



MINUTES

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



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

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

Committee Member Excused: Diana Maravilla.

Guest(s):

Staff: Dwight Williams and Maria Huynh

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

Staff M. Huynh performed roll call, and a quorum was established at 5:40 p.m.

2. Approval of Agenda

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

M/S/Carried: P. Schader / K. Mayfield / Motion Carried.

3. Approval of Minutes for Program Planning Committee Meeting on February 19, 2025 - **Attachment 3**

MOTION: To approve the February 19, 2025, Program Planning Committee Meeting Minutes.

M/S/Carried: K. Mayfield / P. Schader / Motion Carried.

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

5. Discussion Item: Event Planning for Community Action Month in May

a. Grantee Mixer

b. Updates on 3 bids process

A. Gums reported she submitted bids for the mixer, which included Calabash, Oeste, and Lake Chalet. Calabash bid came out to \$56 per person. The committee decided that \$56 per person was deemed too expensive. The group discussed alternatives, such as having a free or low-cost event. Piggybacking on another event. Having committees provide budget guidance. A. Gums mentioned that Chair M. Rivera (from the Executive Committee) suggested another caterer who might cost less, but she was skeptical about finding a caterer below \$1,000 for 50 people. The group ultimately shifted focus from a traditional mixer to a community service event targeting seniors, which would be more cost-effective and align with their mission.

a. Community Service Event Concept

- Target: Seniors in low-income areas
- Locations considered: East Oakland, Unincorporated Oakland, Senior Centers

b. Potential activities:

- Bingo night.

- Providing care packages
- Distributing swag bags.

c. Care Package Contents:

- Branded bags
- Water bottles
- Word search puzzles
- Playing cards
- Potential prizes for bingo.

d. Additional Community Engagement Opportunities:

- Head Start Fairyland event in April.
- Opportunity to conduct community needs assessment survey.
- Focus on direct service to the community.

c. Logistical Considerations

- Budget constraints (under \$2,800)
- Need for board member participation.
- Coordination with existing senior center programs.

MOTION: To extend the meeting by 10 minutes.

M/S/Carried: P. Schader / K. Mayfield / Motion Carried.

- 6. Open Forum: (General Audience Comment Period)**—Tina Diep from SEIU 1021 shared her background as a community activist for 35 years in Alameda County. She supported the idea of providing socks for seniors, mentioned her experience with disaster preparedness, and discussed her work with low-income residents and seniors. She also asked about the meeting frequency and expressed interest in future meetings.

7. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 6:45 pm

M/S/Carried: K. Mayfield / A. Gums / Motion Carried.

The Next In-Person Meeting: **April 16, 2025**