



MINUTES



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

Visit us on the web at OaklandCap.org or contact us by email at AC-OCAP@oaklandnet.com

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

EXECUTIVE COMMITTEE MEETING (Standing)

Wednesday, July 6, 2016 @ 5:30 P.M.

150 Frank Ogawa Plaza, 4th Floor, Conference Room #1

Committee Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Sandra Johnson-Simon (Secretary), Andrea Ford (Treasurer), Dave Brown for Supervisor Wilma Chan, Brigette Cook for Councilmember Lynette McElhaney, and Stanley Richardson

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

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

G. Green called the meeting to order at 5:39p.m. Roll call was called by staff member C. Garcia. A quorum was established at 5:41.

2. Approval of May 4, 2016 Executive Committee Minutes

Motion: To approve the May 4, 2016 minutes. M/S/Carried: S. Johnson-Simon/A. Ford/Unanimous. Motion Carried.

3. Site Visits

- Grantee Site Visits – June 21-30, 2016 & July 12-14, 2016
- CSD Site Visits – August 15-17, 2016

E. Clemons stated that CAP's CSBG Department of Community Services Development (CSD) representative will be visiting CAP August 15-17, 2016. She stated that the board is welcome to attend a meet & greet that will be held on Monday, August 15, 2016. She stated that D. Williams has been leading the grantee visits and E. Derenthal has been leading for internal programming. D. Williams stated that they have visited 9 grantees with minor issues. He stated that EBALDC has some challenges because some of their programming doesn't meet the CSBG grant requirements. A corrective action plan will be submitted to CAP. He stated that they do not document their low-income residents. A discussion ensued on the poverty guidelines and eligibility between HUD and CSBG. E. Clemons stated that AC-OCAP staff visited the Alameda Shelter for Building Futures with Women and Children. She stated they have partnered with St. Mary's. She stated that they also visited the Hayward shelter for FESCO. She stated that they also visited HERA who provides services around Financial Capability. She stated that they visited REACH which has the Emergency Medical Technician (EMT) program. She stated that La Familia had some eligibility issues as well. They were also able to see Hayward Unified School District Cohert graduate and receive their assignments. She stated that the Hayward Unified Adult School is an actual campus with 4,000 people that has a continuation school, Headstart in campus, and a Sherriff's Police Activity League. She stated that they also visited Self-Help which is an internal program which teller's offer credit coaching but only on Wednesdays. She stated that also visited Eden I&R which is 211 and have a new assistant director and will be migrating to a new system.

Action: C. Garcia to send an invite to the Administering Board for the grantee site visits scheduled for July 12-14, 2016.

Action: C. Garcia to send an email invite to the Administering Board for the CSD site visit, August 15-17, 2016.

4. Board Vacancies Update –District 4, District 6, Community County



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(2- Private Sector Vacancies as of December 31, 2016)

E. Clemons stated that she is still working with Council member Anne Campbell-Washington's office to identify a representative. She stated that Barbara Gibson from the Alameda County Food Pac has expressed interest in representing District 6 and for the Alameda County seat, Sandy Frost, Alice Wertz, and Jonathan Patterson have expressed interest. She also stated that there will be two vacancies as of December 31, 2016 from the private sector, United Seniors of the East Bay and the Oakland Housing Authority. She mentioned to the committee that it is up to the board if they would like to continue with representation from these two agencies or from other agencies. C. Garcia stated that a letter from the United Seniors of Oakland and Alameda County reappointing Sandra Johnson-Simon has been received.

5. CSBG General Update

- **Organizational Standards: Strategic Plan, ROMA Trainer**
E. Clemons stated that A. Gums put together two huge binders with all the attachments connected to each organizational standard. Now the State is requiring that the Organizational Standards be completed online. Currently, C. Garcia is working with CAP's intern, Roland Smith on scanning and uploading documents into their system, this project is due, Friday, July 22, 2016. E. Clemons stated that she has submitted a request to our CSD representative, Katie Walker for strategic planning assistance. She stated that is awaiting a responder from K. walker and she will update the board. She also asked the committee if they know of a consultant for strategic planning to let staff know.
- **ROMA Next Generation 2- Results Oriented Management and Accountability**
E. Clemons stated that C. Garcia has the list of the certified ROMA trainers and will be reviewed to obtain the training.

6. 2015 CSBG Close-out Update

E. Clemons stated that 2015 is officially closed. She stated that CAP was able to fund the Hunger Program with the remaining money. All the grants were expended.

7. Discussion of 2016 Contract \$1,347,748 (\$77,000 increase) and New \$17K Discretionary Grant

E. Clemons began to go through the 2016 CSBG draft budget. She stated that there has been an increase to all of the grantees in the amount of \$8,000. She continued onto CAP's internal programming stating that each program is now detailed on the budget. She continued onto the new \$17k discretionary grant. She stated that in the packet is there is information on what the \$17k can be used for: 1) build capacity and operate more efficiently to meet Organizational Standards; 2) support programs that focus on serving the homeless population, and 3) to support programs, services, and outreach that help low-income people claim the Earned Income Tax Credit. E. Clemons suggested that option #1 may not want to be considered as CalCAPA pays for capacity building and option #3 may not want to be considered as well because tax season is from January through April and that's when the advocacy for the Earned Income Tax Credit takes effect. A discussion began on option #2. E. Clemons suggested that the funds be used towards Operation Dignity who go in to homeless encampments and provide supportive services. M. Rivera suggested



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that other organizations who provide these type of services to the homeless population be looked at as well. E. Clemons explained that the \$17k has to be spent by December 31, 2016 and the funds should go to an existing contract due to the time constraint. A discussion also ensued on the wording of the 3 options on where the \$17k can be spent. A. Ford had a concern if the \$17k has to be spent on all three areas or just one? E. Clemons stated that she will get clarification from CAP's CSD representative K. Walker.

Action: E. Clemons to get clarification on the language of how to use the discretionary grant funds of \$17k.

Action: Staff to look into other agencies that go into homeless encampments and provide supportive services.

Action: E. Clemons to do a write-up on the recommendation on using the \$17k to partner with Community Housing and address the homeless encampments.

Motion: To approve the \$8,000 increase for the grantees. M/S/Carried: M. Rivera/A. Ford/Unanimous. Motion Carried.

Motion: To use the \$17k discretionary funds to partner with Community housing and address the homeless encampment issue. M/S/Carried: M. Rivera/D. Brown/Unanimous. Motion Carried.

8. 2017 – 2019 RFP Process and Internal Programming

E. Clemons stated that the optional Bidder's Conference is scheduled for August 9th has been added to the RFP timeline as well as the special session of the board hosted by the Executive Committee on Wednesday, November 9, 2016.

Motion: To approve the 2017-2019 AC-OCAP RFP Timeline. M/S/Carried: D. Brown/A. Ford/Unanimous. Motion Carried.

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

10. Agenda Attachments

- 2. May 4, 2016 Executive Committee Minutes
- 4. AC-OCAP Membership Terms
- 7. 2016 Budget & \$17K Grant
- 8. 2017-2019 RFP Timeline

11. Future/Proposed Agenda Items

D. Brown stated that Alameda County Supervisor, Wilma Chan would like to attend an Executive Committee meeting as well as an Administering Board meeting and discuss All-In.

Action: C. Garcia to add to the Executive Committee and Administering Board agenda, All-IN.

12. Announcements

13. Open Forum



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14. Adjournment (Action Item)

Motion: The meeting was adjourned at 6:40p.m. M/S/Carried: S. Johnson-Simon/A. Ford/Unanimous.
Motion Carried.