

Alameda County – Oakland Community Action Partnership



Administering Board Meeting
Monday, January 13, 2020



LOCATION

Oakland City Hall
1 Frank H. Ogawa Plaza
Hearing Room #3

Please bring your board packet.

Please 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

Monday, January 13, 2020, 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), Njeri Mc Gee-Tyner, Councilmember Lynette McElhaney (Brigitte Cook), Supervisor Nate Miley (Angelica Gums), Supervisor Wilma Chan (Sarah Ting), Councilmember Larry Reid (Robert Cox), Councilmember Noel Gallo (Rosa Velazquez), Mayor Libby Schaaf (Lisa Ruhland), Sean Callum, and Samantha Columbus

Staff: Estelle Clemons, Dwight Williams and Melissa Francisco

AGENDA

- A. 5:30 p.m. Call to Order/Approval of Agenda
ACTION ITEM:
- B. 5:35 p.m. Roll Call/Determination of Quorum/Recite AC-OCAP Promise
- C. 5:40 p.m. Approval of Draft December 9, 2019 Administering Board Minutes – **Attachment C**
ACTION ITEM:
- D. 5:45 p.m. Presentation – Casey Farmer: Census 2020 Complete Count
- E. 6:15 p.m. Community Action Partnership Updates (E. Clemons)
1. Board Update -
 - A. Board Vacancies -- Oakland District 1, Oakland District 2, Oakland District 3, Oakland District 4 and Alameda County – Community - **Handout**
 - B. 2019 Board Attendance Log – **Attachment E1B**
 - C. 2020 Board Roster - **Attachment E1C**
 - D. 2020 Meeting Schedule – **Attachment E1D**
 - E. 2020 Community Action Partnership Committees – **Attachment E1E**
 - F. Board Emergency Contact Form/CAP Reimbursement Form - **Attachment E1F**
 - G. 2018 Alameda County Correspondence - **Attachment E1G**
 - H. Mandatory Ethics Training – Thursday, January, 30, 2020 at 6pm **or** Friday, January 31, 2020 at 12pm at Oakland City Hall, 1 Frank H. Ogawa Plaza, Hearing Room #2 – **Attachment E1H**
 2. 2020 Programming
 - AC-OCAP Update
 - California Earned Income Tax Credit (Cal/EITC) Update
 - Strategic Planning
- ACTION ITEM:**
- F. 6:45 p.m. Committee Report(s)
- Executive Committee
- G. 6:50 p.m. Future/Proposed Agenda Items (see below)
- February 2020 – Linda Gardner, Alameda County Housing and Community Development
 - Proposed: Mayor Libby Schaaf, Stephanie Montgomery, Darlene Flynn – Part 2, COOP (Workforce

Panel), Barb Leslie (Chamber of Commerce), Guillermo Cespedes (Dept. of Violence Prevention)

H. 6:55 p.m. Announcements

Oakland Rotary
 United Seniors of Oakland and Alameda County
 Alameda County/Social Services/All In Update
 City of Oakland
 Others

I. 7:10 p.m. Attachments

C Draft December 9, 2019 Administering Board Minutes
E1B 2019 Board Attendance Log
E1C 2020 Board Roster
E1D 2020 Meeting Schedule
E1E 2020 CAP Committees
E1F Board Emergency Contact Form/CAP Reimbursement Form
E1G 2018 Alameda County Correspondence
E1H Mandatory Ethics Training

J. 7:15 p.m. Open Forum

K. 7:30 p.m. Adjournment

FUTURE AGENDA ITEMS:
 (* = PRESENTED)

HEALTH	HOUSING
Trauma Informed Care*	Tri-Valley Housing
La Clinica De La Raza	Community Housing – Path/Everyone Home
Alameda County Building Blocks Collaborative*	East Bay Housing Organization *
FINANCIAL EMPOWERMENT	Spectrum – LIHEAP/Weatherization
Cal Reinvestment	Oakland Housing Authority *
Earned Income Tax Credit/UWBA*	Alameda-County Housing Authority *
YOUTH	City of Oakland Housing Road Map *
Oakland Fund Children Youth (OFCY) *	Alameda County Housing Community Development
Oakland Youth Commission *	Alameda Housing Resource Center
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Citywide Public Safety Plan –	Minimum Wage/Life-Up Oakland/\$15 hr
Cease Fire/Street Outreach *	Local Union
Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
Seven Step (Re-Entry Population) *	BOARD DEVELOPMENT
AnnieCannons Inc *	Jim Masters – CAP History/Board Training *
SOCIAL JUSTICE	Jim Masters – Structure of the American Economy
East Oakland Collective *	Public Ethics Presentation *
Oakland Community Organization (OCO)	Strategic Planning
Urban Habitat *	FOOD SECURITY
FAMILIES	Alameda County Community Food Bank *
Social Services – TANF, GA *	TRANSPORTATION
All-In *	Alameda County Transportation Commission

Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG *
Mayor's Commission on Aging *	

MINUTES



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

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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

Monday, December 9, 2019, 5:30 P.M.

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

Board Members Present: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Njeri McGee-Tyner, Councilmember Lynette McElhaney (Brigitte Cook), Supervisor Nate Miley (Angelica Gums), Supervisor Wilma Chan (Sarah Ting), Councilmember Larry Reid, Robert Cox (Representative for Councilmember Larry Reid), Councilmember Noel Gallo (Rosa Velazquez), Mayor Libby Schaaf (Lisa Ruhland), Sean Callum, and Teresa Jackson.

Board Members Excused: Samantha Columbus

Staff: Estelle Clemons, Dwight Williams and Melissa Francisco

Guests: Councilmember Loren Taylor, Bret Sweet (Renaissance Entrepreneur Center), Mitch Margolis (International Rescue), David Walker (Community Member), Sabrina Bolus (Community Member), Shrotriyee Jacque Jock (Community Member/), Tamara Lawrence (City Council Staff, Councilmember McElhaney), Iris Merriouns (City Council Staff, Councilmember Reid), Patricia Schrader (Community Member), and Alice Park-Renzi (AC-CAO)

A. Call to Order/Approval of Agenda

Motion: To approve the December 9, 2019 Administering Board Meeting Agenda.

M/S/Carried: S. Callum/S. Johnson/Motion Carried.

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

Roll was called by Staff M. Francisco. A quorum was established. The AC-OCAP Promise was recited.

C. Approval of Draft November 12, 2019 Administering Board Minutes (G. Green) – Attachment C

Motion: To approve the Draft November 12, 2019 Administering Board Minutes.

M/S/Carried: M. Rivera/A. Ford/Motion Carried.

D. Community Action Partnership Updates (E. Clemons) - Attachment D

1. Board Update

Board Recruitment continues for Oakland District 1, Oakland District 2, Oakland District 3, Oakland District 4 and Alameda County-Community. Preparation of mailers with AC-OCAP Board applications are proceeding, mailers to be sent to "Current Residents" in districts with open seats.

Board Resignations from C. Mixon and T. Jackson were reviewed and discussed.

Board Re-Appointments from S. Johnson and S. Callum reviewed and discussed.

E. Clemons brought attention to the Handouts: **AC-OCAP Administering Board Meeting Schedule for 2020** and **2020 Committees Meeting Schedule**.

Motion: To approve the re-appointment of S. Johnson and S. Callum.

M/S/Carried: M. Rivera/B. Cook/Motion Carried.

2. 2020 Draft Community Services Block Grant (CSBG) Budget (E. Clemons) – HANDOUT

The Draft 2020 AC-OCAP Budget was given to the Administrative Board (Handout).

E. Clemons went over administrative, program, operating, travel, and subcontracting costs.

The subcontracting costs are contingent upon City Council’s approval of resolutions.

Approval will take place at the next Life Enrichment Committee (LEC) meeting.

Action: M. Francisco to send Outlook Calendar invite when LEC meeting date is published.

Once approval is granted, the thirteen recipients of funding for the 2020-2022 Request for Partnership (RFP) cycle will attend a mandatory Grantee Orientation Meeting. Board Members are encouraged to attend.

Action: M. Francisco to send Outlook Calendar invites when Orientation Meeting is scheduled (Tentative Date: January 24, 2020).

Motion: To approve the Draft 2020 AC-OCAP Budget.

M/S/Carried: T. Jackson/A. Ford/Motion Carried.

B. Cook urged the Board to again advocate for contributions from Alameda County, as the County benefits from AC-OCAP efforts. G. Green and M. Rivera agreed with B. Cook’s recommendation.

Action: Forward item to the Advocacy Committee agenda. M. Francisco to email previous correspondence between the Board and the County for review.

3. 2019 Programming (E. Clemons)

AC-OCAP Update – D. Williams is busily closing out invoices and collecting reports for the culmination of the funding cycle. The 2020-2022 RFP funding cycle is also gearing up, which is particularly demanding, as AC-OCAP is down a Program Analyst. Recruitment for a Program Analyst II is in progress. E. Clemons asked the Board and community to share the job posting and application details. Link to Position: <https://www.governmentjobs.com/careers/oaklandca/jobs/2618524/program-analystii?keywords=program&pagetype=jobOpportunitiesJobs>

Action: E. Clemons to email Program Analyst II vacancy posting.

AC-OCAP Annual Report and 2020 CSBG Resolution - Attachment D3 – On December 3, 2019 E. Clemons presented the AC-OCAP Annual Report and 2020 CSBG Resolution to the Life Enrichment Committee. The Annual Report and Resolutions were included in the agenda packet for review.

California Earned Income Tax Credit (CalEITC) Update – E. Clemons provide background information on the importance of EITC to the community member audience. E. Clemons stated EITC is often referred to as the largest and most successful anti-poverty program. By receiving a tax credit, EITC lifts many above the Federal poverty line. EITC is also known as an “asset building strategy”, where individuals can use their tax credit to set aside an emergency fund and build financial stability.

Many eligible tax filers do not claim EITC because they are unaware of the benefits or falsely believe they do not qualify. By visiting the Volunteer Income Tax Assistance (VITA) Site located at the Business Assistance Center, 270 Frank H. Ogawa Plaza, Oakland, individuals earning under \$58,000 can learn their EITC eligibility, in addition to obtaining free tax preparation. Under Don Raulston, AC-OCAP’s EITC Coordinator, seven City Staff employees are nearing completion of IRS-certification and will be ready to staff the VITA Site for the 2020 tax season. To support increased EITC filings and usage, five partnerships have formed; including an expansion at Laney College.

The Young Child Tax Credit (YCTC) is new this year and is available to CalEITC families with children under the age of six.

Census 2020 – E. Clemons discussed the importance of Census 2020, as it will establish federal funding for vital community services and representation at the State level and in Washington D.C. The many challenges involved in obtaining a complete count were shared, as well as an update on a recent guideline handed down by the Federal Administration. The new guideline will not accurately count the homeless population, as the unhoused may only be counted at points-of-service. S. Ting added to E. Clemons’ report, stating that many of the unhoused do not utilize services and therefore will be uncounted in the Census. A group of cities within the state with large unhoused populations may engage in litigation to prevent the administration from intensifying undercounting.

Strategic Planning/Consultation – The Executive Committee has volunteered to provide feedback to assist in the Strategic Planning/Consultation process

E. Committee Report - Executive Committee (M. Rivera) - reported the Executive Committee reviewed and discussed the 2020 Draft Budget at the December 4, 2019 meeting. The Committee also agreed to provide feedback for the Strategic Planning/Consultation process.

F. Future/Proposed Agenda Items (see below)

- January – Casey Farmer, Census 2020
- February – Linda Gardner, Alameda County Housing and Community Development

B. Cook requested adding Oakland’s Chief of Violence Prevention, Guilermo Cespedes, to the Future/Proposed Agenda Items list.

G. Announcements

Oakland Rotary – S. Callum extended an open invitation to Oakland Rotary Club’s luncheon meetings held on Thursdays. If interested, contact S. Callum as RSVP is required.

United Seniors of Oakland and Alameda County – No report.

Alameda County/Social Services/All In Update – No report.

City of Oakland – B. Cook announced a Holiday Workshop held at West Oakland Youth Center on December 21, 2019, 12:30 – 4:00pm. The workshop will have a family craft activity, children ages 1-17 receive a gift.

Every Wednesday (except holidays), students K-12 can receive a free haircut with proof of earning a 3.0+ GPA. For inquires and appointments visit fam1stfamilyfoundation.org.

Others – M. Rivera announced her employer Kaiser Permanente is accepting applications for paid Internships.

H. Attachments

- C** Draft November 12, 2019 Administering Board Minutes
- D** Board Resignations, Re-Appointment Letters
- D3** AC-OCAP Annual Report and 2020 CSBG Resolution

I. Open Forum

Community Member David Walker invited all meeting attendees to help assemble (10am - 12pm) and give out Hygiene Kits (12pm – 2pm) to the unhoused on December 21, 2019, with Heart & Soul Center of Light. Children are welcome, and will have the opportunity to write notes that will be included in the kits.

J. Adjournment

Motion: To adjourn the December 9, 2019 Administering Board Meeting.

M/S/Carried: S. Johnson/T. Jackson/Carried. Meeting adjourned at 7:16 p.m.

Next Meeting: January 13, 2020.

**FUTURE AGENDA ITEMS:
(* = PRESENTED)**

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Trauma Informed Care*	Tri-Valley Housing
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Oakland Youth Commission *	Alameda Housing Resource Center
REACH Ashland/Cherryland Youth Center *	EDUCATION
Early Care & Education Planning Council *	Promise Neighborhoods – Cal State East Bay *
Head Start/Early Head Start	EMPLOYMENT
AC Child Care *	Alameda County WIB *
Los Padres Unidos *	East Bay Sustainable Alliance
PUBLIC SAFETY	Oakland WIB *
Citywide Public Safety Plan *	Minimum Wage/Life-Up Oakland/\$15 hr.
Cease Fire/Street Outreach *	Local Union
Oakland Unite *	West Oakland Job Resource Center Ella Baker Center
Seven Step (Re-Entry Population) *	BOARD DEVELOPMENT
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SOCIAL JUSTICE	Jim Masters – Structure of the American Economy
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All-In *	Alameda County Transportation Commission
Alameda County Hope Collaborative	COMMUNITY DEVELOPMENT
Rise Up*	CDBG *
Mayor’s Commission on Aging *	

2019 Board Attendance

2019 Board/Committee Attendance												
Jan 14 - Dec 9												
MEETING DATES												
Names	Board 1/14	Board 2/11	Board 3/11	Board 4/8	Board 5/6	Board 6/10	Board 7/8	Board 9/10	Board 10/14	Board 11/12	Board 12/9	Total
G. Gladys	P	P	P	E	P	P	P	P	P	P	P	1
A. Ford	P	P	P	P	P	P	P	P	P	P	P	0
S. Callum	P	P	P	P	P	P	P	P	P	P	P	0
S. J. Johnson	P	P	P	P	P	E	P	P	P	P	P	1
CM McElhane (B. Cook)	P	P	E	P	P	P	P	P	A	P	P	2
Lisa Ruhland	E	P	P	P	E	P	P	P	P	P	P	2
M. Rivera	E	P	P	P	P	P	P	E	E	P	P	3
Supervisor Chan (Sarah Ting)	A	A	E	P	P	P	P	P	P	P	P	3
Supervisor Miley (A. Gums)	P	P	P	A	P	P	P	P	A	A	P	3
T. Jackson	P	E	P	P	P	E	P	P	P	P	P	2
M. Chacana (resigned 1/14/19)	P											0
R. Cox	P	P	P	P	P	P	P	P	P	P	P	0
N. McGee-Tyner	P	P	P	P	P	P	P	P	E	P	P	1
C. Mixon (resigned)	P	P	P	P	P	P	P	P	P			0
D. Taylor (resigned)	P	E	P	P	E	P	P					2
Samantha Columbus	P	P	P	P	E	P	P	E	P	P	E	3
N. Gallo												
R. Velazquez										P	P	0
"The following conditions will govern grounds for the termination of membership on the Administering Board. ...The Administering Board member accumulates three consecutive unexcused absences from regular meetings or accumulates six absences from such regular meetings in any six-month period." (Excerpt from Bylaws 10-11-11)												
E = Excused												
P = Present												
C = Cancelled												
A = Absent												



Alameda County-Oakland Community Action Partnership 2020 Administering Board Roster

COMMUNITY SECTOR

City of Oakland/Alameda County

Gladys Green (District 7)
(Board Chair)

1187 78th Ave.
Oakland, CA 94621
(510) 638-7583 (Home)
(510) 569-7366 (Fax)
(510) 637-9445 (Cell)

Open (District 1)

Open (District 2)

Open (District 3)

Open (District 4)

Monique Rivera (District 5)

(Vice Chair)
3212 Bona Street
Oakland, CA 94601
(510) 332-8730
morivera05@yahoo.com

Samantha Columbus (District 6)

5914 Camden Street, #1
Oakland, CA 94605
(925) 785-2329 (Cell)
samantha.columbus23@gmail.com

Open (Alameda County)

Njeri McGee-Tyner (Alameda County)

172 Warwick Avenue
San Leandro, CA 94577
(510) 589-1416 (Home)
(510) 589-1416 (Cell)
Nmtyner24@gmail.com

ELECTED SECTOR

City of Oakland/Alameda County

Lisa Ruhland (Mayor)

Rep for Mayor Schaaf
3617 Wisconsin Street
Oakland, CA 94619
(510) 228-8228 (Cell)
lisaruhland@yahoo.com

Lynette McElhaney (District 3)

Councilmember
1 Frank Ogawa Plaza, 2nd Fl.(510)
238-7303 (Work)
(510) 238-6129 (Fax)
LMcElhaney@oaklandnet.com

Alternate: Brigitte Cook

(510) 238-7245 (Work)
brcook@oaklandnet.com

Noel Gallo (District 5)

Councilmember
1 Frank H. Ogawa Plaza, 2nd Fl.
NGallo@oaklandca.gov
(510) 238-7005

Alternate: Rosa Velazquez

RVelazquez@oaklandca.gov
(510) 238-7247

Robert Cox (District 7)

4882 Shetland Avenue
Oakland, CA 94605
Rep for Councilmember Reid
(510) 686-1225 (Home)
(510) 393-3387 (Cell)
RTC79@Aol.com

Supervisor, Wilma Chan
County Supervisor, District 3

1221 Oak Street, #536
Oakland, CA 94612
(510) 272-6693 (Work)
(510) 268-8004 (Fax)
Wilma.Chan@acgov.org

Alternate: Sarah Ting

(510) 272-6693
Sarah.ting@acgov.org

Supervisor, Nate Miley
County Supervisor, District 4

1221 Oak Street, #536
Oakland, CA 94612
(510) 272-6694 (Work)
(510) 465-7628 (Fax)
Nate.Miley@acgov.org
Kamika Dunlap
(510) 272-6694 (Work)
Kamika.Dunlap@acgov.org

Alternate: Angelica Gums

2901 Madera Avenue
Oakland, CA 94619
(510) 326-0272 (Cell)
Angelica.gums@gmail.com

PRIVATE SECTOR

Andrea Ford (Treasurer)

Assistant Agency Director
Alameda Co. Social Services
24100 Amador St., Suite 630
Hayward, CA 94544
(510) 259-3838 (Work)
(510) 697-7410 (Cell)
(510) 259-3810 (Fax)
aaford@acgov.org

Sandra Johnson (Secretary)

United Seniors
892 Davis Street, #104
San Leandro, CA 94577
(510) 567-3527 (Home)
(510) 861-6513 (Cell)
sijej@aol.com

Sean Callum

First Republic Bank
One Front Street, 2nd Fl.
San Francisco, CA 94111
(415) 288-7587 (Work)
scallum@firstrepublic.com

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

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

Alameda County-Oakland Community Action Partnership (510) 238-2362/ Fax (510) 238-2367/ Email: AC-OCAP@oaklandca.gov

Website: <http://www.AC-OCAP.com/>



COMMUNITY ACTION PARTNERSHIP
Alameda County - Oakland Administering Board
Meeting Schedule for 2020

Month	Date	Location
January	Monday, January 13	Oakland City Hall Hearing Room 3
February	Monday, February 10	Oakland City Hall Hearing Room 3
<i>March</i>	<i>Monday, March 09</i>	<i>Oakland City Hall Hearing Room 3</i>
April	Monday, April 13	Oakland City Hall Hearing Room 3
May	Monday, May 11	Oakland City Hall Hearing Room 3
June	Monday, June 08	Oakland City Hall Hearing Room 3
July	Monday, July 13	Oakland City Hall Hearing Room 3
August Recess - No Meetings		
September	Monday, September 14	Oakland City Hall Hearing Room 3
October	Monday, October 12	Oakland City Hall Hearing Room 3
November	Monday, November 09	Oakland City Hall Hearing Room 3
December	Monday, December 14	Oakland City Hall Hearing Room 3

All meetings begin at 5:30 p.m.
(Schedule changes will be communicated as needed.)

Meetings are held at Oakland City Hall located at 1 Frank Ogawa Plaza,
1st Floor, Hearing Room #3.



COMMUNITY ACTION PARTNERSHIP

2020 COMMITTEES MEETING SCHEDULE

Date	Committees	Location
Wednesday, January 08, 2020 (1 st Wed is a Holiday)	Executive/Program Planning	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday February 5, 2020	Executive/Advocacy	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday March 4, 2020	Executive/Program Planning	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday April 1, 2020	Executive/Advocacy	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday May 6, 2020	Executive/Program Planning	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday June 3, 2020	Executive/Advocacy	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday July 1, 2020	Executive/Program Planning	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
August Recess		
Wednesday September 2, 2020	Executive/Advocacy	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday October 7, 2020	Executive/Program Planning	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday November 4, 2020	Executive/Advocacy	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1
Wednesday December 2, 2020	Executive/Program Planning	150 Frank Ogawa Plaza, 4 th Fl. Conference Room #1

Meetings – 1st Wednesday of Each Month
Schedule changes will be communicated as needed.

2020
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. Gladys Green, Chair
2. Monique Rivera, Vice Chair
3. Sandra Johnson, Secretary
4. Andrea Ford, Treasurer
5. Lynette McElhaney (Brigitte Cook)
6. Wilma Chan (Sarah Ting)

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. Vacant – Oakland District 3
3. Sean Callum
4. Lisa Ruhland
5. Njeri McGee-Tyner
6. Vacant – Alameda County

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. Robert Cox
2. Vacant – Oakland District 4
3. Samantha Columbus
4. Vacant – Oakland District 2
5. Vacant – Oakland District 1
6. Noel Gallo (Rosa Velazquez)

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) "The Administering Board 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 area of the committee's particular attention.



2020 Board Contact Information

Please Print

Community Sector

Public Sector

Private Sector

Name _____

Address _____

City _____ Zip Code _____

Phone No. _____ Cell No. _____

Fax No. _____

E-Mail Address _____

In the event of an **emergency**, please list your emergency contact information.

Name _____

Address _____

City _____ Zip Code _____

Phone No. _____ Cell No. _____

Signature _____ Date _____

Please complete and return this form to AC-OCAP



**City of Oakland
Human Services Department
Alameda County – Oakland Community Action Partnership**

150 Frank H. Ogawa Plaza, Suite 4340, Oakland, CA 94612 Phone: (510) 238-2362

Reimbursement Request
Please print

Date: _____

NAME: _____ Phone Number: _____

ADDRESS: _____ City/Zip Code: _____

I attended the following:

- () AC-OCAP Committee Meeting
- () AC-OCAP Administering Board Meeting
- () Other Explain: _____

On the following date _____

Address of meeting or training _____

Amount Requested: \$ _____

Agenda Attached Yes

Expenses

Mileage: _____ per mile x _____ miles = _____

Parking: \$ _____ (Attach Receipt)

Public Transportation (Receipt Needed for the following) : Bus \$ _____ Bart \$ _____

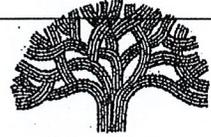
UBER \$ _____ Lyft \$ _____ Taxi \$ _____

Board member Signature

AC-OCAP Manager

 COPY

CITY OF OAKLAND



LIONEL J. WILSON • 150 FRANK H. OGAWA PLAZA, SUITE 4340 • OAKLAND, CALIFORNIA 94612

Department of Human Services

June 6, 2018

(510) 238-3121
FAX (510) 238-7207
TDD (510) 238-3254

Susan S. Muranishi
Alameda County Administrator
1221 Oak Street, Room 555
Oakland, CA 94612

Dear Ms. Muranishi,

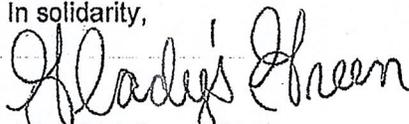
Since 2011, the City of Oakland's Human Services Department has been managing Alameda County's allocation of the Federal Health and Human Services Community Services Block Grant (CSBG) funds. The grant is a pass through from the California Department of Community Services and Development (CSD) in which Alameda County's allocation, excluding the City of Oakland and Berkeley, accounts for approximately forty percent of the \$1,335,822 in funding for 2018.

As a Community Action Agency, the Alameda County – Oakland Community Action Partnership (AC-OCAP) Administrative Board has proven to be an effective, nimble and leverage-making body. Comprised of elected officials, social services organizations, and residents who live in low-income areas throughout the City of Oakland and the surrounding county. In 2017, the Alameda County-Oakland Community Action Partnership agency helped 70,311 low-income residents move toward becoming more self-sufficient; 128 gained employment and 618 secured housing.

As you know, the federal government continues to make cuts to programs serving those most in need regardless of how effective they are at lifting people up and out of poverty. Over the course of the last six years, AC-OCAP has lost over \$180,000 in critical federal funding, which translates into fewer families being served while the demand for housing and employment services continue to increase. AC-OCAP is a good investment; for every \$1 dollar invested through CSBG funding, an additional \$8 is leveraged in program related cost through our strategic Community Economic Opportunity (C.E.O.) network of partners. **To continue AC-OCAP's level of impact, the AC-OCAP Administering Board is asking the Alameda County Board of Supervisors and the Alameda County Administrator's Office to become a financial partner on behalf of Alameda County's low-income residents by contributing an additional \$50,000 annually in local support to help fund AC-OCAP's community services programs.**

The Alameda County- Oakland Community Action Partnership Administering Board would like to thank you in advance for your attention and consideration to this request. We look forward to continuing our partnership in our effort to eradicate poverty by enhancing opportunities and improving access for all Alameda County residents.

In solidarity,


AC-OCAP Board Chair

Enclosures: 2017 AC-OCAP Outcome Chart
2017 AC-OCAP Fact Sheet

cc: Hon. Wilma Chan, Hon. Nate Miley

CITY OF OAKLAND



CITY HALL • 1 FRANK H. OGAWA PLAZA • OAKLAND, CALIFORNIA 94612

Office of the City Administrator

(510) 238-3301
FAX (510) 238-2223
TDD (510) 238-2007

July 13, 2018

Susan S. Muranishi
Alameda County Administrator
1221 Oak Street, Room 555
Oakland, CA 94612

Dear Ms. ^{Susan} Muranishi,

On December 16, 2016, Oakland's City Council directed the Human Services Director to submit a written request to the County of Alameda to request a contribution of the County's share of overhead cost associated with administering the Alameda County Community Services Block Grant (CSBG) funding. On January 5, 2017, correspondence was sent to Alameda County explaining the grants 12 percent administrative cap and requesting the County to contribute its share of 40 percent of the overhead cost.

On November 14, 2017 during AC-OCAP's annual presentation, Council inquired as to the progress made in securing Alameda County's 40 percent share of \$123,434 in overhead cost for 2017 and \$126,152 for 2018. To date, the City of Oakland continues to cover 100 percent of the overhead cost associated with managing the grant. The Life Enrichment Committee then made a motion for the Oakland City Council to submit a formal request to solicit Alameda County's share of \$50,000 annually in overhead cost beginning with calendar year 2017.

Since 2011, the City of Oakland has been managing Alameda County's portion of the Community Service Block Grant allocation and as a result, the combined effort has allowed for greater administrative efficiencies and enhanced collaborations with efforts such as All In, Alameda County and Oakland Workforce Investment Boards, Interagency Children's Policy Council (ICPC), the Alameda County Community Food Bank, and the Tri-Valley's Anti-Poverty Coalition. To highlight the overall impact, in 2017, AC-OCAP and its Community Economic Opportunity (C.E.O.) partners served 70,311 Alameda County low-income residents providing: job training and employment/internships; completion of high a school diploma; emergency shelter and permanent housing; free legal assistance and information and referrals; free summer lunch and food distribution; and, free tax preparation bringing over \$24 million dollars back into the pockets of Alameda County's low-wage earners.

The Oakland City Council would like to thank you in advance for your attention to this request and to help facilitate this process, please feel free to contact Sara Bedford, HSD Director at 510-238-6794 or Estelle Clemons, AC-OCAP Program Director at 510-238-3597 for follow-up.

We look forward to continuing our partnership in our effort to eradicate poverty by enhancing opportunities and improving access for all Alameda County residents.

Sincerely,



Sabrina B. Landreth
City Administrator

cc: AC-OCAP Board; Supervisor Miley; Supervisor Chan



COUNTY ADMINISTRATOR

August 13, 2018

SUSAN S. MURANISHI
COUNTY ADMINISTRATOR

Sabrina B. Landreth
City Administrator
City of Oakland
1 Frank H. Ogawa Plaza
Oakland, CA 94612

Dear Ms. Landreth:

This is in response to your letter dated July 13, 2018, and received on August 3, 2018, requesting an additional \$50,000 of annual funding from the County to support Alameda County-Oakland Community Action Partnership (AC-OCAP) administration costs, as well as a separate letter from the AC-OCAP Board requesting \$50,000 of annual funding for program support. While the County appreciates the work and commitment of AC-OCAP, it does not appear that more funding for administration costs outside of the County's allocation of the federal Community Services Block Grant (CSBG) is necessary.

County and AC-OCAP staff met to review the AC-OCAP budget and the federal grant requirements regarding reimbursement for administration costs. After reviewing the budget, County and AC-OCAP staff agreed that there is sufficient funding available within the 12 percent administration cap of the CSBG to fully reimburse administration and overhead costs incurred by the program.

Regarding the \$50,000 request for ongoing program support, while the County may review specific program proposals from AC-OCAP on a case by case basis, the County recommends that AC-OCAP contact individual cities for program support as it impacts those cities. As you know, the County was only one member of a 13-seat board that allocated CSBG funding throughout the County.

Further, the County has launched All-In Alameda County to coordinate anti-poverty programs countywide and there are many areas where the County may be able to partner with AC-OCAP. County staff and AC-OCAP staff will continue to work together to find areas where we can partner in our efforts to fight poverty and create opportunity for all County residents.

Very truly yours,

A handwritten signature in cursive script, appearing to read "Susan S. Muranishi".

Susan S. Muranishi
County Administrator

SSM:PC:MK:bl

cc: Each Member, Board of Supervisors
Mayor, City of Oakland
Director, SSA
Director CDA
Director HCSA
Program Director, AC-OCAP Board

ATTENTION: BOARD & COMMISSION MEMBERS

MANDATORY ETHICS TRAINING FOR FORM 700 FILERS

Please choose one of the following dates:

January 30 • 6 PM • City Hall, Hearing Room 2

January 31 • 12 PM • City Hall, Hearing Room 2

RSVP Jelani Killings at jkillings@oaklandca.gov

