



MINUTES



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

Administering Board (Standing)

Monday, February 9, 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), David Walker (Secretary), Councilmember Carroll Fife (Tonya Love), Mayor Barbara Lee (Dr. Atiya Rashada), Councilmember Ken Houston, Dr. Kimberly Mayfield, Patricia Schader, Rana Matly, Michelle Edmond, and Terrence Riley.

Board Member Excused: Supervisor Lena Tam (Cesley Ford-Frost), Supervisor Nate Miley (Angelica Gums), and Mitchell Margolis

Board Member Absent: Councilmember Noel Gallo (TBA)

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

Staff: Deputy Director Lea Lakes, and Thea On

- A. Call to Order/Recite Alameda County-Oakland Community Action Partnership (AC-OCAP) Promise**
Chair M. Rivera called the February 9, 2026, Administering Board Meeting to order at 5:30 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 5:32 p.m.
- C. Approval of Agenda**
MOTION: To approve the February 9, 2026, Administering Board Agenda.
M/S/Carried: K. Houston / S. Johnson / Motion Carried
- D. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of January 12, 2026 (Attachment D)**
MOTION: To approve the January 12, 2026, Administering Board Meeting Minutes.
M/S/Carried: K. Mayfield / A. Ford / Motion Carried
- E. Approval of the Draft Minutes from the Alameda County-Oakland Community Action Partnership (AC-OCAP) Administering Board Meeting of December 8, 2025 (Attachment E)**
MOTION: To approve the December 8, 2025, Administering Board Meeting Minutes.
M/S/Carried: K. Houston / T. Riley / Motion Carried
- F. Public Comment: (Specific Agenda item(s): Audience Comment Period) – None**
- G. Community Action Partnership Board (CAP) Updates:**
 - 1. Executive Committee:**
 - a. AC-OCAP By-Laws Update** – M. Rivera announced that City Deputy Director Sophia Navarro is currently reviewing historical versions of the bylaws and will send them to the city attorney's office

for further examination. She pointed out that bylaws should be reviewed by legal counsel every five years. The last legal review took place around 2017, creating heightened urgency to complete this update. There are several key areas for consideration, including clarifying the agency's naming and branding—specifically, whether it should be referred to as Oakland/Alameda County or Alameda County/Oakland Community Action Partnership. Additionally, there is a proposal to update certain terminology, such as changing the phrase "low income" to "poverty" in various sections. M. Rivera reminded the group that they are not obligated to accept all recommendations from the attorney; instead, they will review the suggestions and decide which ones to adopt, particularly in coordination with the requirements of the county and the city of Oakland.

Action Item(s): M. Rivera to check in with City Deputy Sofia Navarro for a status update and timeline.

- b. **National Updates** - Chair M. Rivera expressed concerns during discussions about the federal shutdown regarding the approval of Community Services Block Grants (CSBG). She believes that while the block grants have been approved at the national level and allocated to California, the impact on the state's legislative process remains unclear and will unfold over the coming months. Decisions regarding local block grant funding for their agency will be made in October for the next two-year funding cycle. The board has been actively discussing advocacy letters to senators and other federal representatives to highlight the importance of these block grants. This topic will be a key focus at the National Convention in Washington, D.C., where M. Rivera and T. Love will attend. M. Rivera also mentioned that she feels less anxious about funding now, noting that poverty rates are higher in many blue states and that block grants generally receive bipartisan support.

Action Item(s): Letters to legislatures (Need owner and deadline date)

- c. **Strategic Planning Board Retreat Takeaways** - The board agreed to form an ad hoc committee (comprising the Executive Committee plus any interested members) to finalize the Strategic Plan within the next two months, so it is ready before the RFP process starts (around June–July). The ad hoc/Executive Committee will meet via Teams on Fridays around 12:00 pm (starting Friday the 13th) as working sessions; attendance will rotate, so there will be no full-board quorum. Members were reminded to complete the retreat survey by the deadline, with no extensions, so the feedback can guide final strategic planning. The group reaffirmed three primary focus areas for the Strategic Plan: Housing, Community development, Employment/entrepreneurship, and job training (equipping community members to earn a sustainable income). There was an emphasis on continuing to prioritize underserved populations, especially youth and transition-age young adults (e.g., support for Lighthouse and Covenant House).
- d. **Secretary Note-taking Template (Attachment G1d)** - Chair M. Rivera highlighted that Leah has been upgrading the minutes by adding action-item sections and plans for an ongoing action-item log, so the board can easily remember and track commitments over time. January and December minutes now include clearly labeled action items by committee (e.g., Fund Development, Advocacy, Retreat). L. Lakes introduced a template/table (Attachment G-1d) for tracking items (e.g., site-visit findings and action items). She apologized for an attachment that accidentally included content from another meeting and clarified that only the table portion is relevant to this meeting. Board members asked for clearer legends and acronyms (e.g., what red lines, X's, dashes, or abbreviations like "ATR" mean), so the documents can stand alone without extra explanation. L. Lakes agreed to send a written explanation of the symbols/format and to work on making the tools more intuitive and user-friendly.

Action Item(s):

- L. Lakes to share the difference between x and - on the audit form by Monday, 2/1
- L. Lakes to have a proposed one-pager for funders and legislators by Monday, 3/16
- L. Lakes to share deadline on when we can aggregate org audit data by Friday, 2/13

2. Fund Development:

- a. **Updates on Funding Research** - R. Matly reported a productive meeting with T. Riley regarding Greenlight. This national organization introduces proven anti-poverty programs to new areas and can offer up to \$1 million in seed funding for expansion. Greenlight typically does not fund organizations already operating in the Bay Area; rather, it focuses on importing successful models from other regions. Key recommendations from T. Riley for AC-OCAP include strengthening their fundraising narrative by clearly identifying focus areas such as poverty, housing, and jobs. It is also important to quantify the total number of people impacted by all programs and grantees, not just those benefiting from AC-OCAP's unrestricted funds. Additionally, AC-OCAP should expand its funding efforts beyond foundations to include high-net-worth individuals as potential donors. Board members were encouraged to leverage their supervisors' offices and networks to facilitate introductions.

Action Item(s):

- Schedule two meetings with Kate Schwarz, Greenlight Bay Area Executive Director, and Avia Wright, Greenlight national CEO.
- Work on an executive summary that compiles impact data and numbers from the materials Maria shared for those Greenlight meetings.
- Continue work on Gateway/fundraising materials at the next Thursday meeting.
- M. Rivera to set up the San Francisco Foundation by Friday, 2/13

3. Program Planning:

- a. **Future Planning** – None

4. Advocacy:

- a. **Committee Update** - T. Love reported that the Advocacy Committee has not met since the retreat, but work is ongoing. A survey was distributed to all grantees with staff assistance; however, only two responses have been received so far, so continued reminders will be necessary. The goal is to use the survey data to create a one-page factsheet outlining the agencies' services and needs to share with elected officials during the NCAF visit to Washington, D.C.
- b. **CalCAPA Advocacy Day** – The CalCAPA Advocacy Days in Sacramento are from May 13th to 14th. T. Love will assign committee members to send meeting requests and invitations to legislators. She confirmed that overnight stays are now permitted, but the budget is limited, so the number of attendees will need to be managed. Currently, Sandra Johnson and a few others have expressed interest in attending. T. Love suggested that their time would be better spent meeting with legislators rather than staffing a booth; however, the group briefly discussed potential handouts, such as flyers or QR codes. She also mentioned that if grantees are slow to respond to the survey, board members with relationships with organizations such as Covenant House, Lao Family, and St. Mary's could help follow up directly to gather the necessary information.

Action Item(s):

- Remind grantees to complete the advocacy survey and, where possible, use board members' relationships (e.g., Covenant House, Lao Family, St. Mary's, etc.) to follow up directly.
- Send invitations/requests for meetings with legislators for the NCAF trip to Washington, D.C., and the Advocacy days in Sacramento (May 13–14).
- Collect names of board members interested in attending CalCAPA so staff/executive committee can determine how many can attend within the travel budget.
- Use grantee survey responses and program data to develop a one-page information sheet on agencies and their needs for use in legislative visits (DC and Sacramento).

H. Informational Item:

1. **2026 CalCAPA Advocacy Day – Sacramento, May 14th (Attachment H1)** – refer to G4b.
2. **2026 NCAF Conference Agenda – Washington D.C., March 17th – March 20th (Attachment H2)** - The National Community Action Fly-In Conference in Washington, D.C., is March 17th - 20th. Chair M. Rivera noted that a meeting is already scheduled with Rep. Ro Khanna's office, and she will forward the details to T. Love and the Advocacy group. They plan to schedule meetings with Senator Padilla's office and other California representatives, which will be coordinated jointly by M. Rivera and T. Love. The group reaffirmed that letters and direct meetings with federal legislators about the importance of the Community Services Block Grants (CSBG) will be central advocacy activities during their trip to D.C.
3. **Head Start's Week of the Child at Fairyland, April 17th (Attachment H3)** - The City of Oakland's Head Start program, in partnership with Children's Fairyland, is hosting a Week of the Child event on Friday, April 17th, from 9:30 a.m. to 2:30 p.m. at Children's Fairyland, located at 699 Bellevue Ave, Lake Merritt, Oakland. Staff members M. Huynh and T. On will represent AC-OCAP at the event by distributing promotional materials and brochures to community members. Board members interested in assisting at the table or attending the event are encouraged to inform staff so they can be added to the list once the formal Eventbrite/RSVP invitation becomes available. T. On will forward the Eventbrite link or the official invitation to the board when received, allowing members to RSVP and share the information with their networks.

I. Community Action Partnership Programming Updates (Maria Huynh and Thea On):

1. **Board Vacancies: Low-Income Alameda County, and Low-Income Oakland District 1 (Attachment I3)** - The board reviewed the current vacancies, noting that there is still no appointed representative from Alameda County and an open seat in Oakland District 1. It was mentioned that the County continues to announce the vacancy, but no candidate has been confirmed yet. Chair M. Rivera also shared that Rosa Velazquez will begin regularly attending meetings to represent Councilmember Gallo's office. However, this does not fill the formal vacancies for Alameda County and District 1 seats.
2. **Grantee Onsite Monitoring Audit Report, August-October 2025 (Attachment I2)** - HSD Deputy Director L. Lakes presented the onsite monitoring report, which featured a grid on the front page displaying checkmarks, red lines, X's, and dashes for each grantee. Board members inquired about the meanings of the red lines and X's (for instance, whether the red "pending lawsuits" indicator signified a problem or a clean record). They requested a clear legend and explanation for the symbols used. L. Lakes clarified that for the "pending lawsuits/legal actions" line, a red line indicates that there are no pending lawsuits, which is a positive sign. However, she acknowledged that the wording and color coding are confusing and need adjustment. Chair M. Rivera and D. Walker pointed out that while the report appears to provide a snapshot of compliance and processes, they were unsure where the financial review component is reflected (for example, the finance checks that previously involved grantee finance staff). They also discussed the need to connect these monitoring findings and mid-year figures (such as clients served and program outcomes) to a clear narrative illustrating AC-OCAP's impact.

Action Item(s):

- L. Lakes to provide a written explanation of the symbols (red, X, dash, checkmarks) and how to read the table.
 - L. Lakes to verify where the financial review information is captured and report back.
 - L. Lakes to develop a concise one-pager that pulls together grantee outcome data into an impact story useful for funders and legislators and use this learning to refine future RFP and reporting requirements.
3. **Status of 2025 Grantee Reimbursements** – L. Lakes reported that 14 grantees have received their checks, and 5 are in process. Chair M. Rivera asked about the 18th grantee, and Lea said she would confirm which grantee is outstanding and report back (implying that one more reimbursement may still need clarification or processing).

4. **2025 Annual Report Requirement to the State Department of Community Services and Development** - HSD Deputy Director L. Lakes reported that the 2025 Annual Report to the State Department of Community Services and Development (CSD) was submitted on February 5th. Staff is currently awaiting feedback from the State, but no response has been received yet. Chair M. Rivera noted that not all board members remember the specific contents of the report and requested that staff include a copy of the submitted document in a future board packet. This will allow everyone to review the full report as well as any state comments once they arrive.
5. **NCAP's Management and Leadership Training Conference (MLTC) January 27-30, 2026 "Anchored in Purpose. Moving in Strength." - Key Takeaways from M. Huynh (Attachment I5)** – Moved to upcoming Administering Board Meeting on 3/9/26, Staff M. Huynh unavailable to present.
6. **VITA 2025 Tax Season Flyer/Schedule (Attachment I6)** - The VITA no-cost tax preparation program at the West Oakland Library is now fully operational for the 2025 tax season. Program coordinator Jackie Jacobs, along with a team of volunteers, is offering no-cost tax filing services starting on February 3rd. Service will be available on two Saturdays in March and two in April, with the final day being April 11th. Detailed information can be found on the flyer that is being shared with the board. Board members and staff are encouraged to distribute the flyer and share the schedule widely within their networks and communities. Additionally, there is an expectation of hosting another end-of-season celebration, similar to last year, to honor the volunteers involved in the program.

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

K. Announcements:

1. **United Seniors of Oakland and Alameda County** – No report
2. **Alameda County Social Services/Board of Supervisors** – No Report
3. **City of Oakland:** T. Love reported that Councilmember Carroll Fife is working to bring a Costco to West Oakland. Community meetings are being held in each district; upcoming sessions will be at EOIDC (Feb 18) and Montclair Presbyterian (Feb 25). Discussion highlighted both potential benefits (jobs, sales tax revenue, strong worker protections, and culture at Costco) and the need to hear from those concerned about the impacts of big-box stores on small businesses.
4. **Board Members/Others:**
 - M. Rivera shared that, based on conversations with city leadership, Oakland has been effective at preventing large-scale ICE activity, though isolated incidents still occur.
 - T. Love mentioned a recent mayoral directive to city staff regarding cooperation with ICE, reinforcing Oakland's protective stance toward immigrant communities.

L. Attachments:

- D** Draft Minutes from January 12, 2026, Administering Board Meeting
- E** Draft Minutes from December 8, 2025, Administering Board Meeting
- G1d** Secretary Note-taking Template
- H1** CalCAPA Advocacy Day - Sacramento (May 14th)
- H2** 2026 Annual NCAF Conference in Washington, DC. (3/17-3/20)
- H3** Head Start's Week of the Child at Fairyland (April 17th)
- I1** AC-OCAP Board Vacancies
- I2** Grantee Onsite Monitoring Audit Report (August-October 2025)
- I5** NCAP's Management and Leadership Training Conference – M. Huynh
- I6** VITA 2025 Tax Season Flyer/Schedule

M. Adjournment:

- a. **The Next In-Person Meeting:** **March 9, 2026**

MOTION: To adjourn the meeting at 7:00 pm

M/S/Carried: S. Johnson / A. Ford / Motion Carried.