



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.

Executive Committee Meeting (Special)

Tuesday, February 3, 2026, 5:30 pm – 6:30 pm

150 Frank H. Ogawa Plaza, 4TH Floor Human Services Department

The Public May Observe This Meeting Remotely by:

Webinar Registration Link:

https://oaklandca.zoom.us/webinar/register/WN_nwLI3Sb5RJct0mWJe1IDzA

Webinar ID: 856 8692 2530

To make public comments, community members must do so either in person at the published location or by email at AC-OCAP@oaklandca.gov. Please note that remote participation is not available.

Executive Committee: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), David Walker (Secretary), and Supervisor Lena Tam (Cesley Ford-Frost)

Staff: Deputy Director, Lea Lakes, and Thea On

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



AGENDA

A. Call to Order, Roll Call, Quorum for the Executive Committee Meeting, and Approval of the February 3, 2026, Agenda.

ACTION ITEM:

B. Approval of the Executive Committee Minutes from September 25, 2025 – **Attachment B**

ACTION ITEM:

C. Public Comment: (Specify Agenda Item(s): Audience Comment Period)

D. Discussion:

1. Executive Committee

a. Takeaways from Board Retreat (Saturday, January 24, 2026)

b. Recruitment efforts for the Board (AC-OCAP Manager Position)

c. Bylaws

d. Finance

e. Approval of the Administering Board, December 8, 2025, meeting minutes –

Attachment D1e

ACTION ITEM:

E. Open Forum: (General Audience Comment Period)

F. Adjournment:

1. The next Executive Committee meeting is scheduled for **February 26, 2026.**

ACTION ITEM:

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

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

Executive Committee Meeting

Thursday, September 25, 2025, 5:30 PM

Oakland City Hall – Hearing Room 3

Committee Members Present: Monique Rivera (Chair), Andrea Ford (Treasurer), and David Walker (Secretary)

Committee Members Excused: Sandra Johnson, Supervisor Lena Tam (Cesley Ford-Frost)

Guest(s): Angelica Gums and Patricia Schader (Program Planning Committee)

Staff: Interim Director Sofia Navarro and Thea On

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

Staff T. On performed Roll Call, a quorum was established at 5:37 p.m.

MOTION: To approve the September 25, 2025, Executive Committee Meeting Agenda.

M/S/Carried: A. Ford / D. Walker / Motion Carried.

B. Approval of the draft Minutes from the Executive Committee Meeting on March 27, 2025.

MOTION: To approve the March 27, 2025, meeting minutes.

M/S/Carried: A. Ford / D. Walker / Motion Carried

C. Public Comment – None

D. DISCUSSION:

1. Executive Committee

- a. **Bylaws Updates (due by 10/31/25)** - Chair M. Rivera discussed bylaw updates, mentioning that they now have everything in Google Docs. She made changes on paper and received comments from former board member B. Cook. The next step is to sit down together and update the bylaws. Most changes are administrative, such as correcting the organization's name and position titles. Interim S. Navarro suggested using redlining protocols to track changes and bring back a clean copy for the full board to review. The goal is to manage version control and create a clear, updated document.
- b. **Board Vacancies (3)** - The committee has identified a potential representative from District 7 in Oakland. P. Schader mentioned that, traditionally, the county seat cannot be located in Oakland itself. However, the committee is considering this candidate due to the challenges in finding suitable representatives. Other vacancies include Noel Gallo and the mayor's office. Chair M. Rivera proposed assigning Council Member Houston to the advocacy or Fund Development committee, rather than the Executive committee, to help address these gaps.

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2. Program Planning Committee

a. Toy Giveaway Budget Proposal (Attachment D2a)

Budget and Goals:

- Aim to collect 500 total toys.
- Community Action Partnership will donate 100 toys.
- Seeking donations from council members, supervisors, and the public
- Approved a \$3,000 budget for the drive.

Outreach and Participation:

- Sending letters to council members and supervisors
- Potential collaboration with the mayor's office
- Asking for 20 toy donations from each council member and supervisor
- Creating multiple communication channels (electronic and print applications)

Logistics:

- Online registry and application process
- Applications due November 7
- Toy collection period until November 24
- Plan to distribute toys to families, with one toy per child.
- Will select families from different districts, with extra focus on underserved areas like Ashland-Cherryland

Distribution Event:

- Planned for December 13
- Focus on quick, safe distribution.
- Considering gift bags with small treats for families
- Aim to make participants feel comfortable and welcome.

Motion: To approve the toy drive budget \$3,000, with the condition that the board would review and potentially offer additional support during the Administering Board meeting on November 13, 2025.

MIS/Carried: D. Walker / A. Ford / Motion Carried

3. Advocacy

- a. Update on new members – No report.

4. 2025 CSBG Grants Update

- a. **RFP (Extend to Grantees for 1 year only / to be voted on at next ABM 10/13/25)** - Interim Director S. Navarro outlined the current recommendation regarding the request for proposals (RFP) process, suggesting a one-year extension of the existing contracts. The city generally prefers to operate on three-year procurement cycles. Following this one-year extension, a new RFP will be issued for an additional three-year cycle. It is important to note that current grantees will not receive any preferential treatment in this process. The new RFP will include a scoring system that considers past performance and experience. All organizations will have an equal opportunity to compete. Current grantees will be informed about the one-year contract extension and will also be notified that a new three-year RFP will be released in the coming year. The existing contracts are set to end in December 2025, and the one-year extension will cover the period from January 1, 2026, to December 31, 2026. The goal of this approach is to provide stability for current grantees while ensuring a fair and competitive process for future funding.

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- b. **Hold the 2025 reimbursements to 3 non-compliant grantees (ADITR, CTR, and Urban University – to be voted on 10/13/25)** - Interim Director S. Navarro reported that three grantees have not completed their required independent audits. As a result, these grantees will not receive reimbursements until they finalize their audits. Resources have been provided to assist the grantees in completing the audits, and staff member M. Huynh has followed up with them. Support materials were shared through Cal CAPA to aid in the audit process, and staff are continuing to closely monitor the situation. If the audits are not completed, the organization will need to consider how to reallocate the funding. The board discussed the possibility of finding a resolution to reallocate the funds if the grantees do not comply. The key point is that reimbursements are currently on hold until the required independent audits are completed.

5. **2026-2027 CSBG Draft CAP Plan – None.**

6. **Strategic Plan 2026-2030 (Dedicate one ABM to finalize)** – Chair M. Rivera noted that she and others had previously spent weeks working with a consultant to develop the last strategic plan. She emphasized the significant time and effort required to finalize the plan. M. Rivera suggested that a more comprehensive discussion would take place in a future meeting.

E. **Open Forum: (General Audience Comment Period) - None**

F. **Adjournment of Meeting**

MOTION: To adjourn the meeting at 7:30 pm

MIS/Carried: A. Ford / D. Walker / Motion Carried

The next Executive Committee Meeting is scheduled for **October 23, 2025**



MINUTES



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

Administering Board (Special) / Executive Committee Meeting
Monday, December 8, 2025, 5:30 PM
101 Callan Ave, Suite 103, San Leandro, CA 94577

Board Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), David Walker (Secretary), Supervisor Lena Tam (Cesley Ford-Frost), Councilmember Carroll Fife (Tonya Love), Alameda County Supervisor Nate Miley (Angelica Gums), Dr. Kimberly Mayfield, Patricia Schader, Rana Matly, Mitchell Margolis, Michelle Edmond, and Terrence Riley.

Board Member Absent: Councilmember Ken Houston

Board Vacancies: Low-Income District 1 and Alameda County Low-Income.

Pending Designation Reappointments: Elected Mayor (Barbara Lee), and Elected District 5 (Councilmember Noel Gallo)

Staff: Interim Director Sofia Navarro, Deputy Director Lea Lakes, Maria Huynh, and Thea On

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
 Chair M. Rivera called the December 8, 2025, Administering Board Meeting to order at 5:35 p.m. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum**
 Staff T. On performed Roll Call; a quorum for the Administering Board Meeting was established at 5:40 p.m.
- C. Approval of Agenda**
MOTION: To approve the December 8, 2025, Administering Board Agenda.
M/S/Carried: K. Mayfield / S. Johnson / Motion Carried
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of November 10, 2025 (Attachment D)**
MOTION: To approve the minutes from the Administering Board Meeting on November 10, 2025
M/S/Carried: D. Walker / T. Riley / Motion Carried
- E. Public Comment: (Specific Agenda item(s): Audience Comment Period) – None**
- F. Celebration: [Community Action Partnership Legacy Video](#)**
- G. Community Action Partnership Board (CAP) Updates:**
- 1. Approval of Private Sector Board Reappointment - Sandra J. Johnson (Attachment G1)**
Motion: To approve Sandra J. Johnson's membership to the AC-OCAP board.
M/S/Carried: P. Schader / T. Riley / Motion Carried
 - a. **AC-OCAP By-Laws Update** – D. Walker suggested that when reviewing the bylaws, it would be helpful to include explicit language about board roles/responsibilities. He noted that CalCAPA already has clear guidelines on these roles and recommended adopting similar language into the

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bylaws. The intent is to ensure clarity, avoid confusion, and create a clear paper trail regarding authority and decision-making. Interim Director S. Navarro will work with Chair M. Rivera on the bylaws' updates.

- b. **NCAF Updates** – None
- c. **Board Retreat (Strategic Plan 2027-2029) January 24, 2026** - The retreat is scheduled for January 24, 2026. Topics to be covered include board member advocacy, legislative process training (suggested by T. Love), and a potential training session led by David Knight from CalCAPA. There has been discussion about having a facilitator; initially, David Knight was suggested, but due to availability issues, staff are considering other options. Possible locations for the retreat include Hayward or city facilities. There will also be a morning outreach session that includes 211 data and statistics, as well as planning for the board roles. The retreat will focus on strategic planning for the next five-year and two-year plans, clarifying board goals, and gathering community needs through outreach. Specific tasks assigned include confirming the venue, developing a draft agenda, collecting relevant statistics, confirming a facilitator, and updating the board as details are finalized. The board retreat is designed to be a time for building strategy, enhancing advocacy skills, and aligning long-term planning efforts. The Executive Committee will follow up on these assignments, and an ad hoc committee will finalize the details. Staff T. On will send a "save the date" notice to the board and staff.

2. Fund Development:

- a. **Nonprofit and other local agency funding** – R. Matly provided an update focused on expanding the list of potential donors and shifting the emphasis toward identifying smaller, more locally focused foundations in the East Bay, Oakland, and Alameda County. The committee discussed and identified their top ten local foundation prospects, with the top three being the San Francisco Foundation, the Walter and Elise Haas Fund, and the Y & H Soda Foundation. She also mentioned that she would be collaborating with her committee to develop relationships with these foundations and develop a strong outreach pipeline. M. Edmond suggested that requests to foundations include not only funding for programs but also capacity-building and stressed the value of a consistent proposal and budget template for all grant requests. The goal is to create consistent proposals and budgets for future funding requests that align with key priorities, including economic mobility, racial equity, poverty alleviation, and community development.
- b. **Updates on Funding Research (other CAPs) and State** – refer to 2a.

3. Program Planning:

- a. **Holiday Toy Drive Event Updates** - A. Gums provided an update on the planning for the toy drive. Approximately 170 families are expected to participate, with around 350 toys to be distributed. The drive involves support from various partners and county donors, and volunteer coordination is a key aspect of the event. The committee plans to sort the toys by age group, label them accordingly, and create distribution stations. It was suggested to hold a "dry run" rehearsal to ensure a smooth flow on the event day. Volunteers, including board members, staff, and youth, have been assigned to specific stations such as unboxing, registration, assembling candy/gift bags, and age-labeling. Distribution is scheduled from 9 a.m. to 2 p.m. for pre-selected families, and any remaining toys will be available to other applicants from 2 p.m. to 6 p.m. The plan includes creating signage and banners to thank donors and partners and setting up a red carpet for families. A. Gums noted that some applicants had to be turned away due to high demand, and communication has been made with families regarding their pickup times. Santa will be present for the children, and families can decide whether their kids will attend. Additionally, a call for extra toys was made in case there is a shortfall in matching toys to all applicants. Volunteers and staff are encouraged to sign up for shifts, and an email will be sent out for coordination. There was also

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mention of collecting and tracking toys that arrive later in the week, with the option to purchase additional toys if needed.

4. Advocacy:

- a. **Legislative Update** – T. Love emphasized the importance of intentional advocacy planning this year. She suggested involving grantee organizations in the process to gather their input on the policy and systemic changes they would like to see. T. Love proposed developing a plan to visit all grantees between now and April to collect their feedback, which would inform the board's advocacy agenda ahead of the trip to Sacramento. Additionally, she recommended providing capacity-building support to grantees to help them participate effectively in advocacy efforts. T. Love also suggested adding a training session on the legislative process to the agenda for the upcoming board retreat. This training would help board members better understand how the legislative system works, including key dates and processes relevant to their advocacy work. Overall, her suggestions aimed to make board advocacy more inclusive, strategic, and informed by the needs of grantees as well as legislative best practices.

H. Informational Item:

1. **AC-OCAP 2026 Board Meeting Schedule (Attachment H1)** – The board discussed travel and reimbursements while reviewing the 2026 meeting schedule. Staff M. Huynh explained that reimbursements require legitimate receipts: for parking, the receipt must include the check-in and check-out dates; hotel invoices must be clear; and while Uber or taxi tips are not reimbursed, only the basic fare is covered. There was expressed frustration about inconsistencies, as finance sometimes requests additional documentation, like bank statements, or changes requirements from trip to trip. The reimbursement timeline is often lengthy; for example, M. Huynh submitted a reimbursement request on November 13th and received approval over a month later, after it had passed through multiple channels. Interim Director S. Navarro noted that submitting paperwork in advance—ideally a month ahead, or at the latest, two months before travel—can help expedite payment after the trip. The goal is to process payments within two to three weeks of receiving all supporting receipts, but this is not always achieved. Board members acknowledged the burden these requirements place on volunteers from low-income communities, as they may need to cover high upfront costs or deal with delays and inconsistencies in reimbursements.
2. **Board Roster (Attachment H2)** – None

I. Community Action Partnership Programming Updates (Maria Huynh and Thea On)

1. **Board Vacancies: Low-Income Alameda County, and Low-Income Oakland District 1 (Attachment I1)** – Chair M. Rivera emphasized that board vacancies could hurt funding, as indicated in the state audit. She mentioned that she had recently communicated with the mayor's office regarding attendance expectations and the necessity for official notifications if representatives would be unable to attend meetings. M. Rivera also noted that the mayor's office is still in the process of finding a candidate to fill the mayor's seat on the board. M. Rivera discussed the challenges related to Community Development Block Grant (CDBG) maps. She pointed out that local CDBG boards in each district have been disbanded, resulting in unspent CDBG funds in various areas. She emphasized the importance of accurately identifying CDBG-eligible regions, as these districts are meant to represent low-income subareas rather than simply aligning with city council districts. She also mentioned the difficulty in obtaining an updated CDBG list or map, noting that her most recent version is over 5 years old. Additionally, staff members are working to acquire a current copy. The need for this updated information is critical for ensuring accurate board representation in low-income areas and for the effective utilization of CDBG resources.
2. **Email from David Knight on 11/10/25 regarding Audit Requirements for Grantees (Attachment I2)** – Staff M. Huynh clarified that organizations receiving less than \$1 million in federal funds are not required to undergo a single audit under current federal guidelines. Some grantees had been mistakenly informed that they needed audits due to outdated or unclear language in previous Requests

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for Proposals (RFPs). It was noted that requiring audits for smaller organizations—those below the \$1 million threshold—imposed a significant financial burden, as audits could cost at least \$20,000. This is particularly challenging for grantees who typically receive only \$25,000 to \$50,000 in funding. The board emphasized the importance of equity and discussed the need to review all grantees to ensure none were adversely affected by this incorrect requirement. If any organizations were harmed, the board expressed a desire to find ways to support them. Staff M. Huynh, HSD Interim Director, S. Navarro, and the board agreed to revise the language in future RFPs to correct the audit requirements listed on page 9. They also committed to sending new, accurate communications to all providers regarding their responsibilities. It was agreed that future audit language is consistent with federal regulations and the actual flow of funds.

3. **VITA 2025 Tax Season: Volunteer Recruitment flyer (Attachment I3)** - Staff member T. On announced that the VITA (Volunteer Income Tax Assistance) program will continue in 2026, having secured a grant from UWBA (United Way Bay Area). She emphasized the ongoing need for volunteers, particularly many UC Berkeley students, and encouraged board members to share flyers and the volunteer sign-up form. The VITA program is a vital community service that provides no-cost tax assistance, especially for those eligible for the EITC (Earned Income Tax Credit), which is instrumental in helping families escape poverty. This year, eligibility may be extended to individuals with incomes up to \$70,000, increasing the number of people who can benefit from the program.

J. Open Forum (General Audience Comment Period) – None

K. Announcements:

a. United Seniors of Oakland and Alameda County – None

b. Alameda County Social Services/Board of Supervisors – None

c. City of Oakland:

- S. Navarro announced that Dr. Jason Lester is the new director of the Human Services Department and will be supporting AC-OCAP and other boards. She also mentioned her own transition out of the role as HSD Interim Director.

d. Board Members/Others:

- M. Rivera reminded everyone to get their flu shots.
- M. Margolis made a brief announcement regarding the impact of the National Guard on their organizational projections. Specifically, he noted that they were initially projected to settle 175 this year, but circumstances related to the National Guard have affected that projection. He indicated they would have to wait and see how things develop.

L. Attachments:

- D** Draft Minutes from November 10, 2025, Administering Board Meeting
- G1** Approval of Private Sector Board Reappointment Letter
- H1** AC-OCAP 2026 Board Meeting Schedule
- H2** Board Roster
- I1** AC-OCAP Board Vacancies
- I2** Email from David Knight regarding Audit Requirements for Grantees
- I3** VITA 2025 Volunteer Recruitment flyer

M. Adjournment:

- a. **The Next In-Person Meeting: January 12, 2026**

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MOTION: To adjourn the meeting at 7:22 pm

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

DRAFT