



# 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.

### ADMINISTERING BOARD MEETING

Monday, January 9, 2017

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

**Board Members Present:** Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson-Simon (Secretary), Brigitte Cook for Councilmember Lynette McElhaney, Lisa Ruhland, Stanley Richardson, Janice Heredia, Sean Callum, Brittaney Carter for Supervisor Wilma Chan, Max Chacana, Clarissa Doutherd, and Phuong Hang Duong Thi

**Excused:** Theresa Anderson, Nayaa Lacy, Angelica Gums for Supervisor Nate Miley, and Hang Mosier

**Staff:** Estelle Clemons, Cecilia Garcia, Dwight Williams, and Emily Derenthal

**Guest:** Melanie Atendido

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

G. Green called the meeting to order at 5:37pm.

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

Roll call was called by staff C. Garcia. The AC-OCAP promise was recited. A quorum was established.

**C. Approval of Draft December 12, 2016 Administering Board Minutes (M. Rivera)**

**Motion:** To approve the December 12, 2016 minutes. M/S/Carried: M. Rivera/A. Ford/Motion Carried.

**D. Community Action Partnership Update (E. Clemons)**

**1. AC-OCAP Board**

E. Clemons stated that the AC-OCAP board is almost full. She stated that there is only one vacancy which is for District 2. A letter has been sent to Council member Abel Guillen’s office. Staff will follow-up. She asked the board if they know anyone who lives in District 2 and would like to be on the AC-OCAP board to let staff know and they will be sent an application. She stated that all vacancies are reported to the State. M. Rivera stated that Council member Guillen’s office is working on filling the vacancy.

**Action:** C. Garcia to send the Oakland CDBG District application and guidelines to the board.

• **2016 Board Attendance**

E. Clemons stated that the board has met all of the attendance guidelines for the 2016 year. She stated per the by-laws, board members may not miss more than 6 consecutive meetings.

• **AC-OCAP Board Contact Form**

E. Clemons stated that the board contact form is in the packet and should be completed if there are any changes.

• **2017 AC-OCAP Board Meeting Schedule**

E. Clemons stated that the 2017 Board meeting schedule is in the packet. She stated meetings are normally held on the second Monday of the month (except in August, no meeting, in recess). She stated that in February the meeting would normally be held on Monday, February 13, 2017 but it is being observed for

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: 1) 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.

President's Day, therefore, per the by-laws, the meeting will be held the following day which is Tuesday, February 14, 2017.

E. Clemons stated that all board members have been assigned to committees. There is one vacancy and once that is filled, the committees list will be complete.

## **2. AC-OCAP City/County Funding**

E. Clemons stated that the Finance Committee was scheduled to meet but the meeting was cancelled due to the lack of quorum. E. Clemons stated that the email for the \$50k was just done and Melanie Atendido from Alameda County Supervisors office is aware of AC-OCAP's request. E. Clemons stated that on February 28, 2017 she will be going before City Council for the approval of the new grantees. She stated that she will follow-up with N, Atendido, A. Gums, and B. Carter regarding the ASK letter to the County. This item will also be on the Executive Committee agenda. She stated that it is also a possibility that she will go before the Board of Supervisors and give an update on CAP activities.

## **3. CSD Site Visit Report – DRAFT**

E. Clemons stated that there are some edits. In the report it stated that they went on a site visit but it was not one of our grantees. It was a last minute request to visit the Henry Robinson Center. She stated that the Discretionary funds are being used to order Winter Shelter Items which have already been ordered for Building Futures and Hayward Parish. C. Garcia will be looking into ordering supplies for the Winter Shelter in Livermore.

**Action:** Have the Henry Robinson Center as a presenter at a future board meeting.

**Action:** Obtain Council member McElhaney's SRO moratorium information

## **• Organizational Standards**

E. Clemons stated that all 52 organizational standards were met. She stated that we had two organizational standards that were not met, strategic plan and ROMA training. She stated that she is working on a strategic plan for the CAP plan and there is no need for a ROMA trainer, AC-OCAP has met their organizational goals 100%. She stated the focus is now on ROMA Next Generation which is the national goals, but there is a concern of not enough staff. She stated that she will be attending the CAP Management and Leadership conference and is hoping to get an update on ROMA Next Generation.

## **4. AC-OCAP 2017 Budget**

E. Clemons stated that the 2017 Budget is the same as before. The pending grantees in the amount of \$583,854 are in the draft budget. She went on to discuss the internal programming. She stated that they are hoping for a 2017 Bank on Oakland launch. They are currently working on new products. She stated that she is also working on the EITC billboards. She stated that Bay Area Legal Aid is utilized by all of the grantees. She stated that HERA is eviction prevention. The Hunger program consists of the Hunger Free Summer in partnership with the Alameda County Food Bank and she continued on with the rest of the proposed CAP programming. E. Clemons addressed S. Richardson's concerns regarding additional funding allocation process and the 12% administrative cap. She stated that the CAP programming was discussed at the Executive Committee and she stated to the board that she would like all the board members to be on board with the programming and listen to their concerns if any. She stated that the programming should meet the needs of the community and fill gaps in services.

**Action:** B. Carter to send C. Garcia the list of All-in members who reside in Oakland for S. Richardson.

**Motion:** To approve the AC-OCAP 2017 Budget. M/S/Carried: A. Ford/S. Johnson Simon/2 Abstentions S. Richardson and M. Rivera. Motion Carried

## **5. 2017 EITC Campaign**

E. Clemons stated she is working on the EITC billboards with United Way. She stated the kick off will be in February but not sure what will be done as far as an event.

## **6. Board Vacancies Update (District 2)**

This item was discussed under item D1 – AC-OCAP Board

## **7. Events**

### **• 2017 Board Retreat – March 25, 2017 (Location TBD, 9:00am – 2:00pm)**

C. Garcia went through the list of board retreat locations and their information such as cost and parking. The board decided to consider two locations from the list. M. Rivera and C. Garcia will do a site visit at each location.

**Motion:** To consider the Unity Council and the East Oakland Senior Center locations for the board retreat.

M/S/Carried: M. Rivera/J. Heredia/Unanimous. Motion Carried

**Motion:** To accept the Community Action Partnership Update. M/S/Carried: C. Doutherd/S. Richardson/  
Unanimous. Motion Carried

**E. East Bay Housing Organization (EBHO) Presentation**

Jeff Levine stated that EBHO is a non-profit, membership based organization for the past 32 years. He stated that some of their members are from the faith based sector and advocated for affordable housing. They have over 500 individuals and organizations as members. There are resources to address rental hikes. He stated there was a cut back in Federal Funding, CDBG, and Section 8, in addition to the loss of the redevelopment funds a few years ago. He stated that the State has not come up with a replacement for redevelopment funding. He stated that some of the boomerang funds were set aside for affordable housing and the City of Oakland is using about 25% of it. He stated that in the last couple of years, Alameda County made one time funding available for affordable housing and homeless prevention. He stated that the City and County funding may be reconsidered to be used for other measures. In the last year, at the local level, a housing fee was adopted to be received from private investors. The impact fee starts at \$5,000 per unit, on July 1<sup>st</sup> it goes up to \$11,000 and one year later it goes up to \$22,000. This is mainly in the Downtown area. This has been in effect since September 1<sup>st</sup> 2016. He continued on to talk about the City affordable trust fund, the Measure A1 which is the \$580 million bond and the \$425 million for rental housing. He stated that \$45 million will help seniors and people with disabilities stay in their homes.

He stated that the County is discussing how new affordable housing programs will be implemented and a portion of the money will not go to the City but to the developers. The bulk of the funding will be allocated in a competition with local match requirements. Oakland's Measure KK which preserves existing rental housing to stay affordable when the property is sold. The provision for the County is that there needs to be a local match. She stated that in 2016, BART adopted a policy that if housing is built on BART land, 20% of the units must be affordable housing. He continued on to explain affordable housing and how people should not pay more than 10% of their income on rent. He stated that in the current market, many property owners are not taking Section 8 vouchers. He stated that tenant based vouchers are assigned to specific housing and turn into project based section 8. He stated that they are currently looking into combining this money to project based and combine rental subsidies. He continued to talk about single room occupancy hotels (SRO) which are declining in Oakland because the hotels are being turned into micro-units or boutique hotels. Council member L. McElhaney is advocating to change the ordinance, the City Council approved a moratorium with a 1 year extension to put a freeze on SRO conversions. He stated that they are hoping to use some of the City and County money to rehab some SRO's. He stated that Affordable Housing week kick-off is in April. The floor was open for questions.

**Action:** J. Levine to send E. Clemons the moratorium on the SRO's.

**F. Committee Reports – (Verbal):**

1) Executive Committee – January 7, 2017 (G. Green)

G. Green stated that at the Executive Committee the 2017 budget, the City/County funding, the CSD Site Visit Report, internal programming, the CSD contract, and the board retreat were discussed.

2) Finance Committee – January 7, 2017 (A. Ford)

The Finance Committee meeting was cancelled due to the lack of quorum.

E. Clemons asked if any board members would be willing to be on the by-laws subcommittee to discuss the by-laws. S. Richardson, C. Doutherd, M. Rivera, and G. Green volunteered.

**G. Future/Proposed Agenda Items**

**Future:**

Henry Robinson Center  
CDBG – February 2017  
Organizational Standards  
Strategic Plan

**Health**

- La Clinica de la Raza
- Alameda County Building Blocks Collaborative\*

**Financial Empowerment**

- Alameda County AC CAN

**Housing**

- Tri-Valley Housing
- Community Housing – Path/Everyone Home\*
- East Bay Housing Organization (EBHO) – Jan.
- Spectrum – LIHEAP/Weatherization

- 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 (Feb.)

- 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

#### 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 Food Bank \*

#### Transportation

- Alameda County Transportation Commission

\*= presented

Proposed: Proposition 47 – Probation (A. Ford)

### H. Announcements

- **Oakland Housing Authority** – None
- **United Seniors of Oakland and Alameda County** – Sandra Johnson-Simon - None
- **Alameda County/Social Services Update** – Andrea Ford/Dave Brown/Angelica Gums  
> January 19, 2017 All-In Community Listening Sessions Report Out at OakStop – 1721 Broadway, Oakland, 1:00pm-4:00pm
- **City of Oakland Update** – None
- **Other Organizations**
- **Economic/Employment Interests**  
> Human Trafficking Community Walk and Vigil on International Blvd. Oakland – January 13, 2017 at 3:00pm.

### I. Agenda Attachments

- C. December 12, 2016 Administering Board Minutes
- D1. 2016 Board Attendance
- D1a. AC-OCAP Board Contact Form
- D1b. AC-OCAP Board Meeting Schedule
- D1c. AC-OCAP Committees List
- D3. DRAFT CSD Site Visit Report
- D4. AC-OCAP 2017 Budget

#### **Additional Attachments**

- Updated AC-OCAP 2017 Budget
- List of AC-OCAP Programming

### J. Open Forum

### K. Adjournment

**Motion:** The meeting was adjourned at 7:12p.m. M/S/Carried: S. Johnson-Simon/A. Ford/Unanimous. Motion Carried.