



Alameda County - Oakland Community Action Partnership

Administering Board Teleconference

May 11, 2020 | 5:30 PM - 7:30 PM

COMMUNITY PARTICIPATION GUIDE

TO OBSERVE:

- To view the meeting by Zoom video conference, click on this link: <https://zoom.us/j/93642495876> 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: 936 4249 5876 #
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.
- 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 INSTRUCTIONS:

- 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#](https://support.zoom.us/hc/en-us/articles/201362193)
- 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.](https://support.zoom.us/hc/en-us/articles/201362663)
- Instructions on how to "Raise Your Hand" is available at: <https://support.zoom.us/hc/en-us/articles/205566129> - [Raise-Hand-In-Webinar](https://support.zoom.us/hc/en-us/articles/205566129)

Pursuant to the Governor's Executive Order N-29-20, all members of the AC-OCAP Administering Board as well as City staff will join the meeting via phone/video conference and no teleconference locations are required.

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BOARD MEMBER "PANELIST" PARTICIPATION GUIDE

RECOMMENDED METHOD:

- Join the Teleconference using the link provided in your invite from Zoom, this link was created just for you as a Panelist.
<https://support.zoom.us/hc/en-us/articles/360000252726-Roles-in-a-Webinar>
- 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.
- Join the Teleconference 15 minutes early during our Practice Session. We will perform a technical roll call before broadcasting to the public.
<https://support.zoom.us/hc/en-us/articles/206316975-Webinar-Practice-Session>
- During the Presentation and Updates you will be muted. To request to speak, use the "Raise Your Hand" button.
<https://support.zoom.us/hc/en-us/articles/205566129-Raising-your-hand-In-a-webinar>

ALTERNATIVE/ BACK-UP METHOD :

- Join by telephone, dial [+1 669 900 9128](tel:+16699009128), enter WEBINAR ID: [936 4249 5876#](tel:+16699009128) when prompted. By telephone, you will enter the Teleconference as an "Attendee". Expect to be on hold as the host completes technical roll call and updates your settings to "Panelist". You will not be able to view or share documents.
<https://support.zoom.us/hc/en-us/articles/201362663> [Joining-a-meeting-by-phone.](https://support.zoom.us/hc/en-us/articles/201362663)
- To request to speak , "Raise Your Hand" by pressing *9 , and wait to be unmuted.



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 Teleconference

Monday, May 11, 2020, 5:30 P.M.

Zoom Community Participation Link: <https://zoom.us/j/93642495876>

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, Samantha Columbus, David Walker, Mitchell Margolis

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 March 09, 2020 Administering Board Minutes – **Attachment C1**
ACTION ITEM
- D. 5:45 p.m. Presentation – RDA, Strategic Planning
- E. 6:30 p.m. Community Action Partnership Updates (E. Clemons)
 - 1. Board Update -
 - A. Board Vacancies -- Oakland District 1, Oakland District 4 and Alameda County – Board Membership Application, Oakland District 4 – **Attachment E1A**
 - ACTION ITEM:**
 - B. CAP Reimbursement Form - **Attachment E1B**
 - C. Travel – 2020 Annual NCAP Convention in Seattle, August 26-28 **Request Form Due: June 08, 2020 – Attachment E1C**
 - E. Economic Interest Statements, Form 700 – Due June 1, 2020
<https://www.oaklandca.gov/services/file-a-statement-of-economic-interest-form-700>
 - 2. 2020 Programming/COVID-19 Update
 - AC-OCAP 2019 Close Out and 2020 Grantee Update
 - California Earned Income Tax Credit (Cal/EITC) Update
 - COVID – 19 CSBG Funds
 - ACTION ITEM:**
- F. 6:50 p.m. Future/Proposed Agenda Items (see below)
 - Proposed: Mayor Libby Schaaf, Stephanie Montgomery, Darlene Flynn – Part 2, Barbara Leslie (Chamber of Commerce)
- G. 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

- H.** 7:10 p.m. Attachments
C1 Draft March 09, 2020 Administering Board Minutes
E1A Board Membership Application, Oakland District 4
E1B Cap Reimbursement Form
E1C 2020 Annual NCAP Convention, Board Member Request Form
- I.** 7:15 p.m. Open Forum
- J.** 7:30 p.m. Adjournment
Next Meeting: June 08, 2020
ACTION ITEM:

FUTURE AGENDA ITEMS:

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 *	

(* = PRESENTED)



MINUTES



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Administering Board Meeting

Monday, March 09, 2020 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 McElhane (Brigitte Cook), Councilmember Larry Reid (Robert Cox), Mayor Libby Schaaf (Lisa Ruhlman), Supervisor Miley Nate Miley (Angelica Gums), Sean Callum, David Walker, Mitchell Margolis

Board Members Excused: Supervisor Wilma Chan (Sarah Ting), Samantha Columbus and Councilmember Noel Gallo (Rosa Velazquez)

Staff: Estelle Clemons, Dwight Williams and Melissa Francisco

Guests: Guillermo Cespedes (City of Oakland), Meryl Klein (County of Alameda Administrator's Office), Alicia Rossetti (Latino Task Force), Patricia Schrader (Community Member)

A. Call to Order/Approval of Agenda

Green called the March 09, 2020 meeting to order at 5:41 p.m.

MOTION: To approve the March 09, 2020 meeting Agenda.

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

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

Roll was called by Staff M. Francisco. A quorum was established at 5:45 p.m. The AC-OCAP Promise was recited.

C. Approval of Draft February 10, Administering Board Minutes (G. Green) – Attachment C

MOTION: To approve the Draft December 9, 2019 Administering Board Minutes.

M/S/Carried: M. Rivera/A. Ford/Motion Carried. Abstention from S. Callum.

D. Presentation – Guillermo Cespedes, Chief of Violence Prevention

The Board welcomed Guillermo Cespedes, Oakland's Violence Prevention Chief. Mr. Cespedes presented the demographics and geography of Oakland's crimes, the progress being made and the challenges ahead. Mr. Cespedes outlined the hot spots across the map, revealing 52% of homicides and shootings occur in only 10 of the 35 police beats in Oakland. To date, the City has seen a 48.1% reduction in homicides. Mr. Cespedes discussed the many challenges ahead, and underscored the need for more comprehensive and effective approach to supporting families of homicide victims. This call to action, to support families of homicide victims, was acknowledged by the Board and will be sent to the Advocacy Committee Agenda.

E. Community Action Partnership (CAP) Updates (E. Clemons)

1. Board Update

A. Board Vacancies - Oakland District 1 and 4, and Alameda County - Community Recruitment efforts continue for Oakland District 1, Oakland District 4 and Alameda County-Community. E. Clemons urged Board Members to reach out to their networks and email M. Francisco with all board membership recommendations. There are two potential candidates for Oakland District 4, with one application nearing completion.

B. CAP Reimbursement Form – Attachment E1B E. Clemons reminded community sector board members of childcare and transportation reimbursable expenditures. The CAP Reimbursement Form will continue to be provided in monthly Agenda Packets.

C. 2019- 2020 Statement of Economic Interests, Form 700 – Attachment E1C Form 700 is due April 1, 2020. A \$10 per day late fine may be assessed for each day a statement is late up to a maximum of \$100. Mailed and Electronic March Agenda Packets include Form 700 with Reference Pamphlet, which explains reporting requirements. **ACTION ITEM:** M. Francisco to email Form 700 due date reminder.

D. Travel, Board Member Request Forms– Attachment E1D -

- California Community Action Partnership Association (CalCAPA) Legislative Day, Sacramento, May 14, 2020.
- National Community Action Partnership (NCAP), Annual Convention in Seattle, August 26 -28 (Pre-Convention Training: August 24 - 25). Information regarding the NCAP Convention will be forthcoming.
- CAPA Training Conference in San Diego, November 2020. Exact travel dates to be announced.

Clemons encouraged new Board Members to participate in the upcoming travel opportunities, as it will expand their zeal for *why this work is so important*. Board Member Request Forms were provided in the March Agenda Packets. E. Clemons stressed the importance of adhering to due dates printed on the Forms to allow time to obtain travel authorizations and for adequate planning.

Webinars, online-based training is available through CalCAPA. After completing online training, Board Members are to notify M. Francisco, so training hours can be logged per State requirements.

ACTION ITEM: E. Clemons to email webinar links to Board Members.

E. Clemons announced the postponement of the March 2020 National Community Action Foundation (NCAF) Conference held in Washington D.C, due to an outbreak of coronavirus disease 2019 (COVID-19). The Conference will now follow the presidential election, commencing the week of November 15, 2020.

ACTION ITEM: M. Francisco to email Board Request Form due date reminders for NCAP and CAPA.

2. 2020 Programming (E. Clemons) A. AC-OCAP Update

A. 2020 Grantee City Council Report, March 24, 2020 - Attachment E2A

Board Members were provided with a draft of the AC-OCAP 2020-2022 CSBG Grantee Resolution Agenda Report. E. Clemons requested Board Member and Grantee attendance at the Life Enrichment Committee meeting on March 24, 2020.

ACTION ITEM: M. Francisco to email Outlook invites for the March 24, 2020 LEC Meeting.

B. California Earned Income Tax Credit/Youth Child Tax Credit (Cal/EITC/YCTC)

Due to illness the EITC Volunteer Income Tax Assistance (VITA) site has experienced many appointment cancellations. The VITA site is now providing drop-off services, where taxpayers drop-off their materials and later pick up their returns to be signed and filed. To increase filing activity, “Taxes and Doughnuts” promotional days will be scheduled.

C. Census 2020

E. Clemons discussed the new adverts for Census 2020, highlighting the effective culturally specific messaging.

D. Strategic Planning/Scope of Work – Attachment E2D

The Board, staff and audience engaged in a brainstorming activity led by E. Clemons, to identify AC-OCAP's Core Values. The results of the brainstorming activity are to be forwarded to RDA to assist in the development of AC-OCAP's Strategic Plan.

MOTION: To accept E. Clemons Community Action Partnership Update.
M/S/Carried: L. Ruhland/S. Callum/Carried.

F. Committee Report(s)

March 04, 2020 Executive Committee Meeting canceled due to lack of quorum.

G. Future/Proposed Agenda Items (see below)

April - Mayor Libby Schaaf

Proposed: Stephanie Montgomery, Darlene Flynn – Part 2, Barbara Leslie (Chamber of Commerce)

H. Announcements

Oakland Rotary – No report.

United Seniors of Oakland and Alameda County – S. Johnson announced the USOAC 29th Annual Convention, Friday, May 29, 2020 9am – 3pm.

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

City of Oakland – L. Ruhland announced Saturday, April 18, 2020 is Oakland Earth Day 2020. B. Cook announced Make Oakland Better – City Wide Clean-Up, on March 14, 2020 9am – 12pm.

Others – No report.

I. Attachments

C1 Draft February 10, 2020 Administering Board Member

D1A Guillermo Cespedes, Oakland Chief of Violence Prevention Profile

E1B CAP Reimbursement Form

E1C 2019-2020 Statement of Economic Interests, Form 700

E1D Board Member Travel Request Forms

E2A Grantees City Council Report, March 24, 2020

E2D Strategic Planning Scope of Work

J. Open Forum

D. Walker of Heart and Soul, Center of Light welcomes everyone to assemble and distribute Hygiene Kits, every third Saturday, 9am – Noon.

K. Adjournment

Motion: To adjourn the March 09, 2020 Administering Board Meeting.

M/S/Carried: S. Johnson/N. McGee-Tyner/Carried. Meeting adjourned at 6:59 p.m.

Next Meeting: April 13, 2020.

AC-OCAP
APPLICATION FOR ADMINISTERING BOARD
MEMBERSHIP Oakland Low-Income Community

Applicant Name: Alicia Rossetti

Address: 5181 Trask Street **City:** Oakland **State:** CA **Zip:** 94601

Home Phone: _____ **Cell Phone:** 510.750.0387 **Email:** alicia.rossetti19@gmail.com

GEOGRAPHIC AREA TO BE SERVED: Identify the Oakland CDBG low-income geographic area you would represent. (Please Check One)

DISTRICT 1 _____

DISTRICT 4 X _____

DISTRICT 7 _____

DISTRICT 2 _____

DISTRICT 5 _____

DISTRICT 3 _____

DISTRICT 6 _____

Provide a brief explanation of your interest in serving on the AC-OCAP Administering Board: When I moved to Oakland more than five years ago, for the first time in my life I felt like I was truly part of a community. I looked around and saw the beauty of my neighborhood and what everyone brought to the table. I also saw how so many folks in my new community were struggling to get by. Having grown up in a household where I learned the value of giving back, I wanted to find a way to do that here. Through the Latino Task Force, I've been able to better get to know my community and what she needs and have met so many people who inspire me on a daily basis. I spearheaded our Census outreach campaign because I really do believe that every person in Oakland counts - and matters. It's so important to ensure that our community receives adequate funding so our neighbors have the resources they need to excel. I am very interested in working with families and children to provide them a better future. During this shelter-in-place, I've been picking up and delivering meals for OUSD families who can't. I didn't think this one simple task would affect me the way it has, but when a family sends me a "Thank you!" text each time I drop off something so basic as three or four days worth of breakfast and lunch, it reminds me that we really are in this together. Oakland is a city full of creative individuals, full of fighters looking for ways to be self-sufficient and full of love. I see it and experience it every day. The work that AC-OCAP does for this community is highlighted by the various programs that continuously help advance our neighbors, so they are not just surviving, but thriving. This is the kind of work and outreach I've been looking to be a part of my entire adult life. It would be a privilege to serve on the AC-OCAP Administering Board.

I certify that I have read the AC-OCAP Administering Board Membership guidelines and I certify that I am willing and able to adhere to the requirements specified therein by AC-OCAP and with the applicable federal and state regulations.

Signature of Applicant: 

Name: Alicia Rossetti

Date: May 4, 2020

Please submit the completed application and original signed petition to:

**Alameda County – Oakland Community Action Partnership (AC-OCAP) • ATTN: Board Recruitment •
150 Frank H Ogawa Plaza, 4th Floor, Ste. 4340 • Oakland, CA 94612 • (510) 238-2362 •**



**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



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

**BOARD MEMBER
Travel Request Form**

Name: _____ Request Date: _____

Travel Date(s)	Conference/Meeting/Location	Preferred Travel Times (Indicate Day or Evening)
	<p align="center">2020 Annual Convention, Seattle WA August 26-28 Pre-Convention Dates: August 24-25</p>	
	<p align="center">Please submit by June 1, 2020</p>	

Signature: _____
Board Member

Date: _____

Approved: _____
Board Chair

Date: _____

*******FOR STAFF USE ONLY*******

Date Received _____ Received By _____