



**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

PROGRAM PLANNING COMMITTEE MEETING (Standing)

Wednesday, October 15, 2025 (5:30 pm - 6:30 pm)

150 Frank H. Ogawa Plaza, 4th Floor - Human Services Department, Conference Room 1

The Public May **Observe** This Meeting Remotely by:

Webinar Registration Link:

https://oaklandca.zoom.us/webinar/register/WN_KvYMSEOQR56g76XyiRlMrA

Webinar ID: 834 2371 7801

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. Please note that remote participation is not available.

Program Planning Committee Members: Supervisor Nate Miley (Angelica Gums - Chair), Dr. Kimberly Mayfield, and Patricia Schader

Staff: Thea On

AGENDA

1. Call to Order to Determine Quorum of Program Planning Committee Meeting and Approval of October 15, 2025, Agenda.
ACTION ITEM:
2. Approval of Program Planning Committee Meeting Minutes on September 17, 2025 - **Attachment 2**
ACTION ITEM:
3. Public Comment: (Specific Agenda Item(s): Audience Comment Period)
4. Discussion Item:
 - a. **Toy Drive Revised Budget and Timeline – Attachment 4a**
5. Open Forum: (General 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.



6. Adjournment: The next in-person meeting is scheduled for **November 19, 2025**
ACTION ITEM:



MINUTES



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

**Program Planning Committee Meeting
Wednesday, September 17, 2025, 5:30 PM**

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

Staff: Thea On

1. Roll Call/Determination of Quorum/Approval of Agenda
MOTION: To approve the September 17, 2025, Program Planning Committee Meeting Agenda.
M/S/Carried: K. Mayfield / P. Schader / Motion Carried.
2. Approval of Minutes for Program Planning Committee Meeting on July 16, 2025 - **Attachment 2**
MOTION: To approve the July 16, 2025, Program Planning Committee Meeting Minutes.
M/S/Carried: K. Mayfield / P. Schader / Motion Carried.
3. **Public Comment: (Specific Agenda Item(s): Audience Comment Period) – None**
4. **Discussion Item:**
 - a. **Toy Giveaway** – The Committee discussed a toy distribution event planned for December 13th.
Key points include:

Timeline:
 - Save the date to be sent out on September 29
 - Toy donations accepted from September 29 to November 30
 - Family applications due by November 7
 - Families notified of selection by December 1
Donation Strategy:
 - Requesting 10 toys from each elected official
 - Creating two separate donation links (one for public, one for budgeted purchases)
 - Encouraging nonprofits and community members to donate



Logistics:

- Toys will be transported to Lena Tam's office on December 5
- Gift bags will be prepared on December 12
- Patricia Schader and Angelica Gums will coordinate transportation and organization.

Challenges:

- Dealing with potential delays in check processing
- Ensuring timely communication with elected officials
- Managing the budget and toy selection process

- b. **Save the Date flier (Attachment 4b)** - The committee emphasized the importance of promptly and widely distributing the "Save the Date" flyer to garner support for the upcoming toy distribution event. The flyer will be distributed on September 29th and will be sent to community members, elected officials, and city departments. A. Gums will draft the text for the flyer, which will include details about the toy distribution event scheduled for December 13th. The flyer will be distributed to council members, county supervisors, city and county departments, and broader community distribution lists, ensuring that it is added to their calendars. Elected officials will be encouraged to include the flyer in their newsletters to increase awareness and participation in the toy drive. Additionally, the flyer will be available in Chinese and Spanish.

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

6. **Adjournment**

MOTION: To adjourn the meeting at 6:30 pm

M/S/Carried: P. Schader / A. Gums / Motion Carried

The Next In-Person Meeting: October 15, 2025

Holiday Toy Drive Event Proposal

The Alameda County – Oakland Community Action Partnership Board Program Planning Committee would like to host a holiday toy drive at the end of the year. We will be serving families with small children, ages 0 to 12, with 500 toys.

Toys for donation can be purchased through an online registry created by the AC-OCAP Program Planning Committee (PPC). We are also accepting monetary contributions from AC-OCAP board members.

The PPC is requesting approximately \$3,000 from the Board for event materials, including funds to purchase a limited number of toys. Please see below for details.

Event Date - December 13th, 9 am – 6 pm

Location - Supervisor Lena Tam's Office

Budget

Item	Amount
Toys	
Toys aged 2 to 4 average cost, \$15.00 x 40	\$600
Toys ages 5 to 7 average cost, \$25.00 x 35	\$875
Toys ages 8 to 12 average cost, \$30.00 x 25	\$750
Tax	\$239.19
Total for Toys	\$2464.19
Gift Bags	
Peppermint sticks, 400	\$70
Hot chocolate, 600 packages	\$120
Popcorn microwave, 308 packages	\$119
Candy 9 lbs. about 3 pieces per bag	\$75
Gift bags	\$20
Tax	\$43.43
Total for Gift Bags	447.43
Cumulative Total	\$2911.62

Event Timeline:

Meeting/Activity	Date	Outcome	Status
Program Planning Committee Meeting	June 11 th	Instructed to provide a detailed budget and overview of the event to submit to the administrating board meeting on July 14 th	Completed
Administrating board meeting	July 14 th	No quorum – event budget and overview not approved	Completed

Program Planning Committee Meeting	July 16 th	Advised by staff to resubmit updated budget with more details on the event, including timeline, to the Executive Committee for approval	Completed
Executive Committee Meeting	September 25 th	Approved the draft flyer, application, and letter to be sent out for donations	Completed
Send the flyer and letter to elected officials and city/county leaders requesting toys	October 7 th	Sent to the County Board of Supervisors, City Councilmembers, and AC-OCAP Board Members	Completed
Accepting toy donations and applications	October 7 th through November 14 th	TBD	In progress
Review Submitted Applications	November 14 th through 28 th	TBD	In progress
Contact the families who have been selected to participate in the Giveaway.	December 1 st through 5 th	TBD	In progress
Move toys from City Hall to Supervisor Lena Tam's San Leandro Office	December 5 th	TBD	In progress
Stuff Giveaway Bags	December 11 th and 12 th	TBD	In progress
Event Day	December 13 th - 9 am – 6 pm	TBD	In progress