



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

Visit us on the web at [AC-OCAP.com](https://www.ac-ocap.com) or contact us by email at [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov)

**Vision Statement:** To End Poverty Within the City of Oakland and Throughout Alameda County.

**Core Values:** Community-Driven | Equitable | Collaborative | Impactful | Results-Driven

**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.

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### Administering Board Meeting Monday, July 10, 2023, 5:30 PM

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

**Public Zoom Link:** <https://us06web.zoom.us/j/87878424012> Webinar ID: 878 7842 4012

**Community members who would like to comment on board agenda items will need to do so in person.**

**Board Membership:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Patricia Schader, Mayor Sheng Thao, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), Supervisor Lena Tam, Supervisor Nate Miley (Angelica Gums)

**Board Vacancies:** Community Development Block Grant (CDBG) District 4 and 6, Alameda County-Community, and Private Sector

**Staff:** Dwight Williams and Lisa Diangson

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## AGENDA

- A. 5:30 p.m. Call to Order/Recite AC-OCAP Promise
- B. 5:35 p.m. Roll Call/Determination of Quorum/Approval of Agenda  
ACTION ITEM:
- C. 5:40 p.m. Approval of Draft March 13, 2023, Administering Board Minutes – Attachment C1  
ACTION ITEM:
- D. 5:45 p.m. Review of May 08, 2023, Administering Board Meeting Summary – Attachment D1
- E. 5:45 p.m. Adopt AC-OCAP Resolution 7-23 to Authorize New Signatory Authority – Attachment E1  
ACTION ITEM:
- F. 5:50 p.m. Public Comment: (Specific Agenda Item(s): Audience Comment Period)

The 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: 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.

**G. 5:55 p.m. Community Action Partnership (CAP) Updates (Dwight Williams)**

**1. Board Update**

**A. Vacancies:** Private Sector, CDBG Oakland District 4 and 6, and two Alameda County-Community seats

**B. Oakland Mayor Appointee Letter – Attachment G1B**

**ACTION ITEM:**

**C. Alameda County Supervisor Appointee Letter – Attachment G1C**

**ACTION ITEM:**

**D. Board Acknowledgements**

**E. 2023 Board Retreat – Saturday, October 14<sup>th</sup> 10a-2pm**

**2. AC-OCAP Programming**

**A. AC-OCAP Update – Attachment G2A**

**B. 2023 AC-OCAP Budget (Amendment 1) – Attachment G2B**

**ACTION ITEM:**

**C. Earned Income Tax Credit (EITC) Program Outcomes**

**D. Bank On Oakland (BOO) Financial Empowerment Program Update**

**3. Travel**

**A. National Community Action Partnership (NCAP) Annual Convention, August 23-25, Atlanta, Georgia – (A. Ford and A. Gums)**

**B. CalCAPA Annual Conference, November 6-9, San Francisco, California**

**ACTION ITEM:**

**H. 6:40 p.m. Committees - Return to Standing Meetings & Composition of Committees – Handout**

**ACTION ITEM:**

**I. 7:00 p.m. Future/Proposed Agenda Items (see chart below)**

AC-OCAP Board Member Refresher Training

**J. 7:10 p.m. Attachments**

- C1 Draft March 13, 202, Administering Board Minutes
- D1 May 8, 2023 AC-OCAP Administering Board Meeting Summary
- E1 AC-OCAP Resolution 7-23
- G1B Oakland Mayor Appointee Letter
- G1C Alameda County Supervisor Appointee Letter
- G2A 2022 CSD Annual Report Feedback and Factsheet
- G2B 2023 AC-OCAP Budget (Amendment 1)

**K. 7:15 p.m. Announcements**

- United Seniors of Oakland and Alameda County
- Alameda County Social Services/ /Board of Supervisors
- City of Oakland
- Board Members/Others

**L. 7:25 p.m. Open Forum: (General Audience Comment Period)**

M. 7:30 p.m. Adjournment

Next In-Person Meeting: **September 11, 2023 (Board & Committees on Recess the Month of August)**

**ACTION ITEM:**

**Future Agenda Items (\* = Presented)**

<b>Health</b>	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	<b>Housing</b>
Trauma Informed Care*   Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
<b>Financial Empowerment</b>	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
<b>Youth</b>	<b>Education</b>
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	<b>Employment</b>
Oakland Youth Commission*	Alameda County Workforce Investment Board*
<b>Economic Development</b>	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Alameda County Wealth Building Initiative*	Local Union
<b>Public Safety</b>	West Oakland Job Resource
Cease Fire/Street Outreach*	East Bay Works
Oakland Unite*   Chief of Violence Prevention*	Employee Ownership – Project Equity
<b>Social Justice</b>	<b>Infrastructure</b>
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	<b>Board Development/Training</b>
2022 Oakland Vice Youth Poet Laureate Kaylan Black*	SEI Form 700 Training
Ella Baker Center for Human Rights	Jim Masters CAP History*  Structure of American Economy
<b>Families</b>	<b>Food Security</b>
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	<b>Community Development</b>
All-In Alameda County*	Community Development Block Grant (CDBG) *
Oakland Thrives*	CDBG – Oakland Redistricting



## MINUTES



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

#### Administering Board Teleconference

Monday, March 13, 2023, 5:30 p.m.

**Board Members Present:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, Samantha Columbus, Patricia Schader, John-Michael Baratta, (Tonya Love), (Brittany Garza), (Jocelyn Mapp), (Angelica Gums)

**Board Member Excused:** D. Walker, A. Falcon

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

**Staff:** Estelle Clemons, Melissa Francisco, Lisa Diangson

**Guests:** Assat Ologbalaa

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#### A. Call to Order/Recite AC-OCAP Promise

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

Roll Call was performed by staff M. Francisco. A quorum was established at 5:42 p.m.

**MOTION:** To approve the March 13, 2023, Administering Board Agenda

**M/S/Carried:** B. Cook / S. Johnson / Motion Carried

#### C. Approval of Agenda Draft December 12, 2022, Administering Board Minutes – Attachment C1

**MOTION:** To approve the December 12, 2022, Administering Board Minutes

**M/S/Carried:** A. Gums / A. Ford / Motion Carried

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

Public Comment taken from Guest: Assat Ologbalas

#### E. AC-OCAP Board Officer Elections/Voting – Attachment E1

There is no proxy voting nomination committee on the floor. Create a slate. Each candidate will have two minutes to speak. The officers shall serve a term of two years. Elections of each officer shall be at the regular monthly meeting of the Administering Board in December bi-ennially to take effect in the following January. Unless otherwise provided herein by these bylaws, interim elections shall be called by the Administering Board Chairperson to fill unexpired terms resulting from vacancies to various officer positions.

## **MOTION: Nominations for Board Officer Election**

Chair, M. Rivera

Elect Monique Rivera by acclamation

Vice Chair, Sandra Johnson

Treasurer, Andrea Ford

Secretary, Brigitte Cook

**M/S/Carried:** T. Love / A. Gums / Motion Carried

## **F. Community Action Partnership (CAP) Updates**

### **1. Board Update:**

#### **A. Private Sector and CDBG Oakland District 4 Board Vacancies**

There still is an opening for the Board at District 4. It is uncertain if they had a meeting last month, which still makes this an open item.

#### **B. Oakland Mayoral Appointee Request Letter – Attachment F1B**

We sent a request letter for the mayor's appointee and have not heard back from them.

#### **C. Alameda County Supervisor Appointee Request Letter – Attachment F1C**

We sent an email today to ask where the meeting will take place. We will need to follow-up regarding this matter.

#### **D. 2022 Board Attendance Log – Attachment F1D**

M. Francisco has done a good job of reminding us to be at the meeting. She lets us know two weeks ahead so we can get paperwork together. Whichever way you want to set reminders for yourself for the meeting, please be sure to do so. Also, inform staff your preferred way of communication, (i.e., text, phone, etc.).

#### **E. 2023 Board Member Emergency Contact due April 14, 2023 <https://forms.gle/Gs2H8X4fQNQfFh856>**

we need to ensure our emergency contact list is correct and update if needed. Please be sure to also give an alternate number between 8-5 as well.

ACTION ITEM: Still have not received all Board Members Emergency Contacts

#### **F. 2023 Board Retreat – Proposed Dated: October 14, 21, or 28 – Doodle Poll due April 1, 2023 <https://doodle.com/meeting/participate/id/epZjEqyb>**

We will decide on a date in October once a report is completed. There is a lot of to do for Doodle Poll and at our April meeting we will be able to get a date, find a location and start preparing an agenda. There are many items that needs to be completed ahead of time.

We need to go over the poverty numbers again so we will be prepared for the next funding cycle. They would like us to look at this by April 1<sup>st</sup>. The zoom will be sent out along with the agenda.

## **G. Statement of Economic Interests Form 700 due April 1, 2023**

### **Statement of Economic Interests Form 700**

There is a \$10 daily fine that will increase up to \$\_\_\_\_\_ if it is not received by the State. If you need help filling out the form you may contact the State to assist you. When any board member resigns, they must fill out an exit Form 700. There are no exceptions.

## **2. Approval of the 2023 CSBG Budget**

**MOTION:** To approve the 2023 CSBG Budget

**M/S/Carried:** T. Love / P. Schader / Motion Carried

## **3. AC-OCAP Programming**

The State sent the 2023 contract but we have not returned it yet because it needs Board approval which includes the poverty rate data in both Oakland and Alameda County. Due to the poverty rate falling in both Oakland and Alameda County according to the US Census, the state reduced our annual grant by \$97K. To cover the budget reduction, the \$50K grants have been reduced to \$40K. The Oakland City Council has received and approved our resolution requests to accept the state funds and allow us to contract with the grantees. The 2024-2025 CAP Plan is due June 30, 2023. The contract to have Page Tomblin assist with the data gathering has been signed.

### **A. AC-OCAP Update**

We did not receive the same amount of grant funds we received last year, so we had to reduce funding. We have had some salary savings, as a result of being short-staffed. Ms. Clemons assumed the Department Director position and is no longer funded by this department. There are currently four positions that are filled, but the full time Program Analyst position is still open. We were able to save money on operational expenses due to not having in-person meetings. The national dues will remain the same. The parking validation applies to everyone that attends the meeting. There is also reimbursement for public transportation. Our regular costs for personnel, program expenses, furniture have been unnegotiable expenses. We have two types of travel which are very important, the Statewide and National conventions. New Board members should attend to get a better understanding of how the organization works throughout the state and nationally. It also allows us to be more proactive and advocate for additional funding. The 2023 budget needs to be adjusted because the expenses are over income by \$312,000. Those grants will likely go down to around \$40K. There is an increase of grantees and not enough staff to assist them. We will find out what the number is for the additional staff needed to this and if we can handle this increase. A lot of the grant programs in the city are open for evaluation and monitoring. Many programs do not do the level of detail of monitoring and evaluation done by AC-OCAP. There are currently 700 positions open in the city and in Human Services there are 72 vacancies of a department of 244. The hiring list has been exhausted due to COVID. We are focusing on Program Analysts which is a city-wide recruitment. We're considering hiring temporary staff for contracts. Until then, we are waiting for lists to expire and when a current eligibility list is completed, we can then begin interviewing for this position. We can hire through a generic program and they can fill out a city application and give it to a staff member. We have hired our new Administrative Assistant, Lisa Diangson, so let's welcome Lisa. We are looking to hire a Program Analyst to help with the grant contracting for the 2023-2025 grantees.

The 2022 Budget was modified in December to move most of the salary savings into programming. We have requested and received a grant extension that allows us additional time to spend 2022 funds. We have until May 31 to spend all the CSBG 2022 funds. The reports are due to the state by June 30, 2023. One new program created is the partnership with the City of Oakland Head Start program to provide assistance to their low-income families that must deal with the stress amplified by the high costs for energy and groceries and the upcoming reduction in SNAP monies. This program provides a \$250 Gift Card for each of the City of Oakland Head Start families. The Head Start Family Advocates will complete the Intake Form with each family and identify their 3 most urgent needs. This might be groceries, auto repair, child clothes, or something else. The recipients can spend the funds however they see fit. Their only commitment is that they will not use the gift cards to purchase alcohol, cigarettes, or lottery tickets. Hopefully we will be able to convert their response regarding their most urgent needs into a survey that can be included in the CAP Plan. We are also providing VITA information for no cost tax preparation assistance to this group of 400+ families. All grantees submitted their 2022 annual reports that includes their Client Characteristic Report which breaks down the demographics of people they served. Most of the grantees achieved most of their program goals. We hope to have the data available for the next meeting. Contracting with the grantees chosen for 2023-2025 has not started yet. The State has sent us the contract for 2023, but it has not been returned because it requires the Board approval. Due to the poverty rate falling in both Oakland and Alameda County, according to the US Census, the state reduced our annual grant by \$97,000. To cover the budget reduction, the \$50K grants have been reduced to \$40K. The Oakland City Council has received and approved our resolution requests to accept the state funds and allow us to contract with the grantees. Contracting with the grantees chosen for 2023-2025 has not started yet. The State has sent us the contract for 2023, but it has not been returned because it requires the Board approval. Due to the poverty rate falling in both Oakland and Alameda County, according to the US Census, the state reduced our annual grant by \$97,000. To cover the budget reduction, the \$50K grants have been reduced to \$40K.

The Oakland City Council has received and approved our resolution requests to accept the state funds and allow us to contract with the grantees.

## **B. Earned Income Tax Credit (EITC) Program Update**

We currently have two people working with this program, Don Raulston and Jackie Jacobs. They have completed 50 returns at the downtown Senior Center and will likely be busy now that it is in-person and virtual. Anyone needing assistance can get their taxes done for free. If you are under 60 or have income under \$65K. Low-income families are paying enormous amounts of money to have their taxes prepared. Get the word out to the community regarding this service. The number of low-income residents is decreasing due to the high cost of living here. Unfortunately, there are no statistics to track if they are moving out of the County or to other jurisdictions. It has been difficult to get accurate numbers, but the next census will be more precise.

The point of leveraging is that we have a 12% CAP. It is very expensive to run a city program. The total internal service fees and services overhead comes to approximately \$192K for this grant. The city contributes additional funds to make this happen so we can serve low-income individuals. The general purpose, contribution and consulting legal opinions are also added on top of what we're giving. It was difficult to complete the 16 grants in 2022 with less staff. We need to ensure that adequate staff is available in order to complete the grants we currently have in order to perhaps increase the number of grantees.

We opened the VITA Tax site at the Downtown Oakland Senior Center on February 1, 2023. This is the first time since 2019 that we have done taxes in person.

### **C. BANK On Oakland (BOO) Financial Empowerment Program Update**

Bank on Oakland activity had good momentum toward the end of the year, but things have gone dormant. We did hold several sessions with CBOs to assess what type of service and relationship they would like to have with a bank.

### **4. Travel**

We missed the annual Washington DC trip which was this week, when the elected officials attend. We will attend next year.

#### **A. CalCAPA State Legislative & Advocacy Summit, April 17-18, Sacramento, CA**

The State Legislative Board will be meeting. This is an important meeting because they see us and will remember us. Our former advocate would attend and was so vocal, we were able to get our funding.

**-Board Member Travel Requests due March 17, 2023**

#### **B. National Community Action Partnership (NCAP) Annual Convention, August 23-25, Atlanta Georgia**

There is enough time to request to attend the (NCAP) Convention that anyone on the Board may attend.

**-Board Member Travel Requests due April 14, 2023**

### **G. Executive Committee Discussion**

Agenda Item moved to April Agenda.

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

We do not have a speaker for our April meeting. It would be a good idea to invite the Mayor or any of the City Council to our meeting in June. This will allow them to learn about the AC-OCAP program.

There should be something for organizations to learn how to write grants. It seems like the big organizations get funding because they have grant writers. Urban Strategies may be a good organization to talk to about their program. They have a contract with the Department of Violence Prevention. A workshop would be a good idea for these organizations.

### **I. Attachments**

**C1 Draft December 12, 2022 Administering Board Minutes**

**E1 Board Officer Election Policies and Procedures**

**F1B Oakland Mayor Appointee Request Letter**

**F1C Alameda County Supervisor Appointee Request Letter**

**F1D 2022 Board Attendance Log**

**F2 2023 CSBG Budget**



## J. Announcements

United Seniors of Oakland and Alameda County

A series of 4- hour retreats are taking place. The next scheduled retreat is on March 30, 2023, 10:00 am either in person or by Zoom.

Alameda County Social Services/Board of Supervisors

The first in-person meeting will take place on March 15<sup>th</sup>.

City of Oakland

The City of Oakland will be opening again to the public on April 5<sup>th</sup> at City Hall on the plaza at 11:00 am

Board Members/Others

Board Members are asked to get to know at least 2 other board members. This will create a deeper level of understanding and a friendship among the committee.

100 Black Women are celebrating their 25<sup>th</sup> anniversary Walker luncheon on March 24<sup>th</sup> at the Marriott Marquee Hotel in San Francisco.

The Latino Homelessness Program has told Alameda County that the Pacific Islander group is over 20% compared to the Latino group which is 8%. This is part of the National Alliance to end Homelessness.

Captain Marty Neideffer is retiring.

## K. Open Forum: (General Audience Comment Period) - None

## L. Adjournment

**MOTION:** To Adjourn the March 13, 2023 AC-OCAP Administering Board In-Person

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

**Next In Person:** **May 8, 2023**

\*\*Add Future Agenda Items Chart

### Future Agenda Items (\* = Presented)

<b>Health</b>	Rise Up*
Bay Area Regional Healthy Inequalities Initiative (BARHII)	<b>Housing</b>
Trauma Informed Care*   Trauma Informed Care II*	Alameda-County Housing Authority*
Alameda County Building Collaborative*	Tri-Valley Housing
<b>Financial Empowerment</b>	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
<b>Youth</b>	<b>Education</b>
Los Padres Unidos*	Promise Neighborhoods – Cal State East Bay*
REACH Ashland/Cherryland Youth Center*	Head Start/Early Head Start
Oakland Fund Children Youth (OFCY)*	<b>Employment</b>
Oakland Youth Commission*	Alameda County Workforce Investment Board*
<b>Economic Development</b>	East Bay Sustainable Alliance
Oakland Metropolitan Chamber of Commerce*	Oakland Workforce Investment Board*
Alameda County Wealth Building Initiative*	Local Union
<b>Public Safety</b>	West Oakland Job Resource

Cease Fire/Street Outreach*	East Bay Works
Oakland Unite*   Chief of Violence Prevention*	Employee Ownership – Project Equity
<b>Social Justice</b>	<b>Infrastructure</b>
Urban Habitat*	Federal RAISE Grant/ Reconnecting the Town Project
East Oakland Collective*	<b>Board Development/Training</b>
2022 Oakland Vice Youth Poet Laureate Kaylan Black*	SEI Form 700 Training
Ella Baker Center for Human Rights	Jim Masters CAP History*  Structure of American Economy
<b>Families</b>	<b>Food Security</b>
Ashland Cherryland Healthy Community Collaborative	Safe Passages*
Fremont Family Resource Center	Alameda County Community Food Bank (ACCFB)*
Social Services TANF, GA*	<b>Community Development</b>
All-In Alameda County*	Community Development Block Grant (CDBG) *
Oakland Thrives*	CDBG – Oakland Redistricting

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

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**Administering Board Meeting**

**Monday, May 8, 2023, 5:30 PM**

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

**Board Members Present:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Patricia Schader, Councilmember Carroll Fife (Tonya Love), Councilmember Treva Reid (Jocelyn Mapp), Supervisor Nate Miley (Angelica Gums)

**Board Members Excused:** Andrea Ford (Treasurer)

**Board Members Absent:** Samantha Columbus, Oakland Mayor Sheng Thao, Councilmember Noel Gallo (Brittany Garza), Supervisor Lena Tam

**Board Vacancies:** Community Development Block Grant (CDBG) District 4, Alameda County-Community and Private Sector

**Staff:** Dwight Williams and Lisa Diangson

**Guests:** Sharon Cornu, Cesley Frost, Lois Ramirez

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**A. Call to Order/Recite AC-OCAP Promise**

M. Rivera called the May 8, 2023, Administering Board Meeting to order at 6:03 p.m. The AC-OCAP Promise was recited.

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

Roll Call was performed by staff L. Diangson. **A quorum** was erroneously established; therefore, no actions will be noted in this meeting summary.

**C. Approval of Draft March 13, 2023, Administering Board Minutes – Attachment C1**

**D. Public Comment (Specific Agenda Items)**

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

**1. Board Update**

**A. Vacancies - Private Sector, CDBG Oakland District 4, Two Alameda County-Community Seats**

**B. Oakland Mayor Appointee Letter – Attachment E1B**

Awaiting response from Mayor's office.

**C. Alameda County Supervisor Appointee Letter – Attachment E1C**

Alameda County Supervisor District 3 representative, Cesley Frost, present at meeting.

**D. Form 700**

Form 700 was due to the City Clerk on April 3<sup>rd</sup>. Board Members that missed the due date should submit their forms today, as a late fee may be assessed.

**E. 2023 Board Member Emergency Contact – due April 1, 2023**

(Missing B. Cook, M. Margolis, D. Walker, M. Rivera, P. Schader, B. Garza, A. Gums, A. Ford)

Emergency contact forms were distributed during the meeting.

**F. 2023 Board Retreat –SAVE THE DATE: Saturday, October 14th 10a-2pm**

Please save the date, October 14<sup>th</sup> for the Board Retreat, which will be in-person.

## **G. New Board Member Orientation (Scheduled for June 12, 2023 at 4:30 p.m.)**

### **H. Board Acknowledgements**

## **2. AC-OCAP Programming**

### **A. AC-OCAP Updates**

The 2022 CSD funding expires on May 31st, and the close out report is due by June 30th.

In April, CAP collaborated with Head Start to deliver \$250 gift cards to 500 low-income families, totaling \$125,000.

### **B. State Contract Update**

When the Draft Budget was approved by the AC-OCAP Administering Board in May 2023, it was noted that modifications would be necessary to balance the budget. Grants of \$50,000 were cut to \$30,000 in order to balance the budget. The three \$25,000 grants remain unchanged. If additional funds become available, the grantees will receive more funds.

Contracts for 2023 will begin soon. The City Council passed resolutions accepting the state funds and contracting with the grantees. Contractor Paige Tomblin will begin working on the CAP Plan, which includes a Community Needs Assessment.

### **C. Earned Income Tax Credit (EITC) Program Update**

The Downtown Senior Center's Volunteer Income Tax Assistance (VITA) site opened on February 1st. Don Raulston and Jacqueline Jacobs, CAP's EITC Tax Site Coordinators, manage the virtual and on-site tax preparations. Since Tax Day was extended to October 15th, the site will remain open through May 31st. So far, 110 returns have been filed.

### **D. Bank on Oakland**

D. Williams proposed bringing the Bank on Oakland history and information to the Advocacy Committee to discuss the program's future direction.

## **3. Travel**

### **A. National Community Action Partnership (NCAP) Annual Convention, August 23-25, Atlanta, Georgia**

A. Ford and A. Gums are approved for travel.

### **F. Executive Committee Discussion (Returning to Standing Meetings and Composition of Committees)**

The Executive Committee is a standing committee that meets once per month. Committee meetings were halted while during the shelter in place, and now that in-person meetings have resumed, a reoccurring date and time must be determined.

## **G. Future Agenda Items**

### **H. Attachments**

C1 Draft March 13, 2023, Administering Board Minutes

E1B Oakland Mayor Appointee Request Letter

E1C Alameda County Supervisor Appointee Request Letter

F1A AC-OCAP Administering Board 2023 Meeting Schedule

F1B 2023 Administering Board Roster

F1C 2023 Community Action Partnership Committees

**Announcements and Open Forum comments were made before the meeting ended.**

**ALAMEDA COUNTY-OAKLAND  
COMMUNITY ACTION PARTNERSHIP (AC-OCAP)  
RESOLUTION NO. 7-23**

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WHEREAS, the ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP is determined to authorize signing authority to the City of Oakland Human Services Department (HSD) Interim Director.

RESOLVED, ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP hereby authorizes and approves Interim HSD Director Donald Scott Means to make, execute, endorse and deliver in the name of and on behalf of the ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP, but shall not be limited to, all written instruments, agreements, documents, transfers, assignments, contracts, obligations, certificates and other instruments of whatever nature entered by the ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP.

Name of Authorized Representative: **Donald Scott Means**

Title: **Interim HSD Director**

Email: [SMeans@oaklandca.gov](mailto:SMeans@oaklandca.gov)

## ***INTEROFFICE MEMORANDUM***

**DATE:** June 28, 2023

**TO:** Monique Rivera, AC-OCAP Board Chair  
Asha Reed ([areed@oaklandca.gov](mailto:areed@oaklandca.gov))  
Boards and Commissions Management  
Office of the City Clerk

**FROM:** Honorable Mayor Sheng Thao

**SUBJECT:** Appointment of Mayoral Representative for the Alameda County – Oakland  
Community Action Partnership Administering Board

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I would like to appoint Deputy Mayor Dr. Kimberly Mayfield to be my representative on the Alameda County - Oakland Community Action Partnership Administering Board.



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Mayor Sheng Thao

cc: Dwight Williams, AC-OCAP Acting Program Manager  
150 Frank H. Ogawa Plaza, 4<sup>th</sup> Floor  
AC-OCAP Administering Board



## BOARD OF SUPERVISORS

**LENA TAM**  
Supervisor, Third District

May 2, 2023

Dwight Williams  
Interim AC-OCAP Director  
150 Frank H. Ogawa Plaza, Ste 4340,  
Oakland, CA 94612

Dear Mr. Williams:

I am appointing Ms. Cesley Frost as my representative for the Alameda County-Oakland Community Action Partnership (AC-OCAP). She will attend her first meeting next Monday, May 8th, at 5:30 PM.

Sincerely,

Lena Tam  
Alameda County Supervisor | Third District



State of California-Health and Human Services Agency  
**DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT**  
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833  
Telephone: (916) 576-7109 | Fax: (916) 263-1406  
[www.csd.ca.gov](http://www.csd.ca.gov)



June 30, 2023

Dear Executive Director:

The purpose of this letter is to provide your agency with feedback regarding your performance in meeting your agency-established Results Oriented Management and Accountability (ROMA) goals for 2022. The performance is measured by a comparison of your 2022 CSBG projections to the 2022 data your agency submitted in Modules 2-4 of the Community Services Block Grant (CSBG) Annual Report. This feedback is based on your submission of the CSBG Annual Report which includes services funded by CSBG CARES and CSBG Disaster data if applicable.

Using your agency's 2022 CSBG Annual Report submission, a year-over-year analysis was conducted between the 2021 data and the 2022 data, which is included in the enclosed Agency Fact Sheet for your review. The factsheet should be used as a tool to assist your agency with fulfilling the ROMA cycle including assessment, planning, implementation, achievement of results, and evaluation. CSD has ROMA certified staff available if you would like to receive additional training or technical assistance in planning for next year's programs.

This letter serves as the formal feedback for your agency's 2022 performance. If you need additional information, please contact your assigned Field Representative.

Sincerely,

*Stella Avila*

Stella Avila, Program Development and Reporting Unit

Enclosure



# Agency Factsheet

City of Oakland Dept of Human Services		Year	
		2021	2022
<b>Total Low-Income Individuals Served (Section C, A)</b>		1,251	1,415
<b>Total Low-Income Households Served (Section C, B)</b>		1,144	1,090
<b>Employment Services and Outcomes</b> (Section A & B, FNPI 1)	Section A - Outcomes	266	237
	Section B - Services	476	290
<b>Education and Cognitive Development Initiatives and Support Services</b> (Section A & B, FNPI 2)	Section A - Outcomes	56	64
	Section B - Services	30	40
<b>Income and Asset Building Services</b> (Section A & B, FNPI 3)	Section A - Outcomes	46	96
	Section B - Services	10,468	10,092
<b>Housing Assistance Services</b> (Section A & B, FNPI 4)	Section A - Outcomes	721	563
	Section B - Services	809	556
<b>Health and Social/Behavioral Development Services</b> (Section A & B, FNPI 5)	Section A - Outcomes	13	14
	Section B - Services	12,473	70,809
<b>Civic Engagement and Community Involvement</b> (Section A & B, FNPI 6)	Section A - Outcomes	0	0
	Section B - Services	0	0
<b>Services Supporting Multiple Domains</b> (Section A & B, FNPI 7)	Section A - Outcomes	852	761
	Section B - Services	10,802	13,759

AC-OCAP CSBG 2023 BUDGET					FINAL	Final	Amend #1	2023 Project # Admin: 1005642 Prog: 1005643
January 1, 2023 December 31, 2023					21F-4002	22F-5002	23F-4002	
					2021	2022	2023	
			Account #	PROJ	Budget	Budget		
CSBG ALLOCATION GRANT					1,396,158	1,424,230	1,401,836	
CSBG DISCRETIONARY GRANT						31,000		
						1,455,230	1,401,836	
ADMINISTRATIVE COSTS								
10.1		Salaries and Wages			116,921	110,572	124,538	Assuming 4% Vacancy Rate, 5%COLA added for 2023 120.09% and 126.33% ( paid leave treated as fr
10.2		Fringe Benefits			143,042	170,635	127,987	
		Subtotal Personnel Costs			259,963	281,207	252,525	
10.3		Operating Expenses						
10.32		Consumable/supplies	52911-BOTTLED WATER & FOOD		3,000	-	1,000	Blue mean possible repograming
		Membership Dues	55312 - MEMBERSHIP (CalCAPA, NCAF,		8,000	8,000	7,000	
10.34		Membership Dues	55311-EMPLOYEE ASSOCIATION DU		1,000	1,000	1,000	
10.34 SUBTOTAL					9,000	9,000	8,000	
10.35		Official Hospitality	53313-OFFICIAL HOSPITALITY		500	500	500	
10.36		Parking Validation	55119-MISC TRAVEL EXPENSES		1,644	1,644	1,644	
10.37		Telephone	53117-MOBILE PHONES					
		Total Operating			14,144	11,144	11,144	
10.6		Subcontractor Srvs(Prof/Board Devp)	54919-CONTRACTS MISCELLANEOU		9,000	2,000	2,000	Decreased line item
10.7		Other Costs - (Dept. OH costs) 12.	58521 - DEPT. OVERHEAD		10,630	10,685	9,278	7.45% DOH Annie Updated
		Subtotal Administrative Costs			293,736	305,036	274,947	
PROGRAM COSTS								
20.1		Salaries and Wages			200,094	217,134	210,706	Assuming 4% Vacancy Rate, 5%COLA added for 2023 120.09% and 126.33% ( paid leave treated as fr
20.2		Fringe Benefits			245,520	298,607	216,543	
		Sub-total Personnel Costs			445,614	515,741	427,249	
20.3		Operating Expenses						
20.31		Program Expenses	52211-STATIONARY & OFFICE SUPP		4,000	4,000	4,000	
20.31		Program Expenses	52212-MINOR FURNITURE OFFICE F		1,000	1,000	1,000	
20.31		Program Expenses	52213-MINOR COMPUTER SUPPLIES		1,000	1,000	1,000	
20.31		Program Expenses	52911-FOOD FOR HUMAN CONSUMF		-			
20.31		Program Expenses	52919-MISC COMMODITIES		1,500	1,500	1,235	
20.31		Program Expenses	53611-POSTAGE AND MAILING		2,000	2,000	2,000	
SUBTOTAL: 20.31					9,500	9,500	9,235	
20.32		Travel In State-Program	55112-COMMERCIAL TRANSPORT		1,500	1,500	1,500	
20.32		Travel In State-Program	55113-MEALS		1,000	1,000	1,000	
20.32		Travel In State-Program	55114-PER DIEM AND LODGING		1,000	1,000	1,000	
20.32		Travel In State-Program	55119-MISC TRAVEL EXPENSES		1,000	1,000	1,000	staff mileage
20.32		Travel In State-Program	55212-REGISTRATION AND TUITION		3,000	3,000	3,000	staff development
20.32 SUBTOTAL					7,500	7,500	7,500	
		Total Operating			17,000	17,000	16,735	
20.4		Equipment = \$5K >						
		OUT OF STATE TRAVEL-PG	55112-COMMERCIAL TRANSPORT		3,900	3,900	3,900	
		OUT OF STATE TRAVEL-PG	55113-MEALS (?)		-			
		OUT OF STATE TRAVEL-PG	55114-PER DIEM AND LODGING		3,000	3,000	8,000	
		OUT OF STATE TRAVEL-PG	55119-MISC TRAVEL EXPENSES		100	100	100	
		OUT OF STATE TRAVEL-PG	55212-REGISTRATION AND TUITION		3,000	3,000	3,000	
20.5		Out of State Travel-Program			10,000	10,000	15,000	
20.6		Subcontractors						
AC		Love Never Fails	54912-THIRD PARTY CONTRACTS		40,000	45,000	25,000	
		Rubicon	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		Chabot Tri-Valley Career Center	54912-THIRD PARTY CONTRACTS		25,000	25,000	40,000	
		Fremont Resource Center	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		La Familia (FESCO)	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
OAK								
		New Door Ventures	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		Hack the Hood	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		Lao Family	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		Covenant House	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		Operation Dignity	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		St. Mary's Center	54912-THIRD PARTY CONTRACTS		40,000	45,000	40,000	
		A Diamond in the Ruff	54912-THIRD PARTY CONTRACTS		-	-	25,000	
		Change to Come	54912-THIRD PARTY CONTRACTS		-	-	25,000	
		Urban University	54912-THIRD PARTY CONTRACTS		-	-	40,000	
		Community Works	54912-THIRD PARTY CONTRACTS		-	-	40,000	
		Lighthouse Community Public Sch	54912-THIRD PARTY CONTRACTS		-	-	40,000	
					425,000	475,000	595,000	
Internal								

20.61		Bank On Oakland/HERA	54919-CONTRACTS MISCELLANEOUS		30,000	30,000	25,000	
		Earned Income Tax Credit/BOO (211)	54919-CONTRACTS MISCELLANEOUS		10,000	20,000	20,000	Eden I and R
		Hunger Program (Thanksgiving + Summer Lunch + Brown Bag ACCFB, Safe Passages)	54919-CONTRACTS MISCELLANEOUS	1004481	10,000	10,000	4,605	
		HERA	54919-CONTRACTS MISCELLANEOUS	1004481	-			(\$10K)
			54919-CONTRACTS MISCELLANEOUS	1004481				
		CAP Forum/community Events	54919-CONTRACTS MISCELLANEOUS					
		Donald Raulston- EITC Program Analyst	51111, 51511, 51611, 51613, 58521, 58522		23,562	23,562	7,602	Total \$48,396(\$24,834,Cover part of Don's Salary)
		Hunger-free Summer Campaign	54911-Services Contracts; 53314 Advertising Promotion					Advertising and Promotion Added
		Alameda County All In - New War on Poverty ;Tri Valley; Fatherhood	54911-Services Contracts					
		AC OCAP Programming	51911-MISC OCAP PROGRAMS; 53314 Advertising Promotion			19,018		Advertising, Promotion Added, Tshirts
		<b>TOTAL Internal</b>						
20.6		<b>Sub-total - Subcontractors</b>			<b>498,562</b>	<b>577,580</b>	<b>652,207</b>	
20.7		Other Costs/(Dept.OH costs) 12.93	<b>58521 - DEPT. OVERHEAD</b>		<b>18,245</b>	<b>20,479</b>	<b>15,698</b>	7.45% DOH ( Annie Updated)
		<b>Subtotal Program Costs</b>			<b>989,421</b>	<b>1,120,321</b>	<b>1,126,889</b>	
		<b>Subtotal Administrative Costs</b>			<b>293,736</b>	<b>305,036</b>	<b>274,947</b>	
		<b>Total CSBG Funds</b>			<b>1,396,158</b>	<b>1,455,230</b>	<b>1,401,836</b>	
		Unallocated Funding (Deficit)			113,000	29,873	-	2022 use GPS or Discretionary
		* Furlough Savings						

Note: Administrative Cost must be below 12% of total budget

2023 AC-OCAP Operating Budget	2022
2020-2022 CSBG CARES	\$1,933,830
City CSO GPF Contribution	151,956
City ISF GPF Contribution	18,996
City I GPF Contribution	30,262
Oakland Promise Brilliant Baby	500,000
Eden I and R General Fund	100,000
Walk to End Poverty (Donations)	35,699
CHD Mayor's Hunger Program - 78111	100,000
Summer Lunch	260,489
CENTRAL LEGAL CONTRACT	-
Total	3,131,232
2022 CSBG - Federal Grant	1,391,569

Total Administrative Budget  
12% of CAP Administraive Budget  
Allowable Administrative Costs

CSD contract 22F-5002

2023
-
159,987
15,761
238,483
500,000
100,000
35,699
100,000
260,489
-
1,410,419
1,401,836

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