



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

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

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**PROGRAM PLANNING COMMITTEE MEETING**

**Wednesday, January 21, 2026 (5:30 pm - 6:30 pm)**

**150 Frank H. Ogawa Plaza, 4th Floor - Human Services Department, Conference Room 1**

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The Public May **Observe** This Meeting Remotely by:

**Webinar Registration Link:**

[https://oaklandca.zoom.us/webinar/register/WN\\_KvYMSEOQR56g76XyiRlmrA](https://oaklandca.zoom.us/webinar/register/WN_KvYMSEOQR56g76XyiRlmrA)

**Webinar ID:** 834 2371 7801

*To make public comments, community members must do so in person at the published location or submit written comments via email to [AC-OCAP@oaklandca.gov](mailto:AC-OCAP@oaklandca.gov). Please note that remote participation is not available.*

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**Program Planning Committee Members:** Supervisor Nate Miley (Angelica Gums - Chair), Dr. Kimberly Mayfield, and Patricia Schader

**Staff:** Thea On

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**AGENDA**

1. Call to Order to Determine Quorum of Program Planning Committee Meeting and Approval of January 21, 2025, Agenda.  
**ACTION ITEM:**
2. Approval of Program Planning Committee Meeting Minutes on November 19, 2025 - **Attachment 2**  
**ACTION ITEM:**
3. Public Comment: (Specific Agenda Item(s): Audience Comment Period)
4. Discussion Item:
  - a. Toy Giveaway Takeaways
  - b. Future Planning

The 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: 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.



5. Open Forum: (General Audience Comment Period)
6. Adjournment: The next in-person meeting is scheduled for **February 18, 2026**  
**ACTION ITEM:**



## MINUTES



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

**Program Planning Committee Meeting**  
**Wednesday, November 19, 2025, 5:30 PM**

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**Committee Member Present:** Supervisor Nate Miley (Angelica Gums), and Dr. Kimberly Mayfield

**Committee Member Excused:** Patricia Schader

**Staff:** Thea On

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**1. Roll Call/Determination of Quorum/Approval of Agenda**

**MOTION:** To approve the November 19, 2025, Program Planning Committee Meeting Agenda.

**M/S/Carried:** Approved by unanimous consent.

**2. Approval of Minutes for Program Planning Committee Meeting on October 15, 2025 (Attachment 2)**

**MOTION:** To approve the October 15, 2025, Program Planning Committee Meeting Minutes.

**M/S/Carried:** Approved by unanimous consent.

**3. Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None**

**4. Discussion Item:**

- a. **Toy Drive Revised Budget and Timeline (Attachment 4a)** - Toy donations have reached 151, with several additional pledges expected from the board and external organizations. The proposed donation goal has been increased to approximately 351 toys, factoring in these pledges and new contributions. There was a discussion of logistical challenges in procurement, including avoiding purchases from Amazon, using approved vendors, and deciding whether to use city-issued purchase orders or checks. The committee also acknowledged the anticipated lead time for purchase orders, estimated at 2 to 3 weeks. Committee Chair A. Gums will provide this information using the registry data. Regarding the budget, a \$5,000 allocation for toys was proposed, along with a \$500 allocation for gift bags. The board previously approved part of the budget and is open to adjustments if necessary. The reviewed timeline includes the extended application deadlines to November 28<sup>th</sup>, upcoming dates for contacting selected families in the first week of February, toy sorting and transport scheduled for December 5<sup>th</sup>, and preparations for distribution at the event.
- b. **Event Preparation and Logistics** - The Committee discussed logistics that were planned in detail, including volunteer assignments, registration table setup, and coordination of toy pickup for families.

- Plans included opening the office at 7:30 or 8:00 a.m., with volunteers and staff preparing before families arrive at 9:00 a.m.
- To manage attendees, distribution by city/district (e.g., Oakland, San Leandro, Hayward) was discussed, to help supervisors participate and streamline flow.
- The team discussed using registration papers given to parents upon arrival, which would help direct them and ensure the correct age-appropriate toys are distributed.
- There was consideration for wristbands or color-coded tickets by age group for crowd and toy management, but registration slips were favored to keep the process simple.
- Volunteers were to be stationed at each section to assist parents and children, and a registration table would manage check-in.
- Additional logistics included planning for signage, poster boards with donor/partner names, music, and decorations. Volunteers were needed for setup, distribution, and event flow management.
- There was also mention of swag giveaways and program brochures for attendees, as well as contingency plans for both physical and online applications.
- Toy sorting was scheduled before the event (December 5), and special attention was given to coordinating the movement and storage of toys at the venue to ensure smooth day-of distribution.

**5. Open Forum: (General Audience Comment Period) – None**

**6. Adjournment:**

**MOTION:** To adjourn the meeting at 6:15 pm

**M/S/Carried:** Motion carried by consensus.

The Next In-Person Meeting is scheduled for: **December 17, 2025**