



MINUTES



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

Administering Board / Special Executive Committee Meeting Monday, November 4, 2024, 5:30 PM

Board Members Present: Monique Rivera (Chair), Andrea Ford (Treasurer), Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), David Walker, Patricia Schader, Quantum Norwood, Supervisor Lena Tam (Cesley Ford-Frost, Councilmember Carroll Fife (Tonya Love), Mayor Sheng Thao (Dr. Kimberly Mayfield), Alameda County Supervisor Nate Miley (Angelica Gums), and Mitchell Margolis

Board Member Excused: Councilmember Noel Gallo (Ana Tellez-Witrigo), and Diana Maravilla

Board Vacancies: Community Development Block Grant (CDBG) District 4 and Private Sector

Staff: Dwight Williams, Thea On, and Maria Huynh

Guest(s): Rana Bader Matly

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the November 4, 2024, Administering Board Meeting to order at 5:35pm. The AC-OCAP Promise was recited.
- B. Roll Call/Determination of Quorum**
Staff Thea O. performed Roll Call and a quorum was established at 5:37p.m.
- C. Approval of Agenda**
MOTION: To approve the November 4, 2024, Administering Board Agenda.
M/S/Carried: K. Mayfield / B. Cook / Motion Carried
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of September 16, 2024 - Attachment D1**
MOTION: To approve the draft September 16, 2024, Administering Board / Special Executive Committee minutes.
M/S/Carried: A. Gums / T. Love / M. Rivera Abstained / S. Johnson Abstained / Motion Carried
- E. Public Comment: (Specific Agenda item(s): Audience Comment Period)** – Guest Rana Bader Matly was introduced as a community member from District 4 who was attending the meeting to potentially join the Board. She has been a resident of the district for over 12 years. She has an MBA and over 20 years of experience in development and fundraising.
- F. INFORMATIONAL: City of Oakland Combined Charities (Attachment F1)** – The City of Oakland currently offers employees an opportunity to make donations directly from their paycheck. Staff T. On noted that donation forms are available online for City of Oakland employees. M. Rivera noted that in the past, many companies would include charity donation options as part of employee benefit packages, but this has become less common in the last 5 years. Staff D. Williams mentioned there is currently around \$35,000 in the

designated charity fund for AC-OCAP. The last discussion was about potentially using these funds for a scholarship or other purpose, but nothing was decided.

G. Board Committee Updates:

1. Executive Committee

- a. Federal Funding Updates** – Chair M. Rivera stated that plans are being made to attend the National NCAF Conference in Washington D.C. in March 2025 to talk to people about federal funding for the Community Action Partnership.
- b. Updates on Funding Research (other CAPs)** – No Updates.

2. Program Planning

- a. Nonprofit and other local agency funding** – The Program Planning Committee will be looking at nonprofit and other agencies and advocacy to find out how other community action partnerships are getting funded.
- b. Board Retreat Working Session - November 16th (Attachment G2b)** – A. Gums provided an overview of the draft agenda for the Board Retreat scheduled for November 16th. The retreat will be held at Oakland City Hall. The 90-minute race and equity training has been replaced with a 60-minute presentation by the Director of Community Assessment Planning and Evaluations for the Alameda County Public Health Department on poverty and health inequities. There will be a deep dive into the strategic plan and how to leverage current city initiatives. There was discussion around incorporating the race and equity training, with B. Cook suggesting making the online training available to board members as a baseline, and then having a more targeted discussion on how to incorporate race and equity into the RFP process. The board agreed to have a follow-up working meeting in December to further discuss the outcomes and action items from the retreat.

MOTION: To approve the agenda for the Working Session Retreat scheduled for Saturday, November 16th from 10am-3pm at Oakland City Hall.

M/S/Carried: B. Cook / Q. Norwood / Motion Carried

3. Advocacy

- a. CAP Funding (State)** – No Report

- 4. Board Elections to be held at next Board meeting (Dec. 9, 2024)** – Vice Chair S. Johnson announced that elections will be held at the next board meeting on December 9, 2024, for the positions of Chairperson, Vice Chairperson, Secretary, and Treasurer. All elected positions on the board have 2-year terms.

H. Community Action Partnership Staff Updates

1. AC-OCAP Grantee Programming Updates – Maria Huynh

- a. Grantee Agreement status 2024 (Attachment H1a)** – Staff M. Huynh reported there are 18 total AC-OCAP grantees. 11 of the 18-grant amendment #1 packages have been fully signed and executed (61% of the total). 2 grantees (St. Mary's Center and Rubicon Programs) have had their funds disbursed.
- b. Grantee Desk Audits (Attachment H1b)** – AC-OCAP staff will be conducting desk audits with all 18 of the current grantees. The purpose of the desk audits is to get to know the grantees and their organizational operations, program activities, and program performance. The grantees are required to submit 10 audit documents by November 15th as part of the desk audit process. AC-OCAP staff

will conduct site visits in 2025, initially focusing on the grantees that are facing the biggest challenges with programming or documentation.

- c. **Grantee Presentations to AC-OCAP Board** – Grantee presentations to the AC-OCAP Administering Board will start in December 2024 and continue monthly, with the goal of having 2 presentations in December and 4 per month after that. The grantees will have 15 minutes - 10 minutes for the presentation and 5 minutes for Q&A. The grantees will be presenting on their scope of work, program, participants, outcomes, and how they are making an impact in the community to alleviate poverty.
- d. **HERA's Free Workshop on Student Loans - Nov. 12, 2024 - (Attachment H1d)** – HERA (Housing and Economic Rights Advocates), will be providing a free open to the public in-person workshop on November 12th at Laney College from 12 noon to 2:30pm. There is free parking on site. The workshop will cover topics on how to reduce student loan payments, how student loans can be canceled, and what to do if someone is behind on their student loan.

2. Administrative Activities – Dwight Williams

- a. **Board Vacancies: Community Development Block Grant (CDBG) District 4 and Private Sector** – D. Williams reported that there are currently two board vacancies: One in District 4 and one in the private sector. The private sector position has been vacant for 3 years. The board discussed strategies for filling these vacancies, including reaching out to Rotary Clubs to see if they can recommend a candidate for the private sector position. Chair M. Rivera mentioned following up with a contact she had made who may be able to help find a private sector representative. There was recognition that filling board vacancies can be challenging, as many boards are facing similar issues with membership. The Board emphasized the importance of trying to fill these vacancies, as having a full board is beneficial for the organization.
- b. **VITA Tax Program Plans** – The VITA Tax program will start operating in February 2025. The program will be based at the West Oakland Public Library, with training sessions for preparers scheduled for 3 Saturdays in December and 3 Saturdays in January. Taxes will be prepared on Tuesdays, Wednesdays, and Thursdays, with the additional of the first Saturday of March and April. An additional \$10,000 in grant funding has been received for the VITA program from United Way Bay Area. These United Way funds cannot be used for food expenses.
- c. **Organizational Standards status update** – There were 9 items that were not acceptable for the Organizational Standards. Several of these items have been corrected, including the by-laws issue that required board members to acknowledge that they have received a recent copy. Another issue was that since AC-OCAP does not have any staff who are ROMA (Results Oriented Management and Accountability) trained, this service will need to be contracted out. The challenge with the ROMA training is that the required training in Sacramento is more than 75 miles away, so the staff member who lives halfway there cannot get reimbursed for an overnight stay, per the City of Oakland travel reimbursement policy.
- d. **2024 Budget Expenditures thru August 2024 (No attachment)** – As of August 2024, AC-OCAP has spent \$244,559.81 out of the total budget. Most of the budget is allocated for the grantee reimbursements, but grantee approvals have been slow to be processed, so they have not yet processed many grantee reimbursements. The board acknowledged that the underspending is largely due to salary savings, as AC-OCAP is currently short-staffed. The state allows until April 30, 2025, to spend the 2024 budget.
- e. **Board Resolution 10-24 (Attachment H2e)** – D. Williams presented a resolution to give AC-OCAP signing authority to the Assistant City Administrator (ACA), LaTonda Simmons, effective October 1, 2024. This resolution was necessary because a previous amendment (Amendment #2) had been signed by someone that was not approved by the board to sign documents. The state rejected the previously submitted amendment due to the unauthorized signature. This new resolution is needed to formally authorize ACA LaTonda Simmons to sign documents on behalf of AC-OCAP. Chair M. Rivera expressed some concerns about the frequent turnover and lack of permanent leadership in the City Administrator's office, which has caused delays and issues with getting documents signed. The board discussed the importance of getting this resolution approved in order to be able to accept

certain grant funds that have been held up due to the signature issue. The board ultimately voted to approve Resolution 10-24, authorizing LaTonda Simmons as the signing authority.

- f. **CAP Plan 2026-2027 and Community Needs Assessment** – D. Williams reported that he has started working on the community needs assessment as part of the development of the CAP Plan for 2026-2027. He noted that he needs to hire a contractor to help him with the community needs assessment, as it has been sitting unfinished while other more immediate priorities have taken precedence. D. Williams discussed some ideas for potentially increasing participation in both the CNA and the VITA (Volunteer Income Tax Assistance) tax preparation program, which include targeted outreach in the census tracts around the West Oakland library location where the VITA program will be based. We can potentially have volunteers distribute flyers door-to-door in the neighborhood. We should also connect with organizations like Head Start, WIC, and community health centers to promote the VITA program hosted at the West Oakland Public Library.
- g. **Holiday Plans** – We are working on holiday plans, that includes a holiday meal. Chair M. Rivera noted that for the December 9th board meeting, they typically open it up to have more attendees and provide more food. She suggested inviting some of the grantees or community members to attend the December meeting, as they usually have enough food. M. Rivera also mentioned that they want to make the December meeting more bicultural and include tamales in addition to the traditional Thanksgiving meal. A. Gums discussed the possibility of recognizing Community Action Month and getting a proclamation from the City of Oakland or Alameda County.

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

J. **Announcements**

a. **United Seniors of Oakland and Alameda County:**

- S. Johnson announced United Seniors of Oakland and Alameda County held a meeting last Friday. There will be a 2024 holiday desktop computer drive. The Computer and Technology Resource Center, in partnership with United Seniors of Oakland and Alameda County, will be providing free refurbished desktop computers in December 2024. Interested individuals can call Mary Brad at 510-729-0852 to inquire about the computer giveaway and get more details. The computer giveaway event is scheduled for December 8, 2024, at 2pm. There will also be a Valentine's Day party planned by United Seniors of Oakland and Alameda County in February 2024, and more details will be provided to the board secretary.

b. **Alameda County Social Services/Board of Supervisors:**

- A. Gums shared information about a recognition luncheon for Supervisor Carson and Supervisor Glover. The luncheon is being hosted by the African American Roundtable Policy Committee on Thursday, December 19th at Jeffrey's Inner Circle. She suggested it would be good to have representatives from the AC-OCAP board attend the luncheon, as it is the type of event where the board should have a presence. The luncheon costs \$50 per person to attend.

c. **City of Oakland:**

- K. Mayfield stated the final clean and safe street town hall meeting was held the last week in October for the Yemeni community, and it that was well attended and well received. She wants to amplify that there were no homicides in the city of Oakland for the month of October.

d. Board Members/Others:

- D. Walker announced that he has accepted a full-time role as Chief Network Officer with the Brotherhood of Elders. He mentioned this new role aligns with the work being done by the AC-OCAP board.
- Chair M. Rivera reminded everyone to get their flu shots and COVID-19 vaccinations, as it is expected to be a severe flu season this year. She noted that hospital staff in Alameda County are now required to wear masks again.

K. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 7:15pm

M/S/Carried: D. Walker / P. Schader / Motion Carried

The Next-In-Person Meeting: December 9, 2024