



MINUTES



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

Program Planning Committee Meeting
Wednesday, March 18, 2026, 5:30 PM

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

Board Member Excused: Patricia Schader

Staff: Thea On

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

MOTION: To approve the March 18, 2026, Program Planning Committee Meeting Agenda.

M/S/Carried: Approved by unanimous consent.

2. Approval of Minutes for Program Planning Committee Meeting on January 21, 2026 (Attachment 2)

MOTION: To approve the minutes of the Program Planning Committee meeting held on January 21, 2026.

M/S/Carried: Approved by unanimous consent.

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

4. Discussion Item:

a. Future Planning:

Financial Literacy Workshops

Timing and format:

- Aim for a series of workshops, likely in August and September, possibly into October.
- Idea of monthly financial literacy workshops.
- Preference for Saturday sessions, potentially August, considering Saturdays like the 8th and 15th (to give people back-to-back options). Avoiding the 3rd Saturday in September and considering the 19th and 26th, or spacing dates.
- Some discussion about whether to repeat the same content twice to give people options or offer different topics across sessions.

Logistics/administration:

- Potential to host at partner locations (e.g., Eastmont, San Leandro, or council member offices) rather than only at ACOE offices.
- Need to confirm partner availability for the August and September dates.

Toy Drive Planning:

- Building on last year's toy drive: Acknowledged that last year's toy drive was successful, but a lot of work, especially the loading and storage of toys.
- Desire to partner more strategically with other organizations to share work.
- Potential partners and existing drives:
- Lend A Hand Foundation
- We Lead Ours / Dwayne / ACOE outside organizations.
- AC Transit
- Mayor's Toy Drive
- Other community groups that already hold toy drives.

Coordination and calendar planning:

- Plan to email partners as early as next week to confirm whether they are doing toy drives this year and to get their planned dates so the committee can create a master calendar at the April meeting.
- Target to start serious toy-drive planning by June so that December events are well-coordinated.
- Clarify what "partnering" means: Promote each other's events. Possibly volunteer at their events rather than running everything independently.

Donation request strategy & letters:

- At the April meeting, focus on drafting a new letter to businesses asking for:
- Toy donations specifically, not just money.
- Clear alignment with diversity, equity, and inclusion, and support for families at certain economic levels.
- Target businesses to contact: Target, Walmart, Costco, Seasonal Toys "R" Us operations (where applicable), and other local businesses to be identified.
- The goal is to have letters out by June, giving companies about six months to run internal approvals.

Logistics/storage:

- Need to find alternative drop-off/storage locations.
- Continue using a registry list for people who want to donate individually.
- Coordinate where stores/organizations want donations dropped off instead of the default cubicle.

Action Item(s):



Committee:

- Draft and finalize the business donation letter.
- Identify and compile business contact information (email addresses).
- Begin/continue contacting toy-drive partner organizations about their dates and logistics.
- Further refine the financial literacy partner list and tentative August–September date.

A. Gums:

- Email toy-drive partners to confirm this year's plans and dates.
- Lead drafting of the business donation letter in April.
- Research and contact financial literacy organizations (United Way Bay Area, Chase, Oakland Natives, etc.) to confirm interest and availability.
- Check with the administration about the required agreements/MOUs for financial literacy partnerships.

K. Mayfield:

- Reach out to her Chase contact to see what financial literacy programming they offer and whether they can partner.
- Confirm her availability in August and September to finalize the workshop dates.

Staff T. On:

- Research alternative storage/drop-off options for toys.
- Help make initial contacts with partner organizations and support logistics planning.

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

6. Adjournment:

MOTION: To adjourn the meeting at 6:30 pm

M/S/Carried: Motion carried by consensus.

The Next In-Person Meeting is scheduled for: April 15, 2026