



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

Fund Development Committee Meeting

Thursday, April 16, 2026, 5:30 pm – 6:30 pm

150 Frank H. Ogawa Plaza, Suite 4340 (4TH Floor), Conference Room 1

The Public May Observe This Meeting Remotely by:

Webinar Registration Link:

https://oaklandca.zoom.us/webinar/register/WN_YS_FoxwWTuib_3MvVp5CyA

Webinar ID: 822 9577 0120

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. Remote participation is not available.

Fund Development Committee: Rana Matly, Michelle Edmond, and Mitchell Margolis

Staff: Thea On

AGENDA

- A. Call to Order, Roll Call, and Quorum for the Fund Development Committee Meeting, and Approval of the April 16, 2026, Agenda.

ACTION ITEM:

- B. Approval of Minutes from Fund Development Committee Meeting on March 19, 2026–

Attachment B

ACTION ITEM:

- C. Public Comment: (Specify Agenda Item(s): Audience Comment Period):

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.



D. Discussion:

1. James Irvine Foundation - Career Initiatives Team: Follow-up Plan
2. AC-OCAP Board Members' Engagement Strategy

E. Open Forum: (General Audience Comment Period)

F. Adjournment

- a. The next Executive Committee meeting is scheduled for **May 21, 2026**

ACTION ITEM:

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.

Attachment B



MINUTES

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

Fund Development Committee Meeting

Thursday, March 19, 2026, 5:30 PM – 6:30 PM

150 Frank H. Ogawa Plaza, Suite 4340 (4TH Floor), Conference Room 1

Committee Members Present: Rana Matly, and Michelle Edmond

Committee Member(s) Absent: Mitchel Margolis

Guest(s): Nelida Rocha (Councilmember Ken Houston, District 7)

Staff: Thea On

A. Roll Call/ Determination of Quorum/Approval of the March 19, 2026, Agenda.

Committee Chair R. Matly called the meeting to order. Staff T. On performed roll call, a quorum was established at 5:35 p.m.

MOTION: To approve the March 19, 2026, Fund Development Committee Meeting Agenda.

M/S/Carried: Motion carried by unanimous consensus.

B. Approval of Minutes for Program Planning Committee Meeting on February 19, 2026 (Attachment B)

MOTION: To approve the minutes of the Fund Development Committee meeting held on February 19, 2026.

M/S/Carried: Motion carried by unanimous consent.

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

D. Discussion Item(s):

- 1. Grantees Summary (Attachment D1) –** The committee discussed the components to be included in the grantee summary section of the AC-OCAP general-purpose proposal.

Core Data for Each Grantee:

- This should consist of the grantee's name, website link, mission statement, and location (city). It's also important to indicate whether the grantee operates locally, regionally, statewide, or nationally.

Years in Service:

Attachment B



- This information will demonstrate the depth of relationships and infrastructure the organization has established.

Financial Information:

- Include details such as the grant amount received from AC-OCAP, the total organizational budget, and the percentage of the total budget that AC-OCAP's grant represents. This will highlight AC-OCAP's financial impact (for example, whether it accounts for 10% or more of their budget).

High-Level Description of Service Population:

- A brief overview of who the grantee serves (e.g., children and families, seniors, veterans, specific communities, and populations) is vital.
- This will enable AC-OCAP to communicate its support across various communities, including Black, Brown, and immigrant populations, while being sensitive about how this information is presented.

The committee intentionally selected a mix of smaller, emerging organizations alongside larger, established ones (e.g., St. Mary's, Operation Dignity, Rubicon, Lao Family, Lighthouse, and Covenant House). The narrative should highlight mature, larger organizations with a broad reach. It should also emphasize that supporting smaller, newer, and innovative organizations is a strategic choice, not a sign of weakness. Years in service and budget size should not disadvantage new organizations; instead, these factors should be framed to showcase their innovation and localized solutions. This grantee summary may serve as a high-level attachment to the executive summary, visually illustrating the breadth, width, and alignment of the funded work with AC-OCAP's mission.

- 2. Advocacy Program Summary** - The committee will reach out to Tanya Love and Terrence for content and highlights, using the survey results and site-visit feedback collected by Tanya (as referenced in the March 9 meeting notes) as a core data source. AC-OCAP's advocacy work adds value beyond just funding; the support provided to grantees is not solely financial.

The Advocacy Team:

- Conducts site visits and surveys of grantees to understand their issues and needs.
- Builds relationships with grantees.
- Provides education and empowerment on advocacy—teaching grantees how to engage, make their voices heard, and participate in advocacy efforts.
- Acts as a point of contact and bridge to legislative bodies, relaying grantee feedback and concerns to policymakers.

Planned Content for the Proposal:

- Include a summary of the recent survey results to demonstrate that feedback is current, active, and ongoing.
- Highlight that AC-OCAP is proactively seeking and responding to grantee input.
- Emphasize that in 2026, AC-OCAP will enhance support for grantees beyond financial assistance through advocacy, education, and relationship-building initiatives.

Attachment B



Action item(s):

- Michelle Edmond will review the results of the March 9th survey.
- Draft a summary of key themes and issues to elevate in the Advocacy Program section of the proposal, potentially.

3. Program Planning Summary - Leads and Contributors for Program Details:

The Fund Development Committee will gather quantitative data and facts from the Program Planning Committee to support the program summary, including counts and participation metrics.

- Toy Drive: This is an annual effort, and the Program Planning Committee plans to collaborate with the Mayor's Office or AC Transit in the upcoming year.
- Planned Financial Literacy Workshops: Communications and Community Outreach as Part of Program Planning.

Overall Framing:

- The program planning summary will highlight AC-OCAP's role in convening and delivering community programs, including the toy drive, financial literacy workshops, and special events. This will include coordinating with partners and collaborations such as the Mayor's Office and AC Transit, while maintaining a communication pipeline that effectively disseminates resources and opportunities to the community.

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

F. ACTION ITEM: Adjournment

MOTION: To adjourn the meeting at 6:30 pm

M/S/Carried: Motion carried by consensus.

The Next In-Person Meeting: [April 16, 2026](#)