



# MINUTES



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

### Program Planning Committee Meeting Wednesday, July 16, 2025, 5:30 PM

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

**Staff:** Dwight Williams and Thea On

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1. Roll Call/Determination of Quorum/Approval of Agenda  
**MOTION:** To approve the July 16, 2025, Program Planning Committee Meeting Agenda.  
**M/S/Carried:** A. Gums / K. Mayfield / Motion Carried.
2. Approval of Minutes for Program Planning Committee Meeting on June 18, 2025 - **Attachment 2**  
**MOTION:** To approve the June 18, 2025, Program Planning Committee Meeting Minutes.  
**M/S/Carried:** A. Gums / K. Mayfield / Motion Carried.
3. **Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None**
4. **Discussion Item:**
  - a. **Christmas Toy Drive**

#### Event Details:

- Tentative date: December 13
- Location: Lena Tam's office
- Target: 500 toys for children ages 0-12
- Estimated budget: \$2,000 (\$1,300 for toys, \$500 for food, \$200 for supplies)

#### Timeline:

- August 1: Flyer and toy request application goes out.
- October 1-31: Toy donations accepted.
- November 24: Announcement of selected families
- December 13: Toy distribution event.

#### Distribution Plan:

- Two-hour time slots for families to pick up toys.
- Parents must accompany children.
- Consideration for families with mobility challenges
- Potential drive-through or garage pickup option.

#### Additional Details:

- Online toy registry for donations
- Snack bags with microwave popcorn, hot chocolate, candy, and peppermint sticks.
- No cash donations, only direct toy purchases
- Coordinating with local supervisors and council members for support.

The Program Planning Committee plans to finalize logistics and present a detailed plan to the Executive Committee on July 24, 2025, for approval.

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

6. **Adjournment**

**MOTION:** To adjourn the meeting at 7:05 pm

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

**The Next In-Person Meeting:** [September 17, 2025](#)