



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 (Standing)

Thursday, September 25, 2025, 5:30 pm – 6:30 pm

City of Oakland - City Hall, 1 Frank H. Ogawa Plaza, Oakland, CA 94612, Hearing Room 3

The Public May Observe This Meeting Remotely by:

Webinar Registration Link:

https://oaklandca.zoom.us/webinar/register/WN_pMNw0c2XTdCjlf6dm8oQpQ

Webinar ID: 824 6562 7734

To make public comments, community members must do so in person at the published location or submit written comments via email to 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: ACA Sofia Navarro 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: 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 September 25, 2025, Agenda.

ACTION ITEM:

- B. Approval of the Executive Committee Minutes from March 27, 2025 – **Attachment B**

ACTION ITEM:

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

- D. Discussion:

1. Executive Committee
 - a. Bylaws Updates – due by 10/31/25
 - b. Board Vacancies (3)
2. Program Planning Committee
 - a. Toy Giveaway Budget Proposal – **Attachment D2a**
ACTION ITEM:
3. Advocacy
 - a. Update on new members
4. 2025 CSBG Grants Update
 - a. RFP (Extend to Grantees for 1 year only / to be voted on at next ABM 10/13/25)
 - b. Hold the 2025 reimbursements to 3 non-compliant grantees (ADITR, CTR, and Urban University – to be voted on 10/13/25)
5. 2026-2027 CSBG Draft CAP Plan
ACTION ITEM:
6. Strategic Plan 2026-2030 (Dedicate one ABM to finalize)

- E. Open Forum: (General Audience Comment Period)

- F. Adjournment:

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

ACTION ITEM:

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

Executive Committee Meeting Thursday, March 27, 2025, 5:30 PM

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

Fund Development Members: Mitchel Margolis

Committee Members Excused: Supervisor Lena Tam (Cesley Ford-Frost), and Rana Matly

Guest(s): Tracy Williams - Urban University (Zoom)

Staff: Dwight Williams 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 March 27, 2025, Executive and Fund Development Committee Meeting Agenda.

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

B. Approval of the draft Minutes from the AC-OCAP Executive Committee Meeting of October 24, 2024. **MOTION:** To approve the October 24, 2024, meeting minutes.

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

C. Public Comment: None

D. DISCUSSION:

1. Program Planning (Attachment D1) – The Executive Committee discussed several areas that needed revision to align with the board goals:

- Reviewed a recent film event and identified key lessons learned.
- Emphasized the importance of earlier event planning and sending invitations.
- Decided against holding another strategic planning retreat.
- Plan to utilize existing retreat outcomes and upcoming survey results for future strategic planning.
- Considered potential options for the 60th anniversary event, including a mixer with grantees.
- Discussed having a booth at the Healthy Living Festival in September and potential collaboration with other events.

The primary goal is to enhance event planning, strategic planning, and organizational communication while focusing on community needs and grant processes.



2. Advocacy – Q. Norwood presented the following key points:

Committee Structure:

- Assigned roles in outreach, delegation, and organizing.
- Developed specific task outlines for each position.

Advocacy Day Preparation:

- Identified potential bills to advocate for
- Planning to meet with legislators.
- The goal is to introduce CAP and explore collaboration opportunities.

Discussion Points:

- Develop talking points about CAP's services.
- Potentially leverage board member A. Ford's connections (who sits on the CalFresh board)
- Focus on introducing CAP and exploring potential legislative support.

Next Steps:

- Finalize specific bills and talking points.
- Schedule meetings with legislators
- Prepare a comprehensive introduction of CAP's work and goals.

The committee emphasized the importance of having a transparent, strategic approach to their advocacy efforts.

Motion: Accept the Advocacy Committee report and the assignments that Q. Norwood discussed.

M/S/Carried: S. Johnson / D. Walker / Motion Carried

3. Bylaws -The committee is working to refine and update the bylaws to improve organizational processes and documentation.

Bylaws Committee Composition:

- Members include Quantum Norwood, Patricia, and Monique Rivera
- Staff T. On will be the document keeper, maintaining different versions of the bylaws

Current Work:

- M. Rivera has completed a first draft focusing on cleanup tasks.
- Correcting references to Alameda County and Oakland
- Addressing 4-5 specific topics for update.



Timeline:

- The committee plans to meet in the next two weeks.
- The goal is to prepare updates for the April Executive Committee meeting.

Focus Areas:

- Updating meeting notice procedures
- Cleaning up organizational language
- Ensuring document accuracy and clarity.

4. Fund Development Committee—M. Rivera suggested that R. Matly attend Advocacy Day in Sacramento and potentially meet with the Long Beach tri-party board to learn about their funding acceptance processes and explore ways to get event sponsors.

Potential Sponsorship Strategies:

- Ask engineering companies to sponsor events.
- Develop a process for seeking event sponsorships.
- Explore ways to get funding beyond traditional grants.

Specific Ideas:

- Potentially ask for sponsorship for events like the walk-in poverty
- Use community connections to secure funding.
- Consider mixer or booth events as opportunities to attract sponsors.

5. Secretary—Previously, staff prepared minutes, which the secretary reviewed. If needed, the secretary communicated with staff about corrections or additions. The final minutes were reviewed before board meetings. In the past, meeting notes were included in paper packages mailed out in advance, and committee reports were part of these comprehensive packages.

Current Recommendations:

- Need to get agendas out earlier.
- Ensure board members read agendas in advance.
- Develop a more robust agenda to track topics.
- Maintain continuity of meeting documentation

Training Needs:

- Discussed potential board training on meeting procedures.
- Emphasis on understanding how to handle meeting documentation and communication.



6. Financial updates—Chair M. Rivera discussed the need for more comprehensive financial reporting, a desire to return to the previous practice of detailed annual financial review, and the possibility of providing more transparent financial information to the board.

Cost Code Details:

- Discussed specific cost codes.
- Explored the potential for advocacy to have a budget and sponsor some events.

Future Financial Reporting:

- M. Rivera suggested pulling out an old financial reporting template.
- Aim to provide more detailed financial information to board members annually.
- Ensure the board understands budget allocations and spending.

7. Organization – The Committee discussed the need for a clear organizational framework and the desire to create a calendar for scheduling events. Discussed potential timing for events like retreats and board meetings.

Upcoming Events in April:

- Head Start at Fairyland on April 11th.
- Grantee orientation on April 8th
- Tax site closure on April 10th.
- VITA Celebration on April 17th at West Oakland Public Library
- Advocacy day on April 2nd and 3rd

Strategic Planning:

- Discussed creating a standard operating process.
- Emphasized the importance of having a robust agenda.
- To ensure all topics are tracked and addressed.

Board Training:

- Discussed the need for board training.
- Focus on understanding processes and roles.
- Ensure clear communication and meeting procedures.

Survey and Community Engagement:

- Planned to send out a community input survey.
- Discussed distributing the survey to board members and grantees.

8. NCAF Report – Move to discuss at next Administering Board Meeting



9. 2024 Budget Expenditures (Attachment D9) – D. Williams reported the 2024 expenditures reviewed through February 2024. Salaries for February were still being processed. He also confirmed all the allocated money for 2024 will be expended. He is currently working on a resolution for the 2025 program. The resolution is currently in the legal and budget review stages. The preliminary 2024 outcomes report is being finalized. He plans to submit a budget modification to ensure no overspending in any area. D. Williams is preparing to present a detailed financial report at the board meeting.

10. Mental Health Services Act Community Survey for Grantees (Attachment D10)—Noah Gallo (Alameda County Behavioral Health Department) introduced the Mental Health Services Act Community Survey during a previous public forum and wanted the board to send it to grantees. The committee discussed whether to send the AC-OCAP surveys first and then determined a timeline for sending the Mental Health surveys. Staff T. On will send out the surveys and encourage grantees to complete both surveys to ensure electronic submission.

MOTION: Approve sending the Mental Health Surveys to Grantees, but first, conduct the AC-OCAP survey before sending them out.

MIS/Carried: S. Johnson / D. Walker / Motion Carried

E. Informational Item:

a. **2025 CalCAPA Advocacy Day in Sacramento - April 3rd** – None

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

G. Adjournment of Meeting

MOTION: To adjourn the meeting at 7:30 pm

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

The Executive Committee Meeting is scheduled for April 24, 2025

Holiday Toy Drive Event Proposal

Overview – The Alameda County – Oakland Community Action Partnership Board Program Planning Committee would like to host a holiday toy drive at the end of the year. We will be serving families with small children, ages 0 to 12, with 500 toys.

Toys for donation can be purchased through an online registry created by the AC-OCAP Program Planning Committee (PPC). We are also accepting monetary contributions from AC-OCAP board members.

The PPC is requesting approximately \$3,000 from the Board for event materials, including funds to purchase a limited number of toys. Please see below for details.

Event Date – December 13th, 9 am – 6 pm

Location – Supervisor Lena Tam’s Office

Budget –

Item	Amount
Toys	
Toys aged 2 to 4 average cost, \$15.00 x 40	\$600
Toys ages 5 to 7 average cost, \$25.00 x 35	\$875
Toys ages 8 to 12 average cost, \$30.00 x 25	\$750
Tax	\$229
Total for Toys	\$2454
Gift Bags	
Peppermint sticks, 400	\$70
Hot chocolate, 600 packages	\$120
Popcorn microwave, 308 packages	\$119
Candy 9 lbs. about 3 pieces per bag	\$75
Gift bags	\$20
Tax	\$4.40
Total for Gift Bags	408.40
Cumulative Total	\$2862.40

Revised 7/21/25 by AG, pg. 1

Event Timeline –

Meeting/Activity	Date	Outcome	Status
Program Planning Committee Meeting	June 11 th	Instructed to provide a detailed budget and overview of the event to submit to the administrating board meeting on July 14 th	Completed
Administrating board meeting	July 14 th	No quorum – event budget and overview not approved	Completed
Program Planning Committee Meeting	July 16 th	Advised by staff to resubmit updated budget with more details on the event, including timeline, to the Executive Committee for approval	Completed
Executive Committee Meeting	July 24 th	TBD	In progress
Send save the date and letter to elected officials and city/county departments requesting toys	August 8 th	TBD	In progress
Accepting toy donations	August 8 th to November 24 th	TBD	In progress
Request for toys application and official event flyer sent out to the community	October 1 st , with a deadline of October 31 st .	TBD	In progress
Announcement to families who have been selected	November 24 th to December 1 st .	TBD	In progress
Event Day	December 13 th - 9 am – 6 pm	TBD	In progress