



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



Visit us on the web at [AC-OCAP.com](http://AC-OCAP.com) or contact us by email at [AC-OCAP@oaklandnet.com](mailto:AC-OCAP@oaklandnet.com)

**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

Thursday, March 28, 2024, 5:30pm.

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

The Public May Observe and/or Participate in This Meeting by:

To make public comment, community members will need to do so in person at the published location.

To observe the meeting by video conference, please use the zoom participation link:

Join Zoom Meeting

<https://us06web.zoom.us/j/82465627734?pwd=rzb4qPqQNasvZ9T6X1wkDviwO6dTyZ.1>

Meeting ID: **824 6562 7734**

Passcode: **002700**

**Executive Committee Membership:** Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Supervisor Lena Tam (Cesley Ford-Frost), and Mitchell Margolis

**Staff:** Dwight Williams

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

- 1 Call to Order/ Roll Call / Quorum of Executive Committee Meeting  
ACTION ITEM:
- 2 Approval of the Agenda - ACTION ITEM
- 3 Public Comment: (Specify Agenda Item(s): Audience Comment Period)
- 4 Approval of the January 25<sup>th</sup> and February 22<sup>nd</sup>, 2024, Executive Committee Minutes – ACTION ITEM  
  
Attachment 4a, 4b
- 5 Discussion:
  - a. Updates on Committees
    - i. Advocacy
    - ii. Planning
  - b. Budget – Attachment 5b
  - c. Bylaws
  - d. Funding
- 6 Informational Item:
  - a. VITA Program
  - b. Required Administering Board Meeting Date Changes
    - i. September 9, 2024 (Admissions day)
    - ii. November 11, 2024 (Veterans Day)
  - c. Other
- 7 Announcements:
- 8 Public Comment: (Specify Agenda Item(s): Audience Comment Period)
- 9 Open Forum: (General Audience Comment Period)
- 10 ACTION ITEM: Adjournment
  - a. The Next Executive Committee Meeting is on April 25, 2024

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**MINUTES**



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

**EXECUTIVE COMMITTEE MEETING (STANDING)**

Thursday, January 25, 2024, 5:30 p.m.-7:30 p.m. at Oakland City Hall - 1 Frank H. Ogawa, Hearing Room 3

**AGENDA**

1. Call to Order at 5:42pm

Roll Call:

Present – M. Rivera, S. Johnson, B. Cook.

Absent at Roll Call – A. Ford.

Excused – C. Frost.

Staff: Dwight Williams

2. Recite Alameda County- Oakland Community Action Partnership (AC-OCAP) Promise  
Not recited

3. Approval of Agenda: Motion to approve agenda B. Cook, Second by S. Johnson. Motion carried.

4. DISCUSSION ITEMS:

a) Executive Committee Priorities - Due to the system wide hack of the City of Oakland, historical documents were lost. The Exec Board and Staff requests that members send documents and history to fill history gaps when possible. The Chair is working closely with staff to re-create processes and Dwight has worked numerous hours to capture the data.

b) Fed/State Funding Opportunities – Part of the advocacy trip to Washington D.C. is to research additional funding opportunities. The best option would be for each committee member to assist in research. The Exec Board will wait until the Annual Retreat to get advocacy ideas so that the research and fundraising can be directed and strategic. For example, a programming idea was presented to host a town hall discussion about the ways poverty will likely show up in 2024. At the next Executive Board meeting, the committee will look at big ideas and how they can be approached.

c) Review budget – Some funds are available due to staffing shortages. Only seven of the eighteen grant agreements have been processed. The other eleven are still in the queue with the Risk Management department. All funds need to be expended, so invoices must be submitted by the grantees by the beginning of April to be processed before the state deadline of April 30<sup>th</sup>.

d) Review by-laws – The By-laws have not been updated since 2011. We are out of compliance with the Organizational Standards which state that the agenda should be distributed 10 days before the meeting, but the Board has been following the City's rule

of 72 hours. A recommendation was made to review items that are out of compliance. M. Rivera & A. Gums will review the 2011 version and bring recommendations for corrections and changes to the Feb Executive Board meeting on 2/29/24.

e) Update on Committee Assignments

- Program Planning Committee – no update
- Advocacy Committee – A recommendation was made to use data points to determine how funds are spent.
- Other Programs/ Assignments – Move Board Member Mitch Margolis off the Executive Committee while he is in school and ask which committee he would like to join.

5. INFORMATIONAL ITEM:

a) NCAF Conference - Washington DC - 3/11/24 - 3/15/24. Dwight has registered Monique, David, and himself and the trip has been approved to attend the NCAF Conference. The City of Oakland will pay in advance for registration, hotel, and airline fees but not for per diem, meals, or ground transportation.

b) Monique wants to ensure that Scott is aware of the AC-OCAP By-Laws regarding hiring the Executive Director.

c) CalCAPA Legislative Day - Sacramento, CA - 4/30/24 - 5/1/24 – No one has requested to attend the conference. Request must be received by 2/29/24.

6. Announcements:

a) Alameda County Point-In-Time Homeless Count - The Point-In-Time Count flyer was sent out previously and the event was held today.

b) VITA/EITC Tax emails were sent out announcing the Grand Opening on 2/1/24, 1:00pm – 1:30pm at West Oakland Library. It is listed on social media websites and sent to the grantee contact list.

7. Public Comment: (Specific Agenda Item(s): Audience Comment Period)

Can we advise about securing insurance for volunteers who will be providing messages to the tax preparers?

8. Open Forum: (General Audience Comment Period) – None

9. Adjournment – 6:59pm

10. The Next Executive Committee Meeting is on **February 29, 2024**



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

### Executive Board Meeting

Thursday, February 29, 2024, 5:30 p.m.

Staff: Dwight Williams

#### 1. Call to Order/Roll Call/ Quorum of Executive Committee Meeting – Action Item

Chair M. Rivera called the February 29, 2024, Executive Board Meeting to order at 5:35pm.

Chair M. Rivera performed Roll Call, and a quorum was established at 5:36 p.m.

**Board Members Present:** Monique Rivera (Chair), Brigitte Cook (Secretary), Andrea Ford (Treasurer)

**Board Member Excused:** Sandra Johnson (Vice-Chair), Supervisor Lena Tam (Cesley Ford-Frost)

#### 2. ACTION ITEM: Approval of Agenda

**MOTION:** To approve the February 29, 2024, Executive Board Meeting as is made by A. Ford and seconded by B. Cook. Motion was carried.

#### 3. DISCUSSION ITEM:

##### a. Composition of Committees

- i. Executive: (5)
- ii. Advocacy: (6)
- iii. Planning: (5)

##### b. Updates on Committees

Executive - Mitchell Margolis has a conflict at this time but would like to return to the Executive Committee. Chair M. Rivera will add him back to the committee when he is available. There was an unplanned change of location for the Executive Committee this month. The Chair will provide a schedule of Executive Committee meetings for the remainder of the year at a future meeting.

The City Administrator denied the board member travel requests to the National Community Action Foundation in Washington D.C. due to a missed 60-day deadline based on changed guidelines. He recommends that the Board members attend virtually instead.

Advocacy/Planning – These committees are working together on the 2024 Retreat. To facilitate the process, Chair M. Rivera provided a project management plan with benchmarks, timelines and action steps. Although the committee has a desired facilitator that has worked with AC-OCAP in the past, a total of three bids must be secured. Several locations options were presented, all of which are relatively expensive compared to free or low-cost spaces used previously such as the West Oakland Youth Center or churches. The committee will continue to work on a budget, set goals and establish a timeline. The

committee's projected date is May 2024, but June 2024 is more realistic. A recommendation was made to review archived Board minutes for previous retreat planning processes. The minutes are archived on the AC-OCAP website.

Chair M. Rivera recommends we focus on the Legislative Day and 60<sup>th</sup> Anniversary event at this time. Ideas for the 60<sup>th</sup> Anniversary include a meet and greet for grantees and an event open to the community. A request was made to research what other CAPS are doing for the Anniversary. The budget is \$5,000.00 and is scheduled for May and is being led by the Advocacy committee.

Advocacy also wants to learn more about what is happening in the community and how we can interact more. The committee also wants to write a letter of support for the open director position.

Five board members have volunteered to attend Legislative Day in Sacramento. All forms must be submitted by March 1, 2024. A representative from the state is scheduled to conduct Board training at the next Administrating Board meeting.

c. 2023 Expenditures

As of today, fourteen contracts have been approved and four are pending with contract compliance. Any funds not expended are supposed to be sent back to the State. AC-OCAP has never sent money back. The current budget staffing is broken out as follows:

10.1	½	Admin Director
	1	Fulltime Admin Assistant
20.1	½	Admin Director
	1	Fulltime Program Analyst

Chair M. Rivera will review the budget with Staff Williams, estimate the amount that will not be expended to discuss at the next Administering Board Meeting.

d. Review AC-OCAP by-laws

Chair M. Rivera located the most recent draft of proposed revisions to the by-laws from 2017 which were never ratified. An Ad Hoc committee will review and bring recommendations for updates.

4. **Public Comment/s:** if there are members from the public in the audience & what their comments were.

**Summary:**

Laura Villa Gomez, a new grantee from Love Never Fails, came to observe.

5. **INFORMATIONAL ITEM:**

None

6. **INFORMATIONAL ITEM: Announcements**

a. Alameda County Point-in-time Count updates

The Count went well and was led by Alameda County Healthcare. The survey takes more time than planned but included an app which helped to streamline the process. One noted issue was that respondents were not pleased to be awakened at 5am.

b. **VITA Program**

The program is available on Tues, Weds and Thursday and lunch and dinner is provided for the community and the volunteers. VITA is on track to exceed the number of participants from last year. The senior participants prefer a hard copy of their taxes versus electronic copies of their documents, so additional paper was purchased.

7. **Public Comment/s:** if there are members from the public in the audience & what their comments were.

**Summary:**

**Emoinee Anderson** noted that it is not easy to bring people together in Oakland. We need to stick together while things are crumbling. She expressed gratitude to AC-OCAP for the work of the committee.

8. **ACTION ITEM: Adjournment**

**MOTION:** To adjourn the meeting made by A. Ford seconded by B. Cook. Motion carried at 6:50pm

**The Next Executive Committee Meeting: March 28, 2024**

DRAFT

# Attachment 5b

## AC-OCAP Budget Details 2023

Project Numl	Employee Name	EARS	Supplier Name	Expenditure Type	Sum of Total Cost
1005642	Staff1				41,724.07
	Staff2				0.00
	Staff3				73.21
	Staff4				6,463.64
	Staff5				389.36
	Staff6				124,915.98
	(blank)	10.3 Operating Expenses	ANDREA FORD	55112 Comm Transportation	513.15
				55113 Meals	156.00
				55114 Per Diem, Lodging	612.52
			ANGELICA GUMS	55112 Comm Transportation	513.15
				55113 Meals	211.50
				55114 Per Diem, Lodging	816.69
			BOXICHEF INC	52911 Bottled Water, Food	366.78
			CAFFE TEATRO	52911 Bottled Water, Food	1,226.57
			COMMUNITY ACTION PARTNERSHIP	55212 Registr, Tuition	2,865.00
			CORODATA RECORDS MANAGEMENT INC	53219 Rental: Misc	45.26
			Dwight Williams	55112 Comm Transportation	597.16
				55113 Meals	433.50
				55114 Per Diem, Lodging	1,547.36
			Maria Huynh	55113 Meals	111.00
				55119 Misc Travel Exp	0.00
				55212 Registr, Tuition	817.88
			NATIONAL COMMUNITY ACTION	55312 Memberships: City	1,000.00
			PANERA BREAD COMPANY	52911 Bottled Water, Food	347.36
			T MOBILE USA	53117 Cell Phone	344.12
			THE ROTISSERIE DELI	52911 Bottled Water, Food	672.52
			WIPFLI LLP	55212 Registr, Tuition	925.00
			ZOOM VIDEO COMMUNICATIONS INC	52213 Minor Comp Hdware	0.00
				55214 On-Line Datbse Serv	161.14
			(blank)	55112 Comm Transportation	-1,623.46
				55113 Meals	-690.00
				55114 Per Diem, Lodging	-2,654.25
				55212 Registr, Tuition	-3,690.00
				56211 Telephone, Instal	713.00
				56311 Printing	479.00
		10.6 Supcontractor	(blank)	54919 Services: Misc	0.00
<b>1005642 Total</b>					<b>180,384.21</b>

AC-OCAP Budget Details 2023

1005643	Staff7				0.00
	Staff8				122,838.76
	Staff6				76,513.82
	(blank)	20.3 Operating Expenses	<b>4IMPRINT INC</b>	52919 Misc, Commodities	1,361.98
			<b>AARDVARK LASER ENGRAVING</b>	52919 Misc, Commodities	238.13
			<b>ALAMEDA COUNTY COMMUNITY FOOD BA</b>	52911 Bottled Water, Food	4,620.00
			<b>CAFE GABRIELA LLC</b>	52911 Bottled Water, Food	325.24
			<b>CAFFE TEATRO</b>	52911 Bottled Water, Food	1,546.25
			<b>CALIFORNIA COMMUNITY ACTION PARTNE</b>	55312 Memberships: City	8,081.82
			<b>CORODATA RECORDS MANAGEMENT INC</b>	53219 Rental: Misc	122.16
			<b>FEDERAL EXPRESS</b>	53611 Postage and Mailing	32.69
			<b>FEDEX OFFICE</b>	53611 Postage and Mailing	8.74
			<b>INTERNATIONAL CONTACT INC</b>	53719 Misc Services	100.00
			<b>THE BIG APPLE CAFE</b>	52911 Bottled Water, Food	2,003.38
			<b>WYNN CATERING &amp; EVENTS</b>	52911 Bottled Water, Food	1,074.94
			<b>(blank)</b>	52213 Minor Comp Hdware	5,204.91
				52919 Misc, Commodities	13,208.34
				53219 Rental: Misc	-32.46
				53611 Postage and Mailing	15.05
				53719 Misc Services	1,734.00
				56211 Telephone, Instal	1,222.00
				56311 Printing	821.00
		20.5 Out of State Travel	<b>ANDREA FORD</b>	55112 Comm Transportation	23.14
				55113 Meals	92.00
				55114 Per Diem, Lodging	204.20
				55119 Misc Travel Exp	152.93
			<b>ANGELICA GUMS</b>	55112 Comm Transportation	-10.56
				55113 Meals	36.50
				55114 Per Diem, Lodging	346.79
			<b>CITYGOVAPP INC</b>	55212 Registr, Tuition	9,204.00
			<b>COMMUNITY ACTION PARTNERSHIP</b>	55212 Registr, Tuition	600.00
			<b>Dwight Williams</b>	55112 Comm Transportation	157.46
				55113 Meals	56.50
				55114 Per Diem, Lodging	178.33
				55212 Registr, Tuition	100.00
			<b>Maria Huynh</b>	55119 Misc Travel Exp	39.66
			<b>(blank)</b>	55112 Comm Transportation	1,623.46
				55113 Meals	1,137.50

## AC-OCAP Budget Details 2023

1005643	(blank)	20.5 Out of State Travel	(blank)	55114 Per Diem, Lodging	2,654.25
				55212 Registr, Tuition	17,821.53
		20.6 Subcontractors	COVENANT HOUSE CALIFORNIA	54912 3rd Party: Grants	40,000.00
			NEW DOOR VENTURES	54912 3rd Party: Grants	40,000.00
			PAGE TOMBLIN	54919 Services: Misc	3,250.00
			RUBICON PROGRAMS INC.	54912 3rd Party: Grants	39,730.00
			ST. MARY'S CENTER	54912 3rd Party: Grants	40,000.00
			THE ALLIANCE FOR COMMUNITY WELLNESS	54912 3rd Party: Grants	6,956.00
			(blank)	54912 3rd Party: Grants	16,579.90
<b>1005643 Total</b>					<b>461,974.34</b>
<b>Grand Total</b>					<b>642,358.55</b>