



# MINUTES



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

Visit us on the web at [OaklandCap.org](http://OaklandCap.org) or contact us by email at [AC-OCAP@oaklandnet.com](mailto:AC-OCAP@oaklandnet.com)

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

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## EXECUTIVE COMMITTEE MEETING (Standing)

Wednesday, April 5, 2017 @ 5:30 P.M.

150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1

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**Committee Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson-Simon (Secretary), Brittany Carter for Supervisor Wilma Chan, and Stanley Richardson

**Excused:** Brigitte Cook for Councilmember Lynette McElhaney

**Staff Present:** Estelle Clemons and Cecilia Garcia

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### 1. Call to Order/Roll Call/Determination of Quorum

G. Green called the meeting to order at 5:37p.m. Roll call was called by staff member C. Garcia. A quorum was established.

### 2. Approval of March 8, 2017 Executive Committee Minutes

**Motion:** To approve the March 8, 2017 minutes. M/S/Carried: B.Carter/A. Ford/Unanimous. Motion Carried.

### 3. 2017 Board Retreat Review – Debrief

#### • Committee Review – Attachment 3A

E. Clemons stated that at the board retreat, there was discussion of combining some of the committees. E. Clemons recommended that the Fund Development and Advocacy Committees be combined, the Executive and Finance Committees be combined and leave Program Planning by itself. E. Clemons stated that the Program Planning Committee goes through the RFP process (which is now every 3 years), and then all recommendations still go through the Executive Committee. S. Johnson Simon stated that the Executive Committee should be a standalone committee. M. Rivera stated that she is in favor of the recommended consolidations. A. Ford, as the Finance committee chair stated that the Finance committee has been scheduled a few times to discuss the budget, but the meetings have been cancelled due to lack of quorum. E. Clemons went through the AC-OCAP's 2015-2017 Strategic Focus Areas. She stated that the Program Planning Committee focuses on the job training & employment placement; and housing and community development areas. She stated that the Executive/Finance (if approved) focus on Civic Engagement, and the Advocacy will focus on Community Advocacy. S. Richardson stated that the Fund Development and Program Planning committees are the most important and the Executive committee should be a part of those committees. E. Clemons explained that those committees do the work and all recommendations go through the Executive Committee already. A discussion ensued on the powers of the Executive Committee.

#### • Next Steps – Attachment 3B

E. Clemons stated that at the board retreat, there were also next steps; Executive Committee to discuss the committee structure; develop benchmarks and timeline/workplan for CAP's work; develop a plan on how to get the word out about what CAP does; and a discussion on race and class with Arnold Perkins. which she went through. She stated that the Public Hearing for the CAP Plan will be held on June 12, 2017, the discussion of the committee's structure, a symposium, develop benchmarks, timeline for CAP's work, and develop a plan to spread the word on what CAP does and to have a discussion on race and class with A. Perkins or another facilitator.



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**Motion:** To recommend the new committee structure to the Administering Board. M/S/Carried: M. Rivera/S. Richardson/Unanimous. Motion Carried.

**Motion:** To consider combining Fund Development and Advocacy Committees. M/S/Carried: M. Rivera/S. Richardson/ Unanimous. Motion Carried.

**Motion:** To consider combining Finance and Executive Committees keeping the current makeup of the Executive Committee. M/S/Carried: M. Rivera/A. Ford/ 1 abstain- S. Richardson/ 1 opposed- S. Johnson Simon/Motion Carried.

### 4. Internal Programming Discussion and Fund Process for Allocating Additional Funding

E. Clemons read the AC-OCAP CSBG Process for Allocating Additional Funding which was in the packet. A) Grantees will get their max funding up to \$50,000; B) If an agency is defunded during the 3-year funding cycle, staff will work with the Administering Board to create tier two funding recommendation list; and C) If the additional funding becomes available during the last quarter of the month, there will be an increase to the agency's contribution to the Brown Bag/Hunger Relief Program. S. Richardson stated that he would like to see any additional funds go to outreach/mailers to let low-income Oakland residents know about the tax rebates. E. Clemons stated that this request would have to be a proposal.

**Action:** M. Rivera stated that there should be a process on what to do when other funds become available, such as discretionary funds.

### 5. AC-OCAP City/County/Federal Funding Update

#### • City Cannabis Legislation Update/Advocacy

E. Clemons stated that Council Member Lynette McElhane recommended that 50% of the cannabis tax go to fund poverty which would be administered through AC-OCAP. This recommendation did not pass. The recommendation is now 20% of the tax goes towards poverty. She stated she will; keep the board updated with the final outcome.

#### • Federal Continuing Resolution Update

E. Clemons stated that the Federal Continued resolution expires on April 28, 2017 and it was proposed in the President's budget that CAP agencies receive no more funding for 2017. She stated that D. Bradley's ask for AC-OCAP agencies is \$715 million. She stated that she will keep the board updated.

### 6. By-laws Ad-Hoc Committee Update

E. Clemons stated that the by-laws committee may wait to meet until after the CAP Plan is done which is due on June 30, 2017.

### 7. Pending Items – State/City CSBG Contracting Process Gantt Chart

### 8. Agenda Attachments

2. March 8, 2017 Executive Committee Minutes
- 3a. AC-OCAP Committees List
- 3b. Next Steps & 2018-2019 Focus Areas
4. Process for Allocating Additional Funding



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### 9. Future/Proposed Agenda Items

#### 10. Announcements

- Older American Month, May 3, 2017 at Frank Ogawa Plaza.
  - Immaculate Heart of Mary Court 137 Annual Mother's Day Raffle tickets for sale through G. Green. Drawing will be on May 7, 2017.
  - The schedule for Free Senior Days at the Oakland Zoo has been published.
- E. Clemons gave an update on the San Pablo Fire evacuation center at the West Oakland Youth Center.

### 11. Open Forum

#### 12. Adjournment (Action Item)

**Motion:** The meeting was adjourned at 6:31p.m. M/S/Carried: S. Johnson Simon/A. Ford/Unanimous.  
Motion Carried.