



City of Oakland
Human Services Department
Oakland Fund for Children and Youth



Meeting of the Planning and Oversight Committee

February 3rd, 2021 ■ 6:00pm-9:00pm

Zoom Teleconference

<https://zoom.us/j/98966327201>

Pursuant to the Governor's Executive Order N-29-20, all members of the Oakland Fund for Children and Youth Planning and Oversight Committee (POC) as well as city staff will join the meeting via phone/video conference and no teleconference locations are required.

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- 1) To view the meeting by Zoom video conference, please click on this link: <https://zoom.us/j/98966327201> at the noticed meeting time.
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TO COMMENT:

- 1) To comment by Zoom video conference, you will be prompted to use the **"Raise Your Hand"** button to request to speak when Public Comment is being taken on the eligible Agenda item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.
- 2) To comment by phone, you will be prompted to **"Raise Your Hand"** by pressing **"* 9"** to request to speak when Public Comment is being taken on the eligible Agenda Item. You will then be unmuted, during your turn, and allowed to make public comments. After the allotted time, you will then be re-muted.

ADDITIONAL INSTRUCTIONS:

- 1) Instructions on **how to join a meeting** by video conference is available at: [https://support.zoom.us/hc/en-us/articles/201362193 - Joining-a-Meeting#](https://support.zoom.us/hc/en-us/articles/201362193-Joining-a-Meeting#)
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AGENDA

1. Call to Order
 - *Roll Call, Introductions & Announcements*
 - *Agenda Review*
2. Open Forum
3. Approval of Prior Meeting Minutes from January 21, 2021 *action*
4. Consideration of OFCY's Vision, Mission, and Guiding Principles for the FY2022-2025 Strategic Investment Plan *action*
5. Consideration of Expected Outcomes for the FY2022-2025 Strategic Investment Plan *action*
6. Review and Revise OFCY's POC By-Laws
7. Administrative Matters
 - *General Announcements*
 - *Upcoming Meetings*
8. Adjournment



MINUTES TO BE APPROVED
Oakland Fund for Children and Youth (OFCY)
Planning and Oversight Committee (POC) Meeting

December 16, 2020 - 6:00pm-9:00pm
Zoom Teleconference

Committee Members present:	Bill Riley, Kimberly Aceves, Langston Buddenhagen, Peter Lê, Dwayne Davis, Anakarita Allen, Pecolia Manigo, Jorge Velasco, Tasion Kwamilele
Committee Members absent:	Betty Booker
Staff Members present:	Sandra Taylor, OFCY Director; Mike Wetzel, OFCY Program Planner; Scott Kim, OFCY Program Analyst; Kaitlin Forgash, OFCY Administrative Assistant

1. Call to Order

The meeting was called to order at 6:05 p.m. by POC Co-Chair Tasion Kwamilele.

2. Open Forum

There were no speakers for open forum.

3. Approval of Prior Meeting Minutes from December 16, 2020

Tasion Kwamilele moved to accept the prior meeting minutes as submitted. Bill Riley seconded the motion. A roll call of the vote followed, and all members voted to approve the motion.

4. Consideration of OFCY's Vision, Mission, and Guiding Principles for the FY2022-2025 Strategic Investment Plan

Lori Allio, Kweli Kitwana, and Aurelio Rivera from HTA Consulting led a presentation and workshop entitled "Strategic Planning: Vision Mission & Guiding Principles." POC Members discussed revisions to OFCY's vision statement, mission statement, and guiding principles. One member of the public, Lukas Brekke-Meisner, Executive Director of Oakland Kids First, commented on the need to ensure that Oaklanders can continue to afford to raise their children in Oakland.

5. Administrative Matters

Lori Allio presented the timeline for the Strategic Planning Process through July 2021. The ad-hoc Strategic Planning Subcommittee will hold their first meeting on January 27, 2021. The next POC Meeting was scheduled for February 3rd, 2021.



MINUTES TO BE APPROVED

Oakland Fund for Children and Youth (OFCY)
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6. Adjournment

POC Co-Chair Tasion Kwamilele adjourned the meeting at 8:20 p.m.



Oakland Fund for Children and Youth

Strategic Planning

Vision Mission & Guiding Principles

Thursday, January 21, 2021





Welcome!



Guided Visualization Activity



Landscape with Rainbow, 1859 by 19th Century Black abolitionist painter Robert S. Duncanson (Museum: Smithsonian American Art Museum)

In This Session

- Welcome: Reflection Activity
- Agenda review for this Session
- Moving forward with An Equity Implementation
- Vision, Mission, and Values/Guiding Principles
- Next Steps – Process Review
- Closing



Continuing the December Conversation Racial Equity Analysis

Reminder of Key Steps to Implement Equity Analysis

- Name the ***desired future condition***
- Use disparity data to understand the current conditions
- Work with the impacted community – try to understand root causes and what partnerships are needed
- Design equity approaches



***YOUR VISION, MISSION, AND VALUES /
PRINCIPLES SET THE FRAMEWORK FOR
BUILDING EQUITY***

MISSION VISION VALUES PRINCIPLES: A QUICK REVIEW



Vision, Mission, Values, and Principles

Vision, Mission, Values and Principles lay the foundation for developing the goals, objectives and work plan for your organization or program. This can be a place where equity is enshrined.

- The Vision lets you articulate those ‘desired future conditions
- Mission gives you direction
- Values support alignment with your community
- Guiding Principles provide some rules of the road.



The VISION STATEMENT

- Paints a picture of ‘Desired Future Condition’
- Visualizes the ideal, long term results of OFCY’s work
- Expansive (but not lengthy), idealistic, and aspirational
- Stimulates thinking
- Communicates passion
- Inspires people to join you in creating something wonderful



SAMPLE VISION STATEMENTS

Guess who! See if you can identify the organization with the following vision statement:

1. *“A world in which every child attains the right to survival, protection, development and participation”*
2. *“That the United States is a humane community in which all animals are treated with respect and kindness”*
3. *“That people everywhere will share the power of a wish”*
4. *“To be the mobility manager for the East Bay”*

Mission Statement

- Clear, concise statement of the essentials (purpose and function) of your organization

Elements of what the mission should say some or all of these things:

- WHAT functions the organization performs
- For WHOM the organization performs them
- HOW the organization fulfills those functions
- WHY the organization does all of this



SAMPLE MISSION STATEMENTS

Guess who! See if you can identify the organization with the following mission statement:

1. *“Prevents and alleviates human suffering in the face of emergencies by mobilizing the power of volunteers and the generosity of donors”*
2. *“To provide safe, convenient, courteous, and reliable transit service”*
3. *“To build healthier lives, free of cardiovascular diseases and stroke”*





Pop Quiz!

Vision and Mission Statements

A or B? Can you identify which statement is the Vision and which is the Mission?

Amnesty International

- A. A world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights and other international human rights instruments.
- B. To undertake research and action focused on preventing and ending grave abuses of these rights.

Teach for America

- A. Growing the movement of leaders who work to ensure that kids growing up in poverty get an excellent education.
- B. One day, all children in this nation will have the opportunity to attain an excellent education.



Values vs Guiding Principles

- Values are foundational qualities/ standards supporting behavior
- Values help to form principles
- Qualities
- More general / subjective than principles
- Guiding principles are rules or beliefs that govern behavior
- Principles are Based on Values
- Rules
- More specific than values with direct influence on action

Example: Value and Principles

- Value: Fairness
- Principle: We treat everyone fairly

- Value: Honesty
- Principle: I will never lie, even if the truth is difficult

OFCY'S MISSION VISION VALUES PRINCIPLES

Current OFCY Vision

Does this still resonate for you? Was there something you saw in your reflection that is not captured in this vision?

“All children and youth in Oakland will thrive and lead safe, healthy, and productive lives.”





Current OFCY Mission What? For Whom? How? Why?

“OFCY provides strategic funding to support Oakland's children and youth from birth to 21 years of age to become healthy, happy, educated, engaged, powerful, and loved community members.”



Analyzing the current OFCY Mission:

How would you describe the mission in under ten words?

Mission

OFCY provides strategic funding to support Oakland's children and youth from birth to 21 years of age to become healthy, happy, educated, engaged, powerful, and loved community members.

Values and Guiding Principles

- OFCY has three core values, but has yet to develop guiding principles.
- Can we create guiding principles, specific rules, working from these core values?
- Are there other Values or Guiding Principles that would support OFCY's work?



What guiding principles (guideposts) can help OFCY apply these values?

Example: Value: Fairness → Guiding Principle: We treat everyone fairly

- ***Social and Economic Equity*** - All children and youth have a fundamental right for a safe and healthy life and a quality education. We value the concerted application of our resources toward those youth in greatest need.
- ***Child and Youth Development*** - We support efforts to promote the social, emotional, physical, cognitive and spiritual development of children to instill individual and community pride and leadership.
- ***Community and Collaboration***- We embrace the idea that by pooling our resources and working together, we can accomplish great things. We support strengthening families within our communities to make our children and our city strong. Strong communities can provide stability in a time of change in the lives of children and youth and help them grow into loving and powerful adults.



DISCUSSION



The Strategic Planning Process Timeline and Next Steps

Tasks	1	2	3	4	5	6	7	8
	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
POC – Jan: Mission, Vision, Guiding principles; Review demographic and socio-economic data								
SP SC POC – Jan: Data Dive Who are Children and Youth in Oakland								
POC - February: Finalize Mission/Vision/ Guiding Principles; Data Review								
SP SC POC – February: Data Dive								
POC – March- Data Review								
SP SC POC – March – Data Dive								
POC – April – Decisions and Meaning – CNA/Racial Equity Analysis; Begin Draft Strategies								
SP SC POC – April - Decisions and Meaning – CNA/Racial Equity Analysis; – Draft Strategies								
May - Presentation to OCC/ Life Enrichment Committee								
POC – May – Make Decisions and Meaning								
SP SC POC – May – Review and Recommendations								
SP SC POC – June - Draft Report to SP Sub Com for Review								
POC - June- Public Input meeting for Draft Report								
POC – July – Review and Adoption of Strategic Plan								



THANK YOU!



OFCY POC Vision, Mission, Values/Principles Meeting

Thursday, January 21, 2021

OFCY: Sandy Taylor, Mike Wetzel, Scott Kim, Kaitlin Forgash

POC Members: Peter Lê, Pecolia Manigo, Tasion Kwamilele, Anakarita Allen, Langston Buddenhagen, Bill Riley, Jorge Velasco, Kimberly Aceves, Dwayne Davis

HTA: Lori Allio, Kweli Kitwana, Aurelio Rivera

Guided Visualization

Kweli guided the visualization activity to get the group to start thinking about the vision for OFCY.

Vision, Mission, Values/Principles Overview

Before diving in to OFCY's vision, mission, values, and principles. The group got an overview of each one and purpose of having them. (Please reference the slide deck for details)

OFCY's Vision

The group looked over OFCY's current vision and were asked if it still resonated with them. HTA facilitated the conversation and gathered feedback on potential changes or additions.

"All children and youth in Oakland will thrive and lead safe, healthy, and productive lives."

Feedback from the group:

- Important to note that it's coming from trauma informed care because Oakland youth have been faced with trauma, emotional, mental and physical
 - Apply it to the framework
- Agreement with trauma informed approach
- Another approach could be strength based or an asset framework that is healing centered
- Other options, healing center engagement and liberatory framework
- Current vision doesn't address the conditions for Oakland BIPOC youth. How are we creating the conditions so that youth feel loved, supported, and held by the community?
 - The language can be updated
- There was agreement around the language being bland

Question: How to incorporate a feeling of abundance for all children in an equity stand point? the feelings that children have what they need?

- Current vision doesn't really capture that
- What does "productive" mean in the OFCY vision? The meaning can change and this is the same for "safe"
- There was agreement from the group that the vision could be more aspirational and inspirational

Additional Chat Feedback

- It is not big enough and is too narrow

- Need to state that young people need emotional physical, political, physical safety. All young people feel loved

Current Mission

The group was asked to take a moment to look over OFCY's mission and share any feedback. Keeping in mind the purpose of the Mission and if answers- What? For whom? How? Why?

“OFCY provides strategic funding to support Oakland's children and youth from birth to 21 years of age to become healthy, happy, educated, engaged, powerful, and loved community members.”

Feedback from the group:

- Should it be community directed funding, not strategic?
 - Those more proximate are the most strategic
- It doesn't say what the funding is for and it can be expanded so that it is more direct
 - The language can be updated such as healthy and happy so that it is more direct and is more inspiring

The group was then asked to share in their own words the mission of OFCY

- OFCY funds effective and equitable programs to ensure Oakland's youth and children are successful and achieve their dreams
 - Missing from the vision and mission is acknowledgement that young folks have their own vision of what success looks like
 - Need to hear from the youth what's their vision and support them to achieve it
 - Equity is missing
- Equity is in missing, even though we want to have equity we are not practicing it in our work
- It is done in an equitable manner
- It has to be updated
- Kimberly- what makes OFCY powerful is that it is youth driven community strategy that is the driver; the power of youth has significantly grown
 - This is about young folks taking the lead
- OFCY provides community-driven funding to elevate and advance Oakland's children and youth from birth to age 21
 - Elevate- young people have a platform and putting them at the fourth front so that their voices are being heard; you see that with OFCY young people and adults; when youth are elevated you can improve their lives
 - The group agreed with this comment
- To help Oakland children and youth attain the pinnacle of their potential
- What is being said is really compulsive; we have a lot conditions that didn't exist before; we are looking to government, safety, one another, and to be heard. Opportunity for OFCY to listen and be led by the community by children and youth. Get rid of stigmas so that youth know that they are powerful; hold accountability so that is being done

OFCY Values and Developing Guiding Principles

The group was asked to reference the current OFCY Core Values and see if they still resonate. Then asked to start thinking about potential “guideposts”/guiding principles that capture the essence of the core values.

Social and Economic Equity- All children and youth have a fundamental right for a safe and healthy life and a quality education. We value the concerted application of our resources toward those youth in greatest need.

Child and Youth Development- We support efforts to promote the social, emotional, physical, cognitive and spiritual development of children to instill individual and community pride and leadership.

Community and Collaboration- We embrace the idea that by pooling our resources and working together, we can accomplish great things. We support strengthening families within our communities to make our children and our city strong. Strong communities can provide stability in a time of change in the lives of children and youth and help them grow into loving and powerful adults.

Values Feedback

- We are talking about the challenges for our children; the worlding might be a lot better
- Can we say racial equity?
- Needs to say Racial equity
- We need to prioritize BIPOC youth* (agreement)
- We have to name specific populations to achieve equity.
- Greatest need is not a strong enough commitment
- Stating the specific populations in the guiding principles
 - To achieve equity serving the populations
- The language doesn't capture what we...

Developing Guiding Principles

- When you say racial equity, you have to name the disparity- We name disparities within Oakland that BIPOC experience
- We Center BIPOC voices and narratives
- Important to add cultural
 - Cultural humility
- We can't ignore who is experiences inequity
- Include political development *(agreement)
- Community and Collaboration- Principle
- There are disproportionate resources, we don't have everything equal
- All children in Oakland have disproportionate resources- our role is to serve them so they have the resources
- I don't have an issue with pooling, because orgs are coming together to use the funds to serve youth; It is way too long and there should be more clarification on the we; what is OFCY and what it is all about

- The guiding principle is collaboration through the funding and building community
 - incentivizing orgs to collab
- Using collaborative funding and encourage collaboration
- Include Child and Youth Development
- It needs to be framed a little better; holistic approach to serving our youth
- Maybe having materials translated and cultural awareness
- Pecolia- We invest in the social, emotional, physical, cognitive, spiritual, political and cultural development of children and youth regardless of socio-economic status
- Regardless might not be the right word but can be debated on
- Harder to access resources when you don't speak the language or come from a different background

Guiding Principles Discussion

- How do we lean into the fact that some of the resources in our community are depended on what we fund?
- Ensure that if we use some of the points mentioned that there are examples and that they are being funded
 - Such as programs that support political and or cultural development for instance
- Using the word political might not be the right word- we use public money to support children, youth, and fund services for children and youth that lift youth voice
 - Keep in mind public money can't be used to lobby and have to be careful how with how funds are used
- Oakland is now a place where young people can vote- how do we update the language based on changes happening?
- politically oriented groups don't always feel comfortable applying for these funds
- Using civic engagement instead of political* (agreement)
- There are political considerations on what you can lobby and fund for. Traditionally has been leadership and advocacy for such as youth vote
 - There are current programs that reflect this
 - Focusing on the direction of funding for 2022 to 2025- setting the guideposts
- Tasion- we need to be careful on how public money is being used
- Anakarita- we need to encompass all the youth from birth to 18; a lot of our funding goes to younger youth

Question: This brings up what do we believe youth should be in Oakland in the future? Are our youth our future leaders? future teachers? future council members?

- We have yet to define where youth need to be in 40 years- can we be in Oakland in 40 years?
- We are calling for equity because every year that gets scarier for BIPOC
- What we want young people to be in Oakland? I want to see my child be a teacher, council member, city clerk
- We need to think about our language- civic engagement is a neutral word
- Young folks feel like they are not being included in the engagement
- If we are talking about how children and youth need to be here it has to do with economics- that is a conversation of the bigger vision

Recommendation: To have interim work around how the vision, mission, values need to be (examples). Potentially sharing materials for the group to reference

Public Comment:

- The feasibility of even living and staying here that is a challenge being faced. It's something we need to content with.
- There needs to be political work that needs to be done. The spirit has to be embedded in the work.
 - In agreement with what Pecolia and Kimberly shared around this topic

Next Steps

Question: Also, will we get a chance to evaluate supports and services that just haven't really been funded at all, or minimally funded, like programs that serve kids with cognitive or developmental disabilities? Especially supports at the elementary school age?

- OFCY is thinking about services that haven't been funded
- Community engagement is a really important part. This is being planned in the subcommittee and the plan for community engagement
- Important to have a robust community engagement process that is multi-lingual and multi-generational
- Do folks want to do interim work on the Vision, Mission, Values, and Guiding Principles?
- HTA to share out the PowerPoint and encouraged the group to write some thoughts

OAKLAND FUND FOR CHILDREN AND YOUTH PLANNING AND OVERSIGHT COMMITTEE BYLAWS

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ARTICLE I – Identification

Section 1: Name

The Planning and Oversight Committee (“POC”) of the KIDS FIRST! Oakland’s Children’s Fund, DBA the Oakland Fund for Children and Youth.

Section 2: Office

150 Frank H. Ogawa Plaza, 4th floor, Oakland, CA 94612

Section 3: Authority, Statutory Requirements: and Other Laws and Polices

The POC shall comply with all applicable laws, including but not limited to, the City of Oakland Charter, the Oakland Sunshine Ordinance (Ordinance No. 11957 C.M.S., adopted January 14, 1997), the Ralph M. Brown Act (Government Code sections 54950 et seq.), the Political Reform Act of 1974 (Government Code sections 81000 *et. seq.*), the Public Records Act (Government Code sections 6250 et seq.), the Oakland Conflict of Interest Code (Ordinance # 11979, as amended) and Charter section 1300, Measure “K”, adopted at the November 1996 election and amended July 2009 as Measure D.

ARTICLE II – Mission Statement

The POC provides the oversight of the Kids First! Oakland Children’s Fund as established by the Charter of the City of Oakland (Article XIII) and fulfills the duties of the POC as established therein to ensure that the Fund is used to support the healthy development of young children, help children and youth succeed in school and graduate high school, prevent and reduce violence; crime, and gang involvement, and help youth transition to productive adulthood.

ARTICLE III – Planning and Oversight Committee

Section 1: Number, Appointing Authority and Qualifications

The POC shall consist of seventeen (17) members who shall be Oakland residents. These members shall be appointed as follows: one (1) member appointed by the Mayor, two (2) members appointed by each of the City's Council members, one of whom shall be a resident not older than 21 years. (Oakland City Charter section 1305)

Section 2: Term of Appointment

Members of the POC shall be appointed to one (1) year terms, to commence August 1 except that an appointment to fill a vacancy shall be for the unexpired term only.

Section 3: Qualifications

Each member of the POC shall be a resident of Oakland. Each prospective member shall demonstrate strong interest in children and youth issues, and shall possess sound knowledge of, and expertise in, children and youth policy development and program implementation. (Section 1305)

Section 4: Vacancy and Removals

- (a) A vacancy on the POC will exist whenever a member dies, resigns, is removed, or at the end of a member's term or holdover period. Any vacancy shall be filled immediately after the date that such vacancy occurs by the elected official that appointed the POC member. Councilmembers shall submit the nominations of POC candidate(s) to the Office of the City Clerk at least 20 days before the term expires.
- (b) A member may be removed pursuant to Section 601 of the Charter. Among other things, conviction of a felony, misconduct, incompetence, inattention to or inability to perform duties and absence from three (3) consecutive regularly meetings or four (4) total regularly scheduled meetings per term for any reason, except when absent by permission of the POC, shall constitute cause for removal. Commission Staff will notify appointing authority who may recommend removal. In the absence of cause, no POC members may be removed prior to the expiration of their term, notwithstanding the expiration of the term of the appointing elected official.

Section 5: Compensation

POC members shall serve without compensation, except that youth members may receive scholarship at the end of a term based on full participation on the POC and subcommittee participation.

Section 6: Oath of Public Office

Acceptance of the Oath of Public Office constitutes a POC member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Oakland and all pertinent state and federal laws.

Section 7: Authority and Functions

It shall be the function and duty of the POC, for and on behalf of the City of Oakland, its residents, elected officials and officers to:

- (a) Prepare a Three-Year Strategic Investment Plan;

- (b) Solicit funding applications from private non-profit and public agencies through an open and fair application process;
- (c) Submit final funding recommendations to the Oakland City Council, which has the authority to accept or reject the entire package.
- (d) Submit to the Oakland City Council for its adoption annual independent evaluation reports;
- (e) Receive City Auditor annual reports on the Fund's Financial Statement and the Base Spending Requirement.

Section 8: Rules, Regulations and Procedures

Rules, regulations and procedures for the conduct of POC business shall be established by consensus. However, when a consensus is not obtained, or when the Chairpersons or a majority of the members present decide to establish rules, regulations and procedures by a vote, then POC business shall be established by a majority vote of the members present. The POC must vote to adopt any motion or resolution.

Section 9: Role of Individual POC Members

It shall be the duty of individual POC members to:

- (a) Attend monthly POC meetings on a regular and consistent basis;
- (b) Serve on at least one subcommittee;
- (c) Read materials sent in preparation for each meeting;
- (d) Help approve grantees each funding cycle
- (e) Report to the Oakland City Council and/or Mayor on POC work
- (f) Help recruit additional youth and adult members for the Committee
- (g) Represent stakeholder groups, the constituents in the Council District from which each member is appointed, or the community as a whole in providing input which reflects the concerns, visions and ideas of the community
- (h) Evaluate proposals or proposal summaries from private non-profit and public entities
- (i) Engage in analysis and discussion of issues to be brought before the POC;
- (j) Participate in POC activities and functions.

Section 10: Conflict of Interest

Each POC member warrants and represents that he or she, any immediate family member or business associate, has no financial interest in and will not obtain benefit from any program, project, organization, agency or other entity that is seeking or will seek funding approval from the POC. Financial interest or benefit includes, without limitation, salaries, consultant fees, commissions, gifts, gratuities, favors, sales income, rental payments, investment income or other business income. A POC member shall immediately notify the City Manager or designee

and the Chairpersons of any real or possible conflict of interest between membership on the POC and work or other involvement with entities funded or served by the Oakland Fund for Children and Youth.

ARTICLE IV - Officers

Section 1: Election of Officers

Rules, regulations and procedures for the conduct of POC business shall be established by a majority vote of the members present. The POC must vote to adopt any motion or resolution. The POC must transmit to the City Council any rules, regulations and procedures adopted by the POC within seven calendar days of adoption. A rule, regulation or procedure adopted by the POC shall become effective 60 days after approval and adoption by the POC.

Section 2: Co-Chairpersons

There shall be at least one youth and one adult Chairperson. The Chairpersons shall preside at all meetings of the POC and are ex-Officio members of all standing Sub-committees. The Chairpersons are accountable to the POC as a whole in setting policy and shall also perform such duties as may be assigned by the POC. The Chairpersons, or the Chairpersons' designee, serves as the liaisons to the media and other departments and agencies as necessary. The Chairpersons, or the Chairpersons' designee, are the official representatives of the POC and are the only individuals authorized to make reports to City Council on behalf of the POC.

Chairpersons shall be elected by majority vote of the POC at its first regular meeting in September. Each Chairperson shall serve a one year (1) term or an unexpired term ending in August. Chairpersons cannot serve more than two (2) consecutive terms. A Chairperson may be removed for cause at a regular or special meeting after ten (10) days notice to the Chairperson by a vote of at least two-thirds of the POC members, but not fewer than seven (7), in attendance at the meeting.

Section 3: Sub-committee Chairpersons

The Sub-committee Chairpersons shall perform the duties and responsibilities that may be delegated by the Chairpersons, and carry out the assignments traditionally assigned to that Sub-committee.

ARTICLE V – Planning and Oversight Staff

Section 1: City Administrator

The City Administrator, or designees thereof, shall provide the POC with staff assistance as necessary to enable the POC to fulfill its functions and duties. The assigned staff shall prepare

agendas, oversee compliance with meeting notice requirements in the Ralph M. Brown Act and the Oakland Sunshine Ordinance, and record minutes for all regularly scheduled POC meetings and standing Sub-committee meetings.

Section 2: Legal Advisor

- (a) The City Attorney is the POC's legal advisor. The City Attorney shall provide the POC with legal assistance; to the extent such assistance does not constitute a conflict of interest. If the City Attorney in consultation with the POC, makes a determination communicated in writing that she or he cannot, consistent with the California State Bar Rules of Professional Conduct, provide advice sought by the POC in any particular case, the City Attorney may retain outside counsel at the City's expense. (Oakland City Charter section 401.)
- (b) Any member of the POC may consult informally with any attorney assigned to the POC on any matter related to POC business. However, a request from a POC member for assistance from the POC's assigned attorney requiring significant legal research, a substantial amount of time and attention or a written response, may be made only through the POC Chairs or by a majority vote of the POC or any of its officially constituted Sub-committees.

Section 3: Commission Staff

The POC's staff shall report to the Chairpersons, who shall be responsible for staff priorities. POC members may consult staff informally, but any request for substantial assistance or a written report must be authorized by the POC, or designee, or by a majority vote of the POC as a whole.

Section 4: Custodian of Records

Pursuant to section 20.020.240 of the Sunshine Ordinance, the POC shall maintain a public records file that is accessible to the public during normal business hours. The City Clerk shall be the official custodian of these public records, which shall be maintained in the manner consistent with records kept by the City Clerk on behalf of all other standing Commissions. In addition, the City Manager, or designee, shall maintain, on behalf of the POC, a set of public records.

ARTICLE VI – Committees

Section 1: Sub-committees

It is the policy of the POC to appoint individual POC members to perform specific tasks or functions. The Chairpersons are authorized to form standing and ad hoc Sub-committees, as deemed necessary to carry out the responsibilities of the POC. With respect to standing Sub-committees that are formed, the Chairpersons shall appoint POC members to serve as Sub-committee chairperson(s) for a period of up to one (1) year, unless otherwise specified. Individuals appointed to ad hoc Sub-committees shall serve for the period specified by the Chairpersons.

Section 2: Standing Sub-committee Meetings

Standing Sub-committees shall meet at a regularly scheduled time or at the call of their chairs, or as deemed necessary by a majority of the Sub-committee membership.

Section 3: Sub-committee Quorum

A majority of the members of a Sub-committee constitutes a quorum.

Section 4: Evaluation Sub-committee

This standing Sub-committee shall be responsible for overseeing the annual independent outcome and process evaluations and advising the POC on such matters.

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the full POC, the presence of a majority of the POC shall constitute a quorum for the purposes of conducting a meeting. In the event that a quorum is not established within fifteen (15) minutes of the noticed start time of the meeting, the Chairpersons, in their discretion, may cancel the meeting. In the alternative, the Chairperson may elect to wait an additional fifteen (15) minutes before taking action to cancel the meeting. The Chairperson should consider such factors as prior notice that a member would arrive late, or the need to take official action on an important item of business once a quorum has been established.

If the meeting is cancelled, unofficial discussion of the items noticed on the agenda may continue, but no formal action may be taken. A designee of the City Manager will prepare a record of the discussion and the record will reflect (i) whether or not the meeting was canceled due to a lack of a quorum and (ii) that no formal action was taken on the items discussed.

The individual designated by the City Manager to prepare a record of the meeting shall keep a record of POC members' attendance. The attendance record shall reflect absences and tardiness (arrival more than fifteen (15) minutes after the scheduled start time) and shall indicate whether the absence or tardiness was excused or unexcused. A POC member shall notify the Chairperson or the designee of the City Manager of an anticipated absence.

Section 2: Motions

If any POC member shall demand a second to any motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by a POC member.

Section 3: Public Input

All interested persons shall be allowed to express their views (oral or written) at regular POC or standing Sub-committee meetings regarding matters within the jurisdiction of the POC and at special POC or standing Sub-committee meetings on matters that are agendized. However, the POC agenda need not provide an opportunity for members of the public to address the POC on any item that has already been considered by a Sub-committee composed exclusively of POC members, at a public meeting wherein all interested members of the public were afforded the opportunity to address the Sub-committee on the item, before or during the Sub-committee's consideration of the item, unless the item has been substantially changed since the Sub-committee heard the item, as determined by the POC.

Section 4: Public Input on Agendized Items

A person wishing to speak must submit his or her name and the item on the agenda he or she wishes to discuss, if any, to Commission Staff before being recognized by the Chairpersons. A person wishing to speak must complete a speaker card for each agenda item on which he/she wishes to speak. Multiple agenda items cannot be listed on one speaker card. Speakers' cards must be received by the Chairpersons prior to the agenda item being called, unless consent to speak is given by the Chairpersons, or a majority of the POC or Sub-committee. If a speaker signs up to speak on multiple items listed on the agenda, the Chairpersons may rule that the speaker be given an appropriate allocation of time to address all issues at one time (cumulative) before the items are called.

Each agenda for regular or special meetings of the POC, or its standing Sub-committees at which action is proposed to be taken on an item, shall provide an opportunity for each member of the public to directly address the POC prior to action thereupon. Each person wishing to speak on an item shall be permitted to speak once based upon previously adopted time constraints, which are reasonable and uniformly applied.

Section 5: Public Input on Non-Agendized Items (Open Forum)

All regular POC meetings shall provide the opportunity for public comment on items not on the agenda but within the jurisdiction of the POC. Such opportunities for public comment, Open Forum, shall appear on the agenda prior to adjournment. Each person wishing to speak on such items shall be allowed to do so, after filling out a speaker's card. The POC may limit the time for public comment under Open Forum to a total of fifteen (15) minutes. Members of the public may, after submittal of speaker cards, address the POC regarding any items of public interest that are not on the meeting agenda. Ordinarily, each speaker may speak for up to two (2) minutes, but the Chairpersons have the discretion to limit or extend the time. Open Forum speaker cards are to be numbered in the order received by the Commission Staff.

Section 6: Identification of Speaker

Persons addressing the POC or Sub-committees shall state their names and the organization they are representing, if any. They shall confine their remarks to the subject under discussion, unless they are speaking during the Open Forum portion of the Agenda.

Section 7: Chairpersons

Where eight (8) or more speakers have submitted speaker's cards, the Chairpersons may, in the interest of time, request that speakers organize by sides with designated speakers. The Chairpersons shall maintain order in the chamber, have authority to refuse the floor to any person, and may limit or extend the time allocated to any speaker. The Chairpersons may rule a public speaker out of order if:

- (a) the speaker is speaking beyond the allocated time limit;
- (b) the speaker's remarks are not relevant to the agenda item or are repetitious;
- (c) the manner, tone and content of the speaker's remarks are disruptive (disturb the peace and good order of the meeting), attack the character of individuals or are abusive (e.g. use vulgar or obscene language).

The public has the right to criticize policies, procedures, programs or services of the City, the POC or of any other aspect of the City's or POC's proposals or activities or the acts or omissions of the POC or its staff or that of other public employees. The POC shall not abridge or prohibit public criticism. Nothing in this section confers any privilege or protection beyond that which is otherwise provided by law.

Section 8: Meeting Minutes

Minutes shall be taken at every regular and special POC meeting. The Minutes shall be taken by Commission Staff.

Section 9: Regular Meetings

Regular POC meetings shall be held on the first and/or third Wednesday of each month at 6:00 p.m. or as otherwise set forth in the published calendar and posted on the internet with proper notice. Other meetings may be called as needed. Meetings shall be held in Oakland City Hall, One Frank H. Ogawa Plaza, in the City of Oakland, CA. The POC is in recess in the month of August.

Section 10: Notice and Conduct of Regular Meetings

Notices and agendas of all regular POC and standing Sub-committee meetings requiring notice shall be posted in the City Clerk's Office and on an exterior bulletin board accessible twenty-four (24) hours a day. Notice of regular meetings shall be posted at least seventy-two (72) hours before the meeting. Action may only be taken on items that comply with the notice provisions of the Sunshine Ordinance and the Brown Act.

Section 11: Notice and Conduct of Special Meetings

Special POC or Sub-committee meetings may be called at any time by the Chairperson or by a majority of the POC members or standing Sub-committee members or standing POC members. Notice of all special meetings shall be posted on an exterior bulletin board and filed with the Office of the City Clerk at least 48 hours (excluding Saturday, Sunday, and Holidays) before the time of the meeting set forth in the Agenda. All other notice requirements of the Sunshine Ordinance and the Brown Act shall be met.

Section 12: Closed Sessions

The POC is authorized to hold closed (non-public) sessions at regular and special meetings for purposes of confidential discussions such as pending litigation. Upon consultation with a legal advisor from the City Attorney's Office, and the determination that a closed session is both authorized and appropriate under the circumstances, the POC may call for a closed session. Appropriate notice will be given for all closed sessions.

Section 13: Recess

The POC shall recess for the period of August 1 through August 31 each year, which shall be known as the "annual recess." During the annual recess the POC may be convened by the Chairpersons for special POC meetings or by the Chairperson for a standing Sub-committee meeting.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

The agenda is prepared through the joint effort of the Chairpersons and Commission Staff. The agenda shall contain a meaningful description of each item to be transacted or discussed at the POC or Sub-committee meeting so that a person can reasonably determine if his or her interests may be affected by the item.

ARTICLE IX- Voting

Section 1: Voting, Abstention and Recusal

Each member present at a POC or standing Sub-committee meeting shall vote on all matters put to a vote, unless the member abstains, is excused from voting by a motion adopted by a majority of the members present or unless the member declares he or she has a conflict of interest, or has been advised to recuse himself or herself from the vote by the City Attorney because he or she may have a conflict of interest regarding the item.

Section 2: Majority Vote Requirement

All major decisions by the POC shall require a consensus or, if a consensus is not reached and if so determined by the Chairpersons, the Chairpersons may call for an affirmative vote of the majority of those members present.

Section 3: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedure

Section 1: Rosenberg's Rules of Order

The business of the POC and its standing Sub-committees shall be conducted, to the extent possible, in accordance with parliamentary rules as contained in Rosenberg's Rules of Order (Revised 2011), except as modified by these rules and in accordance with State open meeting laws and local open meeting laws, including the Oakland Sunshine Ordinance. The City Attorney, or such other person as may be designated by the Chairpersons, upon approval of the POC shall serve as the official parliamentarian for meetings of the POC.

ARTICLE XI - Representation of the Planning & Oversight Committee

The Chairpersons, or their designee, are the official representatives of the POC. The Chairpersons, or their designee, are the only individuals authorized to speak on behalf of the POC to entities including, but not limited to, the media, the public and at public forums. Whenever the POC learns that a view, position or opinion of the POC as a whole has been misinterpreted or misrepresented in the media, at a hearing, or in a public forum, the POC, through the Chairpersons or the Chairpersons' appointed representative, shall make every reasonable effort to clarify the POC's true position as soon as practicable. Whenever a POC member communicates with the news media or others, or appears at a public hearing or before another City Agency or Department to discuss existing or proposed legislation or policy, the POC member shall make every reasonable effort to specify whether the POC member is expressing a personal opinion, view or position or an opinion, view or position of the POC as a whole.

ARTICLE XII - Bylaws Amendment

These Bylaws shall be reviewed annually or as necessary. The POC may adopt Bylaws amendments at any regular meeting of the POC by a consensus or by vote of two-thirds of the POC members present; provided such proposed amendments are circulated in writing to all POC members at least ten (10) days prior to such meeting, and ten (10) days' public notice shall be posted. The POC shall transmit proposed Bylaws amendments to the City Clerk within seven (7) calendar days of adoption by the POC. The Bylaws amendments become effective forty-five (45) days after the date of adoption by the POC.