



MINUTES



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

Administering Board Teleconference

October 11, 2021, 5:30 p.m.

Granicus Recording Link: <https://oakland.granicus.com/player/clip/4489>

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Laura Guevara, Mitchell Margolis, David Walker, Samantha Columbus, Njeri McGee-Tyner, John Michael “Mike” Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Treva Reid (Rosa Velazquez), Councilmember Nate Miley (Angelica Gums), and Supervisor Wilma Chan (Sarah Oddie) and Sean Callum

Board Members Absent: Councilmember Noel Gallo (Brittany Garza)

Staff: Estelle Clemons, Dwight Williams, Don Raulston, and Melissa Francisco

Guests: Michael Munson, Gidalthi Gonzalez, Vi Nog, Tucker Brofft, Diane Jesus, Alison DeJung, James Lande, Alcian Lindo, Maeve Elise Brown, Nina Scott, Assata Olugbala, Alexandra Gallegos, and Meemee Khine

A. Call to Order/Recite AC-OCAP Promise

Board Chair G. Green called the October 11, 2021 Administering Board Teleconference to order at 5:31 p.m. The AC-OCAP Promise was recited.

B. Roll Call/Determination of Quorum/Approval of Agenda

Roll call was performed by staff M. Francisco. A quorum was established at 5:33 p.m.

MOTION: To approve the October 11, 2021 Administering Board Agenda.

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

C. Approval of Draft September 13, 2021 Administering Board Minutes - Attachment C1

MOTION: To approve the Draft September 13, 2021 Administering Board Minutes.

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

D. Open Forum: (General Audience Comment Period)

Community Member Assata Olugbala objected to AC-OCAP’s use of the acronym BLIPOC, which stands for Black, Latinx, Indigenous, People of Color.

E. Community Action Partnership (CAP) Updates (E. Clemons)

1. Board Updates

A. [Community Development Block Grant \(CDBG\) Oakland District 4 Board Vacancy](#) – Attachment D1A

E. Clemons requested the Administering Board Members to aid in recruiting for the vacancy.

B. Oakland District 5 Elected Official Designee – Attachment E1B

Councilmember Gallo designated his representative for the AC-OCAP Board as Brittany Garza.

MOTION: To approve the appointment of Brittany Garza for Oakland District 5.

M. Rivera / R. Velazquez / Motion Carried.

C. 2021 Board Retreat – Saturday, October 16, 2021, 10am-2pm

E. Clemons discussed reviewing AC-OCAP’s Core Values (**Community-Driven, Equitable, Collaborative, Impactful,**

and **Results-Driven**) ahead of the Board Retreat in preparation of crafting Elevator Speeches.

D. Alameda County Board of Supervisors (BOS) AC-OCAP Presentation – October 25, 2021, 1pm

E. Clemons will provide an AC-OCAP update to the BOS at the Social Services Committee Meeting.

ACTION ITEM: Staff M. Francisco to email Alameda County Board of Supervisors meeting link and agenda.

E. Board Membership Terms – Notice of Terms Ending – Attachment E1E

On the teleconference screen, **Attachment E1E, Draft 2021 AC-OCAP Board Membership Terms**, was displayed. Membership Terms are being updated and reconciled by CAP staff. Individuals representing CDBG Oakland with terms ending this year (M. Margolis, D. Walker, S. Columbus, and G. Green) will need to reapply. If the Board so desires, a letter soliciting reappointment can be drafted for private sector member A. Ford. [Applications](#) require submitting ten signatures from residents who live within the applicants' district and must be 18 years or older. Signatures can be gathered and submitted electronically. Please contact staff M. Francisco for assistance with the electronic application process.

F. New Board Member Orientation – November 8, 2021 at 4:15pm

L. Guevara and B. Garza are scheduled to attend the New Board Member Orientation, as mandated by Organizational Standards.

G. Board Acknowledgements

Board Members are to advise CAP staff of their intention to apply for the [Urban Habitat Boards and Commissions Leadership Institute](#), and provide information for E. Clemons to prepare a Letter of Recommendation.

2. AC-OCAP Programming

A. AC-OCAP Update

AC-OCAP is currently undergoing a Community Services Block Grant (CSBG) Single Audit. Per a notice received on October 11, 2021, the 2021 CSBG grant, which expires May 31, 2022, has been increased by \$9,467.

As the holiday season approaches, programming will feature food giveaways and other such activities. More information will be provided to the Board as it becomes available.

2021 Grantee Virtual Site Visits (October – November) are currently being conducted. A new site visit schedule was shared on the teleconference screen, as some rescheduling was needed. Board members are invited to attend the virtual site visits. Please contact Staff M. Francisco for a zoom link.

B. Bank On Oakland (BOO) and Guaranteed Income Update

E. Clemons thanked Board Members who attended the October 7th BOO Partner Convening with Mayor Libby Schaff. The BOO 2.0 soft relaunch was entirely virtual, with ten banks committed to assisting Oakland's unbanked residents. Housing and Economic and Rights Advocates (HERA) in partnership with AC-OCAP, serves as the coordinating entity for the Bank on Oakland initiative. Visit the new Bank On Oakland website, here: www.BankOnOakland.com

ACTION ITEM: E. Clemons to provide a Bank On Oakland presentation to the Board.

C. 2021-2022 Earned Income Tax Credit (EITC) Campaign, State Child Tax Credit (CTC) & Golden State Stimulus

Volunteer recruitment efforts began in mid-August and has resulted in 16 City of Oakland volunteers training to be Internal Revenue Services (IRS) Certified Tax Preparers. The EITC program once again partner with the University of Berkeley Volunteer Income Tax Assistance (VITA) students this season. The aim for the 2021-2022 tax season is to reach 120 filed tax returns, twice as many that were filed this past season.

3. Conferences/Travel

National Community Action Partnership (NCAP) Annual Convention, Hybrid | Boston, MA | (August 30 – September 3, 2021) - S. Johnson's Report

AC-OCAP was represented in person at the NCAP Convention by Board Secretary S. Johnson, who submitted a written and verbal report to the AC-OCAP Administering Board (**Attachment 1**). S. Johnson reported that the convention highlighted the strengths, strategies, and achievements of community action. Racial equity, energy alliances, research, advocacy, management, and governance topics were included in offered training sessions. The next Annual Convention will be held on August 31 – September 2, 2022, at the Marriott Marquis Hotel in New York, New York.

National Community Action Foundation (NCAF) Conference, Virtual | November 1, 8, 15 and 17, 2021

Executive Committee Members (G. Green, M. Rivera, A. Ford, S. Johnson, T. Love, and S. Oddie) are registered for the NCAF Conference.

[The Bank On National Conference](#), Virtual, November 15-16, 2021 – [Bank On Conference Agenda](#)

Self-Registration is open for The Bank On National Conference.

4. Public Comment: (Specific Agenda Item(s): Audience Comment Period)

Community Member A. Olugbala provided a comment regarding the resignation of Oakland District 5 representatives and the need for the agenda to allow for public comment rather than open forum.

MOTION: To accept E. Clemons Community Action Partnership Updates.

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

F. AC-OCAP Grantee Presentations

Housing and Economic Rights Advocates (HERA) | Maeve Elise Brown, Executive Director

HERA's not-for-profit legal service and advocacy organization is committed to helping those most vulnerable to building a safe, solid financial future, free of discrimination and economic abuses, in all aspects of household financial concerns. M. Brown discussed HERA's contribution in the soft launch of Bank On Oakland 2.0, which included the reactivation of the Executive Committee, the updating of bank account matrix, and the Partner Convening that drew over 50 attendees. M. Brown concluded her report by discussing next steps including an ad-hoc committee for local legal services to share with the Federal Depository Insurance Corporation (FDIC), and a survey to gather information on the type of support clients need from financial institutions.

Civicorps | Gidalthi Gonzalez, Compliance Manager

Civicorps, a local conservation corps in West Oakland created in 1983, has a mission to reengage young adults ages 18 to 26 to earn their high school diploma, gain employment skills, pursue higher education, and establish family-sustaining careers. G. Gonzalez stated that during the peak of the pandemic, Civicorps engaged 146 young people that worked a total of 89,000 hours. G. Gonzalez described the modifications to their program, which included a reduction in staffing owing to the closing of their academy and the formation of a new educational program collaboration with the Alameda County Office of Education. The report concluded with photos of Core members performing "awesome work" around workforce development.

Eden Information and Referral (I&R) 2-1-1 | Alison DeJung, Executive Director

Eden I&R connects individuals with help 24 hours a day, seven days a week. Per A. DeJung, 2-1-1 handled 66,843 total contacts and provided 83,193 referrals in fiscal year 2020-2021. CalFresh, Medi-Cal, Bank On Oakland and EITC are examples of 2-1-1's proactive outreach programs. Coordination of entry/homelessness concerns, COVID-19, emergency shelter, financial rent/utility support, housing search aid, and food assistance were the top needs of all callers. The report concluded with details on COVID-related initiatives and collaborations.

Rubicon Programs, Inc. | Vi Ngo, Director of Workforce Services and Diane Jesus, Workforce Development Navigator

Rubicon Programs believes that success comes from participation and achievement in four areas: Assets, Income, Wellness, and Connections. V. Ngo discussed Rubicon's Workforce Innovative Opportunity Act Program that provides career services includes career coaching, vocational training, tuition assistance, job search assistance and more. COVID-19 methods of service continuity, as well as program outcomes were outlined. The report concluded with Faraz, a 2021 CARES Grant Recipient, expressing his gratitude for the rental assistance he received from Rubicon.

St. Mary's Center | Tucker Brofft, Contracts and Data Manager

St. Mary's offers preschool, a senior community center, transitional housing, licensed certified social workers, and volunteer and internship opportunities. T. Brofft discussed the services that are provided with AC-OCAP's support, which includes intensive case management, shelter/mobile unit, and transitional housing. Due to health concerns created by the pandemic, St. Mary's established new housing pathways, including a CARE-A-Van Mobile Unit to increase telehealth capacity and the placement of 24 seniors in permanent housing. The report concluded with details on St. Mary's WeConnect program, which reduces isolation, and photos of the Food Team, that served 46,410 meals throughout the pandemic.

G. Future/Proposed Agenda Items (See Chart Below)

November - Barbara Leslie (Oakland Chamber of Commerce)

H. Attachments

- C1 Draft September 13, 2021 Administering Board Minutes
- E1B Oakland District 5 Elected Official Designee Letter
- E1E Draft AC-OCAP Board Membership Terms
- E2A Grantee Site Visit Schedule

I. Announcements

Oakland Rotary – S. Callum invited Board Members to Civic Thursday meeting where Linda Mandolini, CEO of Eden will speak about affordable housing.

United Seniors of Oakland and Alameda County (USOAC) – S. Johnson announced the [25th USOAC Anniversary Luncheon](#), scheduled for November 6, 2021 11 a.m. - 2 p.m. For more information call USOAC at (510) 729 -0852.

Alameda County Social Services/All IN/ Board of Supervisors (BOS)–ALL IN's – A. Ford to provide information on [Child Tax Credit](#).

City of Oakland – Oakland District to host Community Resource Event, 4 p.m. - 6 p.m. November 9, 2021.

Board Members/Others – No report.

J. Open Forum: E. Clemons reminded the Board of the 2021 AC-OCAP Board Retreat on **Saturday, October 16, 2021**.

K. Adjournment – Next Teleconference: November 8, 2021

MOTION: To adjourn the October 11, 2021, AC-OCAP Administering Board Teleconference at 7:43 p.m.

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

Future Agenda Items

(*= Presented)

Health	Housing
Trauma Informed Care Trauma Informed Care II*	Alameda-County Housing Authority*
La Clinica De La Raza	Tri-Valley Housing
Alameda County Building Collaborative*	Community Housing – Path Everyone Home
Financial Empowerment	East Bay Housing Organization*
Cal Reinvestment	Spectrum – LIHEAP/Weatherization
Earned Income Tax Credit/UWBA*	Oakland Housing Authority*
Youth	City of Oakland Housing Road Map*
Los Padres Unidos*	Alameda County Housing Community Dev.*
Oakland Fund Children Youth (OFCY)*	Alameda Housing Resource Center
Oakland Youth Commission*	Education
REACH Ashland/Cherryland Youth Center*	Promise Neighborhoods – Cal State East Bay*
Early Care & Education Planning Council*	Employment
Head Start/Early Head Start	Alameda County WIB*
AC Child Care*	East Bay Sustainable Alliance
Public Safety	Oakland WIB*
AnnieCannons Inc.*	Minimum Wage/Life-Up Oakland/\$15 hour
Citywide Public Safety Plan	Local Union
Cease Fire/Street Outreach*	W. Oakland Job Resource /Ella Baker Center
Oakland Unite*	East Bay Works*
City of Oakland, Chief of Violence Prevention*	Board Development
Seven Step (Re-Entry Population) *	Jim Masters – CAP History/Board Training*
Social Justice	Jim Masters – Structure of the American Economy
Urban Habitat*	Public Ethics Presentation*
East Oakland Collective*	Strategic Planning – RDA*
Oakland Community Organization (OCO)	Food Security
Families	Alameda County Community Food Bank*
Mayor’s Commission on Aging*	Transportation
Social Services – TANF, GA*	Alameda County Transportation Commission
All-In*	Community Development
Alameda County Hope Collaborative	CDBG/CARES*
BARHII/Rise Up*	Census 2020 Complete Count*

National Community Action Partnership (NCAP) Annual Convention Report
Sandra Johnson, AC-OCAP Board Secretary Report
October 11, 2021

Greetings!

I had the opportunity to represent our Alameda County – Oakland Community Action Partnership Board at the NCAP Annual Convention. It took place on September 1 - 3, 2021 in Boston, Massachusetts. The theme was “Advancing Equity, Building Resilience, Sustaining Hope.” This annual convention is the largest gathering of Community Action professionals. This Convention was hybrid and in attendance was more than 900 members in Boston and 576 virtually. This Convention highlighted our strengths, strategies, and achievements. Training was on racial equity, energy partnerships, research, advocacy, management, and governance issues.

Prior to the opening of the Convention, on August 31, 2021. I attended the Region 9 Caucus Meeting at 530 – 6:15 p.m. Region 9 consists of Arizona, California, Hawaii, Nevada, and Trust Territories. It was a very impromptu meeting, which consisted of a group discussion. There were introductions in person and online of all attendees. The most important information received was there will be new voting procedures regarding the bylaws. Members spoke on grants, marketing, branding, vaccinations, tax credits, Head Start, equality and inclusion.

On September 1, 2021, the exhibit Hall opened with numerous exhibitors. After breakfast was the Opening Session, which started promptly at 10:00 a. m. with a welcome by Bryan Duncan, Certified Community Action Professional (CCAP) Chair. He welcomed us and stated relationships matter – Life is precious and so fragile. Next all in attendance recited the Community Action Promise. Denise Harlow CCAP, Chief Executive Officer (CEO) and others also welcome us. The Keynote speaker was Anna Garcia, Director Weatherization and Intergovernmental Programs Office which included a video on Weatherization. The Weatherization Leveraged Partnerships Project is funded by the Department of Energy to offer training and assistance in designing private partnerships and programs.

Next was the Business Meeting. As of June 3, 2021, unaudited total assets for the organization are \$6,716.926. Candidates for office introduced themselves and gave an impromptu speech.

The following are some of the workshops that I attended:

Hybrid Service Provision Here to Stay

This workshop consisted of a panelist who discussed ways to deliver services while maintaining quality programs to clients, mostly virtually. Social media was one way some of them included in their communications. Many organizations are still meeting on ZOOM.

Others are meeting in small groups. During the pandemic providers made daily calls to their clients.

Preparing a CAA's Bylaws for Emergencies

The presenters started with questions – What is an Emergency? What does an Emergency Mean? Our Bylaws should be reviewed every five years by an Attorney. There is a Bylaws Toolkit on the website to assist Boards. Our Bylaws should be updated to be flexible to include Emergencies such as COVID.

Moving from Proclamation to Implementation

Discussion included presenters talking about racial equity to diversity, equity and inclusion. Their values are to believe that all people should be treated with dignity and respect and recognize that race, gene, and other inequities remain barriers that must be addressed. If we truly believe this, we must live it. The Diversity, Equity and Inclusion Ad Hoc Committee is a Steering Committee formed to help Community Action Partnership continue Racial Equity and Economic Security efforts in response to current social justice initiatives. The committee is comprised of community members, Commissioners past and present and CAP staff. Their goal is to move from proclamation and now implementation.

September 2, 2021 – General Session was the Legislative Update given by David Bradley, Executive Director and Co-founder National Community Action Foundation (NCAF). He provided the latest information from Washington, D C, as well as various updates on CSBG and other key funding streams for Community Action. He showed a video asking for donations to NCAF. He thanked the staff for their hard work. Then he elaborated on what our world is facing including many challenges such as weatherization, education, racial injustice, and foreign affairs. Everyone has a role to help with our various issues. NCAF needs your help.

Also on September 2nd was the Awards Gala which included dinner, awards presentations, and installation of officers.

September 3, 2021 was the closing session which included remarks from Dalitso S. Solomoya, the new Board Chair and Denis Harlow, CEO. The next Annual Convention is scheduled for August 31 – September 2, 2022, at the Marriott Marquis Hotel, New York, New York, and Pre-Convention events – August 29 - 20, 2022.

This completes my report.

Sandra J. Johnson