

Alameda County – Oakland Community Action Partnership



Administering Board Meeting **TUESDAY**, November 12, 2019

(Veterans Day, November 11, 2019)



Thankful

Oakland City Hall

1 Frank H. Ogawa Plaza

Hearing Room 3

Please bring your board packet.

Call 238-2362 to confirm your attendance.

Meeting is held in a wheelchair accessible facility. Contact the Office of the City Clerk, 1 Frank H. Ogawa Plaza, Room 201 or call (510) 238-3611 (VOICE) or (510) 238-6451 (TTY) to arrange for the following services: 1) Sign interpreters or Phonic Ear hearing devices for hearing impaired; 2) Large print Braille, or cassette tape text for visually impaired. Please refrain from wearing scented products to this meeting.

The public is welcome. Please visit us on our website at www.AC-OCAP.com



Alameda County – Oakland



Community Action Partnership (AC-OCAP)

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

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

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 Meeting
Tuesday, November 12, 2019, 5:30 P.M.
City Hall - 1 Frank H. Ogawa Plaza, Hearing Room 3

Board Membership: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Sean Callum, Supervisor Wilma Chan (Sarah Ting), Samantha Columbus, Robert Cox for Councilmember Larry Reid, Noel Gallo, Teresa Jackson, Councilmember Lynette McElhaney (Brigitte Cook), Njeri Mc Gee-Tyner, Supervisor Nate Miley (Angelica Gums), Carolyn Mixon, Lisa Ruhland for Mayor Libby Schaaf.

Staff: Estelle Clemons, Dwight Williams and Melissa Francisco

AGENDA

- A. 5:30 p.m. Call to Order/Approval of Agenda
ACTION:
- B. 5:35 p.m. Roll Call/Determination of Quorum/Recite AC-OCAP Promise
- C. 5:40 p.m. Approval of Draft September 10, 2019 Administering Board Minutes - **Attachment C1**
Approval of Draft July 13, 2019 Board Retreat Minutes - **Attachment C2**
Approval of Draft October 14, 2019 Administering Board Minutes – **Attachment C3**
ACTION ITEM:
- D. 5:45 p.m. Community Action Partnership Updates (E. Clemons)
 - 1. Board Update
 - A. Vacancies – Oakland District 2, Oakland District 4, and Alameda County – Community
 - B. Private Sector Term Expirations – **Attachment D1**
 - 2. AC-OCAP Programming
 - AC-OCAP Update
 - Cal/EITC Update
 - Strategic Planning
 - Conflict of Interest Statements**ACTION ITEM:**
- E. 6:05 p.m. 2020-2022 AC-OCAP RFP Review and Fund Recommendations – **Attachment E1**
ACTION ITEM:
- F. 6:40 p.m. Committee Report(s)
 - 1. Program Planning Committee Meeting October 16, 2019
 - 2. Executive Committee Meeting November 6, 2019
- G. 7:00 p.m. Future/Proposed Agenda Items (***see below)
 - December – Holiday dinner with Grantees and Elected Officials
 - January – Casey Farmer, 2020 Census
 - February – Linda Gardner, Alameda County Housing and Community Development

- H. 7:10 p.m. Announcements
 Oakland Rotary
 United Seniors of Oakland and Alameda County
 Alameda County/Social Services/All In Update
 City of Oakland Update
 Other Organizations
- I. 7:15 p.m. **Agenda Attachments**
C1 Draft September 10, 2019 Administering Board Minutes
C2 Draft July 13, 2019 Board Retreat Minutes
C3 Draft September 14, 2019 Administering Board Minutes
D1 Private Sector Term Expirations
E1 Evaluation Criteria, Previously Funded Programs, RFP List
- J. 7:20 p.m. Open Forum
- K. 7:30 p.m. Adjournment
Next Meeting: Monday, December 9, 2019 at Oakland's City Hall
ACTION:

*** Future Agenda Items:

Health

- Trauma Informed Care*
- La Clinica de la Raza
- Alameda County Building Blocks Collaborative*

Financial Empowerment

- Cal Reinvestment
- Earned Income Tax Credit/UWBA*

Youth

- Oakland Fund Children Youth (OFCY)*
- Oakland Youth Commission *
- REACH Ashland/Cherryland Youth Center*
- Early Care & Education Planning Council*

Public Safety

- Citywide Public Safety Plan*
- Cease Fire/Street Outreach*
- Oakland Unite* Requested
- Seven Step (Re-entry Population)
- AnnieCannons, Inc.*

Social Justice

- Ella Baker Center
- East Oakland Collective
- Oakland Community Organization (OCO)
- Urban Habitat

Families

- Social Services Agency – TANF, GA*
- ALL-IN*
- Alameda County Hope Collaborative
- Rise up*
- Mayor's Commission on Aging

Community Development

- CDBG *

Housing

- Tri-Valley Housing
- Community Housing – Path/Everyone Home*
- East Bay Housing Organization (EBHO)*
- Spectrum – LIHEAP/Weatherization*
- Oakland Housing Authority*
- Alameda County Housing Authority
- City of Oakland Housing Road Map*
- Alameda County Housing Community Development
- Housing Resource Center

Education

- Promise Neighborhoods- Cal State East Bay *
- Head Start/Early Head Start
- AC Child Care *
- Los Padres Unidos

Employment

- Alameda County WIB*
- East Bay Sustainable Alliance
- Oakland WIB*
- Minimum Wage/Life Up Oakland/\$15 hr. (local union)
- West Oakland Job Resource Center

Board Development

- Jim Masters – CAP History/ Board Training*
- Jim Master – Structure of the American Economy
- Public Ethics Presentation*
- Strategic Planning

Food Security

- Alameda County Community Food Bank *

Transportation

- Alameda County Transportation Commission

Proposed:

- Housing Resource Center (Alameda Housing)

(* = Presented)

MINUTES



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



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ADMINISTERING BOARD MEETING

Monday, September 10, 2019 5:30 p.m. - 7:30 p.m.

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

Board Members Present: Gladys Green (Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Sean Callum, Brigitte Cook, Robert Cox, Angela Gums, Teresa Jackson, Carolyn Mixon, Njeri McGee-Tyner, Lisa Ruhland, Sarah Ting, Councilmember Noel Gallo

Excused: Monique Rivera (Vice Chair), and Samantha Columbus

Vacancies: Oakland District 2, Oakland District 4, Alameda County-Community

Staff: Estelle Clemons, Emily Derenthal, Dwight Williams, and Melissa Francisco

Guests: Michael Katz (East Bay Works), Rosa Velazquez (N. Gallo), and Patricia Schades (Community Member)

A. Call to Order/Approval of Agenda

G. Green (Chair) called the meeting to order at 5:35 p.m.

ACTION: Approve the meeting agenda with the modification to hear item F first.

B. Roll Call/Determination of Quorum/Recite AC-OCAP Promise

Roll call was called by E. Derenthal. Quorum was not established until 6:01pm. The AC-OCAP promise was recited.

F. Presentation

**East Bay Works (EBW),
Michael Katz, Regional Coordinator, Regional Organizer, Regional Training Coordinator**

The board welcomed back Mr. Katz of East Bay Works, to provide important information on local workforce development efforts. Mr. Katz began with an introduction of EBW four geographical service regions: Alameda, Oakland, Contra Costa and Richmond. A network of job centers located within the service regions offer benefits and services to employers and job seekers. Regional Strategies include demand-driven systems alignment, industry partnerships, career pathways, Earn & Learn, administrative efficiencies, regional staff and scale best practices. Mr. Katz outlined EBW new partnerships, priorities and initiatives: New Partnerships: CalFresh E&T, Department of Child Support Services, and CDCR/Parole. New Priorities: to align, coordinate and integrate reentry and workforce services for the formerly incarcerated; improve employment rates and wage gains for recipients of public benefits; offer workforce services to unemployed and underemployed, and payment-delinquent non-custodial parents; offer competitive integrated employment strategies and partnerships for individuals with disabilities; services for ESL, the Foreign Born, and Refugees; MC3 pre-apprenticeship partnerships. New Initiatives: prison to Employment (EBW); AB1111: Breaking Barriers to Employment (State), and SB1 (State). Mr. Katz spoke to the challenges facing local workforce efforts and ended his presentation with a question and answer session.

C. Approval Draft July 8, 2019 Administering Board Minutes

Motion: To approve July 8, 2019 board minutes. M/S/Carried: T. Jackson/A. Ford/Motion Carried.

D. Community Action Partnership Updates (E. Clemons)

1. Board Update

Vacancies – Oakland District 2, Oakland District 4 and Alameda County Community seats are vacant. E. Clemons requested continued assistance from the board in recruiting. A meeting with elected officials and the City Council to discuss vacancies will be scheduled soon. AC-OCAP retains a board member interest list and distributes information to those on the list when vacancies become available.

2. AC-OCAP Update

- **Earned Income Tax Credit** – AC-OCAP is the recipient of a \$176,000 grant to fund the EITC program. A meeting will be scheduled to discuss partnering with Laney College, at the Re-Entry Center. The EITC program needs volunteer income tax preparers. On-site training TBA, an e-learning course is also available from Link and Learn.
- **2019 Mid-Year Program Update** – Progress reports are currently being reviewed by D. Williams results will be in the October board packets. **ANEWAMERICA** has proved to be underperforming; outcome target numbers not being met. The grantee has created only a few entrepreneur jobs for 2019. An emergency meeting with the grantee will be scheduled to discuss partnership. By October 1, 2019, AC-OCAP may terminate the contract and reallocate \$25,000 to other existing grantees that meet performance standards. Grantees that provide housing continue to face challenges, declining outcomes are due to the lack of affordable housing. All other Grantees are performing as anticipated.
- **2019 CSBG/Discretionary** – AC-OCAP is the recipient of a \$30,000 discretionary grant to fund strategic planning. Through Human Services Department, a request for qualifications (RFQ) was made. E. Clemons and E. Derenthal are looking over the list. Strategic Planning interviews will be conducted very soon. Strategic Planning is a requirement of our Organizational Standards.

ACTION ITEM: E. Clemons will send an email inviting board members to attend upcoming Strategic Planning interviews.

- **2020-2022 Request for Proposal (RFP) Update** – Handouts: RFP Recipient List and Conflict of Interest Statement. Conflict of Interest Statements due Friday, September 13, 2019. Donations to organizations are not considered a conflict of interest.

ACTION ITEM: M. Francisco will send outlook calendar invites for upcoming meetings.

- **Board Retreat Report** – E. Clemons declared the retreat a great opportunity to dig deep in to the area of equity. Board Members were gifted books: *Color of Law* and *Stamped from the Beginning*. The books were a recommendation that arose from the Board Retreat and shall further the conversation on current happenings. E. Clemons suggests reading *Color of Law* in six months, with a scheduled discussion to follow.
- **California Services and Development (CSD) State Site Visit (City of Oakland)** –The site visit went extraordinarily well, with only a minor change needed to the bylaws regarding vacancies and the minimum number of board members required to fully staff the board. Site visitations took place at Youth Employment Partnership (YEP) and Center for Media Change also known as Hack the Hood. Mayor Libby-Schaff also welcomed the State to her office during her lunch hour. Both E. Clemons and D. Williams shared the excitement of the students over YEP’s new commercial-grade kitchen where students participated in a Bake-Off. Hack the Hood has moved to a new location and are now in a partnership with LAO Family Community Development, INC. (LFCD).

- **National Community Action Partnership (NCAP) Conference Chicago, IL August 26-30, 2019 –**
C. Mixon, E. Clemons, and G. Green shared highlights from their attendance at the conference. C. Mixon encouraged all board members to try to attend the NCAP Conference. E. Clemons discussed her participation in Volunteer Day and the Executive Director Caucus. Mrs. Green reported on Census 2020, as she attended three workshops on the matter.

Motion: To approve the AC-OCAP Update. M/S/Carried: L Rhuland/T. Jackson/Motion Carried.

G. Committee Reports

E. Clemons stated Executive Committee Meetings will reconvene in October.

ACTION ITEM: M. Francisco will email committee consolidation list.

H. Future/Proposed Agenda Items

- October – Linda Gardner, Housing and Community Development (HCD)
- November – Approval of 2020-2022 RFP
- December – Holiday dinner with Grantees
- January – Casey Farmer, 2020 Census

I. Announcements

Oakland Rotary (S. Callum) – No Report

United Seniors of Oakland and Alameda County (S. Johnson) – Healthy Living Festival, September 19, 8-2pm at the Oakland Zoo. BBQ Fundraiser at Rodrick’s, Sept. 29, 1-5pm. Advanced tickets \$25, at event \$30.

Alameda County/Social Services/All In – No Report.

City of Oakland (L. Ruhland) – Coastal Clean-Up Day, September 21, 2019. **Other Organizations** – No Reports.

J. Agenda Attachments

- C1** Draft July 8, 2019 Administering Board Minutes
- D2** 2020-2022 RFP Update Board
- D2a** Retreat Report

K. Open Forum

T. Jackson shared details of the Barbara Lee and Elihu Harris Lecture Series at the Marriott Hotel Grand Ballroom, September 28, 2019 at 7pm. Guest lecture is author Ari Berman, an expert on voter registration and suppression. Event is free of charge.

L. Adjournment

Motion: Meeting was adjourned at 7:43pm. M/S/Carried: B. Cook/A. Ford/Motion Carried.

Next Board Meeting: **Monday, October 14, 2019**

November Board Meeting: **Tuesday, November 12, 2019**



MINUTES



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Board Retreat (Special Meeting)

Saturday, July 13, 2019, 9:00 A.M.

Lakeside Event Center at The Cathedral – 2121 Harrison Street, Oakland, CA 94612

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Sean Callum, Supervisor Wilma Chan (Sarah Ting), Samantha Columbus, Robert Cox for Councilmember Larry Reid, Teresa Jackson, Njeri Mc Gee-Tyner, Supervisor Nate Miley (Angelica Gums), and Carolyn Mixon.

Vacancies: Oakland District 2, 4, Alameda County

Excused: Andrea Ford (Treasurer), Noel Gallo, Sandra Johnson (Secretary), Councilmember Lynette McElhaney (Brigitte Cook), Lisa Ruhland for Mayor Libby Schaaf

Staff: Estelle Clemons, Dwight Williams, Emily Derenthal, Don Raulston and Sandra Lange

The Advisory Board of the Alameda County Oakland Community Action Partnership (AC-OCAP) met on Saturday, July 13, 2019, at The Cathedral in Oakland for its biennial retreat. The desired outcomes and agenda for the meeting were:

- Get to know my fellow board members
- Identify how we are “Helping People... Changing Lives”
- Develop elevator speeches as AC-OCAP Ambassadors
- Launch strategic planning process for agency

Welcome, Review Agenda, Introductions

E. Clemons welcomed everyone to the meeting and introduced Arnold and Karen Perkins, facilitators for the day. Mr. Perkins reviewed the outcomes and agenda for the day.

To open the meeting, everyone was asked to share a gift they bring to AC-OCAP and how AC-OCAP can make use of these gifts. We also shared how many years of community service experience we have and found that together we have 300+ years of experience.

AC-OCAP Accomplishments and Challenges

E. Clemons reviewed accomplishments the division has achieved over the past two years. Darlene Flynn, City of Oakland Director of the Department of Race and Equity, spoke to the group and discussed with them race and equity and how that impacts poverty.

Review Agency Vision

The discussion led by Ms. Flynn led us to relook at our Vision, Mission and Purpose statements. Everyone agreed that these statements still hold true for AC-OCAP.

Develop AC-OCAP “Pitch”

One responsibility of being on the AC-OCAP Advisory Board is to represent the division as ambassadors. To

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enhance this role, time was spent developing and practicing elevator speeches. The group reviewed what an elevator speech should include. In pairs, the group developed their speeches, practiced them on one another and finally, presented them to the group.

AC-OCAP Strategic Plan launch

AC-OCAP is embarking on a strategic planning process to guide our work from 2020-2023. The focus areas were identified in previous meetings and one of the purposes of this retreat is to launch the strategic planning process. To do this, the focus areas were posted around the room and we posted ideas on how we could advance these focus areas. The following illustrate the ideas.

Family: Entrepreneurship/Job Training & Employment Placement

- Support employment-focused programs and services that provide entrepreneurship/job training and employment placement opportunities which include education/GED and internships or micro-enterprise/self-employment opportunities for adults, youth 16 and older, foster youth, seniors, re-entry population, veterans, and the homeless.
- Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Child Support Referrals, Child Care, Transportation, Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial Services, Earned Income Tax Credit, and other income support services as it relates to entrepreneurship/job training and employment placement.

Family: Low-Income Housing

- Support programs and services that provide safe temporary shelter (including emergency/transitional, or hotel/motel vouchers), or safe and affordable housing (including permanent or stable housing) or home ownership opportunities for adults, youth 16 and older, foster youth, seniors, re-entry population, veterans, and the homeless.
- Provide wraparound/bundle services that assist low-income individuals and families with support in the areas such as Child Support Referrals, Child Care, Transportation, Behavioral Health/Covered CA, Food Security/Cal Fresh, Banking/Financial Services, Earned Income Tax Credit, and other income support services as it relates to low-income housing.

Family: Community Development (Internal)

- Support programs and services that increase access, opportunities, assets, and resources for Alameda County's low-income community.

Community: Civic Engagement

- Support programs and services that increase public awareness and expand partnerships with small businesses, Chambers of Commerce, as well as engaging non-profit and public agencies on the issue of poverty and other issues that affect Alameda County's low-income population.

Community: Advocacy

- Support programs and services that mobilize empower and promote low-income individuals and the community to take action in the areas of housing, transportation, seniors, education, employment, veterans, immigration, and other areas that impact low-income families.

Agency: Capacity Building

- Support programs and services that foster agency capacity-building in the areas of fund development, board development, social media outreach, and community building.

We closed the strategic planning launch activity by stating commitments we will carry forward as ambassadors of AC-OCAP.

Evaluate the Meeting/For the Good of the Order

We closed the meeting with “For the Good of the Order” where we shared how the group were feeling and closing thoughts.

See Attached: Graphic Meeting Notes

DRAFT



MINUTES

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Administering Board Meeting

Monday, October 14, 2019, 5:30 P.M.

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

Board Members Present: Gladys Green (Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Sean Callum, Samantha Columbus, Robert Cox for Councilmember Larry Reid, Teresa Jackson, Njeri Mc Gee-Tyner, Lisa Ruhland for Mayor Libby Schaaf

Excused: Carolyn Mixon

Absent: Brigitte Cook for Councilmember Lynette McElhaney, Monique Rivera, Angelica Gums for Supervisor Nate Miley, Sara Ting for Supervisor Wilma Chan, Councilmember Noel Gallo

Staff: Estelle Clemons, Dwight Williams, Emily Derenthal and Melissa Francisco

Guests: Patricia Schades (Community Member) and Alice Park-Renzi (Alameda County CAO)

A. Call to Order

G. Green (Chair) called the meeting to order at 5:40pm.

B. Roll Call/Determination of Quorum/Recite AC-OCAP Promise

E. Clemons performed Roll Call. Quorum was not established. The AC-OCAP promise was recited.

C. Approval of Draft September 10, 2019 Administering Board Minutes and Approval of Draft July Retreat Minutes

Items not approved.

D. Community Action Partnership Updates (E. Clemons)

1. Board Update

A. **Vacancies** – Oakland District 2, Oakland District 4, and Alameda County – Community seats are vacant. AC-OCAP Staff is in communication with an individual interested in District 4. This interested individual is currently working on obtaining signatures. E. Clemons requested continued assistance from the board in recruiting for vacancies.

2. AC-OCAP Programming

A. **AC-OCAP Update** – E. Clemons shared E. Derenthal’s departure from AC-OCAP. As a Program Analyst II for Community Housing Services (CHS), E. Derenthal will focus on continuum of care programs, contracting and administering funds that pass through the City from Housing and Urban Development (HUD.)

E. Clemons announced her recent appointment to the Community Services Block Grant Advisory Council (CSBGAC). E. Clemons was recommended for appointment by Linne Stout. CSBGAC meetings are held the day prior to CSBG Advisory Committee meetings. E. Clemons also serves on Cal CAPA Legislative and Education Committee. The Cal CAPA Conference and Legislative Day may merge into one event in the spring of 2020,

more information to follow.

Communication was received from David Bradley, National Community Action Foundation (NCAF). Bradley will be meeting with the Task Force on Poverty, Income Inequality and Opportunity, chaired and co-founded by Congressperson Barbara Lee. Bradley requested our demographics for the upcoming meeting. We provided NCAF with our maps, pie charts, factsheets and received great feedback. An update will be provided to the Board once the meeting takes place.

- B. Earned Income Tax Credit (EITC) Update** – October 24, 2019 the Cal ETIC Steering Committee will convene with partners and elected officials to discuss results and what is to come. There is an additional Youth Tax Credit in California, for those that make above federal minimum wage. Additional information to follow.
- C. Mid-Year Progress Report** – E. Clemons directed the Board’s attention to items in red print noting unsatisfactory performance. E. Clemons remarked on the challenges still facing grantees providing affordable housing and spoke to the need for agencies to use the reporting to increase outcomes.

AC-OCAP’s 2019 Program and Services Mid-Year community impact:

- 12 Received High School Diplomas
- 84 Obtained Employment
- 105 Received Transitional Housing/Emergency Shelter
- 114 Obtained/Maintained Permanent Housing,
- 1,567 Received Legal Assistance,
- 9,038 Unduplicated Callers Assisted
- 31,807 Informed Calls Answered
- 45,990 Service Referrals Provided
- 20,843 Tax Returns filed in Alameda County
- \$6.4 Million captured through ETIC
- \$23.2 Million Total Refunds Captured

To conclude the Mid-Year Progress Report, E. Clemons discussed the AC-OCAP map detailing our service sites. Emphasis was placed on the geographical areas where resources are limited and the need to provide amplified outreach efforts in such areas.

- D. 2020-2022 Request for Funds Proposal (RFP) Update and AnnieCannons, Inc. Letter**

A total of 27 RFPs were received, 23 of which were considered complete and reviewed by the RFP Advisory Panel.

Instructions and the deadline for RFP submittal are stringent and push the process of elimination forward. Two eliminated applicants were discussed:

- Applicant is incarcerated at the Alameda County Santa Rita Jail. The handwritten RFP did not include required attachments. The applicant will receive a denial letter as well as a coordinated response with re-entry focused elected officials; ideally to offer encouragement.
- The second applicant, AnnieCannons, Inc, failed to submitted RFP to the

designated location. The applicant sent a letter of explanation and request for reconsideration to the Board (**Attachment 2D**).

The RFPs underwent review and scoring by the RFP Advisory Panel. The Program Planning Committee will then undertake the task of review and recommendations. Program Planning Committee recommendations will then be given to the Executive Committee and lastly, final decisions will be made at the November 12, 2019, AC-OCAP Administering Board Meeting.

E. California Department of Community Services & Development Programs (CSD) State Site Visit (City of Oakland) Report – E. Clemons requests the Board to read over the CSD report and noted corrective action is underway to fully staff the Board.

F. Strategic Planning – The Strategic Planning process will be ongoing from November 2019 – May 2020. The \$30,000 discretionary grant will be applied to this process to comply with Organizational Standards. The request for qualifications was made by the Human Services Department and E. Clemons and E. Derenthal are currently reviewing the list of candidates to schedule interviews.

E. Committee Report(s) – Executive Committee Meeting for the month of October was canceled due to lack of quorum. Program Planning Committee Meeting is scheduled for October 16, 2019, and does not have quorum.

F. Future/Proposed Agenda Items (see below)**

November	Approval of 2020-2022 AC-OCAP Programming
December	Holiday dinner with Grantees and Elected Officials
January	Casey Farmer, 2020 Census
February	Linda Gardner, Alameda County Housing and Community Development

G. Announcements

Oakland Rotary (S. Callum) –To learn more about Oakland Rotary, S. Callum extends a guest invite to all for the Rotary’s Thursday Luncheon. Luncheons are held from 12:10 – 1:30pm at 1736 Franklin Street, California Ballroom (2nd Floor), every Thursday, excluding the first Thursday of the month. RSVP required.

United Seniors of Oakland and Alameda County (S. Johnson) – Reported back on the Healthy Living Festival that took place on September 19, 2019. There was a large and diverse turnout and S. Johnson looks forward to another successful Festival next year. BBQ Fundraiser in Oakland at Rodrick’s, October 19, 1-5pm.

Alameda County/Social Services/All In Update – None.

City of Oakland Update – None.

Other Organizations – None.

H. Agenda Attachments

C1	Draft September 10, 2019 Administering Board Minutes
C2	Draft July 13, 2019 Board Retreat Minutes
2C	Mid-Year Progress Report
2D	2020-2022 RFP Matrix and AnnieCannons, Inc. Letter
2E	CSD State Site Visit

I. Open Forum – S Callum and other members of the Board thanked E. Derenthal for her work and

congratulated her on her future endeavors.

J. Adjournment

Meeting was adjourned at 6:31pm.

Next Meeting: Tuesday, November 12, 2019 at Oakland's City Hall

***** Future:**

Health

- Trauma Informed Care*
- La Clinica de la Raza
- Alameda County Building Blocks Collaborative*

Financial Empowerment

- Cal Reinvestment
- Earned Income Tax Credit/UWBA*

Youth

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- REACH Ashland/Cherryland Youth Center*
- Early Care & Education Planning Council*

Public Safety

- Citywide Public Safety Plan*
- Cease Fire/Street Outreach*
- Oakland Unite* Requested
- Seven Step (Re-entry Population)
- AnnieCannons, Inc.*

Social Justice

Ella Baker Center
East Oakland Collective
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- Head Start/Early Head Start
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Employment

- Alameda County WIB*
- East Bay Sustainable Alliance
- Oakland WIB*
- Minimum Wage/Life Up Oakland/\$15 hr. (local union)
- West Oakland Job Resource Center

Board Development

- Jim Masters – CAP History/ Board Training*
- Jim Master – Structure of the American Economy
- Public Ethics Presentation*
- Strategic Planning

Food Security

- Alameda County Community Food Bank *

Transportation

- Alameda County Transportation Commission

Proposed:

- Housing Resource Center (Alameda Housing)

* = Presented

ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

Anti-Poverty Board Membership Terms

Name/Term Start	Start Date	TERM END	Sector	Notification Status
Carolyn Mixon ('18)	01/01/19	12/31/21	Poor (North Oakland-District 1)	Special Vacancy - T. Anderson's resigned 12/12/17 (Term Start 2019)
Open ('18)	01/01/17	12/31/19	Poor (Eastlake/SA/Chinatown-District 2)	Special Vacancy - S. Lai resigned 5/21/18 (Term start 2018) D. Taylor resigned 7/8/19
Jackson, Teresa ('18)	01/01/18	12/31/20	Poor (West Oakland-District 3)	Special Vacancy - N. Lacy resigned 10/10/17
Open	01/01/19	12/31/21	Poor (Central Oakland - District 4)	Special Vacancy - J. Butchart resigned 7/16/15
Rivera, Monique <i>Vice Chair</i> ('10)	01/01/18	01/01/20	Poor (Fruitvale/San Antonio-District 5)	Re-elected – 01/01/18
Samantha Columbus ('18)	01/01/19	12/31/21	Poor (Central East Oakland-District 6)	Special Vacancy - P. Thi resigned 03/12/18 (Term start 2019)
Green, Gladys <i>Chair</i> ('94)	01/01/19	12/31/21	Poor (Elmhurst-District 7)	Re-elected 01/01/19
Ruhland, Lisa ('15)	01/01/19	12/31/21 Mayoral term ends 12/31/22	Elected (Mayor Schaaf)	Appointed 02/24/15, Re-elected 1/1/19
McElhane, Lynette ('13)	01/01/17	01/01/21 (Council Term Ends 01/05/21)	Elected (Councilmember McElhane)	Elected 01/01/17
Noel Gallo ('15) District 5, Council Member	01/01/17	01/01/21 (Council Term Ends 01/05/21)	Elected (Councilmember Gallo)	Appointed 3/18/15 – M. Chacana resigned 1/14/19
Robert Cox ('18)	01/01/17	01/01/21 (Council Term Ends 01/05/21)	Elected (Councilmember Reid)	Effective April 3, 2018, Venita will fill S. Richardson's term until 01/05/21
(Sarah Ting) Chan, Wilma ('15) District 3, County Supervisor	01/01/19	01/01/23 (Term Ends 01/01/23)	Elected	Appointed 09/23/14, Re-elected 1/1/19
Miley, Nate ('12), District 4, County Supervisor	01/01/17	01/01/21 (Term Ends 01/01/21)	Elected	Appointed 12/20/11
Njeri McGee-Tyner ('18)	01/01/19	12/31/21	Poor (Central County 4)	Special Vacancy - H. Mosier resigned 06/08/18 (Term Start 2019)
Open	01/01/19	12/31/21	Poor (Central County- District 4)	Elected 01/01/16 (P. Forte's term expired 12/31/15)
Ford, Andrea <i>Treasurer</i> ('05)	01/01/19	12/31/21	Private	Re-Appointment Letter on File 11/6/18
Johnson, Sandra <i>Secretary</i> ('02)	01/01/17	12/31/19	Private (United Seniors)	Re-Appointed 12/12/16
Callum, Sean ('17)	01/01/17	12/31/19	Private (Oakland Rotary)	Appointed 12/12/16

Eighteen (18) Board Members serve a 3-year staggered term. Notification for the term end date shall occur 60 days prior. Board members are not appointed. Board Officers serve a 2-year term. Board Officer Elections are held bi-annually in December. January 1, 2018 through December 31, 2019. Gladys Green, **Chair**; Monique Rivera, **Vice Chair**; Sandra Johnson, **Secretary**; and Andrea Ford, **Treasurer**. Community Members are not appointed Federal Mandate (Public Law 105-285, Oct. 27, 1998 SEC. 676B) "1/3 of the members are (low-income) persons chosen in accordance with a democratic selection procedure, 1/3 are elected public officials, and 1/3 are other major groups".
2019 Membership Terms - Revised 10/29/19

AC-OCAP Private Sector Board Process

- Notify the board member 90 days prior to term expiration
- Have a discussion at the Executive Committee regarding the Private Sector Recommendations. In some cases, the board members will continue with the same Private Sector Agency. If this is the case, prepare letter to send to the director of the agency. See sample letter. If a motion occurs at the executive committee meeting, the motion would have to be ratified at the full Administering Board meeting.

OR

- If the Executive Committee decides to have representation from another agency, send letters to all the agencies on the Administrative Board Private Sector Recommendations list. Make sure list is current with the contact and address information. Once letters are received from any interested agencies, a discussion should be held at the Executive Committee meeting and if a motion occurs it would be ratified at the full Administering Board meeting.

If the board wishes to have other agency representation, any letters of interest received will be discussed, contacted, and interviewed. (see AC-OCAP Private Sector Board Selection Criteria and AC-OCAP By-laws – Article IV, Administering Board Membership).

AC-OCAP Community Sector Board Selection Criteria

The composition of the board should reflect the needs and goals of the organization. It is a good thing to set criteria for board membership but those criteria should be based on the organization's needs.

Recruitment priorities

- Identify the qualities needed in new board members based on input from board committees and senior management regarding the board needs for expertise, representation and access to resources.
- Assess current board composition.
- Define priority recruitment needs.
- Create a board recruitment prospectus that identifies the skills needed in new board members and board action priorities.

Identification of potential candidates

- Communicate needs to organizations and community members to recruit board candidates.
- Conduct other research for organizations/community groups with similar missions.

Screening

- Board application and petition
- Obtain basic background material/ resumes
- Determine priorities among the potential candidates identified

Appointment

○ Criteria

1. Identify areas for representation on the board in alignment with AC-OCAP plan/need assessment
2. Assess current board composition: what areas or sectors are currently represented on the board based on AC-OCAP's plan and needs assessment
3. If more than one applications, board interviews and votes

Board of Directors

Officers

Nate Miley
President

Charles Woody
1st Vice President

Nathaniel Harrison
2nd Vice President

Sandra J. Johnson
Treasurer

Members

Karen A. Anderson

Lillian Black

Janny Castillo

Cecilia Cunningham

Diana Davis

Alma Ferguson

Anita Gums

Linda Hambrick-Jones

N'Sombi Hasan

Madlynn Johnson

Andrea Mok

Rebecca Right

Tomi Smith

Lois Sell

Willie Stevens

Marie Turner

Antoinette Warren

Staff

Chonita Chew
Travel Trainer / Organizer

Ansar El Myhammad
Program Director

Socorro Ramirea
Latino Community Organizer

Sarah Miley
Program Specialist

Tanya Washington
Program Assistant / Organizer

Mary Bradd
Administrative Assistant

USOAC

United Seniors of Oakland and Alameda County

Empowering Seniors ♦ Enriching Youth ♦ Enhancing Community

7200 Bancroft Avenue, Suite #251, Oakland, CA 94605 P:(510)729-0852 Fx: (510)729-0796

October 25, 2019

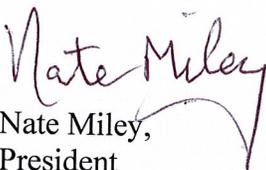
AC-OCAP Administering Board,
Attn: Chairperson Gladys Green
150 Frank Ogawa Plaza, 4th Floor Ste. 4340
Oakland, CA 94612

Dear Ms. Green,

The United Seniors of Oakland and Alameda County Board of Directors has approved the reappointment of Ms. Sandra J. Johnson to the Alameda County-Oakland Community Action Partnership (AC-OCAP) at the Board Meeting held on October 4, 2019.

We are proud to be an essential partner in the fight to eradicate poverty in the City of Oakland and throughout Alameda County and have Ms. Johnson represent us.

Sincerely,


Nate Miley,
President

cc: Estelle Clemons,
AC-OCAP Manager

Oakland African American Chamber
of Commerce
Attn: Cheryl Perry-League
449 15th Street
Oakland, CA 94612

Hispanic Chamber of Commerce
Alameda County
1840 Embarcadero, Ste. 128
Oakland, CA 94606

Alameda County – All-In
Attn: Supervisor Wilma Chan
1221 Oak Street, #536
Oakland, CA 94612

Alameda County Food Bank
Attn: Suzan Bateson
7900 Edgewater Drive
Oakland, CA 94612

Youth Uprising
Attn: Olis Simmons
8711 Macarthur Blvd.
Oakland, CA 94605

Oakland Chamber of Commerce
Attn: Barbara Leslie
475 14th Street
Oakland, CA 94612

United Way of the Bay Area
Attn: Anne Wilson
1970 Broadway, Ste. 600
Oakland, CA 94612

The East Oakland Rotary Club
Attn: Don Provost
P.O. Box 6521
Oakland, CA 94603

Alameda County Workforce
Investment Board
Attn: Patti Castro
24100 Amador Street, 6th Floor
Hayward, CA 94544

Urban Habitat
Attn: Ellen Wu
1212 Broadway, Ste. 500
Oakland, CA 94612

The California Endowment
Attn: Robert K. Ross
1111 Broadway, 7th Floor
Oakland, CA 94607

Eastbay Asian Youth Center
Attn: David Kakishiba
2025 east 12th Street
Oakland, CA 94606

East Oakland Youth Development
Center
Attn: Regina Jackson
8200 International Blvd.
Oakland, CA 94621

City of Oakland – Head Start
Attn: Alisa Burton
150 Frank Ogawa Plaza, Ste. 5352
Oakland, CA 94612

United Way of the Bay Area- Rise
Together
Attn: Megan Joseph
550 Kearney St., Ste. 1000
San Francisco, CA 94108

Youth Together
Attn: Cat Brooks
449 15th St., #302
Oakland, CA 94612

East Bay Housing Organization
Attn: Gloria Bruce
538 9th Street
Oakland, CA 94607

Oakland Community Organizations
Attn: Amy Fitzgerald
7200 Bancroft Avenue, #2
Oakland, CA 94605

East Bay Community Foundation
Attn: James W. Head
200 Frank Ogawa Plaza
Oakland, CA 94612

Eastside Arts Alliance
Attn: Elena Serrano
2277 International Blvd.
Oakland, CA 94606

Chinatown Chamber of Commerce
Attn: Jennie Ong
388 9th Street, Ste. 258
Oakland, CA 94607

Oakland Workforce Investment
Board
Attn: Mark Sawicki
250 Frank Ogawa Plaza, Ste. 3315
Oakland, CA 94612

The Oakland Rotary Club
Attn: Pat Williams
1736 Franklin Street
Oakland, CA 94612

Alameda County-Oakland CAP 2020–2022 RFP
Program Planning Committee
Proposal Evaluation Criteria/Guidelines

The Program Planning Committee used as its first tier of review, all proposals with scores over 40 and as its second tier of review, proposals that provided services in the communities with the highest geographic concentration of poverty based on data.

- 1. Has the program been funded in the past and did they meet their outcomes, goals and terms of their contract (compliant vs. non-compliant)?**

- 2. Does this program address Alameda County-Oakland CAP's vision, mission, needs assessment, and focus areas?**

- 3. Does this program have *outcomes* that help AC-OCAP's achieve its goals of helping low-income individuals become self-sufficient?**

- 4. Are services and number served in alignment with the amount requested?**

- 5. Does this proposal leverage collaborations and resources?**

- 6. Does the program support CAP's Community Economic Opportunity (CEO) continuum of services for low-income residents in high poverty areas throughout Alameda County?**

- 7. Is the agency providing services in AC-OCAP communities of poverty currently not served? Do they have physical locations in the community(ies) or an MOU with a local organization?**

Grantee	2004	2005	2006	2007	2008	2009	2010	2011	2011 Ext	2012	2013	2014	2015	2016	2017	2018	2019	2020
Alameda Family Services (formerly Xanthos)			X	X	X	X							X	X				
Allen Temple Housing & Economic Development Corp			X	X														
AnewAmerica Community Corporation													X	X	X	X	X	
ASSETS Senior Employment Opportunities Program	X	X	X	X	X	X												
Bay Area Legal Aid					X	X	X	X	X	X	X	X	X	X	X	X	X	
Catholic Charities of the East Bay							X	X	X									
Chabot-Las Positas Community College District, dba Tri-Valley Career Center																		
City of Oakland: Office of Parks & Recreation										X	X							
City of Oakland: Violence Prevent/Substance Abuse Pgrm.	X																	
Civicorps													X	X	X	X	X	
Covenant House of California							X	X		X	X	X	X	X				
Women and Children										X	X	X	X	X				
Downtown Streets Team Inc.															X	X	X	
East Bay Asian Local Development Corporation (EBALDC)													X	X				
East Bay Spanish Speaking Citizens Foundation																		
East Oakland Community Project Shelter	X	X																
Eden I&R										X	X	X	X	X	X	X	X	X
Elevating Soulciety													X	X				
Family Emergency Shelter Coalition (2019: merged w/ La Familia)													X	X	X	X	X	
Fam 1st Family Foundation																		
Family Independence Initiative		X																
First Place for Youth			X	X	X	X				X	X	X						
Fremont Family Resource Center									X	X	X	X						
Goodwill Industries of the East Bay										X	X	X						
Hayward Unified School District/ The Hayward Center													X	X				
Housing and Economic Rights Advocates (HERA)							X	X	X				X	X	X	X	X	
Lao Family Community Development, Inc.																		
Love Never Fails																		
Mandela MarketPlace							X	X		X	X	X						
Men of Valor Academy							X	X		X	X	X						
New Door Ventures																		
Oakland Army Base Temporary Winter Shelter	X																	
Oakland Business Bootcamp Cooperative, dba Uptima Business Bootcamp																		
Oakland Leaf Foundation										X	X	X						
Oakland Private Industry Council																		
Oakland Workforce Development Collaborative					X	X												

Grantee	2004	2005	2006	2007	2008	2009	2010	2011	2011 Ext	2012	2013	2014	2015	2016	2017	2018	2019	2020
People's Community Partnership/Self-Help Economic Develop. Inc.		X	X	X						X	X	X	X	X				
Pivotal Point Youth Services			X	X														
Project Choice	X	X	X	X														
Renaissance Entrepreneurship Center																		
Rising Sun Center for Opportunity																		
Roots Community Health Center															X	X	X	
Rubicon Programs Inc.															X	X	X	
St. Mary's Center					X	X	X	X					X	X	X	X	X	
SAVE Center for Community Change & Empowerment																		
Society of St. Vincent de Paul of Alameda County			X	X			X	X	X	X	X	X						
Southern Alameda County Committee for Raza Mental Health dba La Familia (2019: FESCO merged)										X	X	X	X	X	X	X	X	
Tri-Valley Housing Opportunity Center									X									
United Way of the Bay Area									X									
Vietnamese American Community Center of the East Bay													X	X				
Volunteers of America Bay Area					X	X												
West Oakland Senior Center Nutrition Program	X	X																

Current Applicant

Internal Programming

Advisory Panel Scores for Proposals Received for the 2020-2022 AC-OCAP RFP

Rank (Overall)	Avg. Score	Agency	Program	Alameda Amount Requested	Oakland Amount Requested	# Clients Served (A/O)	Notes
ALAMEDA COUNTY ONLY							
Entrepreneurship/Job Training & Employment Placement							
6	44.33	Downtown Streets Team Inc.	Downtown Streets Team	\$50,000	\$0	45	
11	42.33	Rubicon Programs Inc.	Eden Area AJCC	\$50,000	\$0	85	
22	27.00	Chabot-Las Positas Community College District dba: Tri-Valley Career Center	Back-to-Work Tri-Valley	\$47,243	\$0	20	
Low-Income Housing							
1	46.67	Fremont Family Resource Center Corporation	Family Support Services for the Homeless	\$50,000	\$0	300	
15	39.67	Southern Alameda County Comite for Raza Mental Health dba: La Familia	FESCO's Les Marquis Emergency Shelter and Banyan House Transitional Housing	\$50,000	\$0	150	
OAKLAND ONLY							
Entrepreneurship/Job Training & Employment Placement							
3	46.33	New Door Ventures	New Door Youth Employment Program	\$0	\$50,000	25	
4	46.00	Civicorps	Academic and Professional Pathway	\$0	\$50,000	40	
7	44.30	Oakland Private Industry Council	RISE - Recognize, Inspire, Support, Engage	\$0	\$50,000	15	
10	42.67	Renaissance Entrepreneurship Center	Creating Economic Mobility Through Entrepreneurship	\$0	\$50,000	50	
12	40.33	Lao Family Community Development, Inc.	Pathway to Employment & Education (P2E2)	\$0	\$50,000	30	
13	40.30	SAVE Center for Community Change and Empowerment	Community Ambassador Program	\$0	\$50,000	75	
17	37.67	Rising Sun Center for Opportunity	Opportunity Build - Pathway to Prosperity	\$0	\$50,000	25	
18	36.67	Fam 1st Family Foundation	West Oakland Youth Center JOBS Program	\$0	\$50,000	35	
20	31.00	East Bay Spanish Speaking Citizen's Foundation	Better Income Project (BID)	\$0	\$50,000	30	
23	25.67	Oakland Business Bootcamp Cooperative dba: Uptima Business Bootcamp	Women's Social Entrepreneurship Center ("WSEC")	\$0	\$50,000	24	
Low-Income Housing							
1	46.67	Covenant House California	Emergency Shelter & Supportive Services for Young Experiencing Homelessness	\$0	\$50,000	150	
7	44.30	Operation Dignity	Housing for Oakland's Homeless Veterans	\$0	\$50,000	30	
14	40.00	St Mary's Center	Senior Homeless Services	\$0	\$50,000	70	
ALAMEDA COUNTY AND OAKLAND							
Entrepreneurship/Job Training & Employment Placement							
5	45.00	Roots Community Health Center	Emancipator Initiative	\$25,000	\$50,000	Eight / 17	
9	43.33	Center for Media Change, Inc (dba: Hack the Hood)	Thriving Youth Careers in Oakland and Alameda County's Tech Sector	\$50,000	\$50,000	43 / 49	
19	31.30	Vietnamese American Community Center of the East Bay	Path to Self-Sufficiency for Oakland Refugees	\$25,000	\$50,000	50 / 150	
21	28.67	Love Never Fails	IT Biz Resilient Brilliant Oakland Youth	\$50,000	\$50,000	Ten / Ten	
Low-Income Housing							
16	38.33	Eden I&R		\$75,000	\$75,000	1,000 / 1,400	
INCOMPLETE							
x		Consumer Credit Counseling Foundation	Money Masters	\$50,000	\$50,000	2,000 / 1,000	Missing agency budget, COO tax certificate, unsigned Sch. E & O
x		Eastside Arts Alliance / East Oakland Black Cultural Zone Collaborative	East Oakland Black Cultural Zone: Enhanced Entrepreneurship Training Program	\$0	\$50,000	28	Missing Schedules E, O & Combined Grant Schedules
x		House Every Living Person	House Every Living Person	\$0	\$50,000		Handwritten proposal - doesn't follow required format & missing documents
x		The Spanish Speaking Unity Council of Alameda County dba: The Unity Council	Housing & Financial Connection	\$50,000	\$50,000	30 / 35	Missing year one program budget

Amount Requested Per Service Area: \$572,243 \$1,125,000

Total Funds Requested: \$1,697,243

Proposed Number of Low-Income Clients Served: 3,746 / 3,288

Attachment E1

Tie score