



**MINUTES**



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

**Program Planning Committee Meeting  
Wednesday, May 21, 2025, 5:30 PM**

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

**Committee Member Excused:** Diana Maravilla

**Staff:** Thea On

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

Staff T. On performed roll call, and a quorum was established at 5:43 p.m.

**2. Approval of Agenda**

**MOTION:** To approve the May 21, 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 March 19, 2025 - Attachment 3**

**MOTION:** To approve the March 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:**

- a. **Service Day and Community Engagement** - The Committee discussed several ideas for Service Day and Community Engagement. Potential events include tabling at senior center activities and participating in the county's Family Day. They emphasized the importance of reaching out to diverse communities, particularly seniors and children, to raise awareness about AC-OCAP's services.

**Key Discussion Points:**

- Community Engagement Strategy
- Desire to expand service beyond downtown Oakland.
- Focus on serving Districts 6 and 7
- Plan to participate in multiple community events.

**Upcoming Events**

- Potential tabling at senior centers
- County family day on June 6<sup>th</sup>
- Possible participation in public events

Holiday Community Initiative

- Proposed a toy drive for children in East Oakland
- Plan to collect toy donations from city and county employees.
- Potential location in mid-county unincorporated area
- Aim to distribute toys and, if possible, provide simple refreshments.

Resource Utilization:

- Use existing swag items (coffee cups, water bottles, t-shirts)
- Seek budget approval for potential food and wrapping supplies.

Action Items:

- Follow up on toy drive donation possibilities.
- Coordinate with senior centers and event organizers.
- Create a timeline of planned activities.
- Seek budget approval for the holiday event.

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

**7. ACTION ITEM: Adjournment**

**MOTION:** To adjourn the meeting at 6:28 pm

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

**The Next In-Person Meeting: June 18, 2025**