



# Alameda County - Oakland Community Action Partnership

## Administering Board Teleconference

June 13, 2022 | 5:30 PM - 7:30 PM

# COMMUNITY PARTICIPATION GUIDE

## TO OBSERVE

To observe by Zoom video conference, click on the link provided on the agenda.

To observe by phone, dial+ 1 669 900 9128 at noticed meeting time. When prompted, enter WebinarID: 878 7842 4012

## TO COMMENT

To comment by Zoom video conference: "Raise Your Hand" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, accept the unmute prompt to make public comments.

To comment by phone: "Raise Your Hand" by dialing "\*9" to request to speak when Public Comment is being taken on an eligible agenda item. When it is your turn to speak, you will be prompted to unmute yourself by dialing "\*6".

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

Times are estimates and subject to change. Contact the Office of the City Clerk, 5 days prior to the meeting so we can make reasonable arrangements to ensure accessibility. Office of the City Clerk - Agenda Management Unit Phone: (510) 238-6406 Fax: (510) 238-6699 Recorded Agenda: (510) 238-2386 Telecommunications Relay Service: 711



# Alameda County - Oakland Community Action Partnership

## Administering Board Teleconference

June 13, 2022 | 5:30 PM - 7:30 PM

## PANELIST PARTICIPATION GUIDE

### VIDEO CONFERENCE

Join the teleconference as a Panelist by clicking on the link provided on your Zoom invite.

Sign on to webinar 10 minutes early to ensure your speakers and mic work. A technical roll call will be performed.

The Zoom link on the Agenda, Community Participation Guide and AC-OCAP website is for Attendees only.

Panelists must raise hand and be recognized by the Chair. Host will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

### TELEPHONE

Join by telephone, dial +1 669 900 9128, enter Webinar ID: 878 7842 4012 when prompted.

You will enter the Teleconference as an Attendee. Expect to be on hold as staff completes technical roll call with the videoconferencing Panelists.

When the host permits you to speak, you will receive a notification. Follow the telephone prompt to unmute yourself. Dial \*6 to toggle between mute/unmute. To raise your hand, dial \*9.



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

Visit us on the web at [AC-OCAP.com](http://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 Teleconference

**Monday, June 13, 2022 5:30 p.m.**

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

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**Board Membership:** Monique Rivera (Board Chair), Sandra Johnson (Vice Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Samantha Columbus, John Michael Baratta, Mayor Libby Schaaf (Lisa Ruhland), Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), Supervisor Dave Brown (Sarah Oddie), and Supervisor Nate Miley (Angelica Gums)

**Board Vacancies:** Private Sector, Community Development Block Grant (CDBG) Oakland District 4, 7, and Alameda County

**Staff:** Estelle Clemons, DesrayInn Cole, Dwight Williams, Jaynell Ellis, and Melissa Francisco

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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 May 9, 2022 Administering Board Minutes – Attachment C1**  
**ACTION ITEM:**
- D. 5:45 p.m. **Approval of AC-OCAP Resolution 6-22 to Continue Teleconference Meetings – Attachment D1**  
Board to approve Alameda County – Oakland Community Action Partnership (AC-OCAP) Resolution 6-22 electing to continue conducting meetings using teleconferencing in accordance with California government code section 54953(e), a provision of AB-361.  
**ACTION ITEM:**
- E. 5:50 p.m. **Open Forum: (General Audience Comments)**

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

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F. 6:00 p.m. **Presentation: Rhonda Boykin, Alameda County Workforce Development Board**

G. 6:25 p.m. **Community Action Partnership (CAP) Updates**

**1. Board Update**

A. Private Sector, CDBG Oakland District 4, 7, and Alameda County Board Vacancies

B. CAP Administering Board and Committees Rosters – **Attachment G1B**

C. Board Acknowledgements

**2. AC-OCAP Programming**

A. CSBG/CARES and Program Update

B. CSD State Site Visit May 19<sup>th</sup> and May 24<sup>th</sup> Update

C. 2023-2025 Request for Partnership (RFP) Timeline – **Attachment G2C**

**3. Mandatory Training**

[City of Oakland Sunshine and Public Ethics Training](#) – **Monday, July 11, 2022 at 4:00pm**

**4. Conferences/Travel**

A. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis, New York, **Travel Request Forms Due June 13, 2022** – **Attachment G4A**

B. 2022 California Community Action Partnership Association (CalCAPA) Annual Conference, November 2-4, San Diego, CA

**5. Public Comment:** (Specific Agenda Item(s): Audience Comment Period)

**ACTION ITEM:**

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

July – Oakland Thrives

September – DesrayInn Cole, City of Oakland ReCAST

I. 7:05 p.m. **Committee Report**

Special Meeting of the Executive Committee – Wednesday, June 1, 2022

J. 7:15 p.m. **Attachments**

**C1** Draft May 9, 2022 Administering Board Minutes

**D1** AC-OCAP Resolution 6-22

**G1B** CAP Administering Board and Committees Rosters

**G2C** RFP Timeline

**G4A** Board Member Travel Request Form

K. 7:20 p.m. **Announcements**

- United Seniors of Oakland and Alameda County
- Alameda County Social Services/All-In/Board of Supervisors

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- City of Oakland
- Board Members/Others

L. 7:20 p.m. **Open Forum:** (General Audience Comment Period)

M. 7:30 p.m. **Adjournment**

Next Teleconference: **July 11, 2022**

**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>
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

Pursuant to California Government Code section 54953(e), AC-OCAP Board Members, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

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# MINUTES



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

### Administering Board Teleconference

May 9, 2022, 5:30 p.m.

Recording Link: [AC-OCAP 5 9 22](#)

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**Board Members Present:** Monique Rivera (Chair), Sandra Johnson (Vice-Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, Samantha Columbus, John Michael Baratta, Councilmember Carroll Fife (Tonya Love), Councilmember Noel Gallo (Brittany Garza), Councilmember Treva Reid (Jocelyn Mapp), Councilmember Dave Brown (Sarah Oddie), and Councilmember Nate Miley (Angelica Gums)

**Board Member Excused:** Mayor Schaaf (Lisa Ruhland)

**Board Member Absent:** David Walker and Oakland Rotary

**Board Vacancy:** Community Development Block Grant (CDBG) Oakland District 4, 7, and Alameda County

**Staff:** Estelle Clemons, DesrayInn Cole, Dwight Williams, Don Raulston, Jaynell Ellis, and Melissa Francisco

**Guests:** Michael Munson, Emile Durette, Rashida Washington, and Patricia Schader

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

M. Rivera called the May 9, 2022, Administering Board Teleconference to order at 5:30 p.m. The AC-OCAP Promise was recited.

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

Roll call was performed by staff M. Francisco. A quorum was established at 5:35 p.m.

**MOTION:** To approve the May 9, 2022 Administering Board Agenda

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

### C. Approval of Draft April 11, 2022, Administering Board Minutes – Attachment C1

**MOTION:** To approve the Draft April 11, 2022 Administering Board Minutes.

**M/S/Carried:** A. Ford / B. Cook / Motion Carried.

### D. Approval of AC-OCAP Resolution 5-22 to Continue Teleconference Meetings – Attachment D1

**MOTION:** To approve AC-OCAP Resolution 5-22 to continue teleconference meetings.

**M/S/Carried:** A. Ford / B. Cook / Motion Carried.

**E. Open Forum:** None.

### F. Presentation: Emile Durette, Alameda County Wealth Building Initiative

Emile Durette, Management Analyst with the Alameda County Social Services Agency, was introduced by A. Ford and welcomed by the Board. A PowerPoint Presentation titled *Alameda County Community Wealth Building Initiative* was displayed on the teleconference screen. The presentation began with the findings of the 2021 Alameda County System Modeling/Racial Equity Report, which established institutional and structural racism as the cause of low-income communities of color disproportionately affected by homelessness, poverty, academic underachievement, incarceration, and poor health outcomes. The Wealth Building Initiative is Alameda County's response to the report's findings and is a new approach to

economic development that will assist families in acquiring skills, social networks, a home, savings, and ownership stake in a business, so that they can endure unforeseen economic stressors, send their children to college, and plan for the future. Partners of the Initiative and the Community Wealth Building Model were discussed in detail. Next steps are to secure a \$265,000 planning grant, followed by implementing a five-year plan with the resulting deliverables: 535 households obtaining affordable housing, 4,000 transitional employment slots, 400 new worker-owners, and 350 apprenticeship trainees. The presentation concluded with a question-and-answer session.

**ACTION ITEM:** Community Action Partnership (CAP) staff to share modified draft of Alameda County Wealth Building Initiative Presentation with Board Members.

## **G. CAP Updates (E. Clemons)**

E. Clemons announced her appointment to Interim Director of the City of Oakland's Human Services Department. E. Clemons introduced DesrayInn Cole, Program Manager, who will assist with the transition.

### **1. Board Updates**

#### **A. AC-OCAP Chairperson – Monique Rivera to succeed to the Office of Chairperson**

E. Clemons announced M. Rivera's succession to the Office of Chairperson, citing the following from the AC-OCAP Bylaws, "in the event the Office of Chairperson is vacated in mid-term, the Vice-Chairperson shall succeed to the Office of Chairperson" (AC-OCAP Bylaws, 2011).

#### **B. Interim Vice-Chairperson Election – Attachment G1B**

E. Clemons stated that proceeding with an election is at the discretion of the Chairperson, citing the following from AC-OCAP Bylaws, "unexpired terms of one year or less may be filled by appointment of the Board Chairperson" (AC-OCAP Bylaws, 2011). After a brief discussion among Board Members, it was determined that an election would not be held, and Chair M. Rivera appointed S. Johnson to Vice-Chairperson and B. Cook to Secretary.

#### **C. CDBG Oakland District 4, 7, and Alameda County Board Vacancies – Attachment G1C**

Njeri McGee-Tyner, Alameda County community representative resigned on April 15, 2022. Request letters for Oakland District 7 and Alameda County Community Representative were sent to their respective elected officials and included in the Agenda Packet. Guest Patricia Schader, known to staff and the Board, expressed interest in serving on the AC-OCAP as a representative of CDBG Oakland District 7.

#### **D. Private Sector Selection Process and Recommendations – Attachment G1D**

The bylaws require a new private sector selection to be made since Oakland Rotary did not respond to communications requesting a new representative. E. Clemons requested Agenda Item G1D be moved to the Executive Committee Agenda.

**ACTION ITEM:** Private Sector Selection Process and Recommendations moved to the Executive Committee Agenda.

#### **E. Board Acknowledgements – AC-OCAP Scholarship Fund Discussion**

E. Clemons discussed a proposal to establish a scholarship fund in Mrs. Gladys Green's honor, which would be administered by Oakland Promise. E. Clemons requested Agenda Item G1E be moved to the Executive Committee Agenda.

**ACTION ITEM:** AC-OCAP Scholarship Fund Discussion moved to the Executive Committee Agenda.

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

#### **A. Community Service Block Grant (CSBG)/Community Aid, Relief, and Economic Security (CARES) and Program Update**

More Head Start families in need of housing and food assistance have received up to \$500 in gift cards, provided by 2021 CSBG funds. CARES funds continue to assist families directly and/or indirectly impacted by COVID-19. Staff J. Ellis reported that just \$100,000 of the \$1.8 million CARES funding remains to be distributed through UpTogether (previously Financial Independence Initiative (FII)). CARES funding is set to expire on May 31st, however AC-OCAP is in the process of securing an extension through August 31st. E. Clemons reported on the salary savings resulting from not hiring a planner, and the

Board will need to consider how to leverage and allocate the savings to other programs at a later date.

### **B. 2022 Earned Income Tax Credit (EITC) Outcomes**

EITC Outcomes will be shared at the next AC-OCAP Administering Board Teleconference.

### **C. California Department of Community Services & Development (CSD) Monitoring Site Visit (City of Oakland): Thursday, May 19, 2022**

As E. Clemons transitions into her new role, Staff D. Williams is the point person for the monitoring visit. The visit will include an examination of expenditure and programmatic transactions, as well as client questions from AC-OCAP grantee's Civicorps and St. Mary's Center.

### **D. 2023-2025 Request for Partnership (RFP) Process and Timeline – Attachment G2D**

Cindy King, Health & Human Services Program Planner, will oversee the RFP work moving forward. E. Clemons requested that the RFP timeline be reviewed by Board Members.

### **E. Update on HR 5129 – CSBG Modernization Act of 2021 (CSBG has not been reauthorized since 1998)**

On Friday, May 13, 2022 at 9:00 a.m. Eastern Standard Time, the U.S. House of Representatives will vote on the CSBG Modernization Act (HR 5129). The bill reauthorizes the CSBG Act for 10 years, adopts 200% of poverty as the income eligibility level for CSBG, establishes a federally administered Community Action Innovations Program, and strengthens tripartite boards through specified operations, duties and required expertise.

**ACTION ITEM:** CAP Staff to share NCAP email regarding CSBG Modernization Act.

## **3. Mandatory Training**

### **A. City of Oakland Sunshine and Public Ethics Training Update – Attachment G3**

A tracking sheet was displayed on the teleconference screen, indicating the Board Members that have not completed the training. E. Clemons stated that Board Members who do not complete mandatory training by June 13, 2022 will be compelled to attend a Special Meeting to satisfy the training requirement.

#### **City of Oakland Sunshine Training:**

[NEW Training – Sunshine Open Meetings \(On Demand\)](#)

**ACTION ITEM:** The following Board Members are to complete Sunshine Training by June 13<sup>th</sup> – A. Ford, L. Ruhland, M. Rivera, A. Gums, D. Walker, M. Margolis, and M. Baratta.

#### **Public Ethics Training:**

[Introductory Government Ethics Act Video](#)

[Ethics Training for Board and Commission Members \(On Demand\)](#)

**ACTION ITEM:** The following Board Members are to complete Public Ethics Training for 2022 by June 13<sup>th</sup> – L. Ruhland and M. Rivera.

## **4. Events**

### **A. Community Action Month – May 2022**

For Community Action Month, AC-OCAP sponsored the May 4<sup>th</sup> Older Americans Month socially distanced virtual watch party presented by the Mayor's Commission on Aging and Aging and Adult Services.

### **B. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis New York, NY – Attachment G4B**

Board Member Travel Request Forms were included in the Agenda Packet and are due June 13, 2022.

### **C. 2022 California Community Action Partnership Association (CalCAPA) Annual Conference, November 2-4, San**

## Diego, CA

Board Members were encouraged to save the date for the CalCAPA Annual Conference.

### 5. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – Guest Patricia Schrader

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

**M/S/Carried:** S. Johnson / J. Mapp / Motion Carried.

### H. Future/Proposed Agenda Items (See Chart)

M. Rivera proposed adding redistricting to future agenda items. Tenant advocacy was offered as a future agenda item by M. Baratta and S. Oddie.

June – Rhonda Boykin, Alameda County Workforce Development Board

July – Melanie Moore and Aly Bonde, Oakland Thrives

### I. Attachments

C1 Draft April 11, 2022 Administering Board Minutes

D1 AC-OCAP Resolution 5-22

G1B CAP Election Policy and Procedures

G1C CDBG District 7 and Alameda County Community Representative Request Letters

G1D CAP Private Sector Process and Recommendation List

G2D RFP Timeline

G3A City of Oakland Sunshine and Public Ethics Training Instructions

G4A Board Member Travel Request Form

### J. Announcements.

**United Seniors of Oakland and Alameda County (USOAC)** – S. Johnson announced the United Seniors of Oakland & Alameda County 31st Annual Convention & 14th Annual Walkable Neighborhood Celebration scheduled for Friday, July 29, 2022.

**Alameda County Social Services/All IN/ Board of Supervisors (BOS)** – A. Ford announced the renaming ceremony of the Eden Self-Sufficiency Center to the Gail Steele Multi-Service Center. This tribute honors the life and legacy of former Alameda County Supervisor Gale Steele, who served District 2 for 18 years.

**City of Oakland** T. Love discussed the City of Oakland's [allowable rent increase for covered rent-controlled units, which will be 6.7% beginning July 1, 2022](#). A request for support was made for the ordinance to modify the CPI Rent Adjustment, which will be considered by City Council on [May 31, 2022](#).

**Board Members/Others** – None.

**ACTION ITEM:** CAP staff to share announcement flyers with Board Members.

**K. Open Forum:** None.

### L. Adjournment

**MOTION:** To adjourn the May 9, 2022 AC-OCAP Administering Board Teleconference at 7:11 p.m.

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

**Next Teleconference:** **June 13, 2022**

**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>
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

# ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

RESOLUTION NO. 6-22

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**ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP (AC-OCAP) ADMINISTERING BOARD AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.**

**WHEREAS**, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>

**WHEREAS**, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

**WHEREAS**, City Council Resolution No. 88075 remains in full force and effect to date; and

**WHEREAS**, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>;

**WHEREAS**, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>;

**WHEREAS**, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;

**WHEREAS**, persons without symptoms may be able to spread the COVID-19 virus. *See* <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

**WHEREAS**, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. *See* <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>;

**WHEREAS**, the City's public-meeting facilities are indoor facilities that do not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; now therefore be it:

**WHEREAS**, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

**WHEREAS**, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

**WHEREAS**, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

**WHEREAS**, on May 9, 2022 the AC-OCAP Administering Board adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

**RESOLVED:** that the AC-OCAP Administering Board finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

**FURTHER RESOLVED:** that, based on these determinations and consistent with federal, state and local health guidance, the AC-OCAP Administering Board determines that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

**FURTHER RESOLVED:** that the AC-OCAP Administering Board will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the AC-OCAP Administering Board finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.



Alameda County-Oakland  
Community Action Partnership  
2022 ADMINISTERING BOARD ROSTER

**COMMUNITY SECTOR**

City of Oakland/Alameda County

**Brigitte Cook (District 1)**

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(510) 459-6181 (Cell)  
[BrigitteJCook@outlook.com](mailto:BrigitteJCook@outlook.com)

**Mitchell Margolis (District 2)**

1921 6<sup>th</sup> Ave. Oakland, CA 94606  
(561) 809-5475 (Cell)  
[Mitchell.Margolis@rescue.org](mailto:Mitchell.Margolis@rescue.org)

**David Walker (District 3)**

2801 Summit St.  
Oakland, CA 94609  
(864) 431-4297 (Cell)  
[dWalke3@gmail.com](mailto:dWalke3@gmail.com)

**District 4 Vacancy**

**Monique Rivera (District 5)**

**(Chair)**  
3212 Bona St. Oakland CA 94601  
(510) 332-8730 (Cell)  
[morivera05@yahoo.com](mailto:morivera05@yahoo.com)

**Samantha Columbus (District 6)**

5914 Camden St., #1  
Oakland, CA 94605  
(925) 785-2329 (Cell)  
[samantha.columbus23@gmail.com](mailto:samantha.columbus23@gmail.com)

**District 7 Vacancy**

**John “Mike” Baratta**

**(Alameda County)**  
17034 Harvard Ave.  
Hayward, CA 94541  
(510) 481-5767 (Home)  
(510) 331-0803 (Cell)  
[Mike\\_Baratta@yahoo.com](mailto:Mike_Baratta@yahoo.com)

**Alameda County Vacancy**

**ELECTED SECTOR**

City of Oakland/Alameda County

**Libby Schaaf**

*City of Oakland Mayor*  
1 Frank Ogawa Plaza  
**Alternate: Lisa Ruhland**  
3617 Wisconsin Street  
Oakland, CA 94619  
(510) 228-8228 (Cell)  
[lisaruhland@yahoo.com](mailto:lisaruhland@yahoo.com)

**Carroll Fife (District 3)**

*Councilmember*  
1 Frank Ogawa Plaza, 2<sup>nd</sup> Fl.  
(510) 238-7003 (Work)  
[cffe@oaklandca.gov](mailto:cffe@oaklandca.gov)  
**Alternate: Tonya Love**  
(510) 238-7245 (Work)  
[TLove@oaklandca.gov](mailto:TLove@oaklandca.gov)

**Noel Gallo (District 5)**

*Councilmember*  
1 Frank H. Ogawa Plaza, 2<sup>nd</sup> Fl.  
[NGallo@oaklandca.gov](mailto:NGallo@oaklandca.gov)  
(510) 238-7005 (Work)  
**Alternate: Brittany Garza**  
(510)238-6126 (Work)  
[B.Garza@oaklandca.gov](mailto:B.Garza@oaklandca.gov)

**Treva Reid (District 7)**

*Councilmember*  
1 Frank Ogawa Plaza, 2<sup>nd</sup> Fl.  
(510) 238-7007 (Work)  
[treid@oaklandca.gov](mailto:treid@oaklandca.gov)  
**Alternate: Jocelyn Mapp**  
(510) 238-3649 (Work)  
[JMapp@oaklandca.gov](mailto:JMapp@oaklandca.gov)

**Supervisor Dave Brown**

*County Supervisor, District 3*  
1221 Oak Street, #536  
Oakland, CA 94612  
(510) 272-6693 (Work)  
[Dave.Brown@acgov.org](mailto:Dave.Brown@acgov.org)  
**Alternate: Sarah Oddie**  
(510) 272-6693 (Cell)  
[Sarah.Oddie@acgov.org](mailto:Sarah.Oddie@acgov.org)

**Supervisor Nate Miley**

*County Supervisor, District 4*  
1221 Oak Street, #536  
Oakland, CA 94612  
(510) 272-6694 (Work)  
[Nate.Miley@acgov.org](mailto:Nate.Miley@acgov.org)  
**Alternate: Angelica Gums**  
2901 Madera Avenue  
Oakland, CA 94619  
(510) 326-0272 (Cell)  
[Angelica.gums@gmail.com](mailto:Angelica.gums@gmail.com)

**PRIVATE SECTOR**

**Andrea Ford (Treasurer)**

*Interim Agency Director Alameda County Social Services*  
24100 Amador St., Suite 630  
Hayward, CA 94544  
(510) 259-3838 (Work)  
(510) 697-7410 (Cell)  
[aaford@acgov.org](mailto:aaford@acgov.org)

**Sandra Johnson (Secretary)**

*United Seniors of Oakland & Alameda*  
892 Davis Street, #104  
San Leandro, CA 94577  
(510) 567-3527 (Home)  
(510) 861-6513 (Cell)  
[sjei@aol.com](mailto:sjei@aol.com)

**Private Sector Vacancy**

**There are eighteen (18) Board Seats – 10 members are needed for a quorum.**

Staff: Estelle Clemons, Director;  
Dwight Williams, Program Analyst; Jaynell Ellis, Program Analyst;  
Melissa Francisco, Administrative Assistant

P: (510) 238-2362 | Email: [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov) | Website: [AC-OCAP.com](http://AC-OCAP.com)

2022

## Community Action Partnership Committees

### Executive Committee - Standing

The Executive Committee may act for the Administering Board on matters which cannot await the next scheduled meeting of the Board, as determined by the Executive Committee, and notify the Board, at its next meeting, of that action. The Committee and the Treasurer reviews and analyzes the CAA's financial policies and procedures and information reporting systems with a view toward maximizing their effectiveness as tools in management decisions; (reviews the requirements for staff in conjunction with the CAA budgeting process and will address similar issues as necessary).

1. Monique Rivera, Chair
2. Sandra Johnson, Vice Chair
3. Brigitte Cook, Secretary
4. Andrea Ford, Treasurer
5. Carroll Fife (Tonya Love)
6. Dave Brown (Sarah Oddie)

### Program Planning Committee – Standing

The Program Planning Committee is responsible for working to implement AC-OCAP's strategic plan and identify/develop programs and services that support AC-OCAP's mission.

1. Nate Miley (Angelica Gums)
2. David Walker
- 3. Vacant – Private Sector**
4. Mayor Schaaf (Lisa Ruhland)
- 5. Vacant – Alameda County**
6. John "Mike" Baratta

### Advocacy Committee – Standing

The Advocacy Committee is responsible for providing advocacy, support, and education to increase awareness and to assist in the development of strategies to impact local issues that affect Alameda County's low-income population. The Fund Development Committee is responsible for leveraging and maximizing existing funds and identifying new funding opportunities/activities.

1. Treva Reid (Joceyln Mapp)
- 2. Vacant – Oakland District 4**
3. Samantha Columbus
4. Mitchell Margolis
- 5. Vacant – Oakland District 7**
6. Noel Gallo (Brittany Garza)

The Treasurer of the Administering Board shall have access to financial records of the CAA, but otherwise shall exercise no custodial or investment control over the assets and finances of the CAA, since those responsibilities rest with the governing Board (City Council).

Committees of the Administering Board (excerpted from the Bylaws, October 2011) "shall have three standing committees, the Executive Committee, Program Planning Committee, and Advocacy Committee. Each committee shall serve as a working extension of the Administering Board in its consideration of issues, opportunities and plans in the areas of the committee's particular attention.

Update 5/10/22



## 2023-2025 Alameda County-Oakland Community Action Partnership RFP Timeline\*

<b>Ad Dates (5 weeks):</b> <b>Email Blast (3 weeks):</b> <b>Social Media Blast (Facebook, Twitter, LinkedIn)</b>	Notice to Newspapers (5 days before run date) Public Notice Ad Run Dates (Oakland & Alameda County publications) <ul style="list-style-type: none"> <li>• One ad posting <b>prior</b> to the RFP release date</li> <li>• Four ad postings <b>after</b> the RFP release date</li> </ul> *Ads run on Fridays, notice to newspapers go out Monday before Constant Contact/email blast to DHS, CDBG list, CBO's, etc.	
<b>July -August 2022</b>	Finalize RFP application with Cityspan and within iSupplier	
<b>Friday, August 5, 2022</b>	<b>RFP Release Date (website, CitySpan, iSupplier)</b>	
<b>Wednesday August 10, 2022</b> 10am – 12pm	Bidder's Conference (Optional)	
<b>TBD</b>	<b>CitySpan and iSupplier Technical Assistance for Applicants?</b> <b>Publish of Frequently Asked Questions (FAQ)</b>	
<b>Friday, September 2, 2022 (1 month)</b>	RFP applications Due Friday by 4:30 pm ( <b>Late Submissions NOT accepted</b> )	
<b>Tuesday, September 6, 2022 – Wednesday, November 9, 2022</b>	<b>Evaluation of Applications Process</b>  Tuesday, September 6, 2022 – Monday, September 12, 2022	Staff Application Review (iSupplier, CitySpan) <ul style="list-style-type: none"> <li>• <i>Checked for completeness of each application Designated confirmed focus area of each application</i></li> <li>• <i>Listing all applications, including incompletes</i></li> <li>• <i>Log all applications by category Assigned to panel volunteers</i></li> </ul>
	<b>Training:</b> Wednesday, September 14, 2022 (6pm – 8pm)  <b>Advisory Panel Reviews/Scores (2 weeks):</b> Wednesday, September 14, 2022 – Wednesday, September 28, 2022	Advisory Panel training, distribution and scoring of application packets (Dinner provided) <ul style="list-style-type: none"> <li>• <i>Oriented to AC-OCAP history &amp; values</i></li> <li>• <i>Confidentiality and Conflict of Interest statement</i></li> <li>• <i>Overview of CitySpan's online platform, funding process, and review scoring criteria</i></li> <li>• <i>Advisory Panel reviews and scores RFP applications (2 weeks)</i></li> <li>• <i>Score sheets submitted electronically (September 28, 2022)</i></li> </ul>
	Friday, September 30, 2022 - Wednesday Oct 5, 2022	Staff reviews scores, score means, and comments
	Thursday, October 6, 2022 (6pm – 8pm)	Advisory Panel work session <ul style="list-style-type: none"> <li>• <i>Groups review scores and groups' comments are recorded</i></li> </ul>
	Friday, October 7 – Friday, October 12, 2022	Staff finalizes Advisory Panel summary of scores & program matrix <ul style="list-style-type: none"> <li>• <i>Listing RFP applications by category and rankings scores</i></li> </ul>
	Wednesday, October 12, 2022 Wednesday, October 19, 2022 Wednesday, October 26, 2022	<b>Program Planning Committee</b> meets to review RFP applications (Review Criteria) <ul style="list-style-type: none"> <li>• <i>Discuss applications</i></li> <li>• <i>Consider advisory panel's evaluations</i></li> <li>• <i>Prepare funding recommendations for the Executive Board &amp; Full Board</i></li> </ul>
<b>Executive Committee / Board Q&amp;A Session</b> Wednesday, November 9, 2022	Special Session of the Board hosted by the Executive Committee to ask questions and review recommendations from the Program Planning Committee <ul style="list-style-type: none"> <li>• <i>Priority programs identified through committee discussion</i></li> <li>• <i>Grant amounts determined, including signature programs</i></li> </ul>	
Monday, November 14, 2022	<b>AC-OCAP Board Meeting</b> <ul style="list-style-type: none"> <li>• <i>Full Board reviews and approve 2023-2025 AC-OCAP Programming</i></li> <li>• <i>Invitation for all applicants to attend Board Meeting</i></li> </ul>	



## 2023-2025 Alameda County-Oakland Community Action Partnership RFP Timeline\*

November – December 2022	<p>Contracts</p> <ul style="list-style-type: none"> <li>• <i>Formal announcement to applicants (Awards contingent on funding)</i></li> <li>• <i>Mail contracting attachment packets to grantees</i></li> <li>• <i>Assembling required contract schedules, exhibits, and certifications</i></li> <li>• <i>Negotiating Schedules A &amp; B (Scope of Work &amp; Budget)</i></li> </ul>
November – December 2022	Staff asks Life Enrichment Committee to accept CSBG Funds and approve funding allocations / CSBG Grant
December 2022 –January 2023	Staff reports to full City Council to accept CSBG funds & approve funding allocations
January –February 2023	Contract execution completed and program implementation

*\*Dates are tentative & subject to change\**

DRAFT



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

**BOARD MEMBER  
Travel Request Form**

Name: \_\_\_\_\_ Request Date: \_\_\_\_\_

Conference	Preferred Travel Dates
<b>NCAP Annual Convention</b> New York, New York August 31 - September 2, 2022	
<b>NCAP Pre-Convention</b> August 29-30	
<b>Please submit by June 13, 2022</b>	

Signature: \_\_\_\_\_  
Board Member

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
Board Chair

Date: \_\_\_\_\_

\*\*\*\*\***FOR STAFF USE ONLY**\*\*\*\*\*

Date Received \_\_\_\_\_ Received By \_\_\_\_\_