



MINUTES



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

Administering Board Teleconference

September 12, 2022, 5:30 p.m.

Recording Link: <https://oakland.granicus.com/player/clip/5078>

Board Members Present: Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Samantha Columbus, Patricia Schader, John Michael Baratta, Mayor Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), and Councilmember Dave Brown (Sarah Oddie)

Board Members Excused: Councilmember Nate Miley (Angelica Gums)

Board Vacancies: Community Development Block Grant (CDBG) Oakland District 4 and Private Sector

Staff: Estelle Clemons, Desraylnn Cole, Dwight Williams, Jaynell Ellis, Chris San Diego, and Melissa Francisco

Guests: Michael Munson and Rashida Washington

A. Call to Order/Recite AC-OCAP Promise

Board Chair M. Rivera called the September 12, 2022, Administering Board Teleconference to order at 5:30 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 September 12, 2022 Administering Board Agenda

M/S/Carried: L. Ruhland / S. Columbus / Motion Carried.

C. Approval of Draft July 11, 2022 Administering Board Minutes – Attachment C1

MOTION: To approve the Draft July 11, 2022 Administering Board Minutes.

M/S/Carried: S. Johnson / D. Walker / Motion Carried.

D. Approval of AC-OCAP Resolution 9-22 to Continue Teleconference Meetings – Attachment E1

MOTION: To approve AC-OCAP Resolution 9-22 to continue teleconference meetings.

M/S/Carried: S. Johnson / D. Walker / Motion Carried.

City Administration continues to prohibit in-person meetings due to the present imminent risk to attendees' health. Recognizing Board Members' desire to gather in person, E. Clemons proposed off-site informal social gatherings with no more than 9 board members.

E. Open Forum: None.

F. Presentation: Desralynn Cole, City of Oakland ReCAST

Desralynn Cole was introduced by Board Chair M. Rivera and was welcomed by the AC-OCAP Board. On the teleconference screen, D. Cole displayed the ReCast #OAKTOWNRESILIENT Oakland presentation. D. Cole discussed Oakland ReCAST goals, which are (1) to increase the capacity of City agencies, local service provider networks, and community interventionists

to provide and collaborate in the provision of trauma -informed and culturally-relevant services and activities for high-risk youth and families (2) expand the usage of trauma informed practices and increase alignment of plans to promote trauma-informed systems across City agencies and local service provider networks, and to (3) increase opportunities for community-driven resilience and healing among and between community members most affected by violence and trauma. D. Cole then offered goal implementation strategies and programming examples, such as capacity building with City staff and providers and art-based healing. D. Cole then shared a video, Artist as First Responder, illustrating the transformative work being accomplished in the community through ReCAST programming and partnerships. The presentation closed with a question-and-answer session.

G. Community Action Partnership (Cap) Updates

1. Board Updates

A. [Board Vacancies -- Private Sector, CDBG Oakland District 4 and Alameda County](#) – Andrew Falcon, Membership Application, Alameda County – **Attachment G1A**

The Board discussed recruitment for CDBG Oakland District 4 as well as the potential impact of redistricting.

ACTION ITEM: L. Ruhland agreed to contact Councilmember Sheng Thao for assistance in filling the low-income board vacancy in Oakland District 4.

Andrew Falcon's membership application was included as **Attachment G1A** in the Agenda Packet. CAP staff confirmed the residency of the applicant and petitioners. A. Falcon's application was shared on the teleconference screen and Board Chair M. Rivera read aloud the interest statement.

MOTION: To approve Andrew Falcon's membership application for Alameda County low-income sector.

M/S/Carried: B. Cook / L. Ruhland / Motion Carried.

B. Committee Assignments Discussion – Attachment G1B

Committee Assignments and upcoming Program Planning Committee meeting requirements were reviewed. D. Walker determined that he could not serve on the Program Planning Committee due to a series of Wednesday evening meetings. P. Schader volunteered to be reassigned to the Program Planning Committee, therefore allowing D. Walker to be reassigned to the Advocacy Committee.

ACTION ITEMS: (1) CAP Staff to send calendar invites for Program Planning Committee Meetings (dates: October 12, 19, and 26) and (2) D. Walker and J. Mapp are to coordinate a meeting to discuss the direction of the Advocacy Committee.

C. [AC-OCAP Board Bylaws](#)

Each Board Member received a copy of the AC-OCAP Board Bylaws via email on August 23, 2022 and as an attachment in the September 12, 2022 Agenda Packet. The Board Bylaws are also available at AC-OCAP.com.

ACTION ITEM: CAP staff to provide recommended Bylaw edits to Board Chair for review.

D. Board Acknowledgments – D. Walker announced that his [BlackFULLness App](#), which centers on holistic wellness and stress reduction, was featured on ABC 7 News.

2. AC-OCAP Programming

A. Community Service Block Grant (CSBG)/Community Aid, Relief, and Economic Security (CARES) and Program Update – Attachment G2A

D. Williams reported that the \$1.9 million CSBG CARES grant has been fully expended, and that the fiscal department is currently finalizing the Expenditure Activity Reporting. He then proceeded to discuss **Attachment G2A**, the CSD Monitoring Report, which revealed no findings, and the 2021 Annual Contract Close-Out Notice.

B. 2023-2025 Request for Partnership (RFP) – Attachment G2B

A total of twenty-seven completed applications for the 2023-2025 RFP were submitted. There were 8 incomplete applications in the Cityspan queue. CAP staff intend to survey applicants to determine if there were any challenges with using the new online format. The Draft RFP Timeline was included in the Agenda Packet as **Attachment G2B**.

3. Mandatory Training

CAP staff will offer City of Oakland Sunshine and Public Ethics Training via Zoom, on September 19, 2022. Board members have the option of attending the virtual training or completing the training by self-study. Mandatory Training is to be completed by October 1, 2022.

ACTION ITEM: The following Board Members are to complete Mandatory Sunshine and Public Ethics Training: L. Ruhland, Patricia Schader, and Andrew Flacon.

4. Conferences/Travel

A. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis New York, NY – Report Out -- M. Rivera, Board Chair, stated that she was unable to attend the Convention due to inclement weather and lengthy flight delays. Vice Chair S. Johnson represented AC-OCAP at the Annual Convention and provided a comprehensive report to the Administering Board (report attached to Draft Minutes).

B. 2022 California Community Action Partnership Association (CalCAPA) Annual Conference, November 2-4, San Diego, CA
ACTION ITEM: Board Member Travel Request Forms for the CalCAPA Conference are to be submitted by September 16, 2022.

5. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None.

MOTION: To accept the Community Action Partnership Updates.

M/S/Carried: S. Johnson / J. Mapp / Motion Carried.

I. Future/Proposed Agenda Items (See Chart)

October – Ella Baker Center for Human Rights

November – Approval of 2023-2025 RFP

December – West Oakland Job Resource Center

J. Committee Report

Board Chair M. Rivera provided a brief report on the June 1, 2022 Special Meeting of the Executive Committee.

I. Attachments

C1 Draft July 11, 2022 Administering Board Minutes

D1 AC-OCAP Resolution 9-22

G1A Board Membership Application, Alameda County

G1B CAP Committees Roster

G1C 2011 Final AC-OCAP Bylaws

G2A CSD Monitoring Report and 2021 Annual Contract Close-Out Notification

G2B RFP Timeline

G4B Board Member Travel Request Form

J. Announcements.

United Seniors of Oakland and Alameda County (USOAC) – S. Johnson reminded the Board of the United Seniors of Oakland and Alameda County's Healthy Living Festival, which will be held on September 29th from 9 a.m. to 2 p.m.

Alameda County Social Services/All IN/ Board of Supervisors (BOS) – None.

City of Oakland – L. Ruhland announced the Coastal Cleanup Day, Saturday, September 17, 2022.

B. Cook noted Friday, September 23, 2022 commemorates a national day of remembrance for homicide victims and recognition/support of their families.

J. Mapp stated City Council meetings are back in session. Next meeting is Tuesday, September 20, 2022 at 1:30 p.m.

Board Members/Others – Chair M. Rivera stated District 5 is looking for an administrative Board member for Peralta

Hacienda (Fruitvale).

K. Open Forum: None.

L. Adjournment

MOTION: To adjourn the September 12, 2022 AC-OCAP Administering Board Teleconference at 7:35 p.m.

M/S/Carried: A. Ford / L. Ruhland. Motion Carried.

Next Teleconference: **October 10, 2022**

Future Agenda Items(*= Presented)

Health	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	Housing
Trauma Informed Care* Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
Financial Empowerment	Community Housing – Path/Everyone Home*
Cal Reinvestment	East Bay Housing Organization*
Earned Income Tax Credit/United Way of Bay Area*	Spectrum – Low Income Home Energy Assistance*
SaverLife	Oakland Housing Authority*
Bank On Oakland (BOO) 2.0*	City of Oakland Housing Road Map*
Tri-Valley Anti-Poverty Collaborative (TVAPC)	Alameda County Housing & Community Development*
AssistHub*	Tenant Advocacy
Youth	Education
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	Employment
Oakland Youth Commission*	Alameda County Workforce Investment Board*
Economic Development	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Alameda County Wealth Building Initiative*	Local Union
Public Safety	West Oakland Job Resource
Cease Fire/Street Outreach*	East Bay Works
Oakland Unite* Chief of Violence Prevention*	Employee Ownership – Project Equity
Social Justice	Infrastructure
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	Board Development/Training
Ella Baker Center for Human Rights	Jim Masters CAP History* Structure of American Economy
Families	Food Security
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	Community Development
All-In Alameda County*	Community Development Block Grant (CDBG) *
Oakland Thrives*	CDBG – Oakland Redistricting

National Community Action Partnership (NCAP) Annual Convention Report – September 12, 2022
Vice Chair Sandra J. Johnson

I had the opportunity to attend the NCAP Annual Convention which took place August 31 - September 2, 2022, in New York, New York at the Marriott Marquis Hotel.

The Community Action Partnership is a National nonprofit organization that believes that America was built on the promise that every family should have an opportunity for success. There were over 1700 people in person and virtual attending this convention. The theme was “Leadership for Today’s Challenges and Tomorrow’s Solutions.” Training included Needs Assessments, Plan Your Steps to Becoming a Certified Community Action Professional, Leadership, Weatherization, Diversity, Race Equity and Response to Gun Violence.

Prior to the opening of the convention was the Region IX annual meeting on August 30th. We are in Region IX. Various reports were presented including the financial report. We have over \$48,000 in the bank. Reelected were Robert Piper as our National Community Action Foundation Board Member and Mattie Mendez as our NCAP Board Member. Announced was the Board’s approval of getting 10 Professional Members, ages 20-32 years of age. They would be part of the National Board and have access opportunities to network and connect with community action people from across the country on a monthly basis.

On August 31, 2022, the exhibit Hall opened with 35 exhibitors. After breakfast was the Opening Session, which started promptly at **8:00** a. m. with welcomes by Dr. Dalitso Sulamoya Certified Community Action Professional (CCAP) Chair, and Denise Harlow, CCAP and Chief Executive Officer. NCAP. Next all in attendance reciting The Community Action Promise, then National Anthem and Lift Evert Voice and Sing. After the Invocation, there were numerous Welcome Remarks and Federal Partner Updates.

Next was the Keynote speaker, Rashad Robinson, President, Color of Change out of New York. He spoke on Leadership for Today’s Challenges and Tomorrow’s Solutions. Next was the Legislative Update by David Bradley, Executive Director and Co-founder National Community Action Foundation (NCAF). He provided the latest information from Washington, D C and updates regarding Community Services Block Grant (CSBG) and other key funding streams for Community Action.

On September 1, 2022, Workshops started at 8:00 a.m. and then the National Partners Panel Discussion. We heard updates on programming, training and technical assistance from them, Then the next panel was on Leveraging the Moment to Accelerate Social and Economic Mobility.

Some of the Workshops that I attended were:

Activating Board Leadership Centered in Equity

We reviewed The Community Action Narrative. Our Mission should be to ensure the causes and conditions of poverty and effectively address it. Rethinking our power. Our Vision is for our Mission to create opportunities for all people to thrive. Our Values should include equity, respect, commitment, excellence, community, hope, caring, innovation, and opportunities. Make Equity a priority!

Become the Talk of the Town: Building Brand Recognition

One of the best ways to engage your community is from social media, your website, staff, and board engagement. Keep yourself organized and plan ahead. Keep track of your posts and determine if the effort you are putting into it is working or needs adjusting. Know who your audience is – age, gender, and race. Is your post growing in followers, viewers, or subscribers? Suggest you try Instagram. It allows you to create live videos. On your website, make sure you update it as time goes by. Staff and board engagement can grow your community reach. Your organization can become the talk of the town.

Forming Community Partnerships that Matter

Agencies form or maintain partnerships and collaborations to achieve specific outcomes. Agencies form or maintain partnerships and collaborations to improve community planning, to coordinate service delivery, improve program efficiency, streamline administration and/or to eliminate the duplication of services. Must have civic engagement and community involvement with people with low incomes in building opportunities. Suggested was to initiate a Community Partnership Agreement Referral Reporting Form, a Performance and Administration Reporting Form, a Community Partnership Form and a Community Partnership Annual Satisfaction survey. The survey would include Planning and Implementation, Leadership, Community Involvement, Communication, Progress and Outcome. I have a sample survey form.

The day ended on September 1st with the Awards Gala which included dinner, various community action awards and scholarship winners. Several Region IX members received awards including Elizabeth (Liz) Steinberg – the National Lyndon Baines Johnson Leadership Award.

September 2, 2022 were workshops, general session on Climate Justice and the closing session which included remarks from Dr. Dalitso Solomoya, the Board Chair and Denise Harlow, CEO. The next Annual NCAP Convention is scheduled for August 23 – 25, 2023 at the Atlanta Marriott Marquis Hotel in Atlanta, Georgia.