



**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@oaklandca.gov

PROGRAM PLANNING COMMITTEE MEETING

Wednesday, March 18, 2026 (5:30 pm - 6:30 pm)

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

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

Webinar Registration Link:

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. Please note that remote participation is not available.

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

Staff: Thea On

AGENDA

1. Call to Order to Determine Quorum of Program Planning Committee Meeting and Approval of March 18, 2026, Agenda.
ACTION ITEM:
2. Approval of Program Planning Committee Meeting Minutes on January 21, 2026 - **Attachment 2**
ACTION ITEM:
3. Public Comment: (Specific Agenda Item(s): Audience Comment Period)
4. Discussion Item:
 - a. 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 **April 15, 2026**
ACTION ITEM:

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MINUTES



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

Program Planning Committee Meeting
Wednesday, January 21, 2026, 5:30 PM

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

Board Member Excused: Patricia Schader (Zoom)

Staff: Thea On

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

MOTION: To approve the January 21, 2026, Program Planning Committee Meeting Agenda.

M/S/Carried: Approved by unanimous consent.

2. Approval of Minutes for Program Planning Committee Meeting on November 19, 2025 (Attachment 2)

MOTION: To approve the minutes of the Program Planning Committee meeting held on November 19, 2025, with the following amendment: In item (4a), replace "Committee Chair A. Gums will provide this information using the registry data" with "A. Gums will provide the toys that need to be purchased from the registry."

M/S/Carried: Approved by unanimous consent.

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

4. Discussion Item:

a. **Toy Giveaway Takeaways** – A. Gums reported that the toy giveaway event was a success. Over 200 families registered, and an estimated 100 families were served on the day of the event. Approximately 350 toys were available for distribution, with some remaining in storage. Board members and partners, including the sheriff's office, donated toys and support, showcasing strong community and board engagement. Planning for the event began early and involved community partners, particularly Lend a Hand, which is considered "ripe for collaboration" and has an efficient toy-distribution system. Board members contributed both toys and support, demonstrating their commitment to the event. Application data was effectively used to identify and contact eligible families. Marketing and outreach were strong, as evidenced by the high number of registrants and attendees.

b. **Future Planning:**

Action Items(s):

- Digitize Toy Giveaway data.
- Enter all paper registration forms and day-of check-in data (currently in the

briefcase) into the Excel sheet so the full Toy Giveaway dataset is digital and analyzable.

- Refine registration & communications process.
- Add a clear registration deadline on the flyer (not just on the online form). Add a QR code on the flyer that links directly to the registration/Google Form.
- Create a clear follow-up email workflow: explicit confirmations for those selected.
- Clear notices for those not selected (and how/when they may participate in later phases).
- Strengthen verification & reduce misuse (screenshots)
- Explore using Eventbrite or a similar service to issue confirmations that are easier to verify and harder to spoof, using screenshots.
- Clarify guidance that screenshots alone are not valid proof, while balancing the desire not to turn families away.
- Consider using mail-merge or named emails so confirmation emails include the recipient's name for easier verification.
- Improve toy list & check-in tools.
- Add gender and age fields for each child on the registration form and check-in list.
- Add an email field to the check-in list for better tracking and follow-up.
- Add page numbers to the toy list.
- Assign a unique number to each toy on the toy list to simplify runner operations.
- Clarify and increase use of gender-neutral toys.
- Define and prioritize gender-neutral toy categories (e.g., games, puzzles, Play-Doh, Slinky, some trucks) to simplify matching.
- Adjust future purchasing/donation guidance to encourage more gender-neutral toys to reduce conflicts and disappointment.
- Partnership and site/logistics planning
- Follow up with Lend a Hand to explore using Linda Hand's station-based model and possibly her usual site.
- Clarify operational roles if ACO CAP partners rather than run everything alone.
- Decide whether to return to Supervisor Lena Tam's office or shift location, with attention to managing lines and cold-weather waiting.
- Possible use of nearby indoor space (e.g., adjacent building, Supervisor Lena Tam's staff might open, or other rooms/parking structure flow).
- Coordinate with other toy drive hosts (Mayor, unions, Alameda County Fire, AC Transit, Mr. Fab, Dwayne Higgins, etc.) to Stagger dates (first, second, and third Saturdays in December).
- Promote each other's events, so families know multiple options.
- Board participation expectations for Toy Giveaway
- Propose an attendance goal (e.g., 80% of the board = 12 of 16 members) for Toy Giveaway participation.
- Design a shift schedule (setup, middle, cleanup) with a minimum 2-hour commitment per board member, rather than expecting full-day attendance.
- Develop a simple sign-in or service-hour tracking method for the Toy Giveaway (manual sheet, app, etc.).
- Plan a public acknowledgment at the January Administering Board meeting (and/or retreat) for board members and partners who: Donated toys, Volunteered time, Contributed resources (e.g., sheriff's office, AC Transit, partners).



6. Adjournment:

MOTION: To adjourn the meeting at 6:30 pm

M/S/Carried: Motion carried by consensus.

The Next In-Person Meeting is scheduled for: **February 18, 2026**

DRAFT