



## MINUTES



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

**Administering Board / (Special) Executive Committee Meeting (Standing)**

**Monday, September 8, 2025, 5:30 PM**

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

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**Board Members Present:** Monique Rivera (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), Rana Matly, Patricia Schader, and Michelle Edmond.

**Board Member Excused:** Sandra Johnson (Vice-Chair) and Mitchell Margolis

**Board Member Absent:** Councilmember Ken Houston

**Board Vacancies:** Low-Income District 1, Alameda County Low-Income (District at Large), and Alameda Low-Income.

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

**Guest(s):** Nina Scott (Rubicon Programs), Terrence Riley (Community Member), and Alice Rice (Ashland Cherryland Recreation Park)

**Staff:** Interim ACA Sofia Navarro, Thea On, and Maria Huynh

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**A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**  
Chair M. Rivera called the September 8, 2025, Administering Board Meeting to order at 5:40 p.m. The AC-OCAP Promise was recited.

**B. Roll Call/Determination of Quorum**  
Staff T. On performed Roll Call; QUORUM for Administering Board Meeting was established at 5:42 p.m.

**C. Approval of Agenda**  
**MOTION:** To approve the September 8, 2025, Administering Board Agenda.  
**M/S/Carried:** A. Gums / R. Matly / Motion Carried

**D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of June 9, 2025 (Attachment D)**  
**MOTION:** To approve the minutes from the Administering Board Meeting on June 9, 2025  
**M/S/Carried:** P. Schader / A. Ford / Motion Carried

**E. Public Comment: (Specific Agenda item(s): Audience Comment Period) – None**

**F. Community Action Partnership Board (CAP) Updates:**

**1. Executive Committee:**

- a. **AC-OCAP By-Laws Update**—Chair M. Rivera mentioned updating the wording to change notice periods from 72 hours to one week, and keeping language that allows the board to choose their staff person—no significant changes to existing positions. P. Schader and Chair M. Rivera plan to meet to finalize the bylaws updates.
- b. **NCAF Updates** – None
- c. **NCAF Annual Convention Takeaways (M. Huynh)** – Staff M. Huynh shared her takeaways from the NCAF Convention in Detroit, MI. On Tuesday, she attended a CCAP meeting with Charles McCann. On Wednesday, she participated in a fiscal roundtable discussion focused on navigating policy challenges and potential funding uncertainties for the Community Services Block Grant (CSBG). On Thursday, she took part in a two-hour CCAP tabling event and attended the general session, where she received a legislative update from David Bradley regarding CSBG funding. Finally, on Friday, she attended a session about the dynamic relationship between board chairs and executive directors, emphasizing the importance of relationships, transparency, and collaboration within boards and leadership teams.

## 2. Fund Development:

- a. **List of Prospect Foundations for Board Approval** – R. Matly discussed the list of prospective foundations, noting that they have targeted ten foundations for potential funding. Most private foundations distribute their funds through Iconic Impact, which is the philanthropic arm of a private equity firm. Foundations such as those established by Zuckerberg and Gates focus on social impact and economic mobility through Iconic Impact. R. Matly suggested adding Iconic Impact to their list of potential funders. The plan is to start sending high-level introductions and requests to engage in proposals. Chair M. Rivera recommended reviewing each foundation's Request for Proposal (RFP) process to understand their funding timelines and requirements. The goal is to develop a strategic approach to potential funding sources.
- b. **Nonprofit and other local agency funding** – None
- c. **Updates on Funding Research (other CAPs) and State** – None

## 3. Program Planning:

- a. **Toy Drive Budget Proposal Approval (Attachment F3a)** – A. Gums announced that the upcoming "Save the Date" event for the Toy Drive is underway. Letters will be sent to elected officials requesting their support in donating toys. The planning is behind schedule, as it was initially intended for the first week of August. Board members are encouraged to help on the day of the event. She noted that the committee has decided not to wrap the gifts, and participants will be able to pick them up directly. A. Gums also emphasized the importance of sharing event details promptly and encouraging broad participation from board members.

## 4. Advocacy:

- a. **Legislative Update** – T. Love provided an update on the bill status. Initially, there were 5-6 active bills, but by the time of recess, only three remained active. Most bills that would require state funding have been put on hold, particularly those related to paying contractors and managing medical care. One active bill is SB 63, which focuses on Transportation Funding. It proposes a half-cent sales tax across five counties: Alameda, Contra Costa, San Francisco, Santa Clara, and San Mateo. This measure is scheduled to appear on the ballot in 2026, with modified voting requirements intended to facilitate its passage. Additionally, a bill concerning online meetings is still under consideration. AB 648, which addresses affordable housing for community college students, remains alive. During the discussion, T. Love highlighted potential challenges related to public transportation funding and inconsistencies in remote meeting policies across various boards and commissions, emphasizing the potential impacts on public transportation and the uncertainties surrounding funding.

## 5. December Meeting Location

- a. Alameda County Supervisor Lena Tam's office, San Leandro

**MOTION:** To hold the December meeting in San Leandro, with the intention of having a location that can accommodate serving food and ensuring elected officials can attend.

**M/S/Carried:** P. Schader / A. Gums / Motion Carried

**G. Informational Item:**

1. **Diana Maravilla Board Resignation Letter (Attachment G1)** - None

**H. Community Action Partnership Programming Updates (Chair M. Rivera and Maria Huynh):**

1. **Board Vacancies: Low-Income Alameda County at large, Low-Income Alameda County, and Low-Income Oakland District 1 (Attachment H1)** – Chair M. Rivera discussed several openings:

Vacancies:

- District 1
- District 5 (Councilmember Noel Gallo)
- Mayor's Office
- Low-Income Alameda County (District at Large)
- Low-Income Alameda County

Total Openings:

- Approximately 3 vacancies out of 18 board member positions and 2 elected officials' representatives.

Discussion Points:

- Need to fill positions from elected offices.
- No current representative from the mayor's office
- Discussed potential strategies for recruitment.
- Emphasized board's willingness to support new members (e.g., providing childcare, covering transportation)

Specific Notes:

- District 7 (Councilmember Ken Houston), the board emphasized the importance of finding a representative who can actively participate.

2. **AC-OCAP Board Resolution 09-25 (Attachment H2):**

**MOTION:** To approve the 09-25 Resolution, which authorizes the City of Oakland's Assistant City Administrator (including interim or acting) as the official signing authority for AC-OCAP.

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

3. **Grantee Mid-Year Reports due 7/11/25** – Staff M. Huynh reported that the mid-year report for the grantee was due on July 11<sup>th</sup>. She received the mid-year progress reports of all grantees, as well as the client characteristics reports, on August 1<sup>st</sup>. There was ongoing communication with D. Williams in July regarding Maria's trip to Detroit, which he had denied. M. Huynh will compile and present the grantee outcomes for the mid-year report along with the CCR demographics. The presentation is scheduled for either the October or November AC-OCAP Administering board meeting. Chair M. Rivera mentioned that she typically reviews the reports before final submission. However, due to Maria's trip in August, the mid-year and CCR reports will be presented to the AB either in October or November. These mid-year reports are informational and not subject to approval.
4. **Draft of CAP Plan (Due date by: 9/22/25) (Attachment H4)** – Staff M. Huynh reported that she began working on the 2026-2027 CAP Plan on August 5 and completed it on August 28<sup>th</sup>, which took her three weeks. She noted that it was a collaborative effort, with the help of T. On, utilizing the graphs and statistics shared by AC-OCAP, interns from UC Berkeley, and the negotiation skills of S. Navarro. The CAP Plan is due every odd-numbered year, with the following submission scheduled for 2027. It was initially due on June 30<sup>th</sup>, but D. Williams requested an extension to July 31<sup>st</sup>. Interim ACA S. Navarro confirmed that they have been in contact with the state regarding this extension. The community needs assessment from the public hearing on June 25<sup>th</sup> was also incorporated into the CAP Plan. M. Huynh made necessary corrections to the statistics, while keeping the core areas and grantees unchanged. She primarily updated the demographic information. The next step involves the board reviewing the

draft, after which Chair M. Rivera will sign it to finalize approval. Final approval is expected to occur at the next meeting or through the Executive Committee.

5. **Grantee Site Monitoring Visits (August 18-October 6, 2025)** – Staff M. Huynh reported on the timeline for the grantees' site visits. She began the site monitoring visits on August 18th and will continue through October 6th. The visits have been scheduled, although three grantees have not yet responded to the scheduling requests. M. Rivera suggested involving board members in the site visits, noting that board members like M. Rivera typically attend one or two trips to provide representation. These site monitoring visits are part of the regular grant compliance process, which aims to review and assess the performance and compliance of grantees. M. Huynh is open to coordinating board member participation and is currently finalizing the schedule.
  6. **Organizational Standards submitted on 8/28/25** – Staff M. Huynh reported that the organizational standards were submitted on August 28, 2025, ahead of the due date of September 2, 2025. She mentioned that she will provide a copy of the organizational standards to the board members.
  7. **CA Department of CSD On-site Monitoring Visit – Rescheduled to Mid-October 2025** – Interim ACA S. Navarro reported that the scheduled initial visit has been rescheduled to mid-October due to organizational transitions. She requested an extension and sought clarification on the monitoring process and support staff involved. The state has been flexible regarding the rescheduling. Chair M. Rivera noted that she usually attends one of these monitoring visits and suggested that board members could also participate in the visit. Additionally, Interim ACA S. Navarro has been in direct communication with the state to ensure they are prepared for the monitoring visits and to keep them informed about the organizational changes.
  8. **Status of 2025 Amendment #2 to the Grant Agreement packages (Attachment H8)** – See comment H9.
  9. **AC-OCAP Grantee's Non-Compliance to an Annual Independent Auditor's Report (Attachment H9)** – Staff M. Huynh reported that three grantees have received red comments in the document. These grantees—Urban University, Change to Come, and A Diamond in the Ruff—are required to submit reports from independent financial auditors. Still, they are currently not in compliance with federal funding requirements. M. Huynh also researched potential CPAs and submitted their financial statements to three different CPA firms. She is awaiting responses from them. If the grantees do not submit their financial audit reports for 2023 and 2024, this will be their final year of funding, which ends on December 31, 2025. This also poses a potential risk of losing future funding. M. Huynh will follow up with the grantees. The board suggested consulting with Cal CAPA for possible resources and closely monitoring the situation to ensure compliance.
  10. **Cal CAPA Annual Conference in Indian Wells, CA (11/3-11/6/25) (Attachment H10)** – Staff T. On shared information regarding the Cal CAPA Conference, which will take place in Indian Wells, Palm Springs, CA, from November 3rd to November 6th. A preliminary agenda has been provided as Attachment H10. Board members interested in requesting additional details can do so via email. Chair M. Rivera noted that the organization typically sends one staff member (the director) and two board members to the conference. The travel authorization process requires at least 30 days' advance notice. M. Rivera recommended that D. Walker and T. Love attend the conference.
- I. **Open Forum (General Audience Comment Period)** – Community member Alice Rice from the Hayward Area Recreation Park District introduced herself and shared that she represents South Hayward and unincorporated neighborhoods. She emphasized the importance of hearing from families about the need for free and accessible programming. Alice mentioned that she has piloted programs to address childcare gaps and has offered summer camps and after-school programs. Additionally, she has provided youth development and career pathway opportunities through arts and cultural initiatives. Her purpose for attending the meeting was to learn more about AC-OCAP and to explore potential opportunities that might be a good fit. Chair M. Rivera informed her that there would not be a Request for Proposals (RFP) process for this cycle and encouraged Ms. Rice to connect with Supervisor Tams' office for potential future collaboration.

**J. Announcements:**

**a. United Seniors of Oakland and Alameda County – None**

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

**A. Gums:**

- Healthy Living Festival on October 25th (hosted by Supervisor Miley's office)

**C. Frost:**

- Emergency Preparedness Day (hosted by Supervisor Tam), October 18<sup>th</sup> (10 am-2:30 pm)
- Community Health and Wellness Fair

**A. Ford:**

- Measure W Funding Update (\$800 million accrued for homeless services)

Funding breakdown:

- 80% for housing and homelessness
- 20% for essential services
- Food bank awarded \$4 million.
- Senior Services received \$1.75 million.
- The funding allocation was in initial discussion stages.

**c. City of Oakland – None**

**d. Board Members/Others:**

**T. Love:**

- Oakland District 5 Upcoming Meeting
- Special public safety meeting about homeless policy
- Controversial discussion on how Oakland addresses homelessness
- Meeting at 11 am, discussing a new policy proposal about clearing encampments without necessarily providing shelter.

**K. Attachments:**

- D** Draft Minutes from June 9, 2025, Administering Board Meeting
- F2a** List of Prospect Foundations for Board Approval
- F3a** Toy Drive Budget Proposal
- F3b** Toy Drive Save the Date Flyer
- G1** Diana Maravilla Board Resignation Letter
- H1** AC-OCAP Board Vacancies
- H2** AC-OCAP Board Resolution 09-25
- H4** Draft CAP Plan 2026-2027
- H8** Status of 2025 Amendment #2 to the Grant Agreement packages.
- H9** Grantee's Non-Compliance Annual Independent Desk Auditor's Report
- H10** Cal CAPA Annual Conference 11/3-11/6/25 (Indian Wells, CA)

**L. Adjournment:**

**a. The Next In-Person Meeting: October 13, 2025**

**MOTION:** To adjourn the meeting at 7:30 pm.

**M/S/Carried:** P. Schader / A. Ford / Motion Carried.