



Alameda County - Oakland Community Action Partnership

Executive Committee Teleconference

July 27, 2020 | 5:30 PM - 7:00 PM

COMMUNITY PARTICIPATION GUIDE

TO OBSERVE

- To view the meeting by Zoom video conference, click on this link: <https://zoom.us/j/94290448820> at the noticed meeting time.
- To listen to the meeting by phone, dial +1 669 900 9128 at noticed meeting time. When prompted, enter **Meeting/Webinar ID: 942 9044 8820**
- Listening outside of California? Find a full list of Zoom dial-in numbers at: <https://zoom.us/zoomconference>

TO COMMENT

- To comment by Zoom video conference, you will be prompted to use the "Raise Your Hand" button to request to speak. When it is your turn to speak, you will be unmuted to make public comments.
<https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar>
- To comment by phone, you will be prompted to "Raise Your Hand" by pressing "*9" to request to speak. When it is your turn to speak, you will be unmuted to make public comments.

ADDITIONAL INSTURCTIONS

- Instructions on how to join a meeting by video conference is available at: <https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting#>
- Instructions on how to join a meeting by phone is available at: <https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>



Alameda County - Oakland Community Action Partnership

Executive Committee Teleconference

July 27, 2020 | 5:30 PM - 7:00 PM

COMMITTEE MEMBER "PANELIST" PARTICIPATION GUIDE

RECOMMENDED METHOD

- Customize your profile with your City approved graphic.
- Join the teleconference as a Panelist by clicking on the Zoom invite link.
- Sign on to webinar 15 minutes early to ensure your speakers and mic work. A technical roll call will be performed.
- Do not share your link with other Panelists or members of the community.
- 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. Staff will unmute Panelist to speak. If a Panelist muted their mic, they need to accept the unmute prompt before they are unmuted.

<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

ALTERNATIVE METHOD

- Join by telephone, dial +1 669 900 9128, enter **WEBINAR ID: 942 9044 8820** when prompted. You will enter the Teleconference as an Attendee. Expect to be on hold as the host completes technical roll call.
- To request to speak, "Raise Your Hand" by pressing "*9" and wait to be unmuted.

If you have any questions, please contact Melissa Francisco @ MFranco@oaklandca.gov.



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

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

Vision Statement: To end poverty within the City of Oakland and throughout Alameda County

EXECUTIVE COMMITTEE MEETING (**SPECIAL**)

Purpose: 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.

Monday, July 27, 2020, 5:30 p.m.

TELECONFERENCE

Community Participation Link: <https://zoom.us/j/94290448820> Webinar ID: 942 9044 8820

Committee Members: Gladys Green (Chair), Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Councilmember Lynette McElhaney (Brigitte Cook), Supervisor Wilma Chan (Sarah Oddie)

Staff: Estelle Clemons and Melissa Francisco

AGENDA

1. Call to Order/Roll Call/Determination of Quorum.
2. Approval of Draft December 4, 2019 Executive Committee Meeting Minutes - **Attachment 2**
ACTION ITEM:
3. CSBG 2020-2022 CARES Funding – **Attachment 3 – Due to CSD August 14, 2020**
ACTION ITEM:
4. 2020 Board Membership Expiration and 2021 Officer Elections – **Attachment 4**
5. Strategic Planning Update – **Attachment 5**
6. 2020 Travel
 - 2020 NCAP Annual Virtual Convention – August 24-28, 2020
 - 2020 NCAF Annual Convention, Washington D.C. – November 15-20, 2020
7. Agenda Attachments
 - 2 Draft December 04, 2019 Executive Committee Meeting
 - 3 CSD CARES Funding Program Advisory and CSBG CARES Work Plan
 - 4 Board Membership Terms and Board Officer Election Polices & Procedures
 - 5 Strategic Planning Update PowerPoint
8. Future/Proposed Agenda Items
 - AC-OCAP Bylaws
9. Announcements
10. Open Forum
11. Adjournment



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

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

Vision Statement: To end poverty within the City of Oakland and throughout Alameda County

EXECUTIVE COMMITTEE MEETING (STANDING)

Wednesday, December 4, 2019 @ 5:30 P.M.

150 Frank H. Ogawa Plaza, 4th Floor, Conference Room #1

Committee Members Present: Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson (Secretary), Sarah Ting for Supervisor Wilma Chan,

Excused: Gladys Green (Chair), Brigitte Cook for Councilmember Lynette McElhaney

Staff Present: Estelle Clemons and Melissa Francisco

Guests: Samantha Columbus

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

Monique Rivera (Vice Chair) called the meeting to order at 5:39 p.m.

Roll call was called by M. Rivera. A quorum was established.

2) Approval of Draft June 26, 2019 Executive Committee Meeting Minutes – Attachment 2

Motion: To approve the Draft June 26, 2019 Executive Committee Meeting Minutes.

M/S/Carried: A. Ford/S. Ting/Motion Carried with one abstention (S.Johnson).

Approval of Draft November 6, 2019 Executive Committee Meeting Minutes

Motion: To approve the Draft November 6, 2019 Executive Committee Meeting Minutes.

M/S/Carried: S.Ting/M. Rivera/Motion Carried with two abstentions (S.Johnson/A. Ford).

3) Draft 2020- AC-OCAP Budget and Program Year Discussion (E. Clemons) – Handout

E. Clemons explained the City Labor Union Contracts were only recently approved and therefore the 2020 AC-OCAP Budget was deferred until personnel costs were uploaded into the system. The Draft 2020 AC- OCAP Budget was given to the Committee (Handout) and E. Clemons detailed the breakdown of the administrative, program, operating, travel, and subcontracting costs.

The subcontracting costs are contingent upon City Council's approval of a resolution. Approval will take place at a yet to be scheduled Life Enrichment Committee (LEC) meeting.

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

After approval, the thirteen recipients of funding for the 2020-2022 Request for Proposals (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 schedule.

(Tentative Date: January 24, 2020).

Ford (Treasurer) affirmed satisfaction with the balanced Draft 2020 AC-OCAP Budget.

Motion: To approve the Draft 2020 AC-OCAP Budget for January 1, 2020 to December 31,2020.

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

4) Discussion of AC-OCAP Strategic Plan/Consultation (E. Clemons)

E. Clemons requested volunteers to review the Strategic Planning Consultant pool for feedback. M. Rivera and A.Ford volunteered to support Strategic Plan/Consultation review process. Feedback is due January 5, 2020.

Action: M. Francisco to email documents for review to M. Rivera and A. Ford

5) Board Recruitment Update (E. Clemons) – Attachment 5

- Board Recruitment is ongoing for District 1, District 2, District 4, and Alameda County Community District 3 (T. Jackson) will be vacant effective December 10, 2019. Preparation of mailers with AC- OCAP Board applications are underway, mailers to be sent to “Current Residents” in districts with open seats.
- The Board Membership Terms are up to date; yellow highlighted areas reflect current vacancies.
- Board Term Letters for S. Johnson, S. Callum and R. Velazquez were reviewed.
- Resignation Letters from C. Mixon and T. Jackson were reviewed.

All in attendance expressed their gratitude for S. Johnson (Secretary), the “other hand of CAP” for her timely diligence in reviewing meeting minutes. S. Columbus was commended for providing social media assistance. The Committee also wishes to relay appreciation to S. Callum for continuing to serve on the Board.

6) Pending Items

AC-OCAP Bylaws - Committee to discuss at next Executive Committee Meeting.

7) Agenda Attachments

- 2 Draft June 26, 2019 Executive Committee Meeting Minutes and Draft November 6, 2019 Executive Committee Meeting Minutes
- 5 Private Sector Membership Terms, Board Term Letters, Board Resignations Letters

8) Future/Proposed Agenda Items

AC-OCAP Bylaws

9) Announcements

None.

10) Open Forum

No comments.

11) Adjournment

Motion: To adjourn the meeting at 6:45 p.m.

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

Next Executive Committee Meeting: **January 08, 2020**



DAVID SCRIBNER
ACTING DIRECTOR

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov



GAVIN NEWSOM
GOVERNOR

CSD PROGRAM ADVISORY - CSBG

CPA-C-20-03

ISSUE DATE 7/6/2020
SUPERSEDES N/A
EXPIRATION DATE Until Rescinded

- | |
|---|
| <p>REASON FOR THIS TRANSMITTAL</p> <p><input type="checkbox"/> Federal Law or Regulation Change</p> <p><input type="checkbox"/> State Law Change</p> <p><input type="checkbox"/> Court Order</p> <p><input type="checkbox"/> Clarification Requested by One or More Agencies</p> <p><input checked="" type="checkbox"/> Initiated by CSD</p> |
|---|

SUBJECT Community Services Block Grant (CSBG) Coronavirus Aid, Relief, and Economic Security (CARES) Act Supplemental Funding Proposed Services

PURPOSE The purpose of this Department of Community Services and Development (CSD) Program Advisory (CPA) is to define domains of service and constraints on expenditures, and to provide the framework to create service delivery plans as required under the CSBG CARES Contract.

- REFERENCE**
- CARES Act
 - CSBG Act
 - CSBG CARES Contract
 - CSD Program Advisory - Administrative Guidance Due to COVID-19: CPA-C-20-01
 - CSD Program Advisory - Administrative Relief Due to COVID-19: CPA-A-20-02
 - CSBG Information Memorandum - Immediate Guidance on COVID-19 Response: CSBG-IM-2020-157

SCOPE This CPA applies to all eligible entities that administer CSBG services.

EFFECTIVE DATE Upon Issuance

SUMMARY

The COVID-19 pandemic has impacted many Californians who will face economic hardships associated with either contracting the illness or through mandated measures to prevent the spread of COVID-19. This CPA provides a framework for allowable direct services while ensuring the greatest flexibility at the local level, and support for current or new programs.

On March 27, 2020, Congress enacted the CARES Act which appropriated supplemental CSBG funds to all 50 states, “to prevent, respond to, or prepare for coronavirus.” All terms and conditions that apply to the regular CSBG Act, including all assurances, also apply to the CSBG CARES Act supplemental funding. The CSBG CARES supplemental funds are intended to address the short-term and long-term impacts of COVID-19 and follow many of the rules and requirements of the regular CSBG Act. Eligible entities are encouraged to address not only the health impacts of COVID-19 but also the economic impacts to low-income Californians. This CPA will assist CSBG Agencies in developing or expanding their current policies to include specific catastrophic response measures. Many of the “best practices” presented in this advisory have been gathered from methods observed from or shared by agencies in the California CSBG network.

GUIDANCE AND DIRECTIVES

CSBG CARES supplemental funds are designed to address the short-term and long-term impacts of COVID-19. To that end, CSBG Agencies shall develop and submit a CSBG CARES Supplemental Fund Local Plan. These local plans are a federal requirement of CSBG CARES funding and must describe how each CSBG Agency’s service area has been impacted by COVID-19.

Services may be delivered by the CSBG Agency or subcontracted to local providers. Services provided under the CSBG CARES supplemental funds are required to be tracked and reported separately from other CSBG funds. CSBG Agencies who work with subcontractors must ensure separate contracts/agreements are established, and policies established to meet the requirement for separate tracking and reporting of services, outcomes, and participants. CSD continues to work with the Office of Community Services (OCS) to clarify reporting requirements. Further guidance will be issued as more information becomes available.

Services provided through CSBG CARES supplemental funds must support emergency responses that are consistent with statutorily allowable activities focused on mitigating the impact of COVID-19. Agencies must demonstrate that their expenditures support the short- or long-term impacts of COVID -19 for low-income individuals and households within their communities and retain appropriate documentation to substantiate reported expense claims and outcomes. CSBG Agencies are also responsible for ensuring their subcontractors retain required documentation.

When considering potential services, use the following questions as a guide:

1. Is the service cost-effective?
2. Is the service in alignment with the CARES Act?
3. Is the program or service justified by reliable data?
4. Would the service be deemed reasonable by a local constituent?
5. Will the services provide direct or indirect benefits to low-income Californians in the service area?
6. Does the service align with your agency's Local Plan for CARES Act CSBG Supplemental Funding?
7. Can your agency tie the service, purchase, or contract to a COVID-19 related impact, per the CARES Act?
8. Can your agency track, report, and verify the CSBG CARES outcomes from other non-CSBG CARES funded outcomes?

The table below identifies outcome categories (domains), potential services, guidance, and best practices that CSBG Agencies may wish to consider. The list of potential services is drawn from the CSBG Annual Report and represents the services that will most likely be provided to clients. The lists below are not to be viewed as a mandated, exclusive list of services to be provided under the CARES contract. As with the annual CSBG contract, all services must be based upon the identified needs of each CSBG Agency's service area and must align with each agency's Local Plan for CARES Act CSBG Supplemental Funding.

Domain	Potential Services	Guidance	Best Practices
Housing	<ul style="list-style-type: none"> • Short term housing rentals • Rental payments • Mortgage payments • Hotel vouchers • Housing placements 	<p>Agency has a housing services policy in place that includes items such as:</p> <ul style="list-style-type: none"> • Payments made directly to landlords after verification. • An established benefit amount on rent/housing allowances such as an annual allowance or set number of months cap. • Set limits on arrearage conditions. • Established benefit limits on hotel vouchers. 	<ul style="list-style-type: none"> • Implement a landlord verification policy. • Defining what constitutes a household. • Require landlords sign statements to not evict for a set time. • Establish benefit limits to ensure participants are treated fairly. • Develop formulas to determine housing benefits by area median income or some other factor that is appropriate for the service area.

Domain	Potential Services	Guidance	Best Practices
Utilities	Utility payments including electrical, water, sewer, and garbage	<p>Agency has a Utility Assistance policy in place that includes items such as:</p> <ul style="list-style-type: none"> • Water bill assistance or Electrical services only. • Low Income Home Energy Assistance Program (LIHEAP) referral is the recommended first option for requests for home energy assistance. • Establishment of a benefit structure based upon the household's situation. For instance, if a client's bill is current, they receive a "standard" benefit. If the bill is past due and/or in shut off mode, a higher benefit level is provided. • Payments made directly to utility companies in the name of the client. 	<ul style="list-style-type: none"> • Agencies establish relationships and Memorandums of Understanding or Agreements with local utility companies to expedite the processing of payments and potential delaying of disconnect orders. • Agencies establish benefits based upon household size, i.e. benefit amount per child and benefit amount per adult.
Health	<ul style="list-style-type: none"> • Health care screening • Mental health counselling • Health screenings and measures for staff such as temperature checks and use of Personal Protective Equipment (PPE) 	<ul style="list-style-type: none"> • Follow all applicable Centers for Disease Control and Prevention guidelines, County Health Officer/Department of Public Health departmental ordinances, and declarations. • Follow federal, state, and local mandates and guidance for providing health screenings for staff and clients. 	<ul style="list-style-type: none"> • Temperature screenings for staff and clients • Purchase of PPE • COVID-19 testing available for staff and clients • Development of Agency policies • Post/provide up-to-date information as to where residents can be tested without cost.

Domain	Potential Services	Guidance	Best Practices
Employment	<ul style="list-style-type: none"> • Pre-employment physicals and background checks • Employment counseling • Job placement • Distance Vocational Training • Distance employment readiness training • Employment supplies (e.g., PPE) 	<ul style="list-style-type: none"> • Establishment of agency policies to connect low-income clients to supportive services including access to telework supplies/equipment. • Agencies establish benefit levels to assist low-income clients that are employed and in need of PPE where access to PPE is limited. 	<ul style="list-style-type: none"> • Implement short-term and long-term case management services that include supportive services. • Target job development activities toward opportunities that aim to mitigate the impact of the emergency (e.g., temporary janitorial assignments, area clean-up activities, etc.)
Food Assistance	<ul style="list-style-type: none"> • Food distribution • Food delivery service for the elderly and/or individuals with disabilities • Gift Cards 	<ul style="list-style-type: none"> • Establishment of agency policies to include gift card/voucher policies that define frequency, benefits, etc. • Agencies set a maximum dollar limit on gift cards. • Include policies that clearly address allowable purchases. • Require clients to sign a receipt that shows the amount and type of card, voucher, or certificate received, and retain documentation in the client file. • Food bank referral is the first level of assistance, when applicable. • Establish policy for the delivery of food if not included in established food distribution policy. 	<ul style="list-style-type: none"> • Agencies establish benefits based upon household size, i.e., benefit amounts per child and benefit amounts per adult. • Agencies establish relationships/agreements with grocery stores, gas stations, and other general merchandise retailers in the service area.

Domain	Potential Services	Guidance	Best Practices
Education	<ul style="list-style-type: none"> • Essential worker childcare support • School supplies (e.g., distance learning supplies) • Tutoring/mentoring • Distance summer education programs • Distance preschool/school/college readiness programs 	<ul style="list-style-type: none"> • Activate local partnerships with school districts, develop Memorandums of Understanding or Agreements to assist student learning. Develop policies to support parents and students. • Establish policies to provide school supplies to support distance learning for clients. 	<ul style="list-style-type: none"> • Refer low-income households to low- or no-cost internet services. • Agencies establish policies (dollar values/educational benefits, etc.) for purchase and distribution of supplies that will be given directly to students to support distance learning.
Supplies and Equipment	<ul style="list-style-type: none"> • Hygiene boxes • PPE • Household cleaning supplies • Supply delivery service for the elderly and/or individuals with disabilities 	<ul style="list-style-type: none"> • Establishment of agency policies in the event of an emergency that include limits on quantities and frequency of distributions. • Establishment of agency transportation policies that address the potential for additional/modified services offered in response to COVID-19. 	<ul style="list-style-type: none"> • Agencies develop an “emergency hygiene kit” to distribute to households.
Emergency Services	<ul style="list-style-type: none"> • Assistance accessing the Temporary Assistance for Needy Families (TANF) Program, Supplemental Nutrition Assistance Program (SNAP), and other governmental programs • Transportation subsidy • Gift cards 	<ul style="list-style-type: none"> • Establishment of agency transportation policies to include dollar values, benefits, etc. <p>Gift Cards: Establishment of agency policies to include gift card/voucher thresholds on frequency and benefits, such as:</p> <ul style="list-style-type: none"> • Agencies set a maximum dollar limit on gift cards. • Distribution protocols. 	<ul style="list-style-type: none"> • Provision of information to clients on how to connect and access federal, state, and local benefits targeted to those who have suffered loss of wages or who are now eligible for services due to the recent pandemic. Provide referrals to state, county, and local resources and service providers. • Agencies establish benefits based upon household size, i.e., benefit amounts per child and benefit amounts per adult.

Domain	Potential Services	Guidance	Best Practices
			<ul style="list-style-type: none"> Assistance accessing other benefits such as Unemployment Assistance, Pandemic Unemployment Assistance, and other governmental programs.
Other	Micro loans	<p>Agencies establish Micro Loan policies that address lending guidelines, eligibility determination, loan limits, payback policies, frequency of use, etc. Policies must also include guidelines for:</p> <ul style="list-style-type: none"> Establishment of purpose of Micro Loan program. Loan repayment terms that extend beyond the term of the CARES Contract. Policies for what activities qualify for Micro Loans, loan amounts, repayment, terms and conditions, penalties, etc. Redirection of repaid funds towards program use. Rules to account for those funds that cross over annual CSBG and CSBG CARES Act contractual periods. Segregating funds by source/fiscal year. 	<ul style="list-style-type: none"> Establish Micro Loan repayment terms that do not extend beyond the term of the Contract. Use of formal applications, agreements, and loan documentation. Accompany loans with financial literacy classes that include credit counseling and financial planning Establish network/relationships with local Chamber of Commerce to assist new entrepreneurs with business plans, etc. <p>For more information on Micro Loans visit: https://communityactionpartnership.com/wp-content/uploads/2018/06/micro-loans.pdf</p>

Unallowable Services

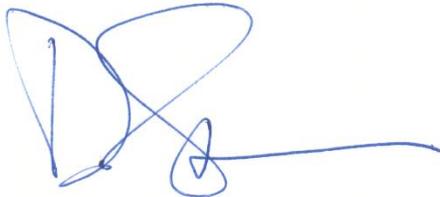
Per 42 U.S.C. § 9918 (Limitations on use of funds) and CSBG Information Memorandum - Immediate Guidance on COVID-19 Response: CSBG-IM-2020-157, as the recipient of federal CSBG funds, the Contractor is responsible for substantiating that all costs claimed are allowable and allocable under all applicable federal and state laws.

CSBG CARES Supplemental Funds may not be used for the:

- Purchase or permanent improvement of land;
 - Purchase of any building or facility;
 - Construction of any building or facility; or
 - Permanent improvement of any building or facility (other than low-cost residential weatherization or other energy-related home repairs).
- Note: CSBG CARES Supplemental Funds may be used to make necessary improvements to agency workspaces to protect employees and clients to reduce the spread of COVID 19.

For questions and/or clarification regarding this guidance and other project activities, please contact CSD's Field Operations Unit at FieldOperationsCommunityServices@csd.ca.gov.

Sincerely,



DAVID SCRIBNER
Acting Director
Department of Community Services and Development



Contractor Name: Choose Name

Contractor Number: Click or tap here to enter text.

Contact Person and Title: Click or tap here to enter text.

Phone Number and Ext.: Click or tap here to enter text.

Email Address: Click or tap here to enter text.

Field Representative: Choose Name

CSD Approval/Date & Sign: Click or tap to enter a date.

Program Name	Program Description	Problem Addressed (Description the issue or condition to be improved or addressed)	Domain(s) (check all that apply)
<p>Example: Memorial Shelter <input checked="" type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster</p>	<p>Example: A six bed, 24-hour recuperative care program at Memorial Shelter for homeless clients discharged from the hospital.</p>	<p>Example: Homeless clients discharged from the hospital have no place to recuperate.</p>	<p><input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input checked="" type="checkbox"/> Health and Social/Behavioral Development <input checked="" type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development</p>

Program Name	Program Description	Problem Addressed	Domain(s) (check all that apply)
Click or tap here to enter text. <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Education and Cognitive <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development
Click or tap here to enter text. <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development

Program	Program Description	Problem Addressed	Domain(s) (check all that apply)
<p>Click or tap here to enter text.</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster 	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development
<p>Click or tap here to enter text.</p> <ul style="list-style-type: none"> <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster 	<p>Click or tap here to enter text.</p>	<p>Click or tap here to enter text.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development

Program	Program Description	Problem Addressed	Domain(s) (check all that apply)
Click or tap here to enter text. <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development
Click or tap here to enter text. <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development

Program	Program Description	Problem Addressed	Domain(s) (check all that apply)
Click or tap here to enter text. <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development
Click or tap here to enter text. <input type="checkbox"/> New Program <input type="checkbox"/> Program Expansion of an existing program <input type="checkbox"/> Program Enhancement such as improving services <input type="checkbox"/> Emergency Disaster	Click or tap here to enter text.	Click or tap here to enter text.	<input type="checkbox"/> Employment <input type="checkbox"/> Education and Cognitive Development <input type="checkbox"/> Income and Asset Building <input type="checkbox"/> Housing <input type="checkbox"/> Health and Social/Behavioral Development <input type="checkbox"/> Civic Engagement and Community Involvement <input type="checkbox"/> Agency Capacity Building <ul style="list-style-type: none"> <input type="checkbox"/> Strategic Planning <input type="checkbox"/> Data Management and Reporting <input type="checkbox"/> Software/IT <input type="checkbox"/> Grant/Resource Development

DRAFT

ALAMEDA COUNTY-OAKLAND COMMUNITY ACTION PARTNERSHIP

Anti-Poverty Board Membership Terms

Name/Term Start	Start Date	TERM END		Sector	Notification Status
Open	01/01/19	12/31/21		Poor (North Oakland-District 1)	Special Vacancy - C. Mixon resigned 11/11/19
Mitchell Margolis ('20)	02/10/20	12/31/22		Poor (Eastlake/SA/Chinatown-District 2)	S. Lai resigned 5/21/18 (Term start 2018) D. Taylor resigned 7/8/19
David Walker ('20)	01/13/20	12/31/22		Poor (West Oakland-District 3)	T. Jackson resigned 12/10/19
Alicia Rossetti ('20)	5/11/20	12/31/21*		Poor (Central Oakland - District 4)	J. Butchart resigned 7/16/15
Rivera, Monique Vice Chair (10)	01/01/18	12/31/21		Poor (Fruitvale/San Antonio-District 5)	Re-elected – 01/01/19
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 Chair ('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
(Brigette Cook) McElhaney, Lynette ('13)	01/01/17	01/01/21 (Council Term Ends 01/05/21)		Elected (Councilmember McElhaney)	Elected 01/01/17
Noel Gallo (15) District 5, Councilmember	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, Velazquez resigned 06/08/20
(Robert Cox '18), Reid, Larry	01/01/17	01/01/21 (Council Term Ends 01/05/21)		Elected (Councilmember Reid)	Effective April 3, 2018, Venita will fil S. Richardson's term until 01/05/21
(Sarah Oddie) 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 Ting resigned 7/10/20, Oddie appointed 7/13
(Angelica Gums) 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 Treasurer (05)	01/01/19	12/31/21		Private	Re-Appointed 1/01/19
Johnson, Sandra Secretary (02)	01/01/20	12/31/22		Private (United Seniors)	Re-Appointed 12/12/16 and 12/9/19
Callum, Sean (17)	01/01/20	12/31/22		Private (Oakland Rotary)	Appointed 12/12/16, Re-Appointed 12/9/19

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. 2019 Election: 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". **2020 Membership Terms - Revised 07/20/2020**



CITY OF OAKLAND
Department of Human Services
COMMUNITY ACTION PARTNERSHIP

BOARD OFFICER ELECTION POLICIES AND PROCEDURES

POLICY

The officers of the Community Action Partnership Administering board shall be Chair, Vice chair, Secretary and Treasurer. All officers must be members of and elected by the Board. Officers shall serve two-year terms, or until she or he resigns or becomes disqualified, or until a successor shall be named. The election of officers will be held every other year with those elected assuming office commencing January.

PROCEDURES

1. Per Article V of the bylaws, "election of each officer shall be at the regular monthly meeting of the Administering Board in December, bi-ennially" and must be agendized and noticed in advance.
2. At the noticed meeting, establish that a quorum is present. A quorum for CAP is the *majority* of the eighteen (18) member board or ten (10) members.
3. Reiterate Board bylaw that stipulates "No Proxy voting": Refer to Section VII.D.5 of the Bylaws that state that "proxy voting by any Administering Board Member shall be prohibited at meetings of the Administering Board and its Committees." For clarity's sake, proxy is defined as "the authority or written authorization to act for another."
4. Nominations can be made from the floor or via the nomination form.
5. Accept nominations for each Office: Chairperson, Vice Chairperson, Secretary and Treasurer. After each nomination, announce that the nomination for that office is "closed".
6. Either announce or write the nominees' names on the board. Here is an example:

For Chairperson: Donna Jones
Michael Williams
Freda Fisher



CITY OF OAKLAND
Department of Human Services
COMMUNITY ACTION PARTNERSHIP

BOARD OFFICER ELECTION POLICIES AND PROCEDURES

7. Each candidate is allowed no more than 2 minutes to present their reason for seeking office.
8. A ballot for each office is distributed and then each Board member is asked to write in the name of the candidate of their choice and return the folded ballot to persons in charge of counting. Ballots are signed by board member. Ballots are not distributed until the slate of officers is established.
9. Tallying of votes should be done by staff and at least one board member who are not running for office. When the ballots have been counted, they are given to the presiding officer who announces the results. The results must be read in their entirety. For example, Donna Jones has been elected as the new chairperson by receiving a total of 10 votes.
10. This procedure is repeated until all officers have been elected. In the event of a tie, ballots are re-distributed and the vote is taken again.
11. In the case where a candidate is running unopposed, only a single vote is needed to elect them. This can be handled with a verbal motion to "elect Donna Jones by acclamation" **This motion must be seconded.**
12. A motion should be rendered that the ballots be kept for 30 days and then destroyed.
13. Return control of the meeting to the current Chairperson. The newly elected officers will assume their role at the next regularly scheduled meeting in January. At that time, the "Acting" chairperson will officially relinquish the gavel to the newly elected chairperson.



AC-OCAP Strategic Planning Goals

July 2020 Draft

Prepared by Resource Development Associates



AC-OCAP Focus Areas

**Entrepreneurship /
Job Training & Employment Placement**

Low-Income Housing

Community Development

Civic Engagement

Advocacy

Capacity Building

Goals According to AC-OCAP Focus Areas

Entrepreneurship /
 Job Training &
 Employment
 Placement

1) Increase employment opportunities and build skills that lead to employment.

Low-Income
 Housing

2) End homelessness with families with children (including those not counted by HUD).
 3) End homelessness with elderly (age at first homelessness 50-64, (11% rate higher) 65+; 50 year and older instead of 55+).

Community
 Development

4) Increase access to job/community resources and information.
 5) Empower residents receiving zero- and low-income to build net wealth through removing systemic barriers to achieving financial stability.

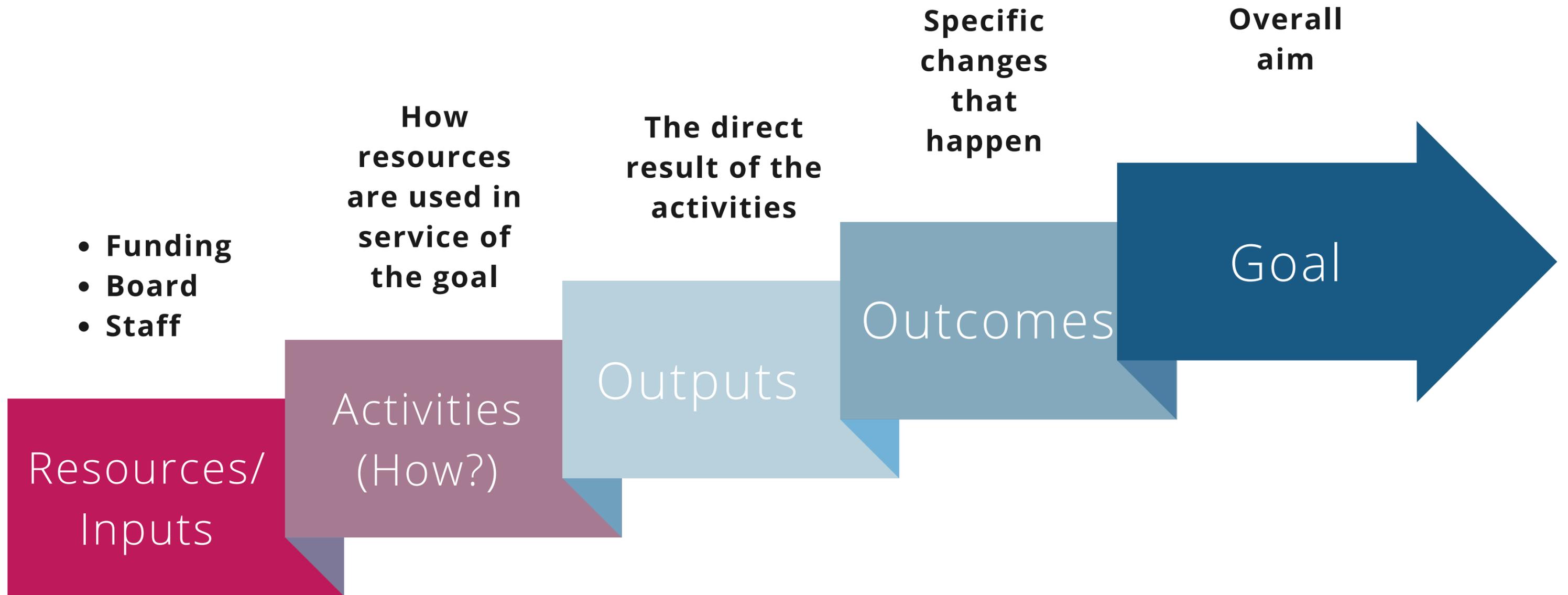
Civic
 Engagement &
 Advocacy

6) Empower low-income residents to make systems-change and ensure their voices are heard.

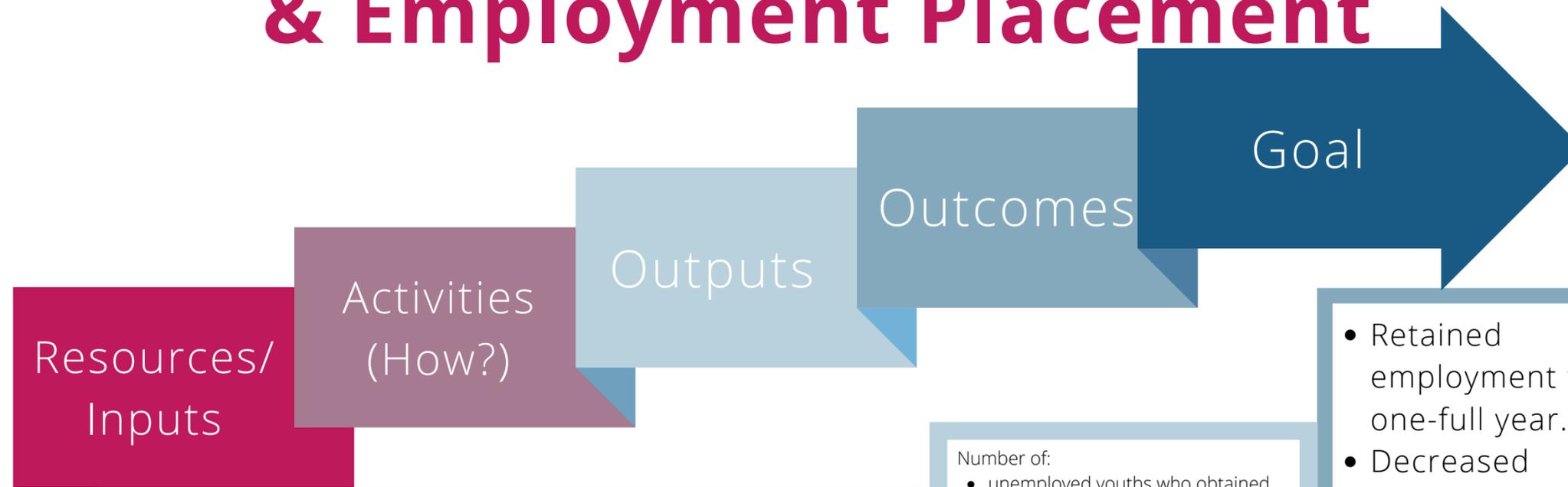
Capacity
 Building

7) Raise awareness of AC-OCAP and community impact.

Logic Model Framework



Entrepreneurship / Job Training & Employment Placement



Resources/
Inputs

- Oakland Workforce Development Board; East Bay Works
- AC WIB
- Economic Development in Oakland (help start-ups)
- EITC
- Renaissance Center funded partner
- CEO network of funded partners
- Updated RFP 2022
- Partnering with Sean

Activities
(How?)

- Increase employment opportunities for low-skilled workers (demand based employment sector track)
- Improve employment continuum for under skilled/low skilled
- Earn and learn
- Leverage board resources. (e.g., Andrea has in-house in workforce development like career fairs) / internship affiliations
- Focus on supports for small, emerging start-up businesses (essential, like small food grocery stores, and community health) in divested neighborhoods that have high rates of poverty – micro-businesses, start-up – do this through micro-enterprises – can grow
- Closing the digital divide in the new normal by increasing access to wifi, training, and technology equipment – AC-OCAP can be the ones advocating for this
- Re-tooling competencies to accommodate shifting needs workforce – long-term
- Internships (e.g., through Sean) – no current mechanism
- Fine-tune 2022 RFP to align with strategic plan

Outputs

Outcomes

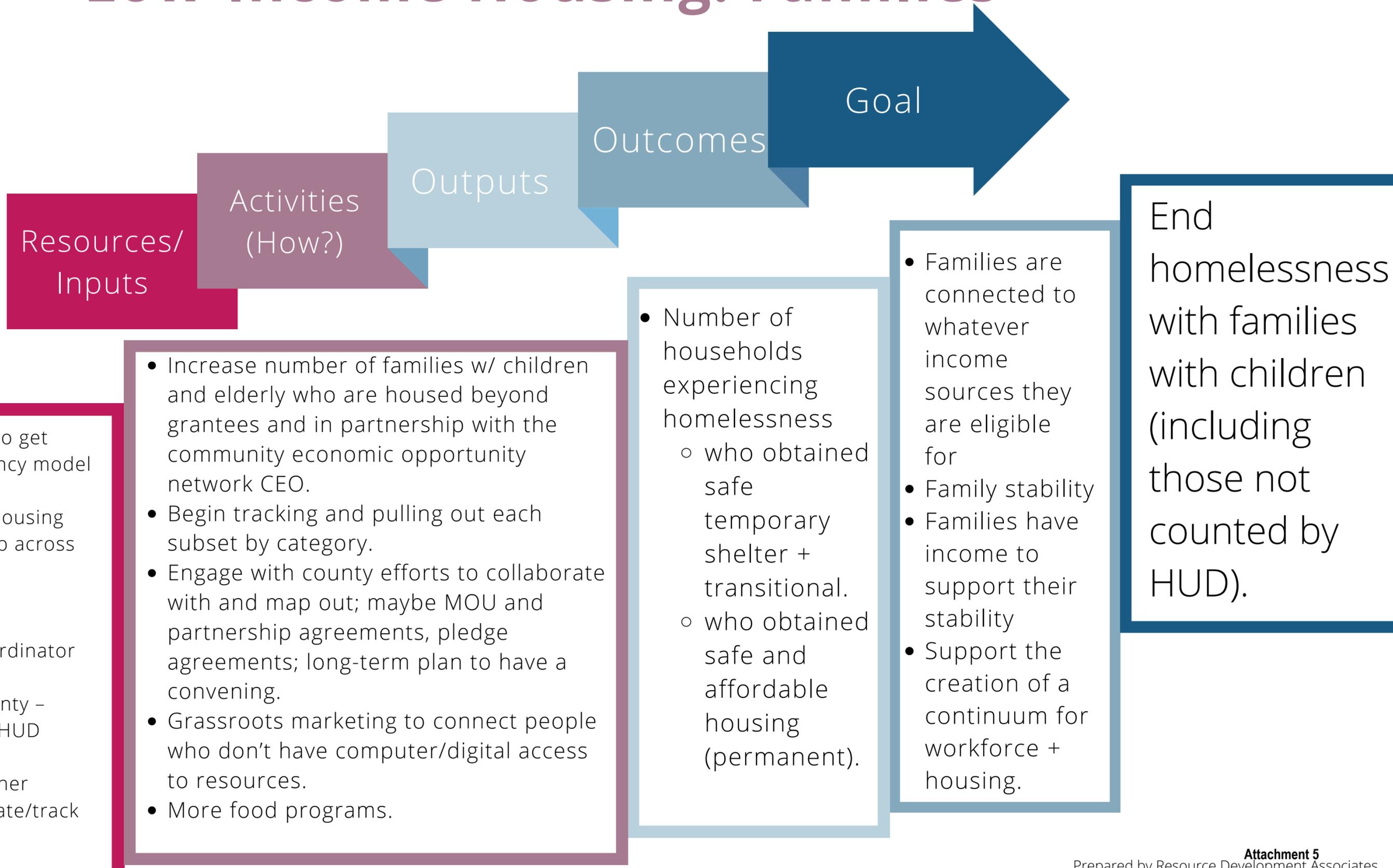
- Number of:
- unemployed youths who obtained employment to gain skills or income.
 - unemployed adults (25 years +) who obtained employment (up to a living wage).
 - unemployed adults (25 years +) who obtained and retrained employment for at least 90 days (up to a living wage)
 - unemployed adults (25 years +) who obtained employment (with a living wage or higher)
 - unemployed adults (25 years +) who obtained and retained employment for at least 90 days (with a living wage or higher)
 - children and youth who are achieving at basic grade level (academic, social, and other school success skills) - 9th grade - 12th grade
 - adults who demonstrated improved basic education.
 - individuals who obtained a high school diploma and/or obtained an equivalency certificate or diploma.
 - individuals who obtained a recognized credential, certificate, or degree relating to the achievement of educational or vocational skills

Goal

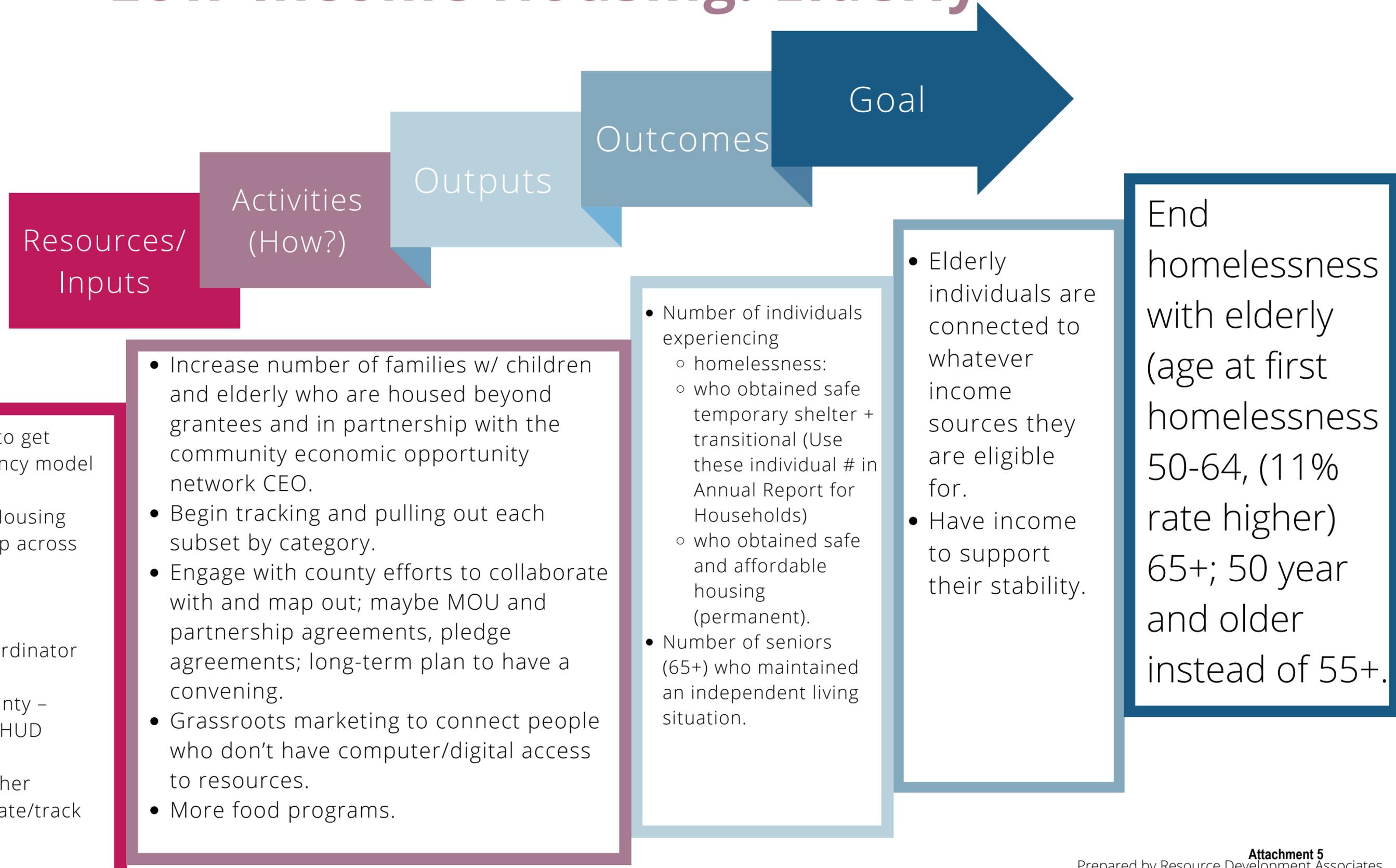
Increase employment opportunities and build skills that lead to employment.

- Retained employment for one-full year.
- Decreased reliance on government assistance for adults.
- Have sustainable employment
- Increase career pathways that increase earning overtime.
- Full time job with benefits.
- Stable employment.
- Increased income/ earning.

Low-Income Housing: Families



Low-Income Housing: Elderly



- Work with housing authority to get wraparound with self-sufficiency model / create pipeline for families.
- Match clients from Oakland Housing Authority who are getting help across multiple systems
- Community Housing Division department.
- Oakland Unified Housing Coordinator for homeless families
- Everyone Home Alameda County – doing coordinated entry and HUD funding.
- Having shared impact with other agencies to be able to articulate/track data.

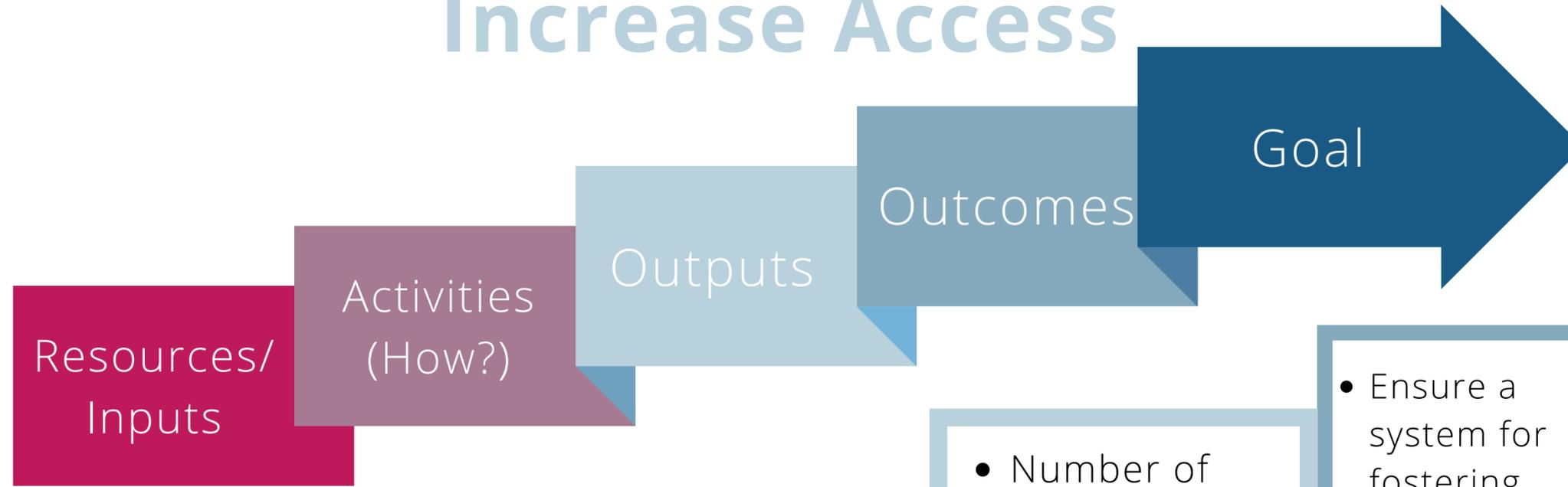
- Increase number of families w/ children and elderly who are housed beyond grantees and in partnership with the community economic opportunity network CEO.
- Begin tracking and pulling out each subset by category.
- Engage with county efforts to collaborate with and map out; maybe MOU and partnership agreements, pledge agreements; long-term plan to have a convening.
- Grassroots marketing to connect people who don't have computer/digital access to resources.
- More food programs.

- Number of individuals experiencing
 - homelessness:
 - who obtained safe temporary shelter + transitional (Use these individual # in Annual Report for Households)
 - who obtained safe and affordable housing (permanent).
- Number of seniors (65+) who maintained an independent living situation.

- Elderly individuals are connected to whatever income sources they are eligible for.
- Have income to support their stability.

End homelessness with elderly (age at first homelessness 50-64, (11% rate higher) 65+; 50 year and older instead of 55+.

Community Development: Increase Access



Resources/
 Inputs

- Leveraging workforce development board.
- Leveraging Andrea's CalWORKs workforce program.
- Need: Employment placement fair.
- Tech Exchange – refurbished technology
- Need: system for data tracking / data sharing.

Activities
 (How?)

- Employment fair – opportunity for partner orgs to be in one space at the same time (also Civic Engagement); for community members to be invited to learn all that's offered through the city and community partnerships.
- Collaborate with the organizations we support to offer one skill training or professional development course per quarter – specifically for age-working individuals.
- Collaborative career fair efforts with partners that are doing this work (e.g., Andrea) – not realistic; can be collaborated as part of community development.
- Exploring technology barriers and platforms for increasing access in the absence of technology.

Outputs

- Number of strategic employment partnerships (CEO has all these relationships so could be leveraged).

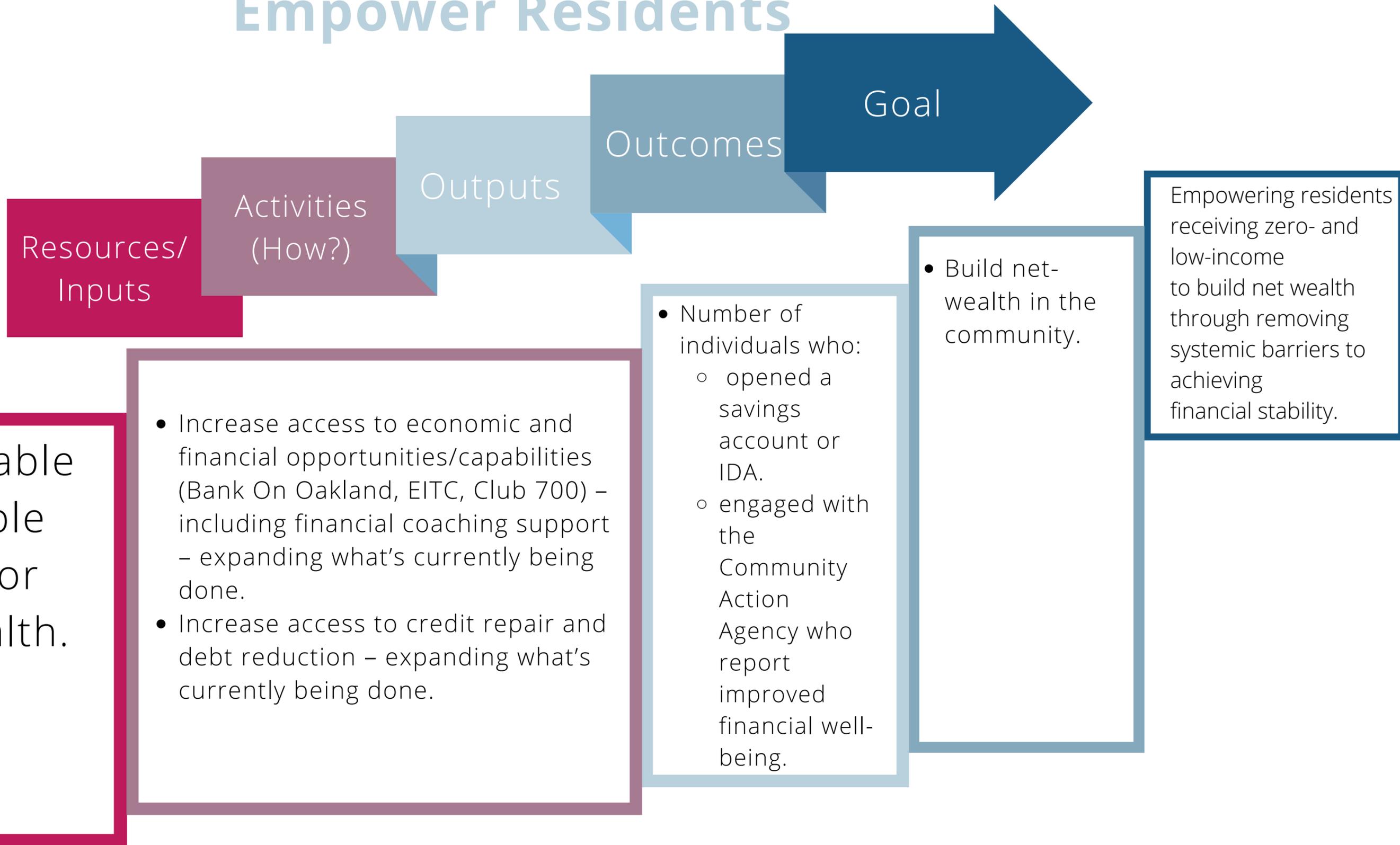
Outcomes

- Ensure a system for fostering technology access.
- Long term partnerships that can be forecasted as job opportunities.
- Network of established resources / safety net.

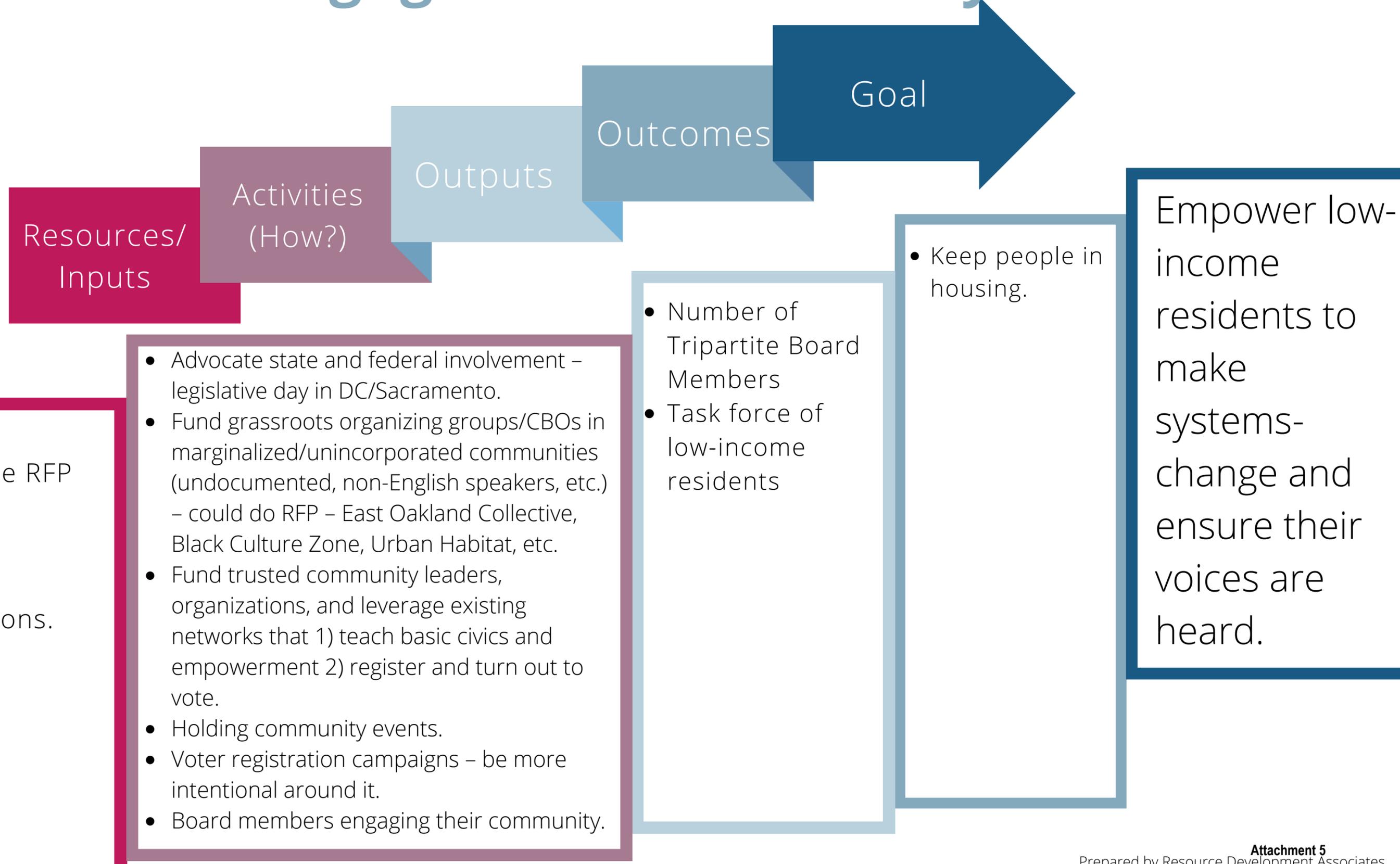
Goal

Increase
 access to job /
 community
 resources /
 information

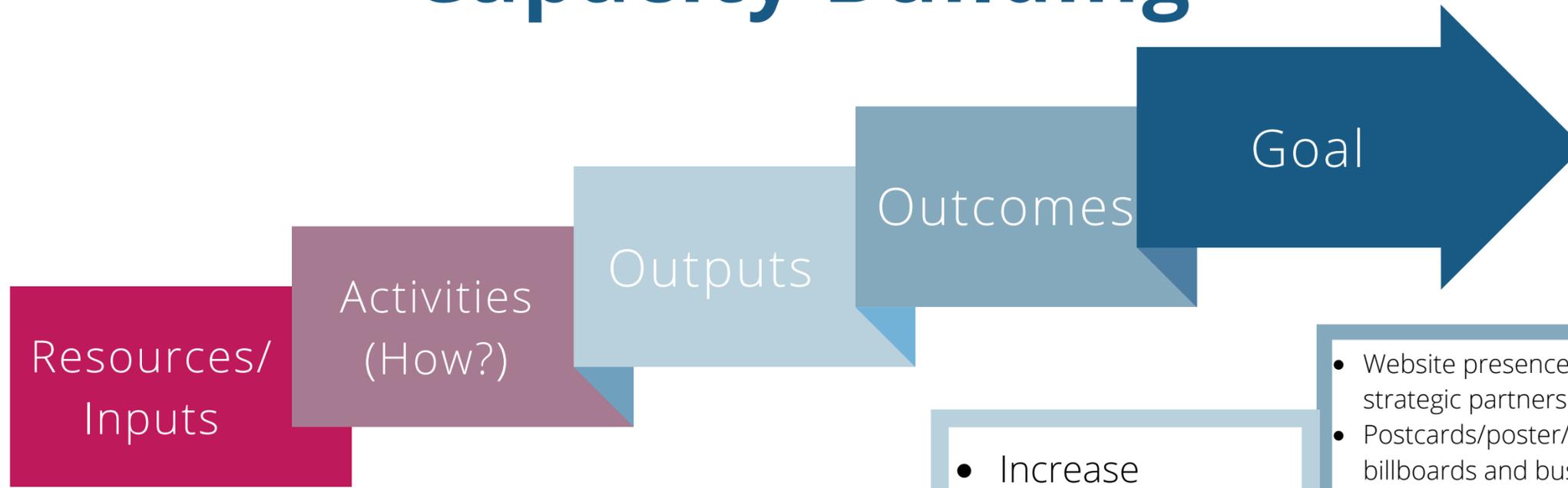
Community Development: Empower Residents



Civic Engagement & Advocacy



Capacity Building



Resources/
Inputs

Activities
(How?)

Outputs

Outcomes

Goal

- Available Social Media: FB, Twitter,
- Need Social Media: YouTube, Instagram, LinkedIn.
- Another staff member (ELDE) – to manage CARES funding and strategic planning (need Board support to write letter).
- All-in; Alameda County workforce investment board; tri-valley anti-poverty collaborative.

- Leverage relationships to expand the Community Economic Opportunity network and build an anti-poverty coalition
- Campaign of AC-OCAP' "Then and Now"; Utilize historic patterns/relationships – could be a project from a longitudinal perspective; op-eds and blogs about changes in poverty over time.
- Each board member commits to ~3 networks to tap into to make specific requests around capacity – defining capacity as a to do; maybe into by laws.
- Social media strategy
- Needs assessment – farming that out. Layering on to the RDA stressors report.
- Figure out reporting for grantees. – State and feds keep changing document and it's rebuilding the database.
- Automating RFP and request.
- Maybe having school system present?
- Have a designer on retainer.
- Explore fiscal sponsor.
- Get re-allocated funds as budgets are being revisited.
- Fundraising / fundraising campaign.

- Increase engagement – board, elected officials, etc.
- Establish social media presence.
- Increased support of nonprofit partners.
- Strengthening relationships with philanthropic community.

- Website presence for strategic partnership.
- Postcards/poster/billboards and bus shelters (United Way) / print material at grassroots organizations (including barber shops, beauty salons, community hubs for information), chamber of commerce; faith-based organizations, school systems.
- Strengthening non-profit partners that are funded.
- Determining what to do with CARES money
- Strategic partnerships become long-term partnerships.

Raise awareness of AC-OCAP and community impact.