GF) \$20,000	2-1-1 Information & Referral for Oakland EITC Information & Referral for Oakland & Alameda County	Information and Referral Services	71,026 information calls were handled by 2-1-1. Of these 9,866 unduplicated callers, 4,634 were calls from Oakland and 5,232 were from elsewhere in Alameda County. 89,018 health, housing, and human services referrals were provided in Oakland and Alameda County.	Oakland and throughout Alameda County
AC-OCAP and United Way of the Bay Area, Alameda County EITC Coalition 150 Frank H. Ogawa Plaza Oakland, CA 94612	EITC Campaign	\$15,000	Free Tax preparation services to low-income residents and countywide marketing.	10,000 Oakland & 12,000 Alameda County tax returns, EITC claims, and financial services.	4,560 Oakland & 5,908 Alameda County low-income residents served. \$19,627,500 total in tax returns countywide (with \$8,523,423 in Oakland) and \$3,745,631 million captured through EITC (with \$1,980,100 million in Oakland) and \$4,397,920 total in Child Tax Credit (with \$2,186,425 in Oakland). COVID had a huge effect on the tax site's ability to see clients in person and provide support with other services.	Oakland and throughout Alameda County
CSBG Investment: \$ 608,500 Leveraging Total: \$8,434,726	Community Impact during the COVID-19 Pandemic 27 Received High School Diplomas 185 Obtained Employment 324 Received Employment Training 603 Received Transitional Housing/Emergency Shelter 131 Obtained/Maintained Permanent Housing 9,866 Unduplicated Callers; 94,167 Service Referrals Provided 10,468 Tax Returns filed in Alameda County; \$19,627,500 Million captured in tax returns; \$3,745,631 Million captured through EITC; \$4,397,920 Million captured through Child Tax Credit			"Helping People... Changing Lives" 27,536 Oakland Residents Served 11,872 Alameda County Residents Served 39,408 Total Low-Income Residents Served		

**Alameda County - Oakland Community Action Partnership (AC-OCAP)
Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes**

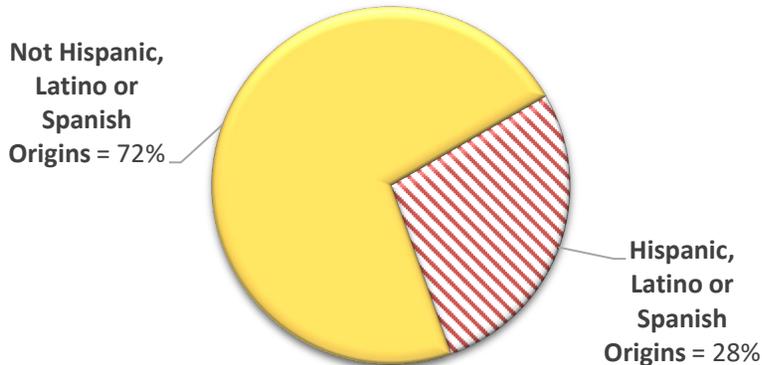
**Gender of CSBG Clients:
January - December 2021**
(of those reporting on Gender)



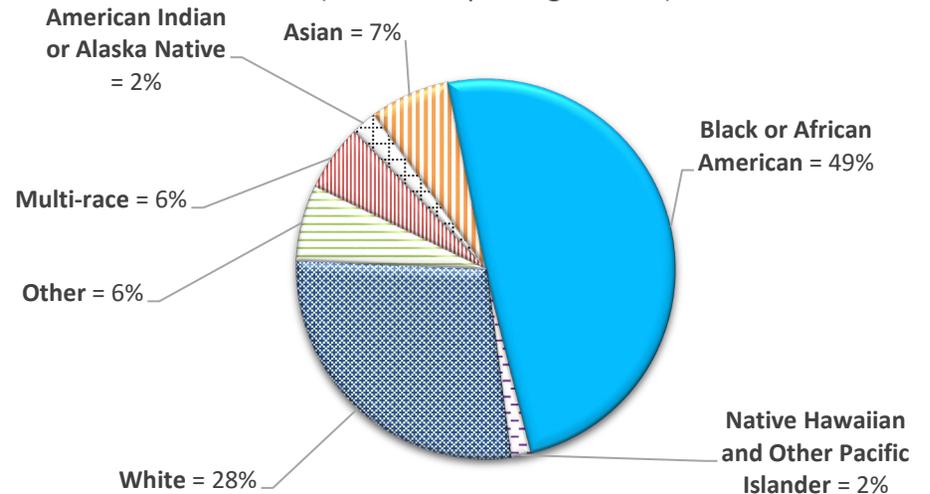
**Age Group of CSBG Clients:
January - December 2021**
(of those reporting on Age)



**CSBG Clients Who Identify as Hispanic, Latino, or of Spanish Origin:
January - December 2021**
(of those reporting on Ethnicity)

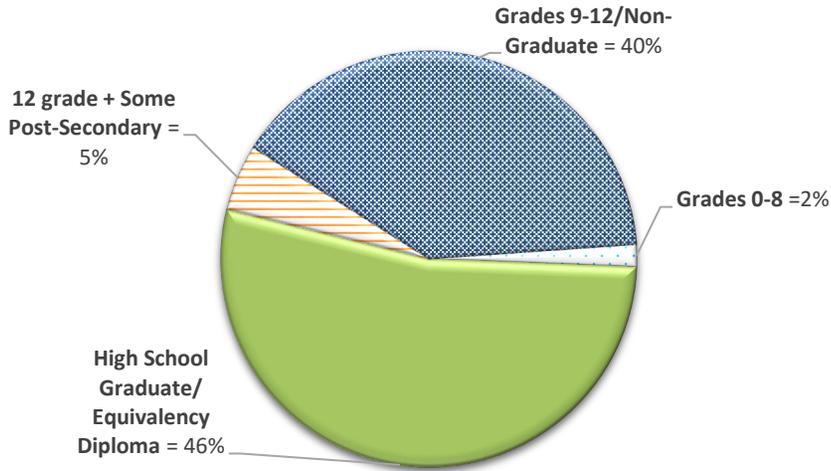


**Race of CSBG Clients:
January - December 2021**
(of those reporting on race)

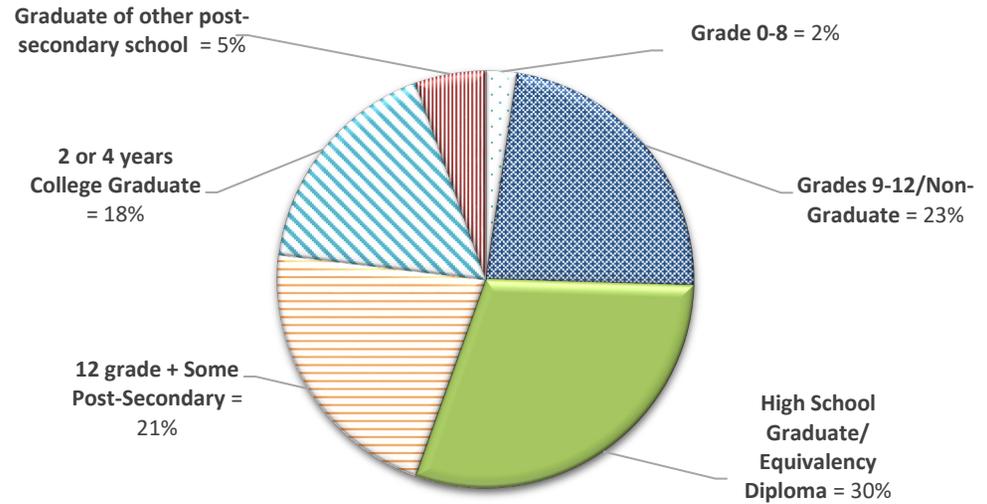


Alameda County - Oakland Community Action Partnership (AC-OCAP) Community Economic Opportunity (C.E.O.) Network 2021 Programs and Services Annual Outcomes

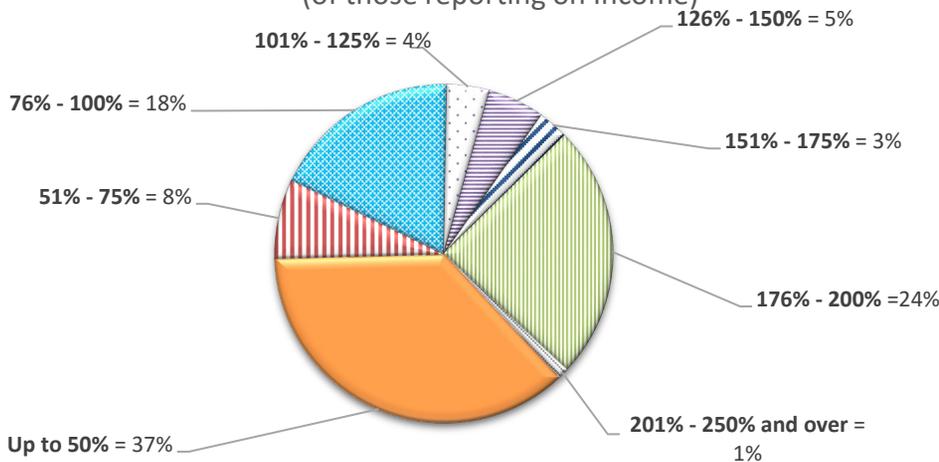
Education Level of CSBG Clients Age 14-24:
January - December 2021
(of those reporting on Education)



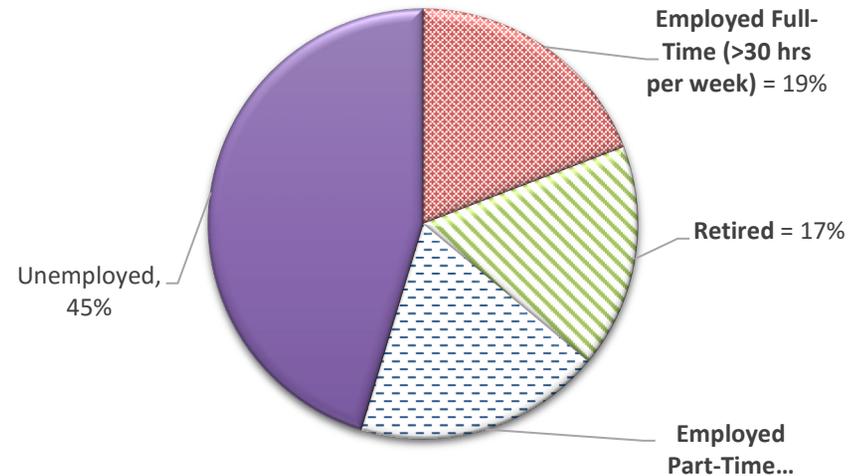
Education Level of CSBG Clients Age 25+:
January - December 2021
(of those reporting on Education)



Household Income of CSBG Clients Based on 200% HHS Guidelines:
January - December 2021
(of those reporting on Income)



Work Status of CSBG Clients Age 18+:
January - December 2021
(of those reporting on Work Status)



Helping People...Changing Lives

In August 22-year-old Michael came to the YEAH program, an emergency housing shelter ran by **Covenant House**, an AC-OCAP grantee. Although Michael was working full time, he needed shelter and legal assistance as he disclosed that he was being charged with multiple felonies. Michael was quickly connected to Bay Area Legal Aid to work on legal issues and his multiple felonies were reduced to one felony charge, which may be reduced to a misdemeanor. He was also connected to another employment opportunity and was able to start a second job. Michael was able to save \$4,300 and was connected to the Rapid Rehousing Program. He moved into permanent housing in November. YEAH and Root's Dream clinic case managers continue to work with Michael to ensure he has the support and tangible resources he needs to continue to thrive.

Taylor lost her job due to Covid-19 and became behind in her rent. Through **Rubicon**, an AC-OCAP grantee, Taylor received CSBG CARES funding, which helped her pay her unpaid rent and keep her residence. She is grateful for the support and shared: *"Covid-19 has affected my family financially, mentally, and physically with the hardship of job displacement, months behind in rent and bills, and loss of my loved one. The Cares Program has assisted my family with rental assistance, whereas at one point, I was not given any guidance as to where to receive help or programs with funds available. There were Workforce Development Navigators, such as Diane, that went beyond her job to ensure I received the help I needed and cared enough to follow up with me personally... which really made a difference and helped me when I needed it most."*

When Alexa entered the program at **Downtown Streets (DTS)**, an AC-OCAP grantee, she was behind in rent and could barely feed her children due to losing her job during COVID. Through CSBG CARES funding, DTS paid Alexa's back rent and to support her desire to obtain a GED and open her own café, DTS connected Alexa to the Bread Project, whose mission is to empower individuals with limited resources to progress on their paths to self-sufficiency through skills instruction, on-the-job training, and assistance in gaining a food industry career. DTS is thankful that they were able to assist Alexa from losing her home and support her with her entrepreneurial goals.

A former Certified Nursing Assistant lost their job due to the pandemic, and suddenly, was not able to pay bills. They contacted the **Tri-Valley Career Center (TVCC)**, an AC-OCAP grantee, which helped them enroll in a clinical medical assistant training program. The TVCC also helped with paying bills when unemployment benefit payments were inconsistent. Since they didn't have a computer, the AC-OCAP CSBG CARES funding helped them purchase one, as well as pay for the required state exam so that they can become a Certified Medical Assistant (CMA). They completed their CMA Certificate and externship last winter and are now employed as a full time Care Specialist while they study for the exam and seek work as a CMA. In unexpected and difficult times, the AC-OCAP CSBG CARES funding and TVCC have been their helping hand.

As the pandemic continued, Adam, a single father of four, used 2021 as an opportunity to become an entrepreneur and started his own t-shirt business, Space Chemp Clothing Co. As he searched for resources to grow his business, Adam found **Renaissance Center**, an AC-OCAP grantee, and enrolled in their Start Smart class which helped him test the feasibility of his idea and develop foundational business skills. Adam received a \$1,500 CSBG CARES Grant exclusively for Oakland entrepreneurs and with the support of the Renaissance team, was able to purchase digital supplies to begin fulfilling his own design needs. With Renaissance's support, he looks forward to starting an official website for his brand and acquiring an official business license. His Instagram can be found here: www.instagram.com/space_chemp_clothing_co

2022 AC-OCAP Mandatory Board Member Training

1. NEW "Sunshine" Open Meetings Training for Board Members (To be completed by ALL Board Members in 2022) - Due: February 28, 2022

The Public Ethics Commission has created a new Open Meetings training for board/commission members and City staff to keep everyone informed of local transparency rules. This training for paid and volunteer public servants who lead or participate in public meetings covers the open meetings provisions of the Sunshine Ordinance including:

- conduct of meetings
- communication restrictions
- public comments
- notice and agenda requirements

Use the link below to register for the on-demand, online training. Once your email is submitted, you will automatically be provided access to the training video.

[Open Meetings Training](#) (See next page for PDF Slide Deck)

After watching the training video or reviewing the slides, complete a [post-questionnaire](#) to receive your certificate. Submit certificate to M. Francisco.

2. Government Ethics Training (To be completed by ALL Board Members every 2 years) - Due February 28, 2022

This training is an introduction to the City of Oakland's Government Ethics Act. Use the link below to watch the training video.

[Introductory Government Ethics Act Video](#)

This comprehensive training will educate board and commission members about our local ethics provisions, including Form 700 filing, conflicts of interests, gift restrictions, misuse of City resources and position, and revolving door rules. As a reminder, the Form 700 filing deadline is in April and this training will help with ensuring compliance. Use the link below to register for the on-demand, online training.

[Public Ethics Training for Board and Commission Members](#)

OAKLAND SUNSHINE ORDINANCE

Open Meetings

PRESENTED BY THE OAKLAND PUBLIC ETHICS COMMISSION



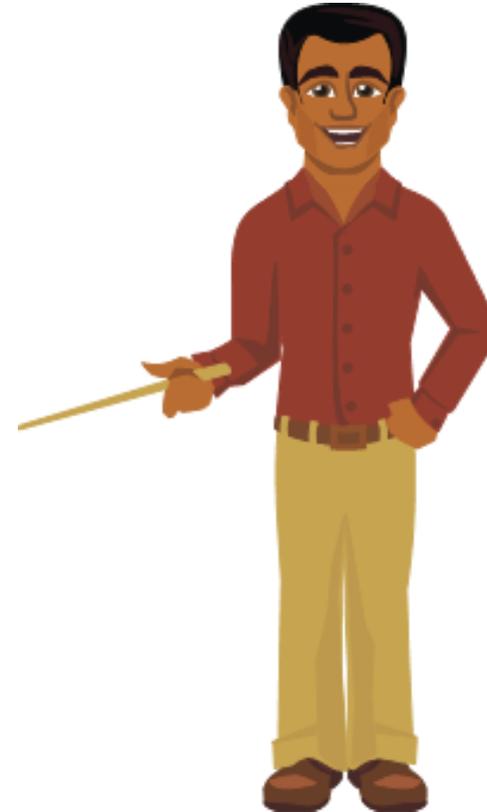
Sunshine Ordinance – O.M.C. 2.20

“[The Sunshine Ordinance] is intended in part to clarify and supplement the . . . Brown Act . . . to assure that the people of the City of Oakland can be fully informed and thereby retain control over the instruments of local government in their city.” (Sunshine – Oakland Muni. Code § 2.20.010)



Purpose

- All meetings of a local body must be open and public, except for closed sessions authorized by law.
- Closed session authorizations must be narrowly construed.
- All persons must be permitted to attend open and public meetings.
- Voting by secret ballot is prohibited.
- The body must report all actions taken and the vote or abstention of each member present for the action.



Council emails violated Open Meeting Law

County Park Board Accused of Sunshine Law Violations

Secret Meetings?

NEWSPAPER HEADLINES

Loss of open meeting lawsuit to cost city more than \$100k in legal fees

Ethics complaint filed against city council member

TRANSPARENCY



What is a Local Body?

O.M.C. 2.20.030(E)

- Oakland City Council and Board of Port Commissioners
- Board, commission, task force established by the Charter (e.g., Public Ethics Commission, Civil Service Board, Police and Fire Retirement Board).
- Board, commission, task force established by the City Council or Port Board by ordinance, resolution or motion.
- Advisory board, commission or task force created and appointed by Mayor that exists for longer than 12 months.
- Standing committees of the above, with continuing subject matter jurisdiction or a meeting schedule fixed by charter, ordinance, resolution or formal action.



What Constitutes a Public Meeting?

O.M.C. 2.20.030(F)

Any congregation of a majority of the members of a local body at the same time and location to do any of the following relating to any item that is within the subject matter jurisdiction of the local body:

- Hear
- Discuss
- Deliberate
- Take action



Keep in mind

A majority of the members of a local body are not permitted to use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the local body



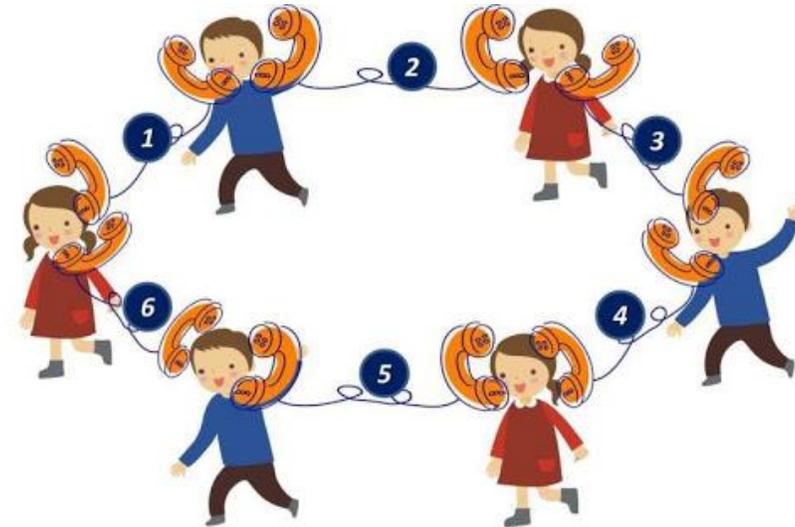
Meal Gatherings

A meal gathering conducted before, during or after a public meeting is considered part of the public meeting and must be properly noticed and made open to the public.



Be Aware

A “meeting” can occur if a staff or member of a public body calls, faxes, or emails other members to develop a consensus regarding an item of business, even if members never communicate to each other directly.



Actions that violate open meeting laws

- Email communications among a quorum or more of the council/committee regarding matters within their subject matter jurisdiction.
- Conversations between a quorum of the Council/committees at a dinner, conference, party or other social/public event regarding matters within their subject matter jurisdiction.
- Asking council aides, staff or city officials about the positions of a quorum or more of the council/committee regarding matters within their subject matter jurisdiction.



What about communication among board members by telephone or social media?

- Both are subject to Sunshine laws
- Who's to know if a quorum of a board discusses a matter in a conference call or a series of calls among members?
- If someone obtained proof that such communication occurred among the members of your board, that would support a complaint that you'd violated the law.

Tip: Always be aware of the number of members with whom you discuss board-related matters.



Exceptions

Provided Council/committee members do not discuss City business among themselves, a quorum may attend:

- Conferences open to the public;
- Open and public community meetings organized by persons or organizations other than the City;
- Open and noticed meetings of another local agency;
- Open and noticed meetings of the legislative body of another local agency;
- Social or ceremonial events;



All meetings of local bodies must be open and public

O.M.C. 2.20.050

- Must establish by formal action the time and place for holding regular meetings and shall conduct such regular meetings in accordance with such resolution or formal action
- Meetings must be held within in City of Oakland boundaries.
- Includes: retreats, workshops, training sessions, meal gatherings, etc.
- Meetings should be held on weekday evenings “whenever reasonably possible.”



Barriers to Attendance Prohibited

O.M.C. 2.20.140

A local body cannot:

- conduct any meeting, conference or other function in any facility which is inaccessible to persons with physical disabilities, or
- Restrict attendance by members of the public by requiring payment or statement of their name

Any person attending an open meeting of a local body shall have the right to record, photograph or broadcast the proceedings.



Public Testimony

O.M.C. 2.20.150

A meeting of a local body must provide an opportunity for members of the public to directly address a local body on items of interest to the public that are within the local body's subject matter jurisdiction.

OPEN FORUM: Regular and special meetings must provide opportunity for public comment on non-agenda matters at the beginning or end of the meeting.



Public Testimony

O.M.C. 2.20.150

- Cannot prohibit speakers from expressing public criticism about City services, procedures, activities, etc.
- Members of the public must be allowed to speak on all items appearing on the agenda, even if the Council/committee removes the item.
- Each member of the public that wishes to speak on an item must be allowed to speak prior to council vote on the item.



Agenda Requirements

Meeting agendas must specify the date, time, and location of the meeting and give a brief general description of each item of business to be transacted or discussed.

If an item is not on the agenda for a regular meeting, there may be no action or discussion about it at the meeting.



Agenda Publishing/Posting

Agendas and agenda materials must be:

- Published online, (not optional)
- Posted on the outside bulletin boards,
- A complete packet filed with the Clerk's Records Division
- Distributed to Board/Commission voting members, and
- Distributed to agenda subscribers.
- All Oakland boards and commissions must post agendas on the city website



Agenda Noticing Requirements

O.M.C. 2.20.080

Regular Meetings:

- **10 Days Notice** – The City Council, Port Board, Public Ethics Commission and their standing committees.
- **72 Hours Notice** – All other City boards and commissions.
- **72 Hours Notice** – Supplemental Agendas



Agenda Noticing Requirements

O.M.C. 2.20.070

Special Meetings:

- **48 Hours Notice** – Special meetings require 48 hours posting of agendas and agenda related materials.
- Weekends and holidays **cannot** be counted towards the 48 hours.
- **5 Days Notice** – Required for special meetings scheduled in place of a regular meeting that falls on a holiday.
- **10 Days Notice** – Required for special meetings held offsite.



Enforcement

O.M.C. 2.20.270

A complaint may be filed with the Public Ethics Commission:

- May investigate and/or conduct public hearings following investigation.
- May require the local body to repost and reconsider the item.
- May file legal action against the legislative body.

Note: Other legal actions can be taken by any interested party



Resources

PEC Advice and Assistance

- (510) 238-3593
- ethicscommission@oaklandca.gov
- PEC Website:
www.oaklandca.gov/pec

