



# 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.

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### ADMINISTERING BOARD MEETING

Monday, January 14, 2019 5:30 p.m.-7:30 p.m.

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

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**Board Members Present:** Andrea Ford (Treasurer), Sandra Johnson (Secretary), Sean Callum, Max Chacana, Samantha Columbus, Robert Cox, Angelica Gums, Councilmember Lynette McElhaney (Brigitte Cook), Teresa Jackson, Carolyn Mixon, Deborah Taylor, and Njeri McGee-Tyner

**Excused:** Monique Rivera (Vice Chair), Lisa Ruhland

**Absent:** Representative for Supervisor Wilma Chan

**Vacancies:** District 4, District 7, Alameda County

**Staff:** Estelle Clemons, Emily Derenthal, Dwight Williams, and Sandra Lange (Temp)

**Guests:** Gladys Green

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

Sandra Johnson (Secretary) called the meeting to order at 5:35 p.m.

**Motion:** To approve the meeting agenda M/S/Carried: B. Cook/A. Ford/Motion Carried.

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

Roll call was called by staff E. Clemons on behalf of the secretary. A quorum was established. The AC-OCAP promise was recited.

#### C. Approval of Draft December 10, 2018 Administering Board Minutes (S. Johnson)

**Motion:** To approve the December 10, 2018 Administering Board Minutes. M/S/Carried: D. Taylor/S.Callum/Motion carried.

#### D. Community Action Partnership Updates (E. Clemons)

1. Board Update

##### A. 2018 Board Attendance Log - Attachment D1A

2018 board attendance log was attached. E. Clemons stated to be mindful that six or more absences in one year are cause for removal from the board and cause for termination. Per our bylaws, the Executive Committee would call a meeting to discuss the attendance issues and then the board would decide to submit a letter for termination. Excused absences also count towards the six absences in a year. It is helpful when board members let us know in advance that they will not be attending because a quorum is important, as well as knowing how much food to order for each meeting.

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.

**B. 2019 Board Roster – Attachment D1B**

Current vacancies are District 4, 7 and AC Community Representative. Ms. Gladys Green's applications is pending for District 7. Tonight Ms. G. Green is present as a guest. Applications for District 4 and AC Community are still being received. J. Heredia previous representative for AC Community is out for two months due to medical reasons. Her position expired on December 31, 2018. Board Members were asked to have their applications turned in if they were interested in staying on the Board. J. Heredia indicated that she was interested, but she did not submit her application. C. Doutherd board seat (District 4) also expired on December 31, 2018. To date, we have not received any applications for Alameda County or District 4. Per AC-OCAP bylaws, a recruitment is required to fill vacancies. Board member M. Chacana stated that this was would be his last meeting on behalf of Councilmember Noel Gallo.

E. Clemons indicated that we are submitting a letter to Supervisor Wilma Chan to request a replacement for Brittaney who is no longer with the Supervisor's office and to Councilmember Noel Gallo to replace M. Chacana.

**C. 2019 Meeting Schedule – Attachment D1C**

2019 meeting schedule is attached. Please put the dates in your calendar. We will send you an invite to put in your calendar. Note that we do not meet in August. In September, we will meet on Tuesday, September 10 as Monday, September 9, the City is closed for Admissions Day. In November, we will meet on Tuesday, November 12 as Monday, November 11, the City will be closed for Veteran's Day.

**D. Board Emergency Contact Form – Attachment D1D**

Please complete the board contact form and give to S. Lange this evening. If there are no changes, please fill out and indicate no changes.

**E. Reimbursement Request – Attachment D1E**

Reimbursement request form is attached. This request form is for board members that are representatives of our low-income population. Our grant allows us to reimburse you if you need daycare or transportation costs to get to our meetings. As long as the costs are reasonable, then request for reimbursement can be submitted. Board members representing districts 1-7 in Oakland and our community representatives in Alameda County are authorized to use the reimbursement form. Travel to DC for NCAF conference is March 19-22. There is one spot for a Board Member to attend with G. Green. Forms are located on the front table.

**F. Board Business Cards – Attachment D1F**

If new board members or existing members are interested in ordering business cards, please fill out the form and turn into Sandra. You can choose to use City address if you prefer not to have your personal address on the cards.

**G. Board Officer Elections**

Elections are tabled until February after we have had our Executive Committee Meeting. Positions open are Board Chair, Board Vice Chair, Secretary and Treasurer. The term is two years with no term limits. E. Clemons will send out electronically the election process in advance of the February meeting. The process will also be included in the February board packets.

H. Board Retreat: March 9 or 16; Location: TBD

We will have our board retreat March 9 as the NCAF conference in Washington DC starts March 19.

2. 2019 Draft CSBG Budget – **Attachment D2**

E. Clemons indicated that we have a slight increase in CSBG funding this year. We are in our third year of our Request for Partnership (RFP funding.) In the fall, we will be releasing a new request for proposal. Our retreat is very important to feed into this process. We will prepare a needs assessment which is due to the state in June. For this year, we were asked by the city to provide a 5% and 10% reduction calculation for our budget. Salaries are going up in 2019 because of fringe benefits rates and cost of living increases. E. Clemons went through the budget by line item and indicated that most of the budget items are staying the same. Membership for CalCAPA went up by about \$1,000. E. Clemons explained the difference between administrative and program costs. Administration costs are the cost associated with managing the grant. Program costs include program staff salaries for E. Clemons, E. Derenthal and D. Williams. Administrative costs include one half of E. Clemons and Administrative Assistant salary. E. Clemons reminded board members that if they travel, they need to make sure to close out their travel by turning in receipts. Receipts for hotel, parking, mileage and airfare need to be submitted within 10 days of completing travel. B. Cook asked about the \$40,000 City Span online RFP planning. The amount was struck out, but \$40,000 is still in line item. E. Clemons indicated that it might be an addition to, but will check and update the budget.

**Motion:** To approve the 2019 CSBG Budget pending corrections that will be forthcoming.  
M/S/Carried: T. Jackson/A. Ford/Motion Carried.

3. 2019 Programming

- AC-OCAP update

E. Clemons stated that La Familia took over FESCO which is our emergency shelter Grantee in the Hayward area. La Familia was not supposed to close FESCO account with Secretary of State as a non-profit until December 31, 2018. However, La Familia decided to close FESCO in July of 2018. In addition, La Familia did not complete their paperwork to acquire FESCO to be under their umbrella to be legally and fiscally responsible. As of December, La Familia has not submitted their FESCO request for refund of approximately \$17,000. Letters have been sent to La Familia with no response. We will be sending a letter indicating that we will not renew the grant for FESCO for 2019 until La Familia shows us that they are legally responsible for FESCO. More information will be in the February board packet. All other programs are on track and in good standing.

- February – EITC Event

AC-OCAP has received a \$176,000 discretionary grant from the State Franchise Tax Board through CSD. We are hoping to open our EITC site here at 270 Frank Ogawa Plaza, the Oakland Business Assistance Center. We are working to bring on a coordinator. We have Grantees that we are working with throughout the county. We plan to work with our Head Start sites to do appointments to get families access to free tax preparation. We are doing a recruitment with the City of Oakland to get employees to volunteer two hours a week. The City Administrator has authorized City employees to donate two hours a week to do tax returns on City time.

- CSD Site Visit (TBD)  
CA Department of Community Services and Development/CSD (our grantor) would like to schedule the 2019 audit/site visit in June during the public hearing meeting. Staff will keep the board abreast of the actual date.
- CAP plan due to CSD June 30, 2019  
At the public hearing meeting, we will present our needs assessment and our 2020 -2021 community action plan. The Public Hearing is Monday, June 10, 2019, which will be our Board Meeting as well. Fifty to sixty people generally show up to the meeting. We are hoping to bring on a consultant to do a second event. We are hoping to do the second event in the Ashland/Cherryland area.
- RFP release date July 29, 2019 (Tentative)  
We are working to have our request for partnership/proposal online for people to submit with City Span.
- CSD 2018 Desk Review Report – **Attachment D3**  
Report is attached for review. We are in compliance with the terms and conditions of our contracts and funding as a community action agency.

**Motion** To approve the 2019 Programming M/S/Carried: D. Taylor/T. Jackson/Motion Carried

**E. Board Development Exercise**

E. Clemons went over AC-OCAP's 1) Vision, Mission, Purpose, Organizational Standards, 2) Roles and Responsibilities, 3) Conflict of Interest and 4) Ethics. Board member N. Mcgee-Tyner and T. Jackson read the responsibilities to the Board Members. One of the items discussed at last year's board retreat was to have every board member meet with an elected official and a board member. It was determined that this needs to take place this year. E. Clemons will provide everyone with AC-OCAP's talking points and a fact sheet. E. Clemons went over in detail the importance of conflict of interest issues and ethics as commissioners. E. Clemons will send out the Public Ethics Video, which is about 10 minutes and is mandatory for all board members to review. The Form 700 is due in April. A board development activity was done for go new and existing board members to get to know each other. E. Clemons asked everyone to go around the room and say a leadership skill that describes them using their first initial. In addition, everyone shared where their name came from.

**F. Committee Reports**

There were no committee reports.

**G. Future/Proposed Agenda Items**

**Future:**

- Cease Fire/Street Outreach (T. Jackson requested)
- AnnieCannons (S. Callum requested)
- Casey Farmer for 2020 Census
- Strategic Planning
- Oakland Unite

### Health

- Trauma Informed Care\*
- 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 \*

\* = Presented

### 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
- AC Child Care \*

### 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

## H. **Announcements**

**Oakland Rotary** (S. Callum) – No Report

**United Seniors of Oakland and Alameda County** (S. Johnson) Census Meeting on January 18 from 1-3 p.m. at Eastmont Town Center.

**Alameda County/Social Services/All In Update** – E. Clemons indicated there is a meeting on Thursday, January 17. E. Clemons will update at February board meeting.

**City of Oakland Update** (B. Cook) – There is a posting for a Department of Violence Prevention Chief. Safe Oakland Summit will take place in either late May or early June at the museum. B. Cook suggested someone from the West Oakland Resource Center do a presentation for the board.

There are several new businesses that have opened at the West Oakland Army base. There are many jobs available.

**Other Organizations** (S. Johnson) – 100 Black Women Oakland chapter is having their annual 21<sup>st</sup> Madam C. J. Walker luncheon and empowerment forum on Friday, April 19 at the San Francisco Marriott. The \$200 donation will be used for scholarships for young ladies as well as women going back to work after raising their families.

**I. Agenda Attachments**

**C1** Draft December 10, 2018 Administering Board Minutes

**D1A** 2018 Board Attendance Log

**D1B** 2019 Board Roster

**D1C** 2019 Meeting Schedule

**D1D** Board Emergency Contact Form

**D1E** Reimbursement Request

**D1F** Board Business Cards

**D2** 2019 Draft CSBG Budget

**D3** CSD 2018 Desk Review Report

**J. Open Forum – None**

**K. Adjournment**

**Motion:** The meeting was adjourned at 7:18 p.m. M/S/Carried: T. Johnson/A. Ford/Motion Carried