



# MINUTES



## 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@oaklandnet.com

**Vision Statement:** To end poverty within the City of Oakland and throughout Alameda County

**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 MEETING

Monday, July 10, 2017 5:30pm-7:30pm

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

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Sandra Johnson-Simon (Secretary), Stanley Richardson, Lisa Ruhland, Max Chacana, Sean Callum, Phuong Hang Duong Thi, Brittany Carter for Supervisor Wilma Chan, and Sophia Lai

**Excused:** Andrea Ford (Treasurer) and Janice Heredia

**Absent:** Nayaa Lacy, Theresa Anderson

**Staff:** Cecilia Garcia, Emily Derenthalm and Dwight Williams

**Guest:** Meryl Klein – County of Alameda Administrator’s Office

#### A. Call to Order/Approval of Agenda

G. Green called the meeting to order at 5:44pm.

#### B. Roll Call/Determination of Quorum/Recite AC-OCAP Promise

Roll call was called by staff C. Garcia. A quorum was established at 5:46. The AC-OCAP promise was recited.

E. Clemons gave an update on N. Lacy stating that staff has been unable to contact her and she has missed more than 6 meetings which warrants termination from the board. This will be referred to the Executive Committee for discussion. Also, this triggered an update to the Board Contact Form. There will be a new section added for a board member to list an emergency contact.

#### C. Approval of Draft June 12, 2017 Administering Board Minutes (G. Green)

**Motion:** To approve the June 12, 2017 minutes. M/S/Carried: S. Johnson Simon/S. Richardson/Motion carried.

#### D. Community Action Partnership Update/Action Items (E. Clemons)

##### 1. 2017 Program Update

##### • 2017 Grantee/Contract Update

E. Clemons stated that the 2017 grantee contracts have been executed. She stated that the progress reports are due at the close of business, today, July 10, 2017. She informed the board that some of the programs do not have outcomes because of the late start of the contract. She stated the Grantees who are familiar with AC-OCAP can float their finances will be reimbursed. She stated since this funding cycle is for three years, the second and third year outcomes will be on time. She stated that Organizational Standards will be a major factor in the CSD audit.

##### • County Funding/County Presentation

E. Clemons introduced Meryl Klein who is the administrative analyst for the County of Alameda’s Administrator’s Office and she will be attending the CAP board meetings. She stated that the county is still researching to see what was the previous funding for ACAP. In September or October, the plan is to schedule

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: 1) 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.

with the County Clerk's office a presentation to the Alameda County Board of Supervisors on CAP's outcomes. The new staff member who will be replacing C. Garcia will be working with the County Clerk's office to schedule this.

- **Federal Funding Update**

E. Clemons stated that the federal funding is \$1.437 million. D. Williams is working with grantees on getting their invoices submitted. She stated that 50% of their funding should be spent. She also stated that in the mid-year outcomes chart should be included in the September packet.

- **Additional Funding Allocation Process**

E. Clemons stated that the additional funding allocation process is in the packet for approval as a guideline. S. Richardson had some questions regarding the process and E. Clemons explained to him that this process was discussed various times at the Executive meetings and approved by the Board Treasurer A. Ford.

**Motion:** To accept the additional funding allocation process. M/S/Carried: M. Rivera/L. Ruhland/1-abstention, S. Richardson. Motion Carried

- **Bank On Oakland**

E. Clemons stated that paperwork was submitted for a 2-year contract with the Cities for Financial Empowerment, but it was not granted. She stated that Wells Fargo is funding this position and due to their banking practices and troubles with bank account abuse, they are not on the funding matrix as a banking institution for the Bank on Oakland program. The California Reinvestment Coalition (CRC) is working on a banking matrix and is planning to have a soft opening in December. She stated that on July 21, 2017 the Department of Finance will be holding a debriefing. She stated that she is hoping to bring in a consultant. She stated that Citibank has awarded the City of Oakland \$150,000 with the Mayor's Office matching \$25,000.

**Action:** Staff to send out the announcement of the July 21, 2017 debriefing to the board.

**Action:** S. Callum would like to meet with staff regarding a possible partnership for the Bank on Oakland program.

## **2. Grantee Site Visits – September/October**

E. Clemons stated that the grantee site visits will be in September or October and encourages the board to attend if they are available. She stated that staff will send out the schedule of the site visits in August. She stated that in August there will be a desk audit and that is when the grantees are asked for their financials.

## **3. Hunger Free Summer Kick Off Update**

E. Clemons stated that there were 250-300 kids in attendance. Mayor Libby Schaaf came out to speak at the event. She stated that the Oakland Unified School District, Parks and Recreation, The Library, The Alameda County Community Food Bank, and All-In had tables and giveaways. She stated that there was also a book library and a juice bike. She stated that many kids do not access food programs during the summer time and this brings awareness to hunger. She stated that one can call 2-1-1 and get locations where free lunches are being served.

## **4. 2018-2019 CAP Plan**

Staff passed out the full CAP Plan to the board. The needs assessment was included in the packet.

**Motion:** To accept the 2018-2019 Community Action Plan. M/S/Carried: M. Rivera/S. Callum/ Unanimous. Motion Carried

## **5. Events**

- 2017 CAP Annual Conference – August 29 – September 1, 2017 Philadelphia, PA

E. Clemons stated that S. Callum, G. Green, and herself will be attending the CAP Annual Conference. She also stated that staff D. Williams and E. Derenthal will be attending a mandatory CSD training in Sacramento, July 11-12, 2017.

- Thanksgiving Dinner, November 21, 2017 (Tentative)

E. Clemons stated that the tentative date for the Annual Thanksgiving Dinner is November 21, 2017 at the Oakland Marriott. She stated as the date gets closer, staff will send out an email for volunteers.

**Motion:** To accept the Community Action Partnership Update. M/S/Carried: A. Gums/T. Anderson/ Unanimous. Motion Carried

E. Clemons announced that C. Garcia will be leaving the Human Services Department.

## **E. Presentation: Spectrum Community Housing, Inc. – Lara Calvert and Mark Smith**

L. Calvert began her presentation by reading Spectrum's mission statement. She stated that their board just revamped their mission statement. She stated that Spectrum has 45 years of service. She stated that the program was founded in

1973 as a tutorial program and then expanded to a mix of different programs. She stated one of their programs, the Senior Nutrition Program is part of the Older Americans Act and federally funded, along with partnering with Meals on Wheels. She stated they have the senior program at all 4 senior centers. She stated that the nutrition program is not a soup kitchen. The difference is that their food is approved by a dietician using the federal guidelines for meeting the needs of seniors. She also stated that the meals are cooked fresh every day. She stated that in Alameda County over 76,000 meals were served, 28,000 of those meals were in Oakland. She stated that the program relies on heavy fundraising for funding. She began to speak about the next program, LiHeap and Weatherization which is a low-income home energy assistance program. She stated that they are federally funded and are on the President's budget to be eliminated. She stated this program serves all of Alameda County. She stated that homeowners and renters qualify if they meet the household low-income qualifications. She stated they can only receive help once every 12 months. She stated that the process for assistance can take 6-8 weeks. She stated that people can access the application online, print it out and fax or mail it. She stated they are in the process of having the capability to apply online. She stated that the amount of help one can receive ranges from \$152 - \$253. She stated there is no cap on how many people they can help, but there is a cap on funding. She stated that the LI-HEAP program has served over 21,000 clients and has put back \$2.95million in people's pockets. She stated that 1,017 clients were services by Weatherization.

She stated that the Weatherization program has the same qualifications as the LI-HEAP program. She stated for the weatherization program, depending on your household, one gets different priority points. She stated that in the weatherization program, there are different home improvements that can be made: windows, doors, appliances, such as refrigerators, water heaters, and other energy saving improvements. She stated in the past fiscal year, 1,017 households were served in Alameda County and 250 households were in Oakland. She continued to the next program, the Fall Prevention program. She stated that they received a large grant to expand this program. She stated that there are not many senior programs. This program is available at the East Oakland Senior Center as well and it is free. She stated that Thomas Den is the trainer who trains trainers. The floor was open for questions.

**F. Committee Reports – (Verbal):**

1) Advocacy Committee Meeting – July 5, 2017 (S. Richardson)

S. Richardson stated the City Council has passed resolution #86135 to publicize the availability of low – income tax refunds to the public. There was a discussion on what was discussed at the Advocacy Committee meeting. E. Clemons stated that the committee discussed writing a letter, which L. Ruhland volunteered to write, asking that the City Council go one step further on the outreach of the tax refunds and mail out notices in addition to what is supposed to be occurring like posting at City facilities such as the Senior Centers, Libraries and other facilities. B. Cook suggested that this item be placed on the Life Enrichment Committee (LEC) agenda since Council member McElhaney who introduced this resolution is on the AC-OCAP board and is the LEC chair. At the LEC meeting, the CAP board members can ask for an update on what has been done to ensure this resolution is active, where are the notices currently being placed. The timeline for the letter to be completed is by September. There was also a discussion on scheduling the Oakland Unified School District, K-12 Tech Assistance Workforce, and College Prep to present to the board.

**Motion:** Recommendation from the Advocacy Committee is to present a letter to the City Council asking for mailing to be sent to Oakland residents on what tax refunds are available to the public. M/S/Carried: B. Cook/L. Ruhland/Unanimous. Motion Carried.

2) Program Planning Committee Meeting – July 5, 2017 (A. Gums)

A. Gums who was the acting chair for the Program Planning Committee stated that the discretionary funding, Bank on Oakland, grantee site visits, the Hunger Free Summer Event, and the CAP Plan were discussed.

**G. Future/Proposed Agenda Items**

**Future:**

Organizational Standards  
Strategic Plan

### Health

- La Clinica de la Raza
- Alameda County Building Blocks Collaborative\*

### Financial Empowerment

- Alameda County AC CAN
- Cal Reinvestment
- Bank on Oakland
- Earned Income Tax Credit/UWBA\*

### Youth

- Oakland Fund Children Youth (OFCY)\*
- Oakland Youth Commission \*
- REACH Ashland/Cherryland Youth Center\*
- Early Care & Education Planning Council\*

### Public Safety

- Citywide Public Safety Plan\*
- Cease Fire/Street Outreach\*
- Oakland Unite\*
- Seven Step (Re-entry Population)

### Social Justice

- Ella Baker Center

### Families

- Social Services Agency – TANF, GA\*
- ALL-IN\*
- Alameda County Hope Collaborative
- Rise up

### Community Development

- CDBG (Feb.)

### Housing

- Tri-Valley Housing
- Community Housing – Path/Everyone Home\*
- East Bay Housing Organization (EBHO)\*
- Spectrum – LIHEAP/Weatherization\*
- Oakland Housing Authority\*
- Alameda County Housing Authority
- City of Oakland Housing Road Map\*

### Education

- Promise Neighborhoods- Cal State East Bay \*
- Head Start/Early Head Start

### Employment

- Alameda County WIB\*
- East Bay Sustainable Alliance
- Oakland WIB\*
- Minimum Wage/Life Up Oakland/\$15 hr. (local union)

### Board Development

- Jim Masters – CAP History/ Board Training\*
- Jim Master – Structure of the American Economy
- Public Ethics Presentation\*

### Food Security

- Alameda County Community Food Bank \*

### Transportation

- Alameda County Transportation Commission

\*= presented

Proposed: Proposition 47 – Probation (A. Ford)

Proposed: Child Care Proposal (C. Doutherd) -4/10/17

- Urban Habitat
- Oakland Community Organization (OCO)
- Tri-Valley Anti-Poverty Collaborative

E. Clemons stated that in September the presenter may be the Fremont Resource Center.

**Recommendation:** Add the Oakland Unified School District as a future presenter.

## **H. Announcements**

- **Oakland Rotary** – Sean Callum – None
- **United Seniors of Oakland and Alameda County** – Sandra Johnson-Simon – None
- **Alameda County/Social Services Update** – Andrea Ford/Brittany Carter/Angelica Gums - None
- **City of Oakland Update**
  - Food Distribution Handout for Friday, July 14, 2017
  - 325<sup>th</sup> Annual DNN Institute and True Vine Block Party, Saturday, July 15, 2017 at 896 Isabella – 12pm-4pm.
- **Other Organizations**
  - A Conversation with the OPD Chief and Latino Residents on ICE – Thursday, July 20, 2017 at 5:30pm at St. Anthony’s School Gymnasium
- **Economic/Employment Interests** – None

## **I. Agenda Attachments**

- C. June 12, 2017 Administering Board Minutes
- D1. Draft of Additional Funding Allocation Process

D4. CAP Plan

**J. Open Forum**

**K. Adjournment**

**Motion:** The meeting was adjourned at 7:29p.m. M/S/Carried: S. Johnson Simon/S. Richardson/Unanimous.  
Motion Carried.