



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

March 08, 2021 | 5:30 PM - 7:30 PM

COMMUNITY PARTICIPATION GUIDE

TO OBSERVE

- To view the meeting by Zoom video conference, click on this link: <https://zoom.us/j/97866908432> at the noticed meeting time.
- To listen to the meeting by phone, dial +1 669 900 9128 at noticed meeting time.
- When prompted, enter Webinar ID: 978 6690 8432
- Listening outside of California? Find a full list of Zoom dial-in numbers at: <https://zoom.us/zoomconference>

TO COMMENT

- To comment by Zoom video conference, you will be prompted to use the "Raise Your Hand" button to request to speak. When it is your turn to speak, you will be unmuted to make public comments.
<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>
- To comment by phone, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak. When it is your turn to speak, you will be unmuted to make public comments.

ADDITIONAL INSTURCTIONS

- Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting#>
- Instructions on how to join a meeting by phone is available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by- phone>



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

March 08, 2021 | 5:30 PM - 7:30 PM

BOARD MEMBER "PANELIST" PARTICIPATION GUIDE

RECOMMENDED METHOD

- Customize your profile with your City approved graphic.
- Join the teleconference as a Panelist by clicking on the Zoom invite link.
- Sign on to webinar 15 minutes early to ensure your speakers and mic work. A technical roll call will be performed.
- Do not share your link with other Panelists or members of the community.
- 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. Staff will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-in-a-webinar>

ALTERNATIVE METHOD

- Join by telephone, dial +1 669 900 9128, enter WEBINAR ID: 9978 6690 8432 when prompted. You will enter the Teleconference as an Attendee. Expect to be on hold as staff completes technical roll call.
- When staff gives you permission to speak, you will receive a notification. Follow the prompts provided to unmute yourself.
- *6 toggle mute/unmute
- *9 to raise hand



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.

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, March 08, 2021 5:30 p.m.

Zoom Community Participation Link: <https://zoom.us/j/97866908432>

Board Membership: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Mitchell Margolis, David Walker, Alicia Rossetti, Samantha Columbus, Njeri McGee-Tyner, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhlman), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Emilia Ordaz-Salto), Councilmember Treva Reid (Rosa Velazquez), Supervisor Wilma Chan (Sarah Oddie), Supervisor Nate Miley (Angelica Gums), and Sean Callum

Staff: Estelle Clemons, Dwight Williams, Don Raulston, Vanessa Floyd-Rodriguez, 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 08, 2021 Administering Board Minutes – Attachment C1**
ACTION ITEM:

 - D. 5:45 p.m. **Presentation: Stephanie Montgomery, Trauma Informed Systems Training 101**

 - E. 6:30 p.m. **Open Forum: (Specific Agenda Item(s): Audience Comment Period)**

 - F. 6:35 p.m. **Community Action Partnership Updates (E. Clemons)**
 - 1. **Board Update**
 - A. Board Vacancy -- Oakland District 1
 - B. Oakland District 3 Appointee Designation Letter – **Attachment F1B**
 - C. 2020-2021 State of Economic Interests, [Form 700](#), due April 1, 2021 – **Attachment F1C**
 - D. 2021 Travel
 - 2021 NCAP [National Community Action Partnership Annual Convention](#), Boston, MA, August 30 – September 3, 2021

 - 2. **2021 Programming**
 - A. AC-OCAP Update (2020, 2021, 2020-2022 CARES Act)
 - B. 2022-2023 Community Needs Assessment/Public Hearings, due June 30, 2021
 - C. 2020 Organizational Standards
 - D. 2021 Earned Income Tax Credit (EITC) Campaign getyourrefund.org/oakland
- ACTION ITEM:**

- G. 6:55 p.m. Future/Proposed Agenda Items** (see chart below)
- April – Equity Update (Darlene Flynn)
 - May – Community Action Month, AC-OCAP 50th Anniversary
 - June – Community Action Partnership Public Hearings
 - July – Barbara Leslie (Oakland Chamber of Commerce)

- H. 7:00 p.m. Committee Report(s) and Announcements:**
- Committee(s)
 Oakland Rotary
 United Seniors of Oakland and Alameda County
 Alameda County Social Services/All-In/Board of Supervisors
 City of Oakland
 Others

- I. 7:15 p.m. Open Forum:** (General Audience Comment Period)

- J. 7:20 p.m Attachments**
- C1** Draft February 08, 2021 Administering Board Minutes
 - F1B** Oakland District 3 Appointee Designation Letter
 - F1C** 2020-2021 State Economic Interests, [Form700](#)

- K. 7:30 p.m. Adjournment**
Next Teleconference: April 12, 2021
ACTION ITEM:

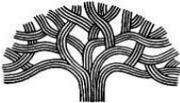
FUTURE AGENDA ITEMS:

HEALTH	HOUSING
Trauma Informed Care* Trauma Informed Systems Training 101	Tri-Valley Housing
La Clinica De La Raza	Community Housing - Path/Everyone Home
Alameda County Building Blocks Collaborative*	East Bay Housing Organization•
FINANCIAL EMPOWERMENT	Spectrum - LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority•
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority•
Oakland Thrives – Guaranteed Income Pilot	Family Matters Emergency Shelter
YOUTH	City of Oakland Housing Road Map•
Oakland Fund Children Youth (OFCY) *	Alameda County Housing Community Development*
Oakland Youth Commission•	
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council•	Promise Neighborhoods - Cal State East Bay•
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB•
Los Padres Unidos•	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Re-Imaging Public Safety	Minimum Wage/Life-Up Oakland/\$15 hr.
Cease Fire/Street Outreach•	Local Union
Oakland Unite•	West Oakland Job Resource Center Ella Baker Center
City of Oakland, Chief of Violence Prevention*	East Bay Works*
Seven Step (Re-Entry Population)•	BOARD DEVELOPMENT
AnnieCannons Inc•	Jim Masters - CAP History/Board Training•
SOCIAL JUSTICE	Jim Masters - Structure of the American Economy
East Oakland Collective•	Public Ethics Presentation•
Oakland Community Organization (OCO)	Strategic Planning - RDA*
Urban Habitat•	FOOD SECURITY
FAMILIES	Alameda County Community Food Bank•
Social Services - TANF, GA•	TRANSPORTATION
All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise-Up*	CDBG */CARES*
Mayor's Commission on Aging•	Census 2020 Complete Count*

(* PRESENTED)



MINUTES



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

Administering Board Teleconference

Monday, February 08, 2021

Granicus Recording Link: https://oakland.granicus.com/MediaPlayer.php?clip_id=4059

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), David Walker, Alicia Rossetti, Njeri McGee-Tyner, Mayor Libby Schaaf (Lisa Ruhland), Supervisor Wilma Chan (Sarah Oddie), and Councilmember Noel Gallo (Emilia Ordaz-Salto) Sean Callum, Mitchell Margolis, and Councilmember Treva Reid (Rosa Velazquez)

Board Members Excused: Supervisor Nate Miley (Angelica Gums), Samantha Columbus and Councilmember Carroll Fife

Staff: Estelle Clemons, Dwight Williams, Don Raulston, Vanessa Floyd-Rodriguez, and Melissa Francisco

Guests: Michael Munson (City of Oakland, KTOP), Gregory Garrett (City of Oakland), Tanya Love (Councilmember Fife’s Chief of Staff), James Lande (Civicorps), Radisha Washington (Alameda County Administrator’s Office), Mike Baratta (AC-OCAP Board Member Applicant), and A. Hipp (Community Member)

A. Call to Order/Recite AC-OCAP Promise

G. Green called the February 08, 2021 Administering Board Teleconference to order at 5:38 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed by M. Francisco. A quorum was established 5:45 p.m.

MOTION: To approve the February 08, 2021 Administering Board Agenda.

M/S/Carried: M. Rivera / S. Johnson / Motion Carried Unanimously.

C. Approval of Draft January 11, 2021 Administering Board Minutes – Attachment C1

MOTION: To approve the Draft January 11, 2021 Administering Board Minutes.

M/S/Carried: L. Ruhland / E. Ordaz-Salto / Motion Carried Unanimously.

D. Presentation: Gregory Garrett, Community Development Block Grant (CDBG)/Coronavirus Aid, Relief, and Economic Security (CARES) Report

G. Garrett, City of Oakland Housing & Community Development Department Program Manager was welcomed by the AC-OCAP Administering Board. G. Garrett reported on the City’s response to the challenges presented by the Coronavirus Disease (COVID-19). The City received funding for round one and round three of the CARES Act distribution, which provided subsidized housing and expanded economic opportunities to the Oakland community. The City received \$4.5 million in CDBG CARES funds in round one, and \$3.7 million in the third round of distributions, for a total of \$8.2 million. By means of City Council’s and Housing and Urban Development’s (HUD) approval, the distribution of these funds is as follows: 2.5 million set aside for rental and homeowners financial assistance program delivery and \$1 million for affordable housing operations and support. The City received a HUD grant for round three on February 3, 2021. Previously, the City launched a collaborative rolling Request For Qualifications (RFQ), with the City’s Community Housing Division, an agency within the Human Services Department. Over \$3.3 million was invested in Oakland tenant and homeowner programs. Approximately, 1031 renters and 17 homeowners were assisted, many of whom were severely impacted by the COVID-19 pandemic and most at risk of losing their homes and becoming homeless. Program progress will be reported through the City’s consolidated annual performance evaluation to HUD and City Council. G. Garrett concluded his report with a question-and-answer session.

E. Open Forum

Tonya Love, Chief of Staff to Councilmember Carroll Fife introduced herself to the AC-OCAP Administering Board and Staff.

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

1. Board Update

A. Board Vacancies

Oakland Community Development Block Grant (CDBG) District 1 and Alameda County Community Representative seats remain vacant.

A Board Member Application from Mike Baratta of Alameda County was included in the Agenda Packet and shared on the teleconference screen. Applicant Mike Baratta provided the Administrating Board with a brief background statement and intent for his membership application.

Motion: To approve Mike Baratta's application for Alameda County – Oakland Community Representative to the AC-OCAP Administrative Board.

M/S/Carried: M. Rivera/ S. Johnson / Motion Carried Unanimously.

B. Oakland District 3 Elected Official Representation Letter – Attachment F1B

CAP Staff is working to obtain an Appointee Designation Letter from District 3.

C. Oakland District 7 Appointee Request Letter – Attachment F1C

R. Velazquez was designated by Councilmember Treva Reid to be the District 7 Representative for the AC-OCAP Administering Board.

D. 2021 National Community Action Partnership (NCAP) Management & Leadership Training Conference (MLTC21) - February 3-5, 2021 Report Out – E. Clemons and D. Williams provided reported on their participation in the training conference, both noting Keynote Speaker Ibram Kendi, a leading antiracist scholar and author of “Stamped from The Beginning” as a highlight of the conference.

ACTION ITEM: Provide materials from Conference to Board Members.

E. CAP Reimbursement Form – Attachment F1E Community Board Members that incur travel and/or daycare expenses while participating in official AC-OCAP events are eligible for reimbursement. Please submit Form with receipts to staff M. Francisco.

F. 2020-2021 Statement of Economic Interests, Form 700, due April 1, 2021 – Attachment F1F

Form 700 provides transparency and ensures accountability by providing necessary information to the public about a board member's personal financial interests to ensure decision making is in the best interest of the public and not enhancing personal finances. Form 700 also serves as a reminder for board members to abstain from making or participating in decisions that are deemed conflicts of interest. Please submit your Annual Statement by April 1, 2021 to Oakland City Clerk. **Note:** Other statements may be due throughout your board membership term: Assuming Office (within 30 days of board member appointment), Leaving Office (within 30 days of resignation or expiration of term), and Amendments (due immediately upon discovery of error).

G. 2021 Travel

National Community Action Partnership (NCAP) Annual Convention, Boston, MA, August 30 – September 3, 2021

The NCAP Annual Convention is the largest gathering of regional, state, and local Community Action Agencies in the United States, drawing more than 1,500 attendees each year. Travel at this time is tentative since the Convention may become a virtual event, contingent upon the COVID-19 pandemic. Updates on travel will be provided to Board Members as they become available.

2. 2021 Programming

A. AC-OCAP Update

E. Clemons discussed the three open contracts: CSBG 2020, CSBG 2021, and 2020 CARES. Staff D. Williams reported the 2020 Annual Outcomes: AC-OCAP completed 2020 with thirteen grantees and 2 internal partners. One grant was cancelled due to non-compliance. Each grantee provided a Modified Workplan describing their pivot in response to COVID-19/Shelter-In-Place. In the strategic area of Housing and Community Development, 656 individuals obtained emergency or transitional housing, and 122 obtained permanent housing. In the strategic area of Job Training and Placement, 363 individuals obtained job readiness/vocation training, and 128 obtained employment. 15,298 unduplicated callers were assisted, \$29.2 million was captured in Tax Returns from 18,425 filers, and \$8.5 million was captured from Earned Income Tax Credit (EITC). E. Clemons noted the outcomes shared are preliminary, as D. Williams continues to prepare the report for the state. An outcome matrix will be provided to the board once the report is finalized.

B. Ashland Cherryland Healthy Community Collaborative (ACHCC) General Meeting Presentation (01-14-21) Update

Working with Supervisor Nate Miley's office, CAP staff connected partner, Rubicon Programs, Inc. to the robust community development efforts of Alameda District 4. Rubicon will work to provide neighborhood-based employment opportunities in this most impoverished area of Alameda County. In order to expand collaboration in unincorporated Alameda County, E. Clemons presented at the ACHCC General Meeting.

C. 2020-2021 Earned Income Tax Credit (EITC) Campaign

Staff D. Raulston is once again the EITC Coordinator, with M. Francisco acting as Co-Coordinator. This year, the program has partnered with University of California Berkeley to provide 12 volunteer tax preparers that will work virtually through the getyourrefund.org/oakland platform. The new virtual platform is a pilot program offered in collaboration with United Way of California. The Young Child Tax Credit (YCTC) Postcard included in the Agenda Packet was created in partnership with First 5 and Oakland Housing Authority, and will aid in the promotion of the California Earned Income Tax Credit (CalEITC) and YCTC.

3. Open Forum – None.

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

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

G. Future/Proposed Agenda Items

- March - Trauma Informed Systems (Stephanie Montgomery)

- April – Equity Update (Darlene Flynn)
- May – CAP Month and 50th Anniversary of AC-OCAP
- June – Chamber of Commerce (Barbara Leslie)

E. Clemons shared AC-OCAP 50th Anniversary celebration plans with the board, including a request for a Proclamation.

FUTURE AGENDA ITEMS:

HEALTH	HOUSING
Trauma Informed Care*	Tri-Valley Housing
La Clinica De La Raza	Community Housing – Path/Everyone Home
Alameda County Building Blocks Collaborative*	East Bay Housing Organization *
FINANCIAL EMPOWERMENT	Spectrum – LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority *
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority *
YOUTH	City of Oakland Housing Road Map *
Oakland Fund Children Youth (OFCY) *	Alameda County Housing Community Development
Oakland Youth Commission *	Alameda Housing Resource Center
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Citywide Public Safety Plan –	Minimum Wage/Life-Up Oakland/\$15 hr
Cease Fire/Street Outreach *	Local Union
Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
Seven Step (Re-Entry Population) *	BOARD DEVELOPMENT
AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
SOCIAL JUSTICE	Jim Masters – Structure of the American Economy
East Oakland Collective *	Public Ethics Presentation *
Oakland Community Organization (OCO)	Strategic Planning
Urban Habitat *	FOOD SECURITY
FAMILIES	Alameda County Community Food Bank *
Social Services – TANF, GA *	TRANSPORTATION
All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG*/CARES Act
Mayor’s Commission on Aging *	Census 2020 Complete Count*

(* = PRESENTED)

H. Committee Report(s) /Announcements

Committee (s) – None.

Oakland Rotary – None.

United Seniors of Oakland and Alameda County (USOAC) – S. Johnson announced USOAC’s Friday “Mini” Retreats.

Alameda County/Social Services/All IN – (A. Ford) [No Cost Tax Services](#) offered by Alameda County Social Services.

(S. Oddie) reported [Alameda County Vaccine Updates](#).

City of Oakland – (R. Velazquez) – Community Clean-Up dates: February 19 and March 6, 2021. Councilmember Treva Reid’s Virtual Community Office Hours, Saturday February 20th from 11-1pm, email District7@oaklandca.gov or call (510) 238-7573 to schedule a 15-minute appointment. Town Hall on Homelessness is scheduled for February 25, 2021

Board Members/Others – (M. Margolis) reported on the Financial Navigator Program.

Staff M. Francisco announced the Mandatory Ethics Training for Board & Commission Members.

Staff M. Francisco announced Oakland Workforce Development Board: Community Input Meetings.

ACTION ITEM:M. Francisco to email announcements and flyers to the Administering Board.

I. Open Forum: To request AC-OCAP Updates, Teleconference Notices, Agenda Packets and News please contact AC-OCAP@oaklandca.gov.

J. Attachments

C1 Draft January 11, 2021 Administering Board Minutes

F1A Board Member Application, Alameda County Community

- F1B Oakland District 3 Elected Official Representation Letter
- F1C Oakland District 7 Appointee Request Letter
- F1E CAP Reimbursement Form
- F1F 2020-2021 State Economic Interest 700 Form
- F2C Young Child Tax Credit Postcard

K. Adjournment – Next Teleconference: March 8, 2021

MOTION: To adjourn the January 11, 2021 AC-OCAP Administering Board Teleconference at 7:17 p.m.

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

DRAFT

CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of Carroll Fife
Councilmember – District 3
e-mail: cfife@oaklandca.gov

PHONE (510) 238-7003
FAX (510) 238-6129
TDD: Relay: 711

Dear AC-OCAP Administering Board:

Pursuant to Federal Community Services Block Grant regulations and AC-OCAP's Administering Board By-laws, I hereby appoint Tonya Love to serve as the sitting representative for District 3.

If you have any questions, please feel free to call 510-238-7245.

Sincerely,

A handwritten signature in blue ink, reading "Carroll Fife".

Carroll Fife
Oakland City Councilmember, District 3

STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
Multi-County County of
City of Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2020, through December 31, 2020. Leaving Office: Date Left (Check one circle.)
-or- The period covered is through December 31, 2020. The period covered is January 1, 2020, through the date of leaving office.
-or- Assuming Office: Date assumed The period covered is through the date of leaving office.
Candidate: Date of Election and office sought, if different than Part 1:

4. Schedule Summary (must complete) ► Total number of pages including this cover page:

Schedules attached

Schedule A-1 - Investments – schedule attached Schedule C - Income, Loans, & Business Positions – schedule attached
Schedule A-2 - Investments – schedule attached Schedule D - Income – Gifts – schedule attached
Schedule B - Real Property – schedule attached Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed Signature
(month, day, year) (File the originally signed paper statement with your filing official.)