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

Visit us on the web at AC-OCAP.com or contact us by email at AC-OCAP@oaklandca.gov

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Vision Statement: To End Poverty Within the City of Oakland and Throughout Alameda County
Core Values: Community-Driven | Equitable | Collaborative | Impactful | Results-Driven

Our Promise: Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes Oakland and Alameda County a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.

Executive Committee | Standing Meeting
Thursday, September 24, 2026, 5:30 pm – 6:30 pm
Oakland City Hall - 1 Frank H. Ogawa, Hearing Room 3

The Public May Observe This Meeting Remotely by:

Zoom Webinar Link:
https://oaklandca.zoom.us/webinar/register/WN_ztgLrpzQSbikTkogADcJMg

Webinar ID: **843 6172 5420**

To make public comments, community members must do so either in person at the published location or by email at AC-OCAP@oaklandca.gov. Please note that remote participation is not available.

Executive Committee: Monique Rivera (Board Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), David Walker (Secretary), and Supervisor Lena Tam (Cesley Ford-Frost)

Staff: Ashlee Jemmott and Thea On

The meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201, or call (510) 238-3611 **(VOICE)** or (510) 238-6451 (TTY) to arrange for the following services: Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired. Please refrain from wearing scented products to this meeting.

AGENDA

A. Call to Order, Roll Call, Quorum for the Executive Committee Meeting, and Approval of the September 24, 2026, Agenda.
ACTION ITEM:

B. Approval of the Executive Committee Meeting Minutes from April 23, 2026 - **Attachment B**
ACTION ITEM:

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

D. Discussion:

1. Executive Committee
2. Bylaws
3. Strategic Planning
4. Draft RFP Timeline – **Attachment D4**
5. Budget

E. Program Planning Committee
1. Updates on Financial Literacy Workshop SparkPoint

F. Open Forum: (General Audience Comment Period)

G. Adjournment:

1. The next Executive Committee meeting is scheduled for **October 22, 2026**

   ACTION ITEM:

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MINUTES

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

Executive Committee Meeting (Standing)
Thursday, April 23, 2026, 5:30 PM
Oakland City Hall - 1 Frank H. Ogawa, Hearing Room 3

Committee Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), and David Walker (Secretary)

Committee Members Excused: Andrea Ford (Treasurer), and Supervisor Lena Tam (Cesley Ford-Frost)

Staff: Ashlee Jemmott and Thea On

A. **Roll Call/Determination of Quorum/Approval of Agenda**
M. Rivera performed roll call, and a quorum was established at 5:35 p.m.
MOTION: To approve the April 23, 2026, Executive Committee Meeting Agenda.
M/S/Carried: S. Johnson / D. Walker / Motion carried.

B. **Approval of the draft Minutes from the Executive Committee Meeting on March 26, 2026 (Attachment B)**
MOTION: To approve the March 26, 2026, meeting minutes.
M/S/Carried: S. Johnson / D. Walker / Motion carried.

C. **Public Comment** – None

D. **Budget Presentation: Elham Attalla (HSD Accountant) and Vi Lo (Budget & Grants Manager)**

1. **Budget Narrative (Attachment D1)** – Prepared by Elham Attalla
2. **425b - 2026 Budget Forms (Attachment D2)** – Prepared by Elham Attalla
3. **Subcontractor List 2026 (Attachment D3)** – Prepared by Maria Huynh & Thea On

HSD Accountant Elham Attalla gave an extensive overview on the CSBG 2026 Budget.

Total CSBG 2026 budget: $1,319,745
Split: 22% administrative, 78% program costs
Major cost drivers: Subcontractors (grantees): $460,000 (largest program expense)
Salaries + fringe benefits: most of the remaining costs in both admin and program
Operating, out-of-state travel, and other costs: relatively small shares

MINUTES

Comparison to 2025
Overall program expenses: 2025 and 2026 totals are very similar, with only a small increase (~$3,000).

Subcontractor change: 2025 actuals: $600,000
2026 projected: $460,000.
Reason: salary savings in 2025 (two vacant positions) were shifted to subcontractors; in 2026, those positions are filled, reducing available subcontractor funds.
Other costs/overhead: Explained as overhead (approx. 9.37%), that is effectively a "catch-all" for remaining funds after salaries, contracts, travel, and operating expenses.
2026 projection (~$14k) is below the full overhead percentage; any year-end surplus or overages in other lines will adjust this.

State Funding & Timing
Grant period: Funds are intended for January–December, with up to 4 additional months to spend any remaining funds.
The 2026 contract amount: $1,319,745, is the amount formally contracted by the state.
Possible increase: The state has indicated that more information is coming; the amount may increase slightly later (similar to prior-year additions and discretionary grants).

Current status:
The contract with the state is valid.
The 2026 budget has been submitted to the state and is under review.
Staff is in active communication with CSD about drawdowns and compliance.

Admin vs program ratio (78/22):
Chair M. Rivera asked whether this split is historical/typical and noted it for future discussion.
Use of "other costs": David asked why "other costs" increased in 2026 and whether funds could be better allocated.
Elham clarified that "other costs" reflect overhead and absorb the remaining funds after other categories are accounted for; if other lines increase, "other costs" would decrease, and vice versa.

Parking & food costs:
Parking for board members is included under operating expenses, not a separate line.
Meals for meetings:
Past practice: meals provided for many years.
Issue: previously no prior authorization from the state.
Current: justification for food is now formally included in the budget and has been sent to the state, awaiting authorization.
M. Rivera suggested more cost-effective options (family-style vs individual meals).

Next Steps Related to Budget
Provide board members with the detailed budget breakdown (Excel-style).
Prepare a clear list of grantee allocations (2024–2025 vs. 2026) for the May 11 administering board meeting, including explanations for any differences.

MINUTES

Action Item(s):

- Email detailed CSBG budget breakdown (admin vs program, line items) to the requesting board member(s).

Assignee: A. Jemmott

- Prepare grantee allocation summary (prior and current CSBG allocations, e.g., 2024–2025 vs 2026, with explanations for differences) for the May 11th Administering Board meeting.

Assignee: A. Jemmott (with staff Maria Huynh)

- Draft one-page introduction letter to grantees (introducing Ashlee, providing contact info, opening communication) to use once there is clearer guidance from the state on funding/food authorization.

Assignee: A. Jemmott

- Research VITA program funding history (how it became part of AC-OCAP/CSBG, what budget line it is tied to) and report back to the Executive Committee.

Assignee: A. Jemmott

- Coordinate a VITA program update (service numbers, total refunds to community, etc.) once the VITA annual one-pager/report is done.

Assignee: A. Jemmott (with Jaqueline Jacobs/VITA lead).

- Complete bylaws revisions and route the updated draft to the director, then on to the City Attorney/city process.

Assignee: A. Jemmott

- Finalize strategic plan narratives.
- Finish edits to community involvement/focus area sections and send updated drafts to the committee.

Assignee: A. Jemmott

- Centralize action item tracking in a shared Google Sheet (including the April 13 action item and other subcommittee actions).

Assignees: D. Walker – build/enter the list in Google Sheets

- Add the shared Google folder and centralize with other subcommittee action lists.

Assignees: Staff T. On

- Provide old CSBG budget copies (including “walk-in poverty” and related legacy lines) to compare with the current budget and locate where those items now live.

Assignee: M. Rivera

- Share the CSBG 2026 budget presentation file with board members for reference after the meeting.

Assignee: Staff T. On

ATTACHMENT B

MINUTES

E. **DISCUSSION:**

1. **Executive Committee** – None

2. **Bylaws** – CAP Manager A. Jemmott has received the revised bylaws from DCA S. Navarro and is currently reviewing them to ensure that the language and changes are clear and effective. Once A. Jemmott completes her internal review, she will send the updated draft of the bylaws to the current HSD Director. Following that, the Director will forward the bylaws to the City Attorney's office for final review and approval. The Executive Committee anticipates a more detailed discussion of the bylaws after this internal and city review process is complete. The subcommittee's work is essentially finished, and the focus is now on advancing the draft through the city approval process.

3. **Strategic Planning Updates** - Chair M. Rivera and A. Jemmott reviewed the community involvement and community development sections. They consolidated three original community involvement pieces into two focus areas, including financial literacy and banking support, which A. Jemmott emphasized should be retained. Focus Area 3, which covers Advocacy & Civic Engagement, as discussed by D. Walker and T. Riley, was generally found to be on the right track, needing only formatting and cleanup. A. Jemmott plans to standardize the format of all sections, aligning D. Walker's contributions with those of T. Riley and others. Her next step is to review and finalize her own section, after which she will send an updated combined draft to the committee, aiming to do so by tomorrow after the meeting. The committee reiterated that the Community Needs Assessment (CNA) and Strategic Plan should guide future funding decisions and the 2027 Request for Proposals (RFP) / community grants.

4. **Updates on Staffing** – CAP Manager A. Jemmott announced that a new Program Analyst II, Liam Donovan, has joined the AC-OCAP/HSD team. Liam will support the AC-OCAP initiatives, with a focus on the sugar-sweetened beverage summer fullness program, which provides meals and food support for children and families. Liam Donovan is a former council member from Arizona, bringing valuable experience in governance and policy to the team. A. Jemmott highlighted that Liam is already demonstrating his skills and is an asset to the program. With Liam's addition, AC-OCAP is now fully staffed, a significant step towards strengthening program implementation and support. Board members will have the opportunity to meet Liam at the upcoming Administering Board meeting, and Ashlee plans to share Liam's biography with the board.

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

G. **Adjournment of Meeting**

MOTION: To adjourn the meeting at 6:30 pm
MIS/Carried: S. Johnson / D. Walker / Motion Carried

The next Executive Committee Meeting is scheduled for May 28, 2026

ATTACHMENT D4

Complete Draft by Septemeber 14, 2026 September 14,2026-September 28, 2026 ECM (9/24/26) September 28,2026 - October 05,2026	SOW for Consultants Wait for the process, review, and approval by Contracts Administration Board Finalizes Strategic Plan 2026-2031 3-Bid Process Solicitation	
October 5, 2026 - October 9, 2026	Begin recruitment for Reviewers Ashlee 1:1 w/ Robin Love to collect info on reviewers Gift Card for reviewers ($50 each) Review and contuine Draft of RFP 2027-2029 Oct 5-26, 2026 Ads, Emails and social annocuments	
October - 12th - 16th	Review and finalize the RFP application with the Administering Board 10/12 Finalize RFP with Cityspan and within iSupplier	
Monday, October 19 (1hr) Tuesday, October 20 (1hr)" Wednesday October 21(1 hr)	Bidder's Conference (Optional)Zoom Meeting Question and answers 48 hours CitySpan and iSupplier Technical Assistance for Applicants?Publish of Frequently Asked Questions (FAQ)	
Monday, October 26, 2026	**RFP Release Date (website, CitySpan, iSupplier,)**	
Friday, December 4, 2026	RFP applications Due Friday by 4:30 pm (Late Submissions NOT accepted)	
Monday, December 7, 2026 – Thursday, December 10, 2026	**Staff application Review (iSupplier, CitySpan)** Monday, December 7, 2026	**Staff Application Review** • Checked for completeness of each application Designated confirmed focus area of each application • Listing all applications, including incompletes • Log all applications by category Assigned to panel volunteers
	Training:	Advisory Panel training, distribution and scoring of application packets (Dinner provided)
	Tuesday, December 8, 2026	*Oriented to AC-OCAP history & values*
	(6pm – 8pm)	*Confidentiality and Conflict of Interest statement*
		Overview of CitySpan's online platform, funding process, and review scoring criteria
	Advisory Panel Review Application Evaluation (4 weeks):	*Advisory Panel reviews and scores RFP applications (4 weeks)*
	Monday, December 8, 2026 – Friday, January 15, 2027	*Score sheets submitted electronically* ***(Jan 15, 2027) Advisory Panel submit scores and comments are recorded***
	Wednesday, January 20, 2027	**Program Planning Committee** meets to review RFP applications (Review Criteria)
		• *Discuss applications*
		Consider advisory panel's evaluations
		Prepare funding recommendations for the Executive Board & Full Board
Executive Committee / Board Q&A Session	Special Session of the Board hosted by the Executive Committee to ask questions and review recommendations from the Program Planning Committee	
Thursday, January 28, 2027	*Priority programs identified through committee discussion*	
	Grant amounts determined, including signature programs	
	AC-OCAP Board Meeting	
	Full Board reviews and approve 2027-2029 AC-OCAP Programming	

Monday, February 8, 2027 Monday, February 22, 2027 (Rotunda)	• *Invitation for all applicants to attend Board Meeting* **Rotunda - Meet & Greet to congratulate selected Grantees**
Begining February 8th (Upon approval)	Contracts *Formal announcement to applicants (Awards contingent on funding)* *Mail contracting attachment packets to grantees* *Assembling required contract schedules, exhibits, and certifications* *Negotiating Schedules A & B (Scope of Work & Budget)*
February/ March TBD	Staff asks Life Enrichment Committee to accept CSBG Funds and approve funding allocations / CSBG Grant
March TBD	Staff reports to full City Council to accept CSBG funds & approve funding allocations
March TBD	Contract execution completed and program implementation