



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

**Administering Board Teleconference**

Monday, June 08, 2020, 5:30 p.m.

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Councilmember Lynette McElhaney (Brigitte Cook), Supervisor Nate Miley (Angelica Gums), Supervisor Wilma Chan (Sarah Ting), Councilmember Larry Reid (Robert Cox), Mayor Libby Schaaf (Lisa Ruhland), Njeri Mc Gee-Tyner, Sean Callum, Samantha Columbus, Mitchell Margolis, and Alicia Rossetti

**Board Member Absent:** Councilmember Noel Gallo (Rosa Velazquez)

**Staff:** Sara Bedford (Human Services Department Director), Estelle Clemons, Dwight Williams, and Melissa Francisco

**Guests:** Lauren Broder; Resources Development Associates (RDA), John Cervetto (RDA), Emma Schifsky (RDA), Alina Kwak; Fremont Family Resource Center, Ami Rowland; Covenant House California (CHC), Andrew Ramaglia (CHC), Gidalthi Gonzalez; Civicorps, Meryl Klein; Alameda County Administrators Office, and other community participants.

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

M. Rivera called the June 08, 2020 meeting to order at 5:39 p.m.

**MOTION:** To approve the June 08, 2020 meeting Agenda.

**M/S/Carried:** S. Callum/S. Johnson/Motion Carried.

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

Roll Cal was performed by Staff M. Francisco. A quorum was established. The AC-OCAP Promise recited.

**C. Approval of Draft May 11, 2020 Administering Board Minutes – Attachment C1**

**MOTION:** To approve the Draft May 11, 2020 Administering Board Minutes.

**M/S/Carried:** G. Green/S. Callum/Motion Carried.

**D. Presentation – Strategic Planning Update - Lauren Broder, Resources Development Associates(RDA)**

L. Broder of RDA utilized a PowerPoint Presentation to report provide a Strategic Planning update to the Administering Board. L. Broder reported on the project process, identified goals and the Logic Model framework. Next steps discussed include additional weekly meetings for the Strategic Planning Ad-hoc Committee (M. Rivera, A. Ford, S. Ting and D. Walker) to finalize the Logic Model. RDA will then develop a “living” document Strategic Plan, to be presented at the September 14, 2020 Administering Board Meeting.

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

**1. Board Update**

M. Rivera inquired on the status of 700 Forms, as the item was not on the June Agenda. E. Clemons explained that since the June 1, 2020 extension due date had passed, 700 Forms were removed from Agenda Items.

**ACTION ITEM:** The Board is to file their 700 forms if they have not done so already. At next Roll Call, each Board Member will be asked to confirm the filing of their 700 Form, as this a requirement to sitting on the AC-OCAP Administering Board.

**A. Board Vacancies -- Oakland District 1 and Alameda County Community**

E. Clemons discussed the challenges of membership recruitment during COVID-19. Board Members were called upon, as “CAP’s strongest outreach”, to recruit candidates to fill vacancies. M. Rivera informed the Board and Staff of R.

Velazquez's resignation from Councilmember N. Gallo's office.

**ACTION ITEM:** Staff M. Francisco to send request to Councilmember N. Gallo for an Elected Official Appointee Designation Letter.

### **C. CAP Reimbursement Form - Attachment E1B**

E. Clemons reminded community Board Members of CAP reimbursable expenses. Reimbursement Forms and receipts for childcare and transportation may be submitted via email to Staff M. Francisco.

### **B. 2020 Travel**

#### **National Community Action Partnership (NCAP) Annual Convention, Seattle WA, August 26-28**

Due to the ever-evolving COVID-19 situation NCAP announced their event may be held on-site, on-site and virtually, or virtual only. The event organizer is urging interested participants to delay purchase of flight and hotel accommodations until closer to the convention.

#### **National Community Action Foundation (NCAF) Annual Convention, Washington D.C., November 15-20**

NCAF rescheduled the Annual Convention from March to November 2020 due to COVID-19.

**California's Community Action Partnership Association (CalCAPA)**, suspended all 2020 travel including Legislative Day and the Annual Training Conference due to COVID-19.

E. Clemons shared her decision to forgo traveling for the remainder of the year, due to the absence of a COVID-19 vaccine. The Board was asked to consider re-appropriating travel funds if Board Members are uninterested in traveling. A committee may be established to decide how funds will be reprogrammed. M. Rivera, approved to attend NCAF Annual Convention, stated the importance of attending the event and requested more time to decide on traveling in November. E. Clemons responded to M. Rivera's request, affirming there will be ample time to revisit reallocation of travel funds as the 2020 contract will be extended at least 6 months. N. McGee-Tyner approved to travel to NCAP Annual Convention stated plans to attend event virtually. E. Clemons expanded on McGee-Tyner's comment, adding that there may be an opportunity for broader participation through virtual events, and the Board will be kept up to date on such offerings.

### **2. 2020 Programming**

#### **A. Community Services Block Grant and Coronavirus Aid, Relief, and Economic Security (CARES) Funding Act.**

Amid the 2019 programming closeout, staff continues to work remotely due to COVID-19. The closeout includes three contracts: CSBG, Discretionary Grant Fund and CalEITC.

The \$1.8M in CARES funding is to be allocated July 1, 2020 and can be spent through fiscal year 2022. The CARES Act authorizes the revision of the income limit for eligibility to 200 percent of the federal poverty level for CSBG services. The CARES funds are a supplement to the 2020 CSBG grant allocation of \$1.4M (including a \$32,000 discretionary grant). E. Clemons is working with fiscal on reprogramming and will submit an increased budget allocation for the Board's approval.

#### **B. AC-OCAP 2020 Grantee Update**

Oakland Private Industry Council (OPIC) declined to be in contract with AC-OCAP after receiving CARES funding. This leaves AC-OCAP with \$40,000 per year (3 years) in savings, which may be allocated to 2020 Grantees. Any increase in grant funding is contingent upon staffing costs and final allocations.

Staff Dwight Williams is diligently working on the 2020 Grantee contracts. The City's fiscal system is scheduled for a routine year-end closure, beginning July 19, 2020. Fiscal's closure may cause lag time in the creation and processing of purchase orders needed for invoicing of funds to Grantees. The timeframe for contract execution and payments is dependent on Grantees having their contracts and insurance in place.

The Grantee Orientation Meeting was postponed due to the shelter-in-place order. As group gatherings are still prohibited, planning is underway for a Grantee Meeting via Zoom.

#### **C. California Earned Income Tax Credit (Cal/EITC) Update**

While the state extended the tax filing due date to July 15, the Cal/EITC contract was not provided an extension. This news was unexpected, and has Staff working quickly to arrange services while the shelter in place continues. Deb Torres from the IRS has graciously volunteered to assist the EITC program, by preparing tax returns after 5pm. AC-OCAP's Don

Raulston; EITC Coordinator is currently scheduling appointments for drop-off services. CSBG funds are available beginning July 1, 2020 and will allow D. Raulston to utilize his IRS certification to prepare taxes. The programming model implemented at the Tax Assistance site located at 270 Frank H. Ogawa Plaza in the Business Assistance Center relies on City staff as Certified VITA IRS Tax Preparers was found to be unsustainable during the shelter in place. Partners with similar programming models are also nonoperational. Programming models that do not rely on employees or annuitants continue to operate. AC-OCAP/EITC partners that are currently operating include: East Bay Asian Local Development Corp (EBALC), San Antonio CDC, Fremont Resource Center and Chabot Las Positas. D. Raulston refers EITC hotline callers to CAP partners accordingly. For individuals interested preparing their own taxes, go to: <https://earnitkeepitsaveit.org/>.

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

**M/S/Carried:** B. Cook/D. Walker. Motion Carried.

#### **F. Future/Proposed Agenda Items (see chart below)**

Proposed: Mayor Libby Schaaf, Stephanie Montgomery, Darlene Flynn – Part 2, Barbara Leslie (Chamber of Commerce). Due to the shelter-in-place, proposed presentations were placed on hold. Considering current events, the Administrative Board requests presentation from Mayor Libby Schaaf.

**ACTION ITEM:** E. Clemons on behalf of the Administering Board to request presentation from Mayor Libby Schaaf.

B. Cook requests presentation from County Supervisors regarding COVID-19 response and homelessness. B. Cook's understanding is the County is receiving an infusion of cash and she wants to advocate for Oakland receiving its equitable share. B. Cook asks how funds will be spent to ensure it goes to the community that AC-OCAP stand up for, so they survive these difficult challenges? What does the County's budget look like? And how will funds impact the group AC-OCAP is working for?

**ACTION ITEM:** M. Rivera to work with Staff M. Francisco to draft a written request for presentation to County Supervisors on behalf of the Chair and Vice Chair.

#### **G. Committee Report(s)**

**Strategic Planning Ad-hoc Committee** – (M. Rivera, A. Ford, S. Ting and D. Walker)

The Board received report from Ad-hoc Committee Members M. Rivera, and D. Walker. E. Clemons commended the Committee for their hard work in assisting the development of the Strategic Plan. E. Clemons welcomed the Administering Board Members to participate in the next Strategic Planning Ad-hoc Committee Meeting.

**ACTION ITEM:** M. Francisco to send invites to the Administering Board for the June 24, 2020 Strategic Planning Ad-hoc Committee Meeting.

#### **H. Announcements**

**Oakland Rotary** – S. Callum announced the Oakland Rotary is now hosting meetings via Zoom, Thursdays at 12:30pm. Contact S. Callum to learn more about Oakland Rotary.

**United Seniors of Oakland and Alameda County** - S. Johnson announced two events: (1) Walk Club 2020 Celebration, July 31, 2020 at Everett & Jones BBQ, 126 Broadway Street in Oakland. Meals can be picked up or delivered. Free Travel Training will also be provided. Reservations are required, please RSVP to [Sarahusoac@outlook.com](mailto:Sarahusoac@outlook.com).

(2) United Seniors of Oakland and Alameda County Annual Convention, 9am – 3pm November 13, 2020, at Castro Valley Library located at 3600 Norbridge Ave, Castro Valley, CA 94546. RSVP to Mary,(510)729-0852.

**Alameda County Social Services/All IN Update** – E. Clemons encouraged the Board to review the ALL IN Steering Committee Meeting slides that were shared via email to the Board on May 27, 2020.

**City of Oakland** – No report.

**Others** – No report.

#### **I. Attachments**

**C1** Draft May 11, 2020 Administering Board Minutes

**E1B** CAP Reimbursement Form

**J. Open Forum**

S. Callum addressed recent events, sharing his surprise regarding the number of individuals seeking ways to become involved, and the changes taking shape in the finance industry.

**K. Adjournment**

**MOTION:** To adjourn the June 08, 2020 AC-OCAP Administering Board Meeting.

**M/S/Carried:** S. Johnson/N. McGee-Tyner. Motion Carried. Meeting adjourned at 7:05 p.m.

**Next Meeting: July 13, 2020**

HEALTH	HOUSING
Trauma Informed Care*	Tri-Valley Housing
La Clinica De La Raza	Community Housing – Path/Everyone Home
Alameda County Building Blocks Collaborative*	East Bay Housing Organization *
FINANCIAL EMPOWERMENT	Spectrum – LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority *
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority *
YOUTH	City of Oakland Housing Road Map *
Oakland Fund Children Youth (OFCY) *	Alameda County Housing Community Development
Oakland Youth Commission *	Alameda Housing Resource Center
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Citywide Public Safety Plan –	Minimum Wage/Life-Up Oakland/\$15 hr
Cease Fire/Street Outreach *	Local Union
Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
Seven Step (Re-Entry Population) *	BOARD DEVELOPMENT
AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
SOCIAL JUSTICE	Jim Masters – Structure of the American Economy
East Oakland Collective *	Public Ethics Presentation *
Oakland Community Organization (OCO)	Strategic Planning
Urban Habitat *	FOOD SECURITY
FAMILIES	Alameda County Community Food Bank *
Social Services – TANF, GA *	TRANSPORTATION
All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG *
Mayor’s Commission on Aging *	

(\* = PRESENTED)