



Alameda County-Oakland Community Action Partnership



Administering Board Meeting
Monday, June 8, 2026

LOCATION:

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

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.



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

Visit us on the web 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.

Administering Board **Standing** | Special Executive Committee Meeting

Monday, June 8, 2026, 5:30 p.m.

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

The Public May Observe This Meeting Remotely by:

Webinar Registration Link: https://oaklandca.zoom.us/webinar/register/WN_vk8uow9TQc2Afcy9flNPLw

Webinar ID: 845 6804 8452

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.

Board Members: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), David Walker (Secretary), Councilmember Carroll Fife (Tonya Love), Supervisor Lena Tam (Cesley Ford-Frost), Supervisor Nate Miley (Angelica Gums), Mayor Barbara Lee (Dr. Atiya Rashada), Councilmember Ken Houston (Nelida Rocha), Councilmember Noel Gallo (TBA), Dr. Kimberly Mayfield, Mitchell Margolis, Patricia Schader, Rana Bader Matly, Michelle Edmond, and Terrence Riley.

Board Vacancies: Low-Income Alameda County, and Low-Income Oakland District 1

Staff: Ashlee Jemmott, Thea On, Maria Huynh and Liam Donevan

DEFINITION OF TERMS:

- **Action Item:** motion or recommendation requiring official vote and approval of the Alameda County-Oakland Community Action Partnership Board to take effect.
- **Informational Item:** shall mean an agenda item consisting only of an informational report that does not require or permit board action.



Alameda County – Oakland

Community Action Partnership (AC-OCAP)



AGENDA

A	5:30 p.m.	Call to Order/ Recite AC-OCAP Promise
B	5:35 p.m.	Roll Call/ Determination of Quorum
C	5:40 p.m.	Approval of the June 8, 2026, Meeting Agenda ACTION ITEM:
D	5:45 p.m.	Approval of the (draft) Minutes for Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting, May 11, 2026 – Attachment D ACTION ITEM:
E	5:52 p.m.	Public Comment: (Specific Agenda Item(s): Audience Comment Period)
F	5:55 p.m.	Community Action Partnership Board (CAP) Updates: <ol style="list-style-type: none"> 1. Executive Committee <ol style="list-style-type: none"> a. AC-OCAP Bylaw Updates – Attachment F1a b. National Updates c. Strategic Planning Updates (A. Jemmott) d. Budget e. Grantees f. Life Enrichment Presentation Planning (July 14th - Paperwork due June 22nd) 2. Program Planning <ol style="list-style-type: none"> a. Financial Literacy & Wellbeing Workshop - SparkPoint 3. Fund Development <ol style="list-style-type: none"> a. Updates on Funding Research 4. Advocacy <ol style="list-style-type: none"> a. 2026 CalCAPA Advocacy Day Sacramento (May 13th - 14th) – Takeaways from T. Love, T. Riley, S. Johnson, A. Jemmott, and A. Rashada – Attachment F4a
G	7:00 p.m.	Informational Item: <ol style="list-style-type: none"> 1. NCAP's Annual Convention 2026 – St. Louis, MO (September 2nd – 4th) - Attachment G1

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.



Alameda County - Oakland



Community Action Partnership (AC-OCAP)

H	7:15 p.m.	<p>Community Action Partnership Programming Updates:</p> <ol style="list-style-type: none"> 1. Board Membership Terms – Attachment H1 2. Board Vacancies Notice: Low-Income Alameda County, and Low-Income Oakland District 1 – Attachment H2
I	7:20 p.m.	<p>Open Forum: (General Audience Comment Period)</p>
J	7:25 p.m.	<p>Announcements:</p> <ol style="list-style-type: none"> 1. United Seniors of Oakland and Alameda County 2. Alameda County Social Services/ /Board of Supervisors 3. City of Oakland 4. Board Members/Others
K	7:25 p.m.	<p>Attachments:</p> <p>D Draft Minutes from May 11, 2026, Administering Board Meeting F1a AC-OCAP Bylaw Updates F4a 2026 CalCAPA Conference Report G1 2026 Annual Convention – St. Louis, MO (September 2nd – 4th) H1 Board Membership Terms H2 Board Vacancies Notice</p>
L	7:30 p.m.	<p>Adjournment:</p> <p>Next In-Person Meeting: <u>July 13, 2026</u> ACTION ITEM:</p>

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.



MINUTES



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

Administering Board (Standing)

Monday, May 11, 2026, 5:30 PM

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

Board Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Supervisor Lena Tam (Cesley Ford-Frost, Supervisor Nate Miley (Angelica Gums), Councilmember Carroll Fife (Tonya Love), Mayor Barbara Lee (Dr. Atiya Rashada), Dr. Kimberly Mayfield, Councilmember Ken Houston (Nelida Rocha), Patricia Schader, and Terrence Riley.

Board Member Excused: David Walker (Secretary), Mitchell Margolis, and Michelle Edmond

Board Member Absent: Councilmember Noel Gallo (TBA), and Rana Matly

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

Staff: Ashlee Jemmott, Thea On, Liam Donevan, Elham Attalla (Zoom), Vi Lo (Zoom), and Maria Huynh (Zoom)

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the May 11, 2026, 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 5:37 p.m.
- C. Approval of Agenda**
MOTION: To approve the May 11, 2026, Administering Board Agenda.
M/S/Carried: T. Love / A. Ford / Motion Carried
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of April 13, 2026 (Attachment D)**
MOTION: To approve the April 13, 2026, Administering Board Meeting Minutes.
M/S/Carried: T. Riley / P. Schader / Motion Carried
- E. Public Comment: (Specific Agenda item(s): Audience Comment Period)** – Staff Liam Donevan gave a brief introduction. They recently moved to the City of Oakland after living in the Bay Area for about two years and then in Colorado. Now, they have returned to the Bay Area. Liam previously served on the city council in a small town called Edgewater and has extensive experience working within government systems. They expressed excitement about being here and contributing to the board's work.
- F. Budget Presentation:**
1. **425b - 2026 Budget Forms (Attachment F1)** – refer to F2.
 2. **Vi Lo (Budget & Grants Manager) and Elham Attalla (HSD Accountant) (Attachment F2)** - Elham Attalla provided a brief introduction. She is an Accountant III with the City of Oakland's Human Services Department, responsible for overseeing the Community Services Block Grant (CSBG) budget and fiscal operations. She has been managing the CSBG for about four years.

Vi Lo, the HSD Fiscal Manager, presented an overview of the CSBG 2026 Budget, which totals \$1,319,720. The budget can be divided into two main categories:

1. Program Costs: Approximately 70% of the budget
2. Administrative Costs: Approximately 22%

Visual aids, including bar and pie charts, were used to break down the budget categories. Administrative Categories include:

- Salaries and wages
- Fringe benefits.
- Operating expenses
- Other costs

The total administrative costs amount to \$296,000. It is important to note that the administrative staff's time is split between administration and program work (e.g., 50% in administration and 50% in programs), rather than being fully allocated to one category.

Program Costs: Total program costs are approximately \$1,022,000. This includes grants to community-based organizations (CBOs), other service partners, RFP grantees, and evaluation/contractor work. Comparison of 2025 vs. 2026

Salaries and Fringe Benefits: There is a slight decrease in costs from 2025 to 2026, primarily due to changes in staff timing and tenure, including A. Jemmott's mid-year hire.

Operating Expenses: These are projected to increase modestly by approximately \$4,500, partly due to the reclassification of certain expenses; for example, out-of-state travel costs have been moved to operating expenses.

Total Administrative Costs: Forecasted to be approximately \$14,000 lower than in 2025.

On the program side, total program costs are set to increase by about \$5,000 from 2025 to 2026. The primary reason for this increase is the staffing on the program side, which is now fully in place. Fringe benefits generally track directly with salaries; thus, when salaries decrease, fringe benefits typically decrease as well. The increase in operating expenses is mainly due to the reallocation of specific expenses rather than new major expenditures.

Subcontractors/Consultants: This budget category includes funding for anti-poverty service providers (grantees), as well as contracted evaluators and technical assistance. Staff A. Jemmott aims to delegate significant data analysis and evaluation work, as well as some RFP tasks, to contractors. This will allow CAP staff to concentrate on enhancing program quality and oversight.

A subsequent discussion with staff member M. Huynh linked this budget to the reduced per-grantee allocations, which have decreased from \$40,000 to approximately \$15,000–\$30,000 due to fewer salary savings available in this cycle. The 2026 budget for subcontractors will finance these grantee allocations.

Motion: To accept/approve the 2026 CSBG budget as presented.

M/S/Carried: A. Gums / T. Riley / Motion Carried.

G. Community Action Partnership Board (CAP) Updates:

1. Executive Committee:

- a. **AC-OCAP By-Laws Updates** – Chair M. Rivera noted that there is a draft from the city's legal team. The bylaws subcommittee has not yet been able to meet due to multiple weekly meetings. The priority right now is to give staff time to advance the strategic plan so the RFP work can move forward. Bylaws will be brought back at a future meeting once the subcommittee can meet and staff have had more time to focus beyond the strategic plan and RFP.

- b. **National Updates** – None

- c. **Strategic Planning** - The Strategic Planning Committee is updating the AC-OCAP Strategic Plan for 2026–2031. This updated plan will guide requests for proposals (RFPs), funding priorities, and the committee's work over the next five years. The following four Strategic Focus Areas (Draft) have been presented by Staff A. Jemmott and discussed with the board:

Living Wages, Employment, and Entrepreneurship

This area includes pre-apprenticeships, workforce development, financial literacy, entrepreneurship training and financing, and wraparound support.

(T. Riley noted that this section has become more concise and specific, particularly regarding entrepreneurship and pre-apprenticeships.)

Low-Income Housing

This area focuses on housing stability, homelessness prevention, and navigation. The approach has been considered more straightforward and similar to the prior plan.

Advocacy and Engagement

This area focuses on building a movement and serving as a catalyst for policy and advocacy.

(M. Rivera stated that this was a sector where the board did not fully meet prior goals and emphasized the need for clearer, more realistic tactics.)

Community Development

This area includes initiatives such as financial coaching, credit repair, debt reduction, and increasing financial security. (A. Jemmott flagged these as stretch goals but feasible; they will require partner organizations and ideas from the board.)

Operational Plan

A. Jemmott envisions that each focus area will feature:

Clear goals

Specific tasks with assigned names, due dates, and designated committees

Each committee (Program Planning, Fund Development, Advocacy, etc.) will “own” at least one focus area

A central tracking sheet per committee for tasks and deadlines

Data & CNA Link

The plan is grounded in data from the Community Needs Assessment (CNA), which includes the 2019 CNA and current survey results. Feedback from the board's retreat still needs to be more fully integrated into the mission, vision, and core values sections. M. Rivera emphasized the need to increase CNA response rates and ensure that the plan's priorities align with the community's identified needs.

Action Item(s):

Board to review Strategic Plan Draft

- Task: Read the current draft, paying special attention to the four strategic focus areas, goals, and implementation sections.
- Deliverable: Provide feedback (including additions, changes, or new focus areas) through the upcoming survey or directly via email.
- Timeline: Before the next board meeting.

Complete Strategic Plan Feedback Survey

- Task: Respond to a survey that staff will send out to capture your comments on each focus area. Share ideas for concrete activities, especially for Advocacy & Engagement and Community Development.
- Timeline: Within the next month, before the next meeting.

Contribute Ideas/Contacts for Community Development

- Task: Suggest organizations that provide financial coaching, credit repair, debt reduction, or other financial security services. Identify practical ways the board can assist in reaching these goals (e.g., partnerships, workshops, and new RFP criteria).

Staff Responsibilities (A. Jemmott and Team)

- Task: Create and Send Strategic Plan Feedback Survey
- Gather structured input on support or concerns for each focus area, along with additional suggestions for focus areas or goals. Use responses to refine the 2026–2031 plan.

Develop Committee Task Sheets:

- Design task sheets for "how we will get there," aligned with each focus area, clearly stating assigned tasks, committee members, and timelines for use as a live-tracking tool during meetings.

Integrate Retreat Feedback and CNA Data:

- Update the core values, mission, and vision sections with outcomes from the retreat. Revise data sections as new CNA results become available.

2. Program Planning:

- Financial Literacy & Wellbeing Workshop** - A. Gums reported that AC-OCAP has made progress on the concept of a Financial Literacy/Financial Wellbeing workshop. They are currently exploring a partnership with SparkPoint to deliver these services. Gums had already emailed SparkPoint about the potential collaboration but had not received a response at the time of the meeting. She plans to follow up soon. This workshop directly supports the Strategic Plan Focus Areas, particularly in Living Wages, Employment & Entrepreneurship (financial literacy as part of workforce and entrepreneurship support) and Community Development (financial coaching, credit repair, and increased financial security). No specific dates or detailed workshop formats have been finalized yet; the discussion mainly focused on securing the partnership with SparkPoint and aligning the effort with the strategic plan.
- Toy Drive** - The Program Planning Committee plans to collaborate with existing community toy drives rather than organize a separate, competing event. A. Gums mentioned other organizations for potential partnership, including AC-Transit and Lend-A-Hand.

Action Item(s):

- Identify which partners to collaborate with and support, rather than launching an additional stand-alone drive.
- Aim to coordinate efforts earlier and more strategically so that initiatives are complementary rather than competitive.

3. Advocacy:

- Draft Legislative Platform - Discussion and Approval** – T. Love presented a state-level legislative platform for AC-OCAP to utilize during the Sacramento advocacy day with CalCAPA. The focus is on bills and budget requests that benefit low-income residents, aligning with CalCAPA's priority list and the food bank advocacy priorities. Several Alameda County positions were highlighted, particularly regarding bills that are still active. T. Love discussed approximately 10 bills and budget items, primarily focused on a large statewide affordable housing bond measure aimed at raising \$10 billion for low-income housing development. Another significant proposal is to establish a state-level office dedicated to coordinating legislation and policy affecting nonprofits, with the aim of supporting organizations such as AC-OCAP's grantees. Additionally, several bills and requests supported by food banks were mentioned, including tax credits for individuals and companies that donate to food banks, as well as budget requests to sustain and expand CalFresh and food access programs. Legislation

aimed at keeping Medi-Cal and health supports accessible to low-income individuals was also discussed, particularly regarding eligibility redeterminations. A bill was proposed to place the 211 Information & Referral system under the Public Utilities Commission and to establish a dedicated statewide funding mechanism for 211. There are also proposals related to energy and utility assistance for low-income households, similar to LIHEAP-type supports. Furthermore, there is a bill intended to ensure access to legal counsel for certain immigrant residents, referencing Assemblymember Bonta's bill. Also mentioned was legislation aimed on more accurately identifying college students who qualify for CalFresh and ensuring that on-campus jobs (such as library work) count toward eligibility. Regarding the expansion of the Young Child Tax Credit, the goal is to ensure that all children over a specific age (mentioned as age 5) are covered, while also clarifying the interaction with the Earned Income Tax Credit. It was noted that bills with fiscal impacts are often held until after the May Revise, which is due on May 14th. Some bills that may seem inactive could still progress once budget numbers are clarified. T. Love checked the status again as the meeting approached and observed that several bills had been assigned new hearing dates that coincided with the Sacramento visit.

Action Item(s):

Staff M. Huynh to email grantee success stories.

- Send a soft copy of the success stories from the outcomes report to T. Love
- Purpose: Use them as real-life examples during legislative visits.

4. Fund Development

a. **Updates on Funding Research** - A. Jemmott provided a brief overview on behalf of the Fund Development Committee. She mentioned that the committee recently held an internal planning meeting to clarify the goals for fund development at AC-OCAP. They discussed the types of funding to pursue, focusing on local and regional sources as well as foundations. The committee emphasized the importance of establishing relationships with local organizations and funders as a first step, and they plan to phase their efforts into short-term and long-term strategies. The committee expressed an interest in approaching the Irvine Foundation as a potential larger partner once their message and strategy are more clearly defined. They requested that A. Jemmott and the staff develop a one-page flyer or case statement that explains who AC-OCAP is and what it does.

Action Item(s):

A. Jemmott & Fund Development Committee

- Task: Convene internal strategy session
- Define: Priority funding targets (local businesses, community foundations, and major foundations such as Irvine).
- Types of support sought (e.g., capacity-building, evaluation, special initiatives).
- Guardrails to protect grantees from competition for funding.

A. Jemmott and Team

- Task: Develop a Fund Development one-pager
- Create a concise document that describes AC-OCAP's mission, role, and outcomes.
- Articulates why AC-OCAP is a strong investment.
- Is suitable for cold outreach and follow-up conversations.

Board Members on Fund Development

- When suggesting funders or opportunities:
- Prioritize sources that do not primarily fund your grantees' core services.
- Flag opportunities that focus on: Systems change, Backbone/coordination roles, or Multi-partner/consortium funding where AC-OCAP and grantees can both benefit.

b. **Updates on Funding Material** – refer to G4a.

H. Informational Item:

1. **2026 CalCAPA Advocacy Day Sacramento - May 13th - 14th (Attachment H1)** - The purpose of this trip is to meet with legislators and advocate for AC-OCAP's legislative platform, which includes housing, food security, Medi-Cal, 2-1-1 services, nonprofit office support, student CalFresh, and child tax credits. Confirmed attendees include S. Johnson, A. Rashada, T. Love, A. Jemmott, and T. Riley. S. Johnson will act as the lead spokesperson and Vice Chair, providing an overview of AC-OCAP and the Community Action Partnership during the meetings. Legislative meetings are planned with or requested from Senator Wahab, Senator Wiener, Assemblymember Ortega, and Assemblymember Bonta. If some offices do not confirm, the team will still drop off materials and platform packets.

Action Item(s)

- T. Love will email attendees with the day's agenda, meeting times, and assignment details (specifying who will speak on each topic).
- Printed packets will include the legislative platform, talking points, and supporting information, featuring grantee success stories from staff member M. Huynh.

I. Community Action Partnership Programming Updates:

1. **Board Membership Terms (Attachment H1)** – None
2. **Board Vacancies: Low-Income Alameda County and Low-Income Oakland District 1 (Attachment H1)** - Chair M. Rivera noted that there is still a vacant seat for Oakland District 1. She requested that staff contact Councilmember Unger's office to confirm an appointment. There had previously been discussions about a potential appointee for District 1, but it was unclear whether that individual had declined the position or if no appointment had been finalized. There are open seats on the County side as well. Staff reported they are still looking for candidates.
3. **2026 Grantees Contracting Status Update - Maria Huynh (Attachment I3)** - Staff member M. Huynh presented a status table regarding the one-year contract extensions for grantees in 2026. The table uses the following color codes:

Dark Blue– Completed items.

Light Blue– Items in progress

White – Items pending documents from grantees.

Most contracts are moving forward, with only a few still awaiting required paperwork, such as updated insurance. In Column 2 of M. Huynh's table, the proposed 2026 grant amounts for each agency range from \$15,000 to \$30,000. These amounts align with the CSBG budget for subcontractors that has already been approved (see Attachment F2). This represents a reduction from the previous year's grant amounts of \$40,000 per grantee. In past years, some additional funding was contributed by salary savings from vacant positions. However, in 2026, those positions are filled, leaving little to no salary savings to add to the grant pool. To maintain financial stability, AC-OCAP is reducing individual grant amounts while staying within the approved budget.

Special Note on Eden I&R (211)

Eden I&R has an allocation of \$100,000 noted in the table. This funding comes from General Purpose Funds (GPF), not from CSBG, and requires approval from City Administration. M. Huynh does not manage this approval process; it is handled through the biennial city budget cycle for fiscal years 2025–2027.

Insurance and Compliance Issues

M. Huynh highlighted some agencies with insurance expiration dates marked in red (e.g., Love Never Fails). This indicates that their commercial general liability, umbrella, sexual abuse, auto, and/or workers' compensation coverage has expired. Grantees are required to submit updated certificates, which Maria will then route to Risk Management for approval. Contracts with these grantees cannot be fully executed until the updated insurance is received and approved.

Communication with Grantees

M. Huynh confirmed that grantees were informed during a meeting on March 2nd that 2026 allocations would be reduced. They are aware of the new grant range of \$15,000 to \$30,000, which differs from the previous allocation of \$40,000.

Action Item(s):

M. Huynh

- Continue collecting outstanding documents (including updated insurance) from grantees.
- Work with Risk Management to secure approvals.
- Finalize and route 2026 contracts for full execution.

A. Jemmott & Fiscal Team

- Prepare and share a comparison of 2024–2025 grant amounts vs. 2026 amounts so the board can clearly see changes in allocations by agency.
- How does this tie to the approved subcontractor line in the CSBG budget?

Board Members

- Review the 2026 allocation list (by agency and amount) before the next meeting, with an eye on Equity across agencies.
- Alignment with strategic focus areas and community needs.

4. **2025 Grantees' Annual Outcomes - Maria Huynh (Attachment I4)** - Staff member M. Huynh presented a bar graph comparing outcomes for 2024 and 2025. Most grantees exhibited modest increases or decreases in outcomes. The total number of outcomes (people achieving at least one measurable outcome) was as follows:

2024: 853

2025: 725 (excluding Eden I&R)

Notably, St. Mary's Center experienced a significant drop in outcomes, from 160 in 2024 to just 54 in 2025. This decline can be attributed to increased on-site engagement in 2024, as more seniors utilized case management for housing navigation and participated in meal programs (breakfast and lunch). Consequently, there were more documented outcomes in 2024 compared to 2025.

The Client Characteristics Report (CCR) indicated that the total number of individuals served in 2025 was 839 (unduplicated), with 725 outcomes recorded. The reasons for the difference include rolling enrollment, where some participants' outcomes are counted in the following year's reporting period.

Furthermore, certain participants did not complete programs due to barriers such as childcare issues, transportation challenges, and immigration-related difficulties.

The CCR tables (pages 2–3) summarize demographics (gender, age, race/ethnicity, etc.) for all participants across grantees. Detailed outcome tables (pages 4–19) are organized by grantee and outcome category, such as housing, job training, employment, entrepreneurship, and supportive services. The last column displays the 2024 outcome numbers in burgundy (in parentheses) and the 2025 outcome numbers in black, allowing for quick year-to-year comparisons for each agency.

Housing & Stability: Moving into safe, affordable transitional or permanent housing. Employment & Training: Receiving job training or workforce development services and obtaining jobs at or above the Oakland minimum wage (\$16.89/hr) or living wage (\$17.79/hr with health benefits, \$20.43/hr without). Education & STEM: Enrolling in IT/STEM certification programs and participating in paid internships (e.g., BART, Google, Cisco).

M. Huynh provided, at the end of the packet, a compiled narrative of success stories from grantees to highlight the real-life impact behind the numbers. She offered to answer any follow-up questions via email after members have had time to review the stories. T. Love requested a digital copy of the success stories for advocacy in Sacramento.

5. **Head Start Children Fairyland Takeaways (Maria Huynh) – Oakland April 17th (Attachment I5)** - M. Huynh attended and tabled at the event, representing AC-OCAP and CSBG programs to families. The fair focused on promoting children's literacy through various activities and workshops designed for both parents and children. M. Huynh engaged with a significant number of families and collected 57 Community Needs Assessment surveys in English, Spanish, and Mandarin. The event was deemed a successful outreach effort for AC-OCAP, enhancing visibility among Head Start families

Attachment D and contributing valuable data for strategic planning. Chair M. Rivera expressed gratitude to Maria for covering the event on behalf of AC-OCAP.

6. **VITA Celebration April 29th (Ashlee Jemmott)** - Chair M. Rivera provided a brief overview of the Volunteer Income Tax Assistance (VITA) program and its end-of-season celebration. T. Riley noted that VITA has been led by Jaqueline Jacobs for about 25 years, primarily with the help of Cal Berkeley student volunteers. This season, the VITA team completed over 400 tax returns for community members, generating more than \$400,000 in federal refunds for low-income households. All tax preparers are volunteers, many of whom return year after year, creating a strong sense of community. The celebration recognized and appreciated these volunteers and highlighted their long-term commitment. T. Riley described it as a beautiful event, emphasizing the significant impact on residents. S. Johnson also noted the program's importance, as most participants receive refunds, providing a substantial financial boost. She expressed appreciation for the opportunity to attend and honor the volunteers.

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

K. Announcements:

1. **United Seniors of Oakland and Alameda County** – S. Johnson announced, May 29 (Cherryland Community Center) - Open to United Seniors members for free. Will feature speakers, candidates, a continental breakfast, lunch, and door prizes. AC-OCAP members are encouraged to attend and participate.
2. **Alameda County Social Services/Board of Supervisors** – C. Frost noted that board members should already receive Supervisor Tam's newsletters.
3. **City of Oakland** – Staff T. On announced the ReCAST Mental Health & Trauma Webinars, a virtual series hosted by the City of Oakland. This series will cover topics related to trauma, mental health, and literacy, with sessions running from April through at least August, and likely extending into September. T. On encouraged members to share the email and registration information within their community networks to increase participation.
4. **Board Members/Others:**
 - M. Rivera mentioned an upcoming Water Day event related to Human Services. She will check with Ashley to determine if AC-OCAP should have a table or just attend, and what support roles board members might play.
 - N. Rocha announced the "Back to Basics" Civic Event for Students. Approximately 350 students from TK to 5th grade will visit City Hall to gain exposure to City Council leadership and participate in civics education activities.

L. Attachments:

- D** Draft Minutes from April 13, 2026, Administering Board Meeting
- F1** 425b - 2026 Budget Forms
- F2** Budget Presentation (Vi Lo & Elham Attalla)
- G1c** Strategic Planning
- G3a** Legislative Platform Discussion and Approval
- H1** 2026 CalCAPA Advocacy Day Sacramento (May 13th - 14th)
- I1** Board Membership Terms
- I2** Board Vacancies Notices
- I3** 2026 Grantees Contracting Status Update
- I4** 2025 Grantees' Annual Outcomes
- I5** Head Start Children Fairyland Oakland Takeaways (M. Huynh)

M. Adjournment:

Next In-Person Meeting: June 8, 2026

MOTION: To adjourn the meeting at 7:15 pm

M/S/Carried: T. Love / P. Schader / Motion Carried.

West's Annotated California Codes
 Government Code (Refs & Annos)
 Title 2. Government of the State of California
 Division 3. Executive Department (Refs & Annos)
 Part 2. Constitutional Officers (Refs & Annos)
 Chapter 9. Community Services Block Grant Program (Refs & Annos)
 Article 6. Community Action Programs (Refs & Annos)

West's Ann.Cal.Gov.Code § 12752.1

§ 12752.1. Local government as agency; establishment of
 advisory or administering board; delegation and sharing of powers

Effective: January 1, 2008

[Currentness](#)

- (a) If a political subdivision or local government is designated as a community action agency, it shall do all of the following:
- (1) Establish a tripartite advisory or administering board to provide input to the political subdivision or local government regarding the activities of the community action agency.
 - (2) Share with its tripartite board the determination of the community action agency's program plans and priorities.
 - (3) Provide for the participation of the tripartite board in the selection of the executive director of the community action agency, unless prohibited by local law, city charter, or civil service procedure.
- (b) The political subdivision or local government may, consistent with general and local law, delegate any or all of the following powers to the tripartite board:
- (1) To determine its own rules and procedures and to select its own officers and executive committee.
 - (2) To determine, subject to the ratification of designating officials, the community action agency's major personnel, organizational, fiscal, and program policies.
 - (3) To approve, subject to the ratification of designating officials, all program proposals, budgets and subcontractor agreements.
 - (4) To oversee the extent and the quality of the participation of the poor in the programs of the community action agency.

Credits

(Added by Stats.1983-84, 1st Ex.Sess., c. 4, § 3, eff. Oct. 18, 1983. Amended by [Stats.1987, c. 1436, § 13](#); [Stats.2007, c. 46 \(S.B.330\), § 18.](#))

ALAMEDA COUNTY



CITY OF OAKLAND
DEPARTMENT OF HUMAN SERVICES
COMMUNITY ACTION AGENCY
ADMINISTERING BOARD
BYLAWS

Revised and Adopted **[DATE]**

Resolution No. **[NUMBER]** C.M.S.

TABLE OF CONTENTS

ARTICLE I	Purpose of the Agency.....	Page 1
ARTICLE II	Organization of the CAA.....	Page 1
ARTICLE III	Respective Powers.....	Page 2
	Powers of the Governing Board (City Council).....	Page 2
	Delegation of Governing Powers by The Governing Board.....	Page 3
	Duties of Staff Director.....	Page 3
	Powers of the Administering Board.....	Page 3
ARTICLE IV	Administering Board Membership.....	Page 4
	Public Officials.....	Page 5
	Representatives of the Low Income Sector.....	Page 5
	Representative of Private Groups and Interests.....	Page 6
	Conditions of Board Membership.....	Page 7
	Conditions for Termination of Membership.....	Page 7
	Code of Ethics of Board Members.....	Page 9
	Vacancies.....	Page 10
	Petition Process.....	Page 11
ARTICLE V	Officers of the Administering Board.....	Page 14
	Chairperson.....	Page 14
	Vice Chairperson.....	Page 15
	Secretary.....	Page 15
	Treasurer.....	Page 16
ARTICLE VI	Committees of the Administering Board.....	Page 16
	Executive Committee.....	Page 17
	Personnel and Training Committee.....	Page 17
	Program Planning Committee.....	Page 17
	Fund Development Committee.....	Page 18
	Advocacy Committee.....	Page 18
	Finance Committee.....	Page 19
	Other Committees.....	Page 19
ARTICLE VII	Meetings of the Administering Board.....	Page 20
	Regular Meetings.....	Page 20
	Time, Place, and Notice of Public Meetings.....	Page 21
	Special Meetings.....	Page 22
	Notification of Meetings.....	Page 22
	Rules Governing Meetings of Administering Board.....	Page 22
ARTICLE VIII	Meetings of the Administering Board Committees.....	Page 24

ARTICLE IX	Amendment of Bylaws.....	Page 24
	Amendments By Administering Board.....	Page 24
	Amendments By Governing Board (City Council).....	Page 26
ARTICLE X	Conflicts of Interest.....	Page 27
	Compensation.....	Page 28
	Requirements for Inspection and Examination.....	Page 28

DRAFT

**BYLAWS OF THE CITY OF OAKLAND-ALAMEDA COUNTY
COMMUNITY ACTION AGENCY
ADMINISTERING BOARD**

ARTICLE I

PURPOSE OF THE AGENCY

The Alameda County – Oakland Community Action Agency (“CAA” or “AC-OCAP”) has the responsibility to plan, develop and execute the Community Action Agency Program for alleviating poverty and working toward institutional change for low-income individuals and families in the City of Oakland and Alameda County (excluding Berkeley) to achieve self-sufficiency.

ARTICLE II

ORGANIZATION OF THE CAA

The CAA is comprised of the Community Action Agency Governing Board (“Governing Board” or “Oakland City Council”), the Community Action Agency Administering Board (“Administering Board”), and a staff.

- A. The Governing Board is the Oakland City Council.
- B. The Administering Board shall be comprised of 18 members or such additional number of members as are provided for by these Bylaws whose selection and terms of office are defined in Article IV.
- C. The Community Action Agency’s staff is headed by a staff director who is appointed by the City Administrator upon review and recommendations from the Administering Board, and pursuant to the City of Oakland’s civil service procedures.

ARTICLE III

RESPECTIVE POWERS OF THE GOVERNING BOARD,

ADMINISTERING BOARD, AND EXECUTIVE DIRECTOR

- A. Powers of Governing Board

The Governing Board, within the framework of P.L.97-35 as amended, associated state law, and other applicable funding sources, will:

3. Make final determination of all major personnel, organizational, fiscal, and program policies.
4. Share with the Administering Board the determination of overall program plans and priorities.
5. Enforce compliance with all conditions of applicable grants.
6. Have final approval authority for all program proposals and budgets.

8. To the extent permitted by law, have the power to delegate any of the above authorities to the Administering Board.

B.

C. Duties of Staff Director

Under administrative control of the City Administrator, the staff director of the CAA is responsible for making recommendations to and receiving policy direction from the Governing Board regarding fiscal and program policies; for assuring compliance with conditions with P.L. 97-35, as amended, and associated state law; for administration of the CAA's personnel, fiscal and program policies. The staff director exercises supervision and coordination of CAA staff and program activities and shall be considered as the Executive Director of the Community Action Agency. The staff director is responsible for daily conduct of their programs and staff within the City's overall administrative structure for management of programs and personnel. The CAA staff is constituted according to the staffing requirements specified by approved projects and programs within the Community Action Agency. Personnel policies will be determined by the Governing Board and shall be governed by the City's personnel regulations, appropriate employee organization memorandums of understanding and applicable regulations.

D. Powers of the Administering Board

The Administering Board, within the framework of P.L.97-35 as amended, associated state law, and other applicable funding sources, will:

1. Receive advance notice of, review, and have the opportunity to make recommendations to the Governing Board on matters which concern the activities of the CAA share with the Governing Board the determination of the CAA's program plans and priorities.
2. Oversee the administration of all SCSD policies and standard guidelines of all program, administrative, and financial policies and rules adopted by the Governing Board.
3. Select its own officers, standing committees, and under the direction of the Staff Director, have the assistance of the CAA staff in performing its functions.
4. Exercise those powers of the Governing Board as defined in Section "A" of this article which are specifically delegated to the Administering Board.
5. Provide advice, counsel and recommendations on the final selection of the Staff Director in accordance with approved personnel practices and procedures.

ARTICLE IV

ADMINISTERING BOARD MEMBERSHIP

- A. The Administering Board shall consist of eighteen (18) members unless an increase in membership occurs pursuant to the Petition process provided for in these Bylaws.
- B. Each member shall have an equal vote in all affairs of the Administering Board.
- C. Unless the membership of the Administering Board is increased to more than eighteen (18) members through the petition process, the composition of the Administering Board shall be comprised of six (6) public official representatives, nine (9) representatives of the poor, and three (3) representatives of private groups and interests.
 1. **PUBLIC OFFICIALS (Six seats)**

- a. Public Officials, in order to be eligible to serve on the Administering Board, must be currently holding office and represent area(s) of poverty or if such elected public officials designate a representative, they must have general governmental responsibilities which require them to deal with poverty-related issues.
- b. The Public Sector shall consist of the Mayor of the City of Oakland, three (3) Oakland City Council Members selected by the Oakland City Council, and two (2) Alameda County Board of Supervisors.

2. REPRESENTATIVES OF THE LOW-INCOME SECTOR (Nine seats)

- a. There shall be a minimum of nine (9) seats occupied by representatives of low-income individuals and families in the designated CAA districts. The seven (7) Oakland Community Development Block Grant (CDBG) districts identified by the Governing Board as the poorest districts and two (2) low-income representatives from other Alameda County CDBG districts will comprise the CAA districts to be represented on the Board.
- b. One representative of the low income sector shall be democratically elected or selected by the membership of each of the seven (7) poorest Oakland CDBG districts; two Alameda County representatives of the poor shall be democratically selected by residents within their CDBG district; and each representative must be a resident of the district which they represent.
- c. The following rules and procedures shall govern the selection of members representing the low income sector.
 - (i) Neighborhood meetings will be held, and a democratic election or selection made for representation from those districts on the Administering Board.

- (ii) The representatives of the poor must be at least 18 years of age, low-income where feasible, and a resident of the district which they represent.

3. REPRESENTATIVES OF PRIVATE GROUPS AND INTERESTS (Three Seats)

- a. The Administering Board shall meet to determine the private organizations which would most strengthen and contribute to the current overall goals and objectives of the Agency.
- b. Once organizations have been selected, each organization must select a person to represent it. That person shall either live or work in Oakland or Alameda County (excluding Berkeley).
- c. Each of the private group representatives shall serve at the pleasure of the appointing organization.

ARTICLE V

MEMBERSHIP TERMS AND TERM LIMITS

Terms of office for representatives of the low income sector and of private groups and interests shall be staggered as determined by the Administering Board. Beginning with the terms of the representatives that took office following those Board members holding office on September 30, 2001, representatives' terms shall end December 31. After the initial staggered term, members shall be elected and/or selected or appointed to three-year terms.

The term of membership to the Administering Board for public officials or their representatives shall be conterminous with the term of public office from which their board membership derives.

ARTICLE VI

CONDITIONS FOR TERMINATION OF MEMBERSHIP AND REMOVAL

Membership on the Administering Board shall terminate on the occurrence of any of the following:

- ❑ An Administering Board member who is required to be a resident of the City of Oakland or Alameda County (excluding Berkeley) ceases to be a resident of the City of Oakland or Alameda County (excluding Berkeley).
- ❑ A representative of low income sector ceases to reside within the district represented.
- ❑ The Administering Board member is convicted of a felony, or has a legal judgement of mental incompetence entered against them during their term in office.
- ❑ The Administering Board member accumulates three consecutive unexcused absences from regular meetings or accumulates six absences from such regular meetings in any six-month period.
 - ❑ If a public official member has three accumulated consecutive unexcused absences from Administering Board Meetings or six unexcused absences in any six-month period, the public official member shall be notified by a letter stating that the Administering Board is requesting the Governing Board replace said public official member. The Administering Board shall, in writing notify the Governing Board of the said public official member's unexcused absences from Administering Board meetings, and request the Governing Board to replace the said public official member.

In each of the above-mentioned conditions for termination, the member will be notified in writing of the cause for such termination and will be given the opportunity to respond prior to being removed from the Administering Board.

If as a result of redistricting of the Agency districts by the Governing Board, a district has more than one sitting representative, then the term of all the representatives of the district but one shall terminate. In such an event, the representative to remain shall be chosen from among the sitting representatives by a random draw.

ARTICLE VII

CODE OF ETHICS OF ADMINISTERING BOARD MEMBERS

Each member of the Administering Board has a duty to:

- A. Refrain from accepting gifts or favors or promises of future benefits which might compromise or tend to impair independence of judgement or action.
- B. Provide fair and equal treatment for all persons and matters coming before the Board. Refrain from abusive conduct, personal charges or verbal attacks upon the character, motives, ethics or morals of other members of the Board, staff or public or other personal comments not germane to the issues before the Board.
- C. Learn and study the background and purposes of every item of business before voting.
- D. Faithfully perform all duties of office.
- E. Refrain from disclosing any information received confidentially concerning the business of the Agency, or received during any closed Executive Session of the Board held pursuant to state law.
- F. Decline any employment incompatible with public duty.
- G. Listen courteously and attentively to all public discussions at Board meetings and avoid interrupting other speakers, including other Board members, except as may be permitted by established *Robert's Rules of Order*.
- H. Faithfully attend all meetings of the Board unless unable to do so because of disability or some other compelling reason.
- I. Maintain the highest standard of public conduct by refusing to condone breaches of public trust or improper attempts to influence policy, and by being willing to censure any member who willfully violates the rules of conduct contained in this Code of Ethics.

ARTICLE VIII

VACANCIES

A vacancy shall occur when:

- A Board Member is notified by the Administering Board, **in writing**, of their termination of membership.
- A Board Member notifies the Administering Board, **in writing**, of their resignation.
- The Governing Board removes a Public Official for cause.

When a vacancy occurs in the private groups and interest membership, the affected private groups or interest shall be notified, in writing, by the Chairperson to select a replacement. If the affected private group or interest should fail to appoint a replacement within thirty (30) days after receipt of said written notice, or if a private group or interest itself withdraws from membership, the Administering Board shall approve a recognized community organization selected in accordance with the provisions of Article IV. When a vacancy occurs among the membership of the low-income sector representatives, and the remaining term is more than one year, the affected district shall democratically select a representative to fill the vacancy.

ARTICLE IX

PETITION PROCESS

Any community agency or representative group of low-income individuals and families which feels inadequately represented on the Administering Board may petition for adequate representation by complying with the following process:

- A. Any community agency or representative
- B. group of low-income individuals and families may file a written petition to the Administering Board for adequate representation. Said petitions must contain 50 members' signatures of said representative group.
- C. The community representative group petitioning for adequate representation shall show that the attendance at its meeting is over 50 members. The petitioning community representative group shall demonstrate that it does not discriminate in its membership because of race, sex, age, sexual orientation, religion, national origin or disability. Said petition by the community representative shall be submitted at any regularly scheduled meeting of the Administering Board.

When a petition conforms to the submission compliance requirements set forth herein, the Administering Board shall:

- A. Schedule and conduct a Public Hearing before the Administering Board within 60 days of receipt of petition.
- B. Determine:
 1. The authenticity of the petition and the structure and membership of the community representative group.

2. If the structure and nature of the petitioner conforms to the spirit and intent of the Community Action Agency's purposes and objectives.
3. If the petitioner, in part, cannot be adequately represented by the existing structure of the Administering Board.
4. If the presence of the petitioner's representative on the Board would, in fact, enhance the programs of the Community Action Agency.

The findings made by the Administering Board after conducting the scheduled Public Hearing as to the determination of eligibility for the petitioner for representation on the Administering Board shall be reported, in writing, to the Governing Board, and to the petitioner and shall include a statement of the Administering Board's reasons for its determination. The final determination of the petitioner's eligibility for representation on the Administering Board shall be made by the Governing Board. The Governing Board shall either accept or reject the Administering Board's determination of petitioner's eligibility and shall notify the CSD.

The Governing Board's determination that the petitioner's eligibility for representation on the Administering Board is justified and required so that petitioner can be adequately represented in the CAA's purposes and objectives, then the community representative group will select a representative to the Administering Board.

If the petition process results in the placement of an additional representative of private groups interests on the Administering Board, the ratio of at least one-third (1/3) representatives of the low-income sector will be maintained. In no event will total Administering Board membership exceed twenty-four (24). If the petition process will cause membership to exceed twenty-four, the Administering Board will investigate those private groups and interests represented and make recommendations to the Governing Board as to those private groups and interests to be represented on the Administering Board to maintain a total maximum membership of twenty-four (24). The selection of a person to fill an additional seat on the Administering Board from private groups and interests will be in accordance with these Bylaws.

ARTICLE X

OFFICERS OF THE ADMINISTERING BOARD

The Officers of the Administering Board shall consist of Chairperson, Vice-Chairperson, Secretary, and a Treasurer.

The officers shall serve a term of two years. Election of each officer shall be at the regular monthly meeting of the Administering Board in December biennially to take effect in the following January. Unless otherwise provided herein by these bylaws, interim elections shall be called by the Administering Board Chairperson to fill unexpired terms resulting from vacancies to officer positions. Removal of any officer from their position may be initiated by any Administering Board member through introduction of a motion, provided the issue of such removal was properly noticed on the meeting agenda prior to the meeting. Removal of said officer requires a two-thirds vote of the total membership.

The Duties of the Officers of the Administering Board are as follows:

A. CHAIRPERSON

The chairperson shall preside over all meetings of the Administering Board, and provide the initiative and leadership necessary to the proper functioning of the meetings with assistance of the Staff Director. The Chairperson shall serve as the Administering Board's principal channel of communication with the Oakland City Council, Alameda County Board of Supervisors, and the Staff Director, and the principal channel of communication with the Administering Board's wishes to the Staff Director in its role of providing overall policy and program direction to the Community Action Agency Program. The Staff Director shall consult with the Chairperson of the Administering Board on plans, projects, progress and problems of the program, and communicate the need for Administering Board actions to the Administering Board. The Chairperson shall keep the Administering Board apprised of the City Administrator's role as the organizational element through which administration of the CAA's paid staff and its several projects and programs are affected by the Administering Board. The Chairperson of the Administering Board shall also serve as Chairperson of the Executive Committee.

B. VICE-CHAIRPERSON

The Vice-Chairperson, in the absence or inability of the Chairperson to act, shall exercise all the powers and perform all the duties of the Chairperson. In the event the Office of Chairperson is vacated in mid-term, the Vice-Chairperson shall succeed to the Office of Chairperson.

C. SECRETARY

The Secretary, in the absence or inability of the Chairperson and the First Vice-Chairperson to act, shall exercise all of the powers and perform all of the duties of the Chairperson. The Secretary is responsible to ensure that minutes of each official meeting of the Administering Board are recorded, and that any errors in the minutes are presented to the Administering Board for correction. The Secretary is also the official custodian of documents and records of the Administering Board, including minutes, committee reports, and correspondence to the Administering Board. The Secretary is empowered to obtain services and assistance through the Staff Director in the recording of the minutes and in maintaining custodial files of the Administering Board's documents and records.

D. TREASURER

The Treasurer shall serve as the Chairperson of the Finance Committee of the Board. The Treasurer of the Administering Board shall have access to financial records of the CAA, but otherwise shall exercise no custodial or investment control over the assets and finances of the CAA, since those responsibilities rest with the Governing Board.

ARTICLE XI

STANDING COMMITTEES OF THE ADMINISTERING BOARD

The Administering Board shall have six standing committees, the Executive, the Personnel and Training, Program Planning, Fund Development, Advocacy and the Finance committee. Each committee shall serve as a working extension of the Administering Board in its consideration of issues, opportunities and plans in the area of the committee's particular attention. As such, the committee shall receive assignments from and report its findings and recommendations to the Administering Board. In special instances the Executive Committee may be empowered by the

Administering Board to act for the full Board in deliberating an issue and reaching a decision or taking an action.

The composition of each committee shall fairly, but need not exactly, reflect the composition of the full Administering Board, except as specified in Paragraph B.1 of this Article below. The committee members will be selected by the Administering Board Chairperson. A committee quorum shall consist of 50% plus one of the total committee membership, including vacancies.

The composition and responsibilities of each committee are as follows:

A. THE EXECUTIVE COMMITTEE

The Executive Committee shall have at least three (3) members and include as one of its members the Administering Board Chairperson. The composition of this committee shall be at least one representative from the public officials, one representative of the low-income sector and one representative of private groups and interest. Membership shall fairly reflect the proportion that each of these three groups represents on the Administering Board. The Administering Board Chairperson shall serve as Committee Chairperson of the Executive Committee.

The Executive Committee may act for the Administering Board on matters which cannot await the next scheduled meeting of the Board, as determined by the Executive Committee, and notify the Board, at its next meeting, of that action.

B. PERSONNEL AND TRAINING COMMITTEE

1. The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly, reflect the composition of the Administering Board
2. The Personnel and Training committee reviews the requirements for staff in conjunction with the CAA budgeting process and will address similar issues as necessary

C. PROGRAM PLANNING COMMITTEE

1. The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly reflect the composition of the Administering Board.
2. The Program Planning Committee is responsible for working to implement the agencies strategic plan, and identify/develop programs and services that support the agency's mission.

D. FUND DEVELOPMENT COMMITTEE

1. The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly, reflect the composition of the Administering Board.
2. The Fund Development committee is responsible for leveraging and maximizing existing funds and identifying new funding opportunities/activities.

E. ADVOCACY COMMITTEE

The Committee Chairperson shall be selected by the Chairperson of the Administering Board and the committee membership shall fairly, but need not exactly, reflect the composition of the Administering Board. The Advocacy committee is responsible for providing advocacy, support, and education to increase awareness and to assist in the development of strategies to impact issues that affect the low-income population.

F. FINANCE COMMITTEE

1. The Administering Board Treasurer shall serve as Committee Chairperson of the Finance Committee. The Committee exercises the following responsibilities:
 - a. The Finance Committee reviews and analyzes the CAA's financial policies and procedures and information reporting systems, with a view toward maximizing their effectiveness as tools in management decisions.
 - b. The Committee shall review, in detail each quarter, programs which deviate significantly from the budget, reporting to the Administering Board the cause of the variance and expenditure rate, the corrective action necessary, the person responsible for said corrective action, and the date at which corrective action is expected to bring the deviation into alignment.

- c. The Finance Committee shall review audits in detail, identify financial management weaknesses, and make recommendations to the Administering Board to resolve any cost questions in internal and external audits.

G.

AD-HOC COMMITTEES

In addition to the Executive, the Personnel and Training, Program Planning, Fund Development, Advocacy, and Finance committees, the Administering Board operates with other ad-hoc committees as the need arises to provide special services, analyses review, investigation or research for the Administering Board. Such committees and each committee Chairperson shall be appointed by the Administering Board Chairperson. The purpose of the committees appointed under this paragraph shall be stated in the direction creating such committee(s) so as to permit the committee Chairperson to report accomplishments of the committee to the Administering Board, and such committees shall cease to function upon completion of the specific assignment for which the committee was activated. No committee shall disband without having submitted a final written report to the Administering Board, including its final recommendations. Dissolution of the committee shall be by declaration of the Administering Board Chairperson unless the Administering Board approves a motion to continue the committee in existence.

ARTICLE XII

MEETINGS OF THE ADMINISTERING BOARD

The rules governing the meetings of the Administering Board shall be as follows:

- A. Regular Meetings
 - 1. Regular meetings of the Administering Board shall be held on the second Monday of each month at a place and time determined during the preceding Board meeting. If a regular meeting would otherwise fall on a holiday, it shall instead be held on the next scheduled regular meeting day unless otherwise noticed as a Special Meeting as provided herein.
 - 2. Written notice of the regular meeting of the Administering Board with previous minutes and the meeting agenda of the forthcoming meeting shall

be sent to each Administering Board member at least seven (7) days prior to the meeting and shall be posted with the City Clerk's Office and on an external bulletin board accessible twenty-four hours a day at least 72 hours prior to the meeting.

3. Written notice of regular meetings shall also be sent to any person, organization, corporation or entity requesting said notice of the Secretary and upon notification by said person's organization, corporation or entity of the address where said notice is to be mailed at least 72 hours prior to the meeting.

In the event the business calendared on the agenda of any regular meeting is not completed at the said regular meeting, the said regular meeting may be continued to a subsequent date by approved motion of the Administering Board, and this meeting shall be considered to be a continuation of the regular meeting so long as a majority of the members of the original meeting are in attendance.

B. Special Meetings

1. Special meetings of the Administering Board may be called upon motion and approval by a majority of the members of the Administering Board or by the Executive Committee or by the Chairperson.
2. Written notice of special meetings of the Administering Board shall be delivered to each Board member's address 48 hours (excluding Saturdays, Sundays, and holidays) prior to said meeting, together with the agenda containing the items to be considered at said special meeting.

3. Written notice of regular meetings shall also be sent to any person, organization, corporation or entity requesting said notice of the Secretary and upon notification by said person, organization, corporation or entity of the address where said notice is to be mailed.
4. The agenda for the special meeting shall be posted with the City Clerk's Office and on an external bulletin board accessible twenty-four hours a day at least 48 hours (excluding Saturdays, Sundays, and holidays) prior to the meeting.
5. If a special meeting is called for a Monday notice shall be deemed timely made if the filing, posting, and distribution requirements provided herein are made no later than 12:00 p.m. on the preceding Friday.
6. Special meetings held other than in the regular meeting place require 10 days' notice.

C. Notification of Meeting

The Secretary, utilizing the services of the CAA staff as requested through the Staff Director, notifies each Administering Board member of each regular meeting and each special meeting.

D. Rules Governing Meetings of the Administering Board

1. Only items listed on the agenda may be discussed at the meetings, with exceptions for limited matters as provided by the Brown Act.
2. No action of the Administering Board shall become effective without receiving the affirmative vote of a majority of the quorum present.
3. Proxy voting by any Administering Board Member shall be prohibited at meetings of the Administering Board and its Committees.
4. Ten (10) Administering Board members shall constitute a quorum. Member's attendance is recorded by the Secretary or staff at each meeting. The presiding officer convenes the meeting at the appointed time or upon arrival of the quorum, whichever occurs later. No meeting is held if the quorum is not in attendance within forty-five (45) minutes of the scheduled

starting time, in which case the presiding officer so advises the members present, who are then free to depart. The presiding officer shall, upon losing a quorum after having convened a meeting, state on the record that a quorum of members is no longer present and adjourn the meeting.

5. Every meeting of the Administering Board is public except those which, under personnel policies and rules of the CAA, must be held in executive session and must comply with the provisions of the Ralph M. Brown Act and Oakland Sunshine Ordinance. Approval of such a motion for executive session requires an affirmative vote of two-thirds (2/3) of the members present and a report of any action taken in closed session must be read in the next regular open meeting.

6.

The Secretary of the Administering Board ensures the recording of the minutes of each Administering Board meeting. For reasons of practicality, the Board may require the Staff Director to furnish a Recording Secretary to take the minutes during the board meetings and to transcribe the minutes for the Board Secretary.

7. The presiding officer shall maintain order in the meetings, having the authority to refuse the floor to any person, and may limit or extend the time allocated to any speaker.
8. *Roberts' Rules of Order - Newly Revised* serves as the rules for the conduct of the Administering Board meetings, and for parliamentary procedure at each meeting, except as provided in these bylaws.

ARTICLE XIII

MEETINGS OF THE ADMINISTERING BOARD STANDING COMMITTEES

Each committee of the Administering Board shall conduct its meetings and discharge its duties in accordance with these Bylaws. The first meeting of a committee shall be called by its Chairperson

during a regular meeting of the Administering Board, or by personally contacting each member of the Committee with announcement of the meeting if such a meeting is required before the next regular meeting of the Administering Board.

No decisions or recommendations shall be developed by any Committee except in a session attended by a quorum of the Committee as set forth herein. All Committees shall keep minutes and present them to the Administering Board.

The Executive Committee shall keep minutes of each meeting, and the minutes of each meeting shall be presented at the next regular meeting of the Administering Board, accompanied by motion of the Executive Committee Chairperson for the Board's ratification of decisions and actions taken by the Executive Committee acting for the Administering Board. The quorum requirement for the Executive Committee shall be one-half (1/2) of the total committee members plus one (1) of the total number of voting members of the Executive Committee.

ARTICLE XIV

AMENDMENT OF BYLAWS

A. AMENDMENT OF BYLAWS BY THE ADMINISTERING BOARD

1. These Bylaws may be amended, or new Bylaws adopted, at any regular meeting of the Administering Board provided that notice of the proposed action shall have been sent to each member of the Administering Board at least fifteen (15) days before said meeting. A two-thirds (2/3) vote of the total Administering Board membership shall be required to amend and/or adopt new Bylaws.
2. The Administering Board may amend, without consent of the Governing Board, only those elements of these Bylaws which do not give itself powers that are reserved for the Governing Board. Amendments may include:
 - a. Definition of the offices of the Administering Board;
 - b. Definition of the method, frequency and timing by which each Administering Board Officer is elected to their office;

- c. Definition of the standing committees of the Administering Board and the method of selecting the Chairperson and members of each;
 - d. Definition of the prerogative of the Administering Board to establish ad hoc or temporary committees of the Board; and
 - e. Definition of the rules for the conduct of official meetings of the Administering Board or any of its committees during the presence of a quorum for such meetings.
3. The Administering Board may recommend Bylaws amendment to the Governing Board, which amendments are not provided for in Paragraph "B" above. Said recommendations are stated in a letter or memorandum from the Administering Board Chairperson.

B. AMENDMENT OF BYLAWS BY THE GOVERNING BOARD

The Governing Board (the Oakland City Council), by a motion to amend these Bylaws made by its own initiative, shall submit the proposed amendment for consideration and recommendation to the Administering Board before voting to approve the amendment. A two-thirds (2/3) vote of the total Administering Board membership shall be required to recommend approval or-rejection to the Governing Board of the proposed amendment of the Bylaws.

The Chairperson of the Administering Board shall communicate the results of such a vote to the Governing Board.

In the event that the Administering Board rejects the Governing Board's proposed amendment of the Bylaws, then, and in that event, the Governing Board, within thirty (30) days, shall reconsider its recommended amendment to the Bylaws and set a date, time and place for the meeting to reconsider its recommended amendment to the Bylaws and give written notification of said meeting to the Administering Board. The Governing Board's approval and adoption or rejection

by a majority vote of the proposed amendment of the Bylaws at said meeting will be final.

ARTICLE XV

COMPENSATION AND REIMBURSEMENT

Administering Board members are not allowed to be paid compensation for serving on the Administering Board. Administering Board members may be reimbursed for documented expenses to attend official meetings up to four (4) meetings per month based on Federal regulations regarding allowances and reimbursements for Policy making bodies.

All major decisions about allowances and reimbursements shall be made by the full Administering Board.

ARTICLE XVI

REQUIREMENTS FOR INSPECTION AND EXAMINATION

Books and records of the CAA shall be made available to the public pursuant to the provisions and restrictions of Federal Regulations and applicable state and local laws. A copy of the amended Bylaws shall be maintained on file with the City Clerk's office.

2026 Cal-CAPA Conference Report, May 13 - 14
Tonya Love, AC-OCAP Advocacy Committee Chair

AC-OCAP Attendees:

Ashlee Jemmott, Director

Tonya Love, Board Member, Policy Advocacy Committee-Chair

Sandra Johnson, Board Member, Policy Advocacy Committee

Dr. Atiya Rashada, Board Member, Policy Advocacy Committee

Terrence Riley, Board Member, Policy Advocacy Committee

Events Attended:

Wednesday, May 13:

Cal-CAPA - Opening Breakfast Meeting

Cal-CAPA - Beginner Advocacy (Sandra Johnson) Experienced Advocacy Training (Tonya Love and Ashlee Jemmott)

Thursday, May 14:

Attend Cal-CAPA Kick-off and Rally before and between meetings

Dropped off packets to Assemblymembers Bonta, Ortega and Wicks

11:30 am Meeting with Senator Arreguin

1:30 pm Meeting with Senator Wahab

Summary:

On Wednesday, May 13, the breakfast meeting was designed for Cal-CAPA agency staff and Cal-CAPA board members. There were technical updates about reporting and inner board meeting items.

David Knight, Executive Director of Cal-CAPA conducted the experienced advocacy training and provided guidance on how to cultivate relationships with elected leaders. He shared the current status of all Cal-CAPA bills and provided arguments for supporting those bills. There were also handouts which gave information about whether each district would be affected by HR. 1 cuts, which we were able to highlight during legislative visits.

On Thursday, we attended the Cal-CAPA rally at the West Capital Grounds, visited different agency booths and listened to guest elected leader speeches in support of Cal-CAPA, such as Assemblymember Alex Lee, co-author of the Cal-Fresh EBT Vegetable Program Budget Request, and Senator McNerney, author of the Office of Non-Profit Empowerment Legislation, one of the top Cal-CAPA legislative priorities.

During our visit with representatives from the Senators Arreguin and Wahab, all AC-OCAP participants attended. Ashlee introduced AC-OCAP, our purpose and the types of organizations we fund. I discussed AC-OCAP and Cal-CAPAs legislative priorities and Terrence and Atiya shared success stories about a couple of our grantees. Sandra took notes. We weren't able to get meetings with Assemblymember Bonta or Ortega, and Assemblymember Wicks had to cancel as she was still chairing the Assembly Appropriations meeting.

At the time of our meetings, all of our bill priorities were in the Appropriations Committee of each house. Committee hearings were held at the same time, as well as the presentation of the Governor's revised budget. Senator Wahab is on the Senate Appropriations committee and her staff was able to give us the status of the bills that we were promoting that were in her committee. All of the bills we supported she voted yes on.

While we weren't able to meet with Assemblymembers Bonta and Ortega, we saw them as they were leaving a hearing and they took pictures with us and thanked us for making the trip. After our meeting was canceled with Assemblymember Wicks, the team went to the Governor's office and took a picture with the Golden Bear.

Status of 2026 Cal-CAPA/AC-OCAP Legislative platform as of June 3, 2026.

Cal-CAPA

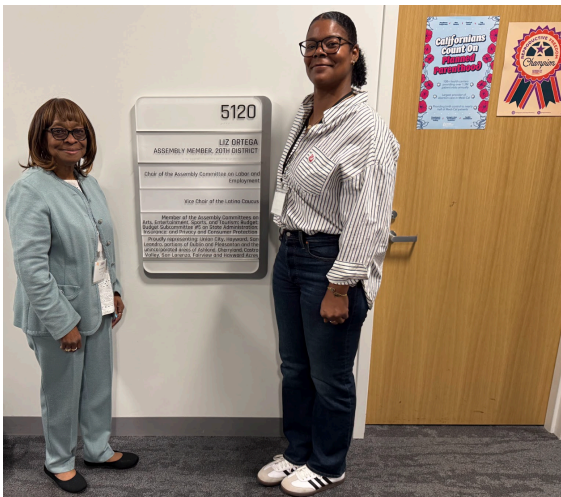
1. [SB 1240 Office of Nonprofit Empowerment](#). Senator McNerney. Status: Passed out of Senate and in 1st committee in Assembly Governmental Organization.
2. [AB 2348: Medi-Cal: community supports](#). Assemblymember Bonta. Status: Passed out of the Assembly and in the Senate scheduling process.
3. [AB 1832 2-1-1 information and referral response system](#). Assemblymember Ransom. Status: Passed out of the Assembly and in the Senate scheduling process..
4. [SB 924 "Low-Income Energy Assistance Programs"](#). Senator Hurtado. Status: Passed out of Senate and in 1st committee in Assembly Utilities and Energy.
5. [SB 881 Income taxation: credits: voluntary contributions: food bank donations](#). Senator McNerney. Status: Passed out of Senate and in 1st committee in Assembly Revenue and Taxation.
6. [SB 1422 Medi-Cal: eligibility: immigration status](#). Senator Durazo, co-authored by Senator Arreguin and Assemblymember Ortega. Status: 3rd Reading on Senate Floor.

AC-OCAP

7. [SB 417 California Affordable Bond Measure 2026](#). Introduced Senator Cabaldon, co-authors- Senators Arreguin, Wahab. And Assemblymember Wicks. Status: Urgent, 3rd reading on Assembly Floor.

All Alameda County representatives voted yes on the above bills. Unfortunately, SB 961 - CalFresh for Students, AB 1690 - Child Tax Credit Update, and AB 2600 - Legal Counsel for Immigrants did not pass out of Appropriations. Current status of the Alameda County Food Bank budget requests that AC-OCAP supported are unclear.

Attachment F4a



2026 ANNUAL CONVENTION



[Registration](#) | [Hotel Information](#) | [Excellence Pre-Con](#) | [Energy Pre-Con](#) | [Uniform Guidance Training](#)
[Sponsorship, Exhibit & Advertising Opportunities](#) | [Thank You, Sponsors](#) | [Code of Conduct](#)

2026 Annual Convention

St. Louis, MO | September 2–4 (Pre-Con: Aug. 31–Sept. 1)

Join us for our **2026 Annual Convention**, taking place **September 2–4** in **St. Louis, Missouri!**

ABOUT THE EVENT

Community Action Agencies (CAAs) and other human services providers are trusted, and they have both the expertise and dedication it takes to serve families and communities best. Agencies in attendance at **NCAP's Annual Convention** will have the opportunity to learn from their peers' innovative efforts and receive updates on the latest federal standards.



Attachment G1

What's more, the Annual Convention will provide CAAs and other human services providers with timely information, training, and resources to increase their efficiency and impact. The Convention acts as a learning hub to share approaches and access proven strategies to move families and communities forward – with topics ranging from education to job training that assists the whole family to advance together.

Everyone should be able to take care of their families and have an opportunity at success. NCAP's Annual Convention supports CAAs and other human service providers as they work to ignite economic growth and ensure hard working families can move into the middle class.

AGENDA

[View the Preliminary Agenda](#)

THEME

Anchored in Purpose, Moving in Strength

LOCATION

Hyatt Regency St. Louis at the Arch

RATES

Registration Timing	2026 Member	2026 Non-Member	Deadline
Early Bird	\$840.00	\$1,140.00	Ends June 11th
Regular	\$1,005.00	\$1,300.00	Ends July 30th
Last Call	\$1,170.00	\$1,470.00	Ends August 21st

[Register Here](#)

[How to Register](#)

[Preliminary Agenda](#)

Cancellation Policy: Cancellation requests received in writing to registration@communityactionpartnership.com by 5pm ET Friday, July 31 will incur a \$130 cancellation fee. Refund requests after this time will not be accepted. No shows will be required to pay the full registration fee.



PRELIMINARY AGENDA: 2026 NCAP ANNUAL CONVENTION

(Published 04/07/2026 and Subject to Change)

Monday, August 31	
8:00am-5:00pm	Wipfli In-Depth Training on OMB Guidance <i>(Separate Fee and Advance Registration Required)</i>
Tuesday, September 1	
8:00am-5:00pm	Wipfli In-Depth Training on OMB Guidance, cont. <i>(Separate Fee and Advance Registration Required)</i>
8:00am-4:00pm	Mission Driven, Business Led: Weatherization Leadership Excellence in Action <i>(Separate Fee and Advance Registration Required)</i>
9:00am-3:30pm	Leading with Excellence: Activating Leadership for Impact <i>(Separate Fee and Advance Registration Required)</i>
10:00am-4:00pm	State CAA Association Meeting <i>(Closed Event – State CAA Associations Only)</i>
10:00am-4:00pm	CCAP One-on-One Meetings w/Charles McCann, CCAP Emeritus
10:00am-6:00pm	Convention Registration, Information, Product Sales
10:00am-6:00pm	Voting & Proxy Certification
10:00am-6:00pm	Exhibits Open
1:00pm-4:00pm	Poverty Simulation <i>(Separate and Advance Registration Required)</i>
4:00pm-5:00pm	Regional Caucuses
5:00pm-6:00pm	Meet the Candidates
Wednesday, September 2	
7:30am-5:00pm	Convention Registration, Information, Product Sales
7:30am-5:00pm	Exhibits Open
7:30am-5:00pm	CCAP One-on-One Meetings w/Charles McCann, CCAP Emeritus
7:30am-8:30am	Breakfast
8:00am-9:00am	General Session: Opening Welcome & Federal Partner Updates
9:00am-9:15am	Break
9:15am-10:30am	General Session: Keynote
10:30am-10:45am	Break
10:45am-11:30pm	General Session: NCAP Business Meeting
11:30pm-12:00pm	Break
12:00pm-6:00pm	Voting
12:00pm-1:30pm	Lunch on Your Own
12:00pm-3:00pm	CCAP Center Stage <i>(Includes Lunch)</i> <i>(Separate Fee and Advance Registration Required – CCAPs Only)</i>

1:45pm-3:00pm	Concurrent Sessions
3:00pm-3:45pm	Snack Break & Raffle in Exhibit Area
3:45pm-5:00pm	Concurrent Sessions

Thursday, September 3

8:30am-5:00pm	Convention Registration, Information, Product Sales
8:30am-2:00pm	Exhibits Open
8:30am-5:00pm	CCAP One-on-One Meetings w/Charles McCann, CCAP Emeritus
8:30am-9:30am	Breakfast
9:00am-10:30am	General Session: Elections Announcement & National Partners Fireside Chat
10:30am-10:45am	Break
10:45am-12:00pm	General Session: Legislative Update
12:00pm-1:30pm	Lunch on Your Own
1:45pm-3:00pm	Concurrent Sessions
3:00pm-3:45pm	Break
3:45pm-5:00pm	Concurrent Sessions
6:30pm-9:00pm	Awards Gala <i>(Tickets Included in Registration Fee - Guest Tickets Available for Purchase)</i>

Friday, September 4

8:30am-12:00pm	Convention Registration, Information, Product Sales
8:30am-11:30am	CCAP One-on-One Meetings w/Charles McCann, CCAP Emeritus
8:30am-9:30am	Breakfast & Raffles
9:30am-10:45am	Concurrent Sessions
10:45am-11:00am	Break
11:00am-11:30am	General Session: Closing Remarks & Raffles

Save the Dates: NCAP Management and Leadership Training Conference

Pre-Conference: February 1-2, 2027 | Conference: February 3-5, 2027

Sheraton New Orleans

Attachment H1

ALAMEDA COUNTY – OAKLAND COMMUNITY ACTION PARTNERSHIP

ANTI-POVERTY BOARD MEMBERSHIP TERMS

OFFICER	NAME/TERM START	START	TERM END	SECTOR	NOTIFICATION STATUS
	VACANT	01/01/22	12/31/24	Low Income (Oakland District 1)	B. Cook appointed 2/14/22, B. Cook resigned 12/9/2024
	Mitchell Margolis ('20)	01/01/25	12/31/27	Low Income (Oakland District 2)	M. Margolis appointed 2/10/20. Membership approved 4/14/2025
SECRETARY 1/25-12/26	David Walker ('20)	01/01/23	12/31/25	Low Income (Oakland District 3)	Special Vacancy - D. Walker appointed 01/13/23, Board officer elected 12/9/2025
	Rana Bader Matly (25)	01/01/25	12/31/27	Low Income (Oakland District 4)	Membership approved December 9, 2024
CHAIR 01/25-12/27	Monique Rivera ('10)	01/01/25	12/31/27	Low Income (Oakland District 5)	Re-appointed 12/19, Board Officer Re-elected 12/14/20. Assumed Office of Board Chair May 5/9/22. Assumed office of Board Chair 12/9/2024
	Kimberly Mayfield '23	01/01/25	12/31/27	Low Income (Oakland District 6)	Kimberly Mayfield, Membership approved 6/9/2025
	Patricia Schader ('22)	01/01/25	12/31/27	Low Income (Oakland District 7)	Membership approved July 11, 2022. Membership Approved 2/10/2025
	(Dr. Atiya Rashada '26) Oakland Mayor Barbara Lee	01/01/25	01/01/27 Mayoral term ends 12/01/29	Elected City of Oakland Mayor	Mayor Lee Elected 5/22/25, Atiya Rashada appointed 1/12/26
	(Tonya Love '21) Carroll Fife (21) District 3, Councilmember	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected Councilmember	T. Love appointed 3/8/21, T. Love reappointed 4/14/2025
	(Pending Appointment) Noel Gallo (15) District 5, Councilmember	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected Councilmember	Josephine Guzman appointed 3/10/25. J. Guzman resigned 5/30/25
	Ken Houston (25) District 7, Councilmember	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected Councilmember	Ken Houston appointed self, 5/12/2025
	(Cesley Ford-Frost '23) Lena Tam, District 3, County Supervisor	01/01/23	01/01/25 (Council Term Ends 12/31/29)	Elected County Supervisor	C. Ford-Frost appointed 7/10/23
	(Angelica Gums) Nate Miley ('12) District 4, County Supervisor	01/01/25	01/01/27 (Council Term Ends 12/31/29)	Elected County Supervisor	Appointed 12/20/11. A. Gums reappointed 2/10/2025
	Terrence Riley ('25)	01/01/26	12/31/28	Low Income (Alameda County)	T. Riley Board Membership approved on 10/13/25
	VACANT	01/01/24	12/31/26	Low Income (Alameda County)	D. Maravilla Membership approved 03/05/24. D. Maravilla resigned 7/10/2025
TREASURER 01/25-12/27	Andrea Ford ('05)	01/01/25	12/31/27	Private (Social Services)	Re-Appointed 12/18 and 1/22, 12/14/20 Board Officer Re-elected 1/1/22, Board officer Re-elected 12/9/2024, Reappointed 2/24/25
VICE CHAIR 01/26 -12/28	Sandra Johnson ('02)	01/01/26	12/31/28	Private (United Seniors)	Appointed 12/12/16, 12/9/19, 12/14/20 Board Officer Re-elected 12/2/22, Re-elected 12/9/2024, Reappointed 12/8/2025
	Michelle Edmon ('25)	01/01/25	12/31/27	Private Sector	Michelle Edmond Membership Approved 5/12/2025

Eighteen (18) Board Members serve a 3-year staggered term. Notification for the term end date shall occur 60 days prior. Board members are not appointed. Board Officers serve a 2-year term. Board Officer Elections are held biannually in December. 2026 Election: Chair, Monique Rivera; Vice Chair, Sandra Johnson; Secretary, David Walker; and Treasurer, Andrea Ford. Community Members are not appointed. Federal Mandate (Public Law 105-285, Oct. 27, 1998, SEC. 676B) "1/2 of the members are (low-income) persons chosen in accordance with a democratic selection procedure, 1/3 are elected public officials, and 1/6 are other major groups" **2026 Membership Terms – Revised 5/11/26.**

Vacancy Notice

February 24, 2026

Alameda County – Oakland Community Action Partnership

The Alameda County – Oakland Community Action Partnership (AC-OCAP) Community Action Agency is looking for residents who live in Oakland’s CDBG District # 1 and who live in Alameda County (excluding the cities of Oakland and Berkeley) that are interested in working to alleviate poverty and represent their low-income community by serving on the **Alameda County – Oakland Community Action Partnership Administering Board**.

Purpose: The Community Action Partnership has the responsibility to plan, develop, and execute efforts to alleviate poverty and work toward systemic change to enhance the opportunities for families of low-income throughout Alameda County to achieve self-sufficiency, job training and employment placement, housing and community economic development, supportive services, civic engagement, advocacy, and capacity building.

Community Sector	Length of Term	Vacancy Date	Seat Requirements
Oakland CDBG #1	01/01/26 - 12/31/28 3-year staggered term	12/9/2024	Interested low-income residents who live within the Oakland CDBG #1 may apply. Each nominee must 1) be 18 years old or older and a resident of the district which he/she/they represent, 2) complete and submit an application, and 3) submit ten (10) signatures from residents age 18 or older that reside within the applicant’s district.
Alameda County, not Oakland or Berkeley	01/01/26- 12/31/28 3-year staggered term	7/10/2025	Interested low-income residents who live within the Alameda County, excluding cities of Oakland and Berkeley, may apply. Each nominee must 1) be 18 years old or older and a resident of the district which he/she/they represent, 2) complete and submit an application, and 3) submit ten (10) signatures from residents age 18 or older that reside within the applicant’s district.

Staff of Commission

Puthea (Thea) On
Administrative Assistant
150 Frank H. Ogawa Plaza, Suite 4340
Oakland, CA 94612
www.ac-ocap.com