



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 (Special Meeting)

Wednesday, November 7, 2018 @ 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 (Secretary), Andrea Ford (Treasurer)

Excused: Brigitte Cook for Councilmember Lynette McElhaney, Brittaney Carter for Supervisor Wilma Chan

Staff Present: Estelle Clemons and Calvin Torres

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

Gladys Green (Chair) called the meeting to order at 5:40 p.m. Roll was called by staff member E. Clemons. A quorum was established at 6:00 p.m. (A. Ford)

2. Review and Approval of Draft July 11, 2018 Executive Committee Meeting Minutes

Motion: To approve the June 11, 2018 minutes.

M/S/Carried: S. Johnson /A. Ford/Unanimous.

3. AC-OCAP Program Update

a. 2018-2019 Programming, City Council Report/EITC Grant:

E. Clemons gave an update of programming activities. She stated that the \$176,000 CalEITC expansion grant is going to Life Enrichment Committee on November 13 at 4:00pm in City Hall Hearing Room 1. AC-OCAP will work with four partner VITA sites on this project: Alameda County Social Services Agency (SSA), Fremont Resource Center, San Antonio CDC and Tri-Valley One-Stop Career Center in Livermore. There is also a plan to launch a cell phone messaging pilot with SSA and Headstart families via a new partner, Community Connect Lab. This new strategy will reach those who would not traditionally show up in person for free tax services. Headstart families will be able to make appointments at one of Oakland’s 17 Headstart centers to drop off their taxes. She stated that the City of Oakland will host a VITA site and City employees will be the volunteers. Hiring a site coordinator for this is currently in progress.

She stated that On December 5, 2018 from 9:30am-12:00pm, through partnership with/at First Five in Alameda, there will be an EITC informational panel for childcare providers. Although this event is geared toward providers, anyone can attend and the save the date will be sent out next week. The panel will include United Way and service providers and the event will also cover public charge and immigration. The goal of this event is to get deeper into the community in effort to have the single mothers take advantage of both child tax credit and earned income tax credit – about \$2000. Families are eligible to claim taxes up to 3 years back.

E. Clemons is currently working on the 2019 CSBG Grant, starting January 1, 2019, which will go to full City Council on December 11, 2018 at 6:00pm. She stated Board members will have this information in the December 2018 packet. Monique Rivera informed the group that you may be able to do your speakers card online at home ahead of the Council meeting.



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b. Fiscal Update:

E. Clemons presented the budget, showing monies to date with a fund balance of \$648,000 (as of August). She stated grantee invoicing is at 62% or more; some are at 72%. She stated that AnewAmerica thought they were going to return \$13,000 in unspent funds, but it is clear those funds can be used for business development and should be re-programmed to their program participants. M. Rivera asked if programs are not meeting their numbers, would they still get their funding? E. Clemons responded this is not performance based, so if they are not meeting numbers, there has to be an explanation. As long as there is justification and a plan of action to correct, then the program is OK. She also stated that this is why there are mid-year reviews. If grantees are not meeting a goal, they must submit a corrective action plan. Per each contract, 10% of the program funding is held until the final review.

M. Rivera questioned with the turnover of staff, are we ok on salary wages or are we underspending? E. Clemons responded there will be underspent wages. She stated that when she does budget modification/request for extensions, the most up to date numbers will be needed in order to reprogram those dollars accordingly.

c. December Meeting Discussion:

E. Clemons stated that the internal grantees will present at the December Board Meeting, and EITC will be presented so the full Board is aware of what the new grant entails. This meeting will include the Holiday Dinner and there is a proposal to invite all elected officials and Board Members should extend an invite to their elected officials. She stated that she can also put together an email on behalf of the AC-OCAP Board. She confirmed there were 3 bids for the Holiday Dinner: Kenneth Wynn, Lena's and Fountain Café. She stated that Kenneth Wynn Catering will be providing food for the dinner.

Motion: To accept E. Clemons AC-OCAP Program Update
M/S/Carried: M. Rivera/ S. Johnson /Unanimous.

4. Board Recruitment – (District Letter 1, 2, 6, & Alameda County)

a. District 6 Update:

Samantha Columbus' District 6 Application was reviewed and discussed.

Motion: To accept the application for Samantha Columbus in District 6. M/S/Carried: S. Johnson /M. Rivera/Unanimous.

b. Updated Board Roster:

E. Clemons reported that there is an unofficial proposal to have even district's terms (district 2, 4, 6) and the Public Sector-Oakland Rotary now included with total 4 seats that rotate from 2017-2019. Next would be the odd districts (1,3,5,7) terms rotating from 2018-2020. The 3rd category added would be Alameda County, rotating from 2019-2021 and included with Alameda County SSA will be United Seniors. This is a total 4, 4, and 4 rotating. All agreed this proposal was a good plan.

5. Pending Items



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E. Clemons reported on the Gantt Chart from Mr. Richardson – Board Retreat, Cap plan due June 30, and new reporting requirement system. She stated the report to the state will be due in March, and hopefully the retreat can be in late March or April, after the due date. She then reported on the By Laws, stating that the committee will review in 2019.

6. Agenda Attachments

2. Draft July 11, 2018 Executive Committee Minutes

4b. Updated Board Roster and Membership Roster

4c. Robert Cox Appointment Letter

7. Future/Proposed Agenda Items

S. Johnson reminded that at the last Administrative Board Meeting, B. Cook asked to bring the letter back that was sent to the County. S. Johnson stated that this was supposed to be discussed tonight, so maybe this can be a future agenda item. All agreed this will be a future agenda item.

8. Announcements – E. Clemons stated that she sent out information on the Workforce Investment Board community meetings. If members are available to go in their district, it would be great to see what their feedback is and to give input. G. Green asked if they will be helping out with the City's Thanksgiving Dinner. E. Clemons responded Thanksgiving was tentative until this week due to the Marriott strike, but now it is official (11/20/2018).

Action: E. Clemons will send Thanksgiving Dinner notice out to the Board.

9. Open Forum - None

10. Adjournment

Motion: The meeting was adjourned at 6:19 p.m. M/S/Carried: S. Johnson/A. Ford/Unanimous.