



# Alameda County - Oakland Community Action Partnership

## Administering Board Teleconference

October 10, 2022 | 5:30 p.m. - 7:30 p.m.

## 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 Webinar ID: 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

October 10, 2022 | 5:30 p.m. - 7:30 p.m.

## 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.*

### Administering Board Teleconference

Monday, October 10, 2022 5:30 p.m.

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

**Board Membership:** Monique Rivera (Board Chair), Sandra Johnson (Vice Chair), Andrea Ford (Treasurer), Brigitte Cook (Secretary), Mitchell Margolis, David Walker, Samantha Columbus, Patricia Schader, John Michael Baratta, Andrew Falcon, 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 and Community Development Block Grant (CDBG) Oakland District 4

**Staff:** Dwight Williams, Jaynell Ellis, Melissa Francisco, and Jill Waggoner

### 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 September 12, 2022 Administering Board Minutes – Attachment C1  
**ACTION ITEM:**
- D. 5:45 p.m. Approval of AC-OCAP Resolution 10-22 to Continue Teleconference Meetings – Attachment D1  
Board to approve Alameda County – Oakland Community Action Partnership (AC-OCAP) Resolution 10-22 electing to continue conducting meetings using teleconferencing in accordance with California government code section 54953(e), a provision of AB-361.  
**ACTION ITEM:**

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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**E. 5:50 p.m. Open Forum: (General Audience Comments)**

**F. 6:00 p.m. Strategic Plan Review**

**G. 6:30 p.m. Community Action Partnership (CAP) Updates**

**1. Board Update**

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

**B.** Committee Assignments – **Attachment G1B**

**C.** Program Planning Committee Meeting Dates: Wednesdays -- October 12<sup>th</sup>, 19<sup>th</sup>, and 26<sup>th</sup>

**D.** Board Acknowledgements

**2. AC-OCAP Programming**

**A.** CSBG/CARES and Program Update

**B.** Request For Partnership (RFP) Update – **Attachment G2B**

**3. Conferences/Travel**

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

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

**ACTION ITEM:**

**H. 7:05 p.m. Future/Proposed Agenda Items (see chart below)**

November – Approval of 2023-2025 RFP

December – West Oakland Job Resource Center

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

**C1** Draft September 12, 2022 Administering Board Meeting

**D1** Minutes AC-OCAP Resolution 10-22

**G1B** CAP Committees Roster

**G2B** RFP Timeline

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

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

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

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

**Next Teleconference:** November 14, 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

September 12, 2022, 5:30 p.m.

Recording Link: <https://oakland.granicus.com/player/clip/5078>

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

**Board Members Excused:** Councilmember Nate Miley (Angelica Gums)

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

**Staff:** Estelle Clemons, Desraylnn Cole, Dwight Williams, Jaynell Ellis, Chris San Diego, and Melissa Francisco

**Guests:** Michael Munson and Rashida Washington

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

Board Chair M. Rivera called the September 12, 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 5:33 p.m.

**MOTION:** To approve the September 12, 2022 Administering Board Agenda

**M/S/Carried:** L. Ruhland / S. Columbus / Motion Carried.

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

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

**M/S/Carried:** S. Johnson / D. Walker / Motion Carried.

### D. Approval of AC-OCAP Resolution 9-22 to Continue Teleconference Meetings – Attachment E1

**MOTION:** To approve AC-OCAP Resolution 9-22 to continue teleconference meetings.

**M/S/Carried:** S. Johnson / D. Walker / Motion Carried.

City Administration continues to prohibit in-person meetings due to the present imminent risk to attendees' health. Recognizing Board Members' desire to gather in person, E. Clemons proposed off-site informal social gatherings with no more than 9 board members.

**E. Open Forum:** None.

### F. Presentation: Desralynn Cole, City of Oakland ReCAST

Desralynn Cole was introduced by Board Chair M. Rivera and was welcomed by the AC-OCAP Board. On the teleconference screen, D. Cole displayed the ReCast #OAKTOWNRESILIENT Oakland presentation. D. Cole discussed Oakland ReCAST goals, which are (1) to increase the capacity of City agencies, local service provider networks, and community interventionists

to provide and collaborate in the provision of trauma -informed and culturally-relevant services and activities for high-risk youth and families (2) expand the usage of trauma informed practices and increase alignment of plans to promote trauma-informed systems across City agencies and local service provider networks, and to (3) increase opportunities for community-driven resilience and healing among and between community members most affected by violence and trauma. D. Cole then offered goal implementation strategies and programming examples, such as capacity building with City staff and providers and art-based healing. D. Cole then shared a video, Artist as First Responder, illustrating the transformative work being accomplished in the community through ReCAST programming and partnerships. The presentation closed with a question-and-answer session.

## **G. Community Action Partnership (Cap) Updates**

### **1. Board Updates**

**A. [Board Vacancies -- Private Sector, CDBG Oakland District 4 and Alameda County](#)** – Andrew Falcon, Membership Application, Alameda County – **Attachment G1A**

The Board discussed recruitment for CDBG Oakland District 4 as well as the potential impact of redistricting.

**ACTION ITEM:** L. Ruhland agreed to contact Councilmember Sheng Thao for assistance in filling the low-income board vacancy in Oakland District 4.

Andrew Falcon's membership application was included as **Attachment G1A** in the Agenda Packet. CAP staff confirmed the residency of the applicant and petitioners. A. Falcon's application was shared on the teleconference screen and Board Chair M. Rivera read aloud the interest statement.

**MOTION:** To approve Andrew Falcon's membership application for Alameda County low-income sector.

**M/S/Carried:** B. Cook / L. Ruhland / Motion Carried.

### **B. Committee Assignments Discussion – Attachment G1B**

Committee Assignments and upcoming Program Planning Committee meeting requirements were reviewed. D. Walker determined that he could not serve on the Program Planning Committee due to a series of Wednesday evening meetings. P. Schader volunteered to be reassigned to the Program Planning Committee, therefore allowing D. Walker to be reassigned to the Advocacy Committee.

**ACTION ITEMS:** (1) CAP Staff to send calendar invites for Program Planning Committee Meetings (dates: October 12, 19, and 26) and (2) D. Walker and J. Mapp are to coordinate a meeting to discuss the direction of the Advocacy Committee.

### **C. [AC-OCAP Board Bylaws](#)**

Each Board Member received a copy of the AC-OCAP Board Bylaws via email on August 23, 2022 and as an attachment in the September 12, 2022 Agenda Packet. The Board Bylaws are also available at AC-OCAP.com.

**ACTION ITEM:** CAP staff to provide recommended Bylaw edits to Board Chair for review.

**D. Board Acknowledgments** – D. Walker announced that his [BlackFULLness App](#), which centers on holistic wellness and stress reduction, was featured on ABC 7 News.

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

**A. Community Service Block Grant (CSBG)/Community Aid, Relief, and Economic Security (CARES) and Program Update – Attachment G2A**

D. Williams reported that the \$1.9 million CSBG CARES grant has been fully expended, and that the fiscal department is currently finalizing the Expenditure Activity Reporting. He then proceeded to discuss **Attachment G2A**, the CSD Monitoring Report, which revealed no findings, and the 2021 Annual Contract Close-Out Notice.

### **B. 2023-2025 Request for Partnership (RFP) – Attachment G2B**

A total of twenty-seven completed applications for the 2023-2025 RFP were submitted. There were 8 incomplete applications in the Cityspan queue. CAP staff intend to survey applicants to determine if there were any challenges with using the new online format. The Draft RFP Timeline was included in the Agenda Packet as **Attachment G2B**.

### 3. Mandatory Training

CAP staff will offer City of Oakland Sunshine and Public Ethics Training via Zoom, on September 19, 2022. Board members have the option of attending the virtual training or completing the training by self-study. Mandatory Training is to be completed by October 1, 2022.

**ACTION ITEM:** The following Board Members are to complete Mandatory Sunshine and Public Ethics Training: L. Ruhland, Patricia Schader, and Andrew Flacon.

### 4. Conferences/Travel

**A. 2022 National Community Action Partnership (NCAP) Annual Convention, August 31 – September 2, Marriott Marquis New York, NY – Report Out** -- M. Rivera, Board Chair, stated that she was unable to attend the Convention due to inclement weather and lengthy flight delays. Vice Chair S. Johnson represented AC-OCAP at the Annual Convention and provided a comprehensive report to the Administering Board (report attached to Draft Minutes).

**B. 2022 California Community Action Partnership Association (CalCAPA) Annual Conference, November 2-4, San Diego, CA**  
**ACTION ITEM:** Board Member Travel Request Forms for the CalCAPA Conference are to be submitted by September 16, 2022.

**5. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None.**

**MOTION:** To accept the Community Action Partnership Updates.

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

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

October – Ella Baker Center for Human Rights

November – Approval of 2023-2025 RFP

December – West Oakland Job Resource Center

### J. Committee Report

Board Chair M. Rivera provided a brief report on the June 1, 2022 Special Meeting of the Executive Committee.

### I. Attachments

C1 Draft July 11, 2022 Administering Board Minutes

D1 AC-OCAP Resolution 9-22

G1A Board Membership Application, Alameda County

G1B CAP Committees Roster

G1C 2011 Final AC-OCAP Bylaws

G2A CSD Monitoring Report and 2021 Annual Contract Close-Out Notification

G2B RFP Timeline

G4B Board Member Travel Request Form

### J. Announcements.

**United Seniors of Oakland and Alameda County (USOAC)** – S. Johnson reminded the Board of the United Seniors of Oakland and Alameda County's Healthy Living Festival, which will be held on September 29th from 9 a.m. to 2 p.m.

**Alameda County Social Services/All IN/ Board of Supervisors (BOS)** – None.

**City of Oakland** – L. Ruhland announced the Coastal Cleanup Day, Saturday, September 17, 2022.

B. Cook noted Friday, September 23, 2022 commemorates a national day of remembrance for homicide victims and recognition/support of their families.

J. Mapp stated City Council meetings are back in session. Next meeting is Tuesday, September 20, 2022 at 1:30 p.m.

**Board Members/Others** – Chair M. Rivera stated District 5 is looking for an administrative Board member for Peralta

Hacienda (Fruitvale).

**K. Open Forum:** None.

**L. Adjournment**

**MOTION:** To adjourn the September 12, 2022 AC-OCAP Administering Board Teleconference at 7:35 p.m.

**M/S/Carried:** A. Ford / L. Ruhland. Motion Carried.

**Next Teleconference:** **October 10, 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

**National Community Action Partnership (NCAP) Annual Convention Report – September 12, 2022**  
**Vice Chair Sandra J. Johnson**

I had the opportunity to attend the NCAP Annual Convention which took place August 31 - September 2, 2022, in New York, New York at the Marriott Marquis Hotel.

The Community Action Partnership is a National nonprofit organization that believes that America was built on the promise that every family should have an opportunity for success. There were over 1700 people in person and virtual attending this convention. The theme was “Leadership for Today’s Challenges and Tomorrow’s Solutions.” Training included Needs Assessments, Plan Your Steps to Becoming a Certified Community Action Professional, Leadership, Weatherization, Diversity, Race Equity and Response to Gun Violence.

Prior to the opening of the convention was the Region IX annual meeting on August 30<sup>th</sup>. We are in Region IX. Various reports were presented including the financial report. We have over \$48,000 in the bank. Reelected were Robert Piper as our National Community Action Foundation Board Member and Mattie Mendez as our NCAP Board Member. Announced was the Board’s approval of getting 10 Professional Members, ages 20-32 years of age. They would be part of the National Board and have access opportunities to network and connect with community action people from across the country on a monthly basis.

On August 31, 2022, the exhibit Hall opened with 35 exhibitors. After breakfast was the Opening Session, which started promptly at **8:00** a. m. with welcomes by Dr. Dalitso Sulamoya Certified Community Action Professional (CCAP) Chair, and Denise Harlow, CCAP and Chief Executive Officer. NCAP. Next all in attendance reciting The Community Action Promise, then National Anthem and Lift Evert Voice and Sing. After the Invocation, there were numerous Welcome Remarks and Federal Partner Updates.

Next was the Keynote speaker, Rashad Robinson, President, Color of Change out of New York. He spoke on Leadership for Today’s Challenges and Tomorrow’s Solutions. Next was the Legislative Update by David Bradley, Executive Director and Co-founder National Community Action Foundation (NCAF). He provided the latest information from Washington, D C and updates regarding Community Services Block Grant (CSBG) and other key funding streams for Community Action.

On September 1, 2022, Workshops started at 8:00 a.m. and then the National Partners Panel Discussion. We heard updates on programming, training and technical assistance from them, Then the next panel was on Leveraging the Moment to Accelerate Social and Economic Mobility.

Some of the Workshops that I attended were:

**Activating Board Leadership Centered in Equity**

We reviewed The Community Action Narrative. Our Mission should be to ensure the causes and conditions of poverty and effectively address it. Rethinking our power. Our Vision is for our Mission to create opportunities for all people to thrive. Our Values should include equity, respect, commitment, excellence, community, hope, caring, innovation, and opportunities. Make Equity a priority!

**Become the Talk of the Town: Building Brand Recognition**

One of the best ways to engage your community is from social media, your website, staff, and board engagement. Keep yourself organized and plan ahead. Keep track of your posts and determine if the effort you are putting into it is working or needs adjusting. Know who your audience is – age, gender, and race. Is your post growing in followers, viewers, or subscribers? Suggest you try Instagram. It allows you to create live videos. On your website, make sure you update it as time goes by. Staff and board engagement can grow your community reach. Your organization can become the talk of the town.

### **Forming Community Partnerships that Matter**

Agencies form or maintain partnerships and collaborations to achieve specific outcomes. Agencies form or maintain partnerships and collaborations to improve community planning, to coordinate service delivery, improve program efficiency, streamline administration and/or to eliminate the duplication of services. Must have civic engagement and community involvement with people with low incomes in building opportunities. Suggested was to initiate a Community Partnership Agreement Referral Reporting Form, a Performance and Administration Reporting Form, a Community Partnership Form and a Community Partnership Annual Satisfaction survey. The survey would include Planning and Implementation, Leadership, Community Involvement, Communication, Progress and Outcome. I have a sample survey form.

The day ended on September 1<sup>st</sup> with the Awards Gala which included dinner, various community action awards and scholarship winners. Several Region IX members received awards including Elizabeth (Liz) Steinberg – the National Lyndon Baines Johnson Leadership Award.

September 2, 2022 were workshops, general session on Climate Justice and the closing session which included remarks from Dr. Dalitso Solomoya, the Board Chair and Denise Harlow, CEO. The next Annual NCAP Convention is scheduled for August 23 – 25, 2023 at the Atlanta Marriott Marquis Hotel in Atlanta, Georgia.

DRAFT

# ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

RESOLUTION NO. 10-22

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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 September 12, 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.

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. Patricia Schader
3. **Vacant – Private Sector**
4. Mayor Schaaf (Lisa Ruhland)
5. Samantha Columbus
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. Andrew Falcon
4. Mitchell Margolis
5. David Walker
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.

Updated 09/13/22



## 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	Contracts <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