



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

Tuesday, February 13, 2018 5:30 p.m.-7:30 p.m.

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

Board Members Present: Gladys Green (Chair), Sandra Johnson (Secretary), Monique Rivera (Vice Chair), Sean Callum, Lisa Ruhland, Max Chacana, Brigitte Cook for Councilmember Lynette McElhaney, Hang Mosier, Clarissa Doutherd, Brittaney Carter for Supervisor Wilma Chan, Phuong Hang Duong Thi, Janice Heredia, Angelica Gums for Supervisor Nate Miley and Sophia Lai.

Excused: Stanley Richardson

Staff: Estelle Clemons, Sytara Ellis, Emily Derenthal, and Dwight Williams

Guest: Meryl Klein-County of Alameda Administrator’s Office (CAO), Shan Hirsch of Pennies For Peace, Venita Dumas of Las Palmas Home Alert Group

- A. Call to Order/Approval of Agenda**
Board Secretary Sandra Johnson presided and called the meeting to order at 5:42 p.m.
- B. Roll Call/Determination of Quorum/Recite AC-OCAP Promise**
Roll call was called by AC-OCAP Program Director, Estelle Clemons. A quorum was established. The AC-OCAP promise was recited.
- C. Approval of Draft January 8, 2018 Administering Board Minutes (G. Green)**
Motion: To approve the January 8, 2018 minutes. M/S/Carried: A. Ford/P. Thi/Motion carried.
- D. Community Action Partnership Update/Action Items (E. Clemons)**
 - 1. 2017-2018 Program Update**
 - Administering Board Update and Vacancy**

E. Clemons reviewed the 2018 budget. She stated that although the grantees have been closed, the administrative dollars were not going to be spent in time. Therefore, an extension has been granted until May 18, 2018 to spend the regular funding. The 2017 reports to the State are due (using the new data base) by February 20, 2018. She also stated that because all grantees have submitted their 2017 progress reports, we can now finalize our 2018 contracts. Grantees will make a Board presentation in June, 2018. Additionally, site visits and self-assessments will be done to monitor and evaluate high-risk grantees.

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.

- **District #1 Removal Letter**

S. Johnson stated that Board member Theresa Andersons did not fulfill the terms and conditions pertaining to board membership. Therefore, a removal letter was signed by Chair, Gladys Green. There is a board vacancy in District #1.

ACTION ITEM: A recruitment letter for District #1 will be typed.

ACTION ITEM: Secure a list of potential District #1 board members from Gregory Garrett (CDBG)

The following attachments were reviewed by E. Clemons:

- **2018 Meeting Schedules**

- **2018 Community Action Partnership Committee List**

- **Board Business Cards**

Action: Request for Business Cards must be submitted by Friday, February 23, 2018.

- **Form 700**

ACTION: This form must be submitted to the City Clerk, completed on-line or sent to S. Ellis before April 1st.

2. AC-OCAP Programming and Contracting

Staff member E. Derenthal distributed the preliminary AC-OCAP 2017 Program and Services Outcomes data sheet. E. Clemons gave an overview of the document. S. Lai asked if the numbers listed are exact or estimate? After much discussion, it was determined that the numbers should be listed as estimates.

There was an open discussion regarding AC-OCAP request from Alameda County. Three options were on the table for discussion. Option 1 – Support City Council letter for 40% of department overhead & central services overhead cost (\$50,000/yr.). Option 2 – Support the City Council letter and submit an AC-OCAP Board request for an additional \$100,000. Option 3 – Support City Council’s letter and submit an AC-OCAP Board letter for \$100,000 due to City Council request. E. Clemons read the draft letter that will be sent to the City Council.

3. AC-OCAP Alameda County Presentation

E. Clemons was scheduled to make an Alameda County Presentation/Contribution on February 26, 2018. However, this item has been moved to March 26, 2018.

4. EITC Update

E. Clemons stated that Mayor Libby Schaaf & Congresswoman Barbara Lee, in partnership with United Way Bay Area, Citi Community Development, and The Unity Council, participated in a kick off of the 2018 free tax preparation season. For the 16th year, low - to moderate-income residents of the Bay Area can have their taxes prepared for free through United Way’s Volunteer Income Tax Assistance (VITA) program. With the support of trained, IRS-certified volunteer tax preparers, VITA centers provide free tax preparation to individuals and families earning less than \$54,000 per year at more than 200 locations throughout the eight Bay Area counties—Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara and Solano.

E. AC-OCAP Board Officers Election - (Per Bylaws Article V – Officers of the Administrative Board)

The general consensus was to accept nominations from the floor. Nominations were accepted for Chairperson, Vice-Chairperson, Secretary and Treasurer; and all positions were unopposed.

Chair

G. Green was elected by acclamation

Vice Chair

M. Rivera was elected by acclamation

Secretary

Sandra Johnson was elected by acclamation

Treasurer

Andrea Ford was elected by acclamation

G. Green announced a recap of the results: **Chair**-G. Green, **Vice Chair**-M. Rivera, **Secretary**-S. Johnson, and **Treasurer**-A. Ford.

Motion: A motion was made to accept the results of the 2018 AC-OCAP Board Officers Election.

F. Committee Reports

Executive Committee - G. Green reported that the Committee met on February 7, 2018 and that she signed Theresa Anderson's removal letter.

Advocacy Committee - The Advocacy Committee did not meet on February 7, 2018 because they did not have a quorum. G. Green stated that S. Richardson informed her that he no longer wants to be the chair of this Committee. M. Rivera shared with the Board that December 17, 2017 was declared Gladys Green Day in the City of Oakland (in celebration of her **94th Birthday**). She read and passed the Mayor's proclamation around so members could see it.

G. Future/Proposed Agenda Items

Future:

- All IN
- Proposition 47 – Probation (A. Ford)
- Oakland Community Organization (OCO)
- Tri-Valley Anti-Poverty Collaborative
- Urban Habitat

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

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*

- Social Services Agency – TANF, GA*
- ALL-IN*

- Alameda County Hope Collaborative
- Rise up

Community Development
CDGB*

Food Security

- Alameda County Community Food Bank *

Transportation

- Alameda County Transportation Commission

H. Announcements

- Oakland Rotary – No Report
- United Seniors - No Report
- Alameda County/Social Services/All In Update – No Report
- City of Oakland Update – No Report
- Other Organizations – No Report

S. Johnson – Alameda County Senior Forum and Call to Action. Tuesday, April 10, 2018 (10am-12pm) at The Deaf Center/1550 San Leandro Blvd., San Leandro, CA.

B. Cook – Black Joy Parade – February 25, 2018 @ 12:30pm – Oakland, CA. Additional information regarding this event can be found at www.blackjoyparade.org/.

E. Clemons – Black Arts Event, February 18, 2018 – Fox Theater, Oakland, CA

I. Agenda Attachments

- C. January 8, 2018 Administering Board Minutes
 - D1. 2017-2018 Program Update
 - Administering Board Update and Vacancy
 - District #1 Removal Letter
 - 2018 Meeting Schedules
 - 2018 Community Action Partnership Committees List
 - Board Business Cards
 - Form 700
 - E1. - Board Officer Elections

J. Open Forum

K. Adjournment

Motion: The meeting was adjourned at 7:00p.m. M/S/Carried: A. Ford/J. Heredia/ Unanimous.
Motion Carried.