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

City of Oakland

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

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

Committee Member Excused: Diana Maravilla.

Guest(s): Felicia Medrano (Love Never Fails), Nina Scott, Diane Jesus (Rubicon Programs), Laura Calvert (Spectrum Community Services), Tonya Love, and Quantum Norwood.

Staff: Dwight Williams, Thea On, and Maria Huynh

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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 5:38 p.m.
   MOTION: To approve the February 19, 2025, Program Planning Committee Meeting Agenda.
   M/S/Carried: P. Schader / K. Mayfield / Motion Carried.

2. **Public Comment: (Specific Agenda Item(s): Audience Comment Period)** – Felicia Medrano from Love Never Fails expressed support for the grantee mixer idea. Highlighted the importance of networking among grantees. Suggested the event could help organizations understand each other's work. Recommended showcasing how grants help different organizations. Proposed including a way to highlight mid-year successes. Suggested bringing in a survivor leader or program member to share the impact.

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

   - Initial Proposal: Grantee Mixer
     - Proposed location: Calabash restaurant
     - Potential date range: May 13th through 22nd
     - Proposed time: 4:00 PM to 7:00 PM on a weekday
     - Goal: Network and celebrate grantees.
   - Event Concept:
     - Serve mocktails
     - Create a slideshow presentation introducing grantees
     - Include QR codes or resource directory
     - Plan icebreaker activities
     - Potentially do a case study or networking game
     - Have background music
     - Set up a table for grantee materials/brochures.
   - Event Considerations:
     - Avoid Mother's Day (May 11th)
     - Support local, black-owned businesses

- Keep budget under $5,000
- Focus on networking and resource sharing
- Invite 18 grantees, potentially 2-4 people per organization.
- Alternative Ideas:
  - Potentially piggyback on another county/city event
  - Consider a second event later in the year
  - Collect legislative priority surveys from grantees.
- Reach out to grantees to:
  - Invite them to the event
  - Ask them to bring brochures, business cards, and one-pagers.

ACTION ITEM: Obtain 3 bids for the grantee mixer event venue and catering. This involves getting bids from restaurants that can accommodate around 90 people. Ensure the bids are submitted by the March meeting. Reach out to Calabash restaurant to reserve the space for the grantee mixer event. Prepare a slideshow presentation introducing grantees. Create a resource directory or prepare QR codes for grantee information.

4. **Open Forum: (General Audience Comment Period)** – Nina Scott (Rubicon Programs) asked for clarity on the potential dates for the grantee mixer and confirmation about the date range (May 13th through 22nd). She expressed interest in staying updated about the event details. Diane Jesus (Workforce Development Navigator for Rubicon Programs) expressed happiness to be at the meeting and highlighted the importance of sharing resources and serving the community. She mentioned having job and resource fair information and offered to send flyers and save the dates for community events. Specifically noted she would email job and resource fair information to D. Williams. Discussed potential collaboration on "know your rights" training. Laura Calvert from (Spectrum Community Service) Expressed appreciation for the committee's advocacy planning and encouraged looking at Cal Nonprofits' legislative bills. She discussed challenges with prompt payment for nonprofits and offered to share specific bill information via email. Suggested collaborating offline about legislative priorities.

5. **ACTION ITEM: Adjournment**
   MOTION: To adjourn the meeting at 6:38 pm
   M/S/Carried: K. Mayfield / P. Schader / Motion Carried.

   The Next-In-Person Meeting: **March 19, 2025**