



# MINUTES



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

Visit us on the web at [OaklandCap.org](http://OaklandCap.org) or contact us by email at [AC-OCAP@oaklandnet.com](mailto:AC-OCAP@oaklandnet.com)

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

## EXECUTIVE COMMITTEE MEETING (Standing) - SPECIAL

Wednesday, December 7, 2016 @ 5:30 P.M.

150 Frank Ogawa Plaza, 4<sup>th</sup> Floor, Conference Room #1

**Committee Members Present:** Monique Rivera (Vice Chair), Andrea Ford (Treasurer), Sandra Johnson-Simon (Secretary), Brigette Cook for Councilmember Lynette McElhaney, and Stanley Richardson

**Excused:** Gladys Green (Chair) and Dave Brown for Supervisor Wilma Chan

**Staff Present:** Estelle Clemons, Sara Bedford, Cecilia Garcia, Dwight Williams, Emily Derenthal

**Guests:** Max Chacana (District 5), Angelica Gums for Supervisor Nate Miley, Hang Mosier (Central County) and Katie Derrig (Civicorps)

### 1. Call to Order/Roll Call/Determination of Quorum

M. Rivera called the meeting to order at 5:35p.m. Roll call was called by staff member C. Garcia. A quorum was established.

### 2. Approval of October 5, 2016 Executive Committee Minutes

**Motion:** To approve the October 5, 2016 minutes. M/S/Carried: S. Richardson/A. Ford/Unanimous. Motion Carried.

S. Richardson asked when was it approved to have the discretionary funding go towards the Winter Shelters. This item was not on the agenda to be discussed.

**Action:** Staff to forward the minutes that state the funding allocations of the discretionary grant to S. Richardson.

### 3. AC-OCAP 2017 Budget

E. Clemons stated that the Finance Committee has not met therefore the 2017 budget is included in the Executive Committee packet. She stated there will be a Finance Committee meeting in January 2017. E. Clemons stated she received the contract from the State today, December 7, 2016. She went on to the budget stating that the budget is basically the same as 2016 with the exception of the salary and wages because there will be a cost of living increase in 2017. She will work with Finance Committee Chair A. Ford on the 2017 AC-OCAP budget. She thanked those who went to the Life Enrichment Committee (LEC) meeting to show CAP support on December 6, 2016. She stated that at the LEC meeting, Council member Desley Brooks stated that she would like to see Alameda County contribute their fair share to AC-OCAP's budget. M. Rivera stated that at the LEC meeting the City Council asked of AC-OCAP to consider other internal programs other than the current programming including the City of Oakland's Annual Thanksgiving Dinner. E. Clemons stated that there will be a discussion on the internal programming at a future meeting. She continued on to the internal programming budget. She stated that this can be discussed at the 2017 Board Retreat. She continued on to the Earned Income Tax Credit (EITC) Program stating the State EITC just received a grant for outreach. S. Richardson stated that he has a conflict of interest with Self Help and E. Clemons stated that Self Help should not be listed on the budget as the program has wound down. M. Rivera suggested that at the Board Retreat, E. Clemons give a background description of CAP's internal programming. E. Clemons continued on to the CAP forums and community events such as ICPC and she also suggested a poverty symposium. She went on to the 2016 AC-OCAP operating budget.



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### 4. 2017-2019 RFP Update

- Review RFP Recommendation
- Q & A Session

E. Clemons stated that there 32 applications were received, 30 were reviewed and 2 were incomplete. She also went through the RFP review process. E. Derenthal passed out maps showing the service locations of all the programs being considered throughout Alameda County. M. Rivera asked if there are any questions in the overall RFP process and she stated that she would like to have the committee ask major questions and then continue individually to each RFP application from Tier 1. S. Richardson asked if there was weight on agencies that were going to provide employment training verses employment placement. E. Clemons stated that yes, the agency can't just provide employment training, it must also provide employment placement. S. Richardson asked if there was any consideration given on capacity building, for example, if an organization is housed in another City and provides services in that City, is there a similar organization in Oakland that provides the same services in Oakland. E. Clemons stated that in order to receive Oakland funding, the agency must have a physical location in Oakland. M. Rivera went through the RFP application which includes the program focus, number served, and the problem statement. E. Derenthal read the description of what the problem statement should cover, including a description of the target population supported by data (numbers), and the need for services in this area. M. Chacana expressed his concern about using the CAP funding for the agency staff salary instead of directly providing dollars or servies to the low-income community. E. Clemons stated that this concern can be discussed at the Board Retreat for the needs assessment. M. Rivera asked if priority was given to agencies who can serve a higher number of clients. E. Clemons stated that agencies who serve fewer participants did not apply for the full funding amount of \$50,000. S. Richardson expressed his concern that the next RFP funding cycle will occur in 2020 and the Board Retreat will be held in 2017. He suggested that the Board Retreat be held in April 2019, right before the next RFP in order to be able to come up with the new program focus areas that are needed at that time. E. Derenthal read the list of agencies that are being considered for funding.

#### Tier 1 – Job Training & Employment Placement

1) The Youth Employment Partnership

This agency is being considered for funding.

2) Roots Community Health Center

This agency is being considered for funding. M. Rivera questioned the low number of Alameda County clients served by this agency (8 total). A. Ford described the program in greater detail. E. Clemons stated that the Program Planning Committee decided to consider funding for Alameda County (Hayward) for \$25,000 and funding for Oakland in the amount of \$50,000.

3) Center for Media Change Inc. (Hack the Hood)

This agency is being considered for funding. S. Richardson asked what kinds of internships the participants had and in what fields. E. Derenthal read from their RFP that the focus of the program is the technology sector, so internships are in that sector, and reflect participants' specific interests (web development, digital media, digital marketing, cybersecurity, etc.).



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### 4) Civicorps

This agency is being considered for funding. S. Richardson asked what kinds of internships participants had, and in what fields. B. Cook described Civicorps' recycling and waste management training, their contracts with various public agencies to provide waste management services, and how they re-engage disconnected youth.

### 5) Fremont Family Resource Center Corporation

This agency is not being considered for funding. M. Rivera questioned how they had such a high score, but are not being recommended. E. Clemons stated that the Board did their due diligence and one of the reasons that they are not being considered for funding is that they have no job placement outcomes.

### 6) La Familia Counseling Service

This agency is being considered for funding. S. Richardson and M. Chacana asked who specifically La Familia partners with for the internships. E. Derenthal stated that the RFP does not specify, but for year one of the program (2017), internships will be in the Health sector. In years two and three (2018 and 2019), La Familia will consider other sectors with promising job growth, including Information and Communications Technology. Staff stated that this agency is a current grantee, and has existing relationships with various public agencies for internship placements.

### 7) Rubicon Programs Inc.

This agency is being recommended for funding. E. Clemons read the proposal. A. Ford was concerned that in their application it stated that they support employment which doesn't mean placement and that employment placement is one of CAP's goals.

### 8) Hayward Unified School District/Hayward Adult School

This program is not being considered for funding. There were no questions but one comment that there is no job placement.

### 9) Downtown Streets Inc.

This agency is being considered for Alameda County funding. No questions.

### 10) Oakland Private Industry Council

This agency is not being considered for funding.

### 11) Vietnamese American Community Center of the East Bay (VACCB)

This agency is not being considered for funding. Angelica Gums stated that VACCB reached out to Supervisor Miley's office to appeal the funding decision. Estelle Clemmons stated that AC-OCAP had been contacted by multiple offices on behalf of VACCEB, including Alameda County Supervisor Scott Haggerty, Alameda County Supervisor Wilma Chan, and Oakland City Councilmember Abel Guillen. Staff reported that the Program Planning Committee had based their decision on the geographic availability of services for Alameda County participants, and the cost-effectiveness of providing \$75,000 to create 15 jobs.

## Tier 1 Housing & Community Development

### 12) St. Mary's Center

This agency is being considered for funding. There were no questions.

### 13) Satellite Affordable Housing Associates

M. Chacana asked how do St. Mary's and SAHA benefit from funding. E. Clemons stated that St. Mary's has the winter shelter and SAHA has permanent housing.



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### 14) The Unity Council

This agency is being considered for funding. M. Chacana stated that he doesn't see any tangible services for this agency and it is a lot of money for providing services.

### 15) East Bay Local Development Corporation

This agency is not being considered for funding. This agency is a current AC-OCAP grantee and did not meet their 2015-2016 goals.

### 16) Family Emergency Shelter Coalition (FESCO)

This agency is being considered for funding. S. Richardson asked for this agency's progress since they are a current grantee. Staff will provide the information to S. Richardson at the AC-OCAP Administering Board meeting scheduled for Monday, December 12, 2016.

### 17) AnewAmerica Community Corporation

This agency is being considered for funding. D. Williams stated that this current grantee met their goals for 2015 but have fallen short on meeting their goal for 2016. A. Ford stated she is content with the proposal scoring. S. Richardson stated that he is concerned that they are taking on the most complicated employment opportunity which is starting a business. B. Cook stated that the businesses consist of microenterprises like food carts and traditional jobs.

### 18) First Place for Youth

This agency is not being considered for funding. No questions.

This concluded the tier 1 applications. M. Rivera asked the committee if they had any questions on other applications such as Men of Valor. Guest Katie Derrig from Civicorps spoke on her agency.

**Motion:** To accept the Program Planning Committee recommendations up to the requested amounts in the original RFP application and create a 2<sup>nd</sup> list of organizations that can be funded if additional funding becomes available. M/S/Carried: S. Richardson/S. Johnson Simon/Unanimous. Motion Carried. Yes Votes: A. Ford, B. Cook, and M. Rivera.

S. Richardson asked if he could have in writing from the City Attorney, what if a family member receives services from an agency that is being considered for funding, would this be considered a conflict of interest.

## 5. Pending Items – State/City CSBG Contracting Process Gantt Chart

### - By-laws Review/Update

### - Board Vacancies, (2) Private Sector and District 2

M. Rivera asked for clarification on the 2 Private Sector vacancies. E. Clemons stated that it was discussed at the Executive Committee to send letters to the agencies from the private sector recommendations list. Two letters were received: Alameda County – Oakland United Seniors sent in a letter to continue having S. Johnson-Simon represent their agency on the CAP board and 2) Oakland Rotary sent in a letter expressing their interest in the CAP board. At the Administering Board meeting, scheduled for Monday, December 12, 2016, the two applications will be considered.

### - Board Retreat



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### 6. Agenda Attachments

2. October 5, 2016 Executive Committee Minutes
3. AC-OCAP 2017 Budget
4. RFP 2017-2019
  - 4a. RFP Funding Considerations
  - 4b. Previously Funded Matrix
  - 4c. Individual RFP Summaries
  - 4d. Program Planning Minutes

### 7. Future/Proposed Agenda Items

### 8. Announcements

### 9. Open Forum

### 10. Adjournment (Action Item)

**Motion:** The meeting was adjourned at 7:50p.m. M/S/Carried: S. Johnson Simon/A. Ford/Unanimous.  
Motion Carried.