



# **CITY OF OAKLAND**

**Youth Commission**

**Meeting Agenda**

Friday, February 4, 2022

5:00 PM

Please See the Agenda to Participate in the Meeting

Tele-Conference

**Observe:**

- To observe, the public may view the televised video conference by viewing KTOP channel 10 on Xfinity (Comcast) or ATT Channel 99 and locating City of Oakland KTOP - Channel 10
- To observe the meeting by video conference, please click on this link:

<https://uso6web.zoom.us/j/83999443760>

- To listen to the meeting by phone, please call the numbers:

**Or One tap mobile :** US: +13462487799,,83999443760# or  
+17207072699,,83999443760#

**Or Telephone:**

Dial(for higher quality, dial a number based on your current location):

US: +1 346 248 7799 or +1 720 707 2699 or +1 253 215 8782 or +1 312 626 6799 or +1  
646 558 8656 or +1 301 715 8592

**Webinar ID:** 839 9944 3760

International numbers available: <https://uso6web.zoom.us/j/83999443760>

**COMMENT: DUE TO THE SUSPENSION OF THE SUNSHINE ORDINANCE AND COUNCIL'S RULES OF PROCEDURES ALL PUBLIC COMMENT ON ACTION ITEMS WILL BE TAKEN AT THE BEGINNING OF THE MEETING UNDER ITEM 1.**

COMMENT FOR ITEMS NOT ON THE AGENDA WILL BE TAKEN UNDER OPEN FORUM AT THE END OF THE MEETING.

There are three ways to submit public comments.

- eComment. To send your comment directly to Commissioners and staff BEFORE the meeting starts please email [youthcommission@oaklandca.gov](mailto:youthcommission@oaklandca.gov). Please note that eComment submission closes five (5) minutes before posted meeting time.
- To comment by Zoom video conference, click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item at the beginning of the meeting. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Instructions on how to “Raise Your Hand” is available at: [https://support.zoom.us/hc/en-us/articles/205566129 - Raise-Hand-In-Webinar](https://support.zoom.us/hc/en-us/articles/205566129-Raise-Hand-In-Webinar).
- To comment by phone, please call on one of the above listed phone numbers. You will be prompted to “Raise Your Hand” by pressing “\*9” to speak when Public Comment is

taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, re-muted. Please unmute your self by pressing \*6.

If you have any questions, please email Carina Lieu, Youth Leadership Development Coordinator at [clieu@oaklandca.gov](mailto:clieu@oaklandca.gov) - Children and Youth Services Division

## General Meeting

Meeting officially begins at 5:00 P.M.

### AGENDA

- I. Call to Order
- II. Roll Call Commissioners / Check-In Question

*COMMISSIONERS - Benjamin Salop (D1), Aisha Elbgal (D1), Sarah Ouda, Darby Hatfield, Julia Basch (D2), Aniyah Story (D2), Aa'Jahlee-Soleil Long (D3), Kai Medina-Safir, (D2) Francesca Berlow (D4), Harper Valentine (D5), Hayden Thompson (D3), Athena Muhammad (D6), Gyssell Perez (D7), Estefany Velasquez (D7), Giselle Venegas (D7), Olivia Sally (D4)*

- III. Welcome from Staff and Co-Chairs

- A. Agenda Review & Modifications

- IV. Item 1: Presentation from Courtney Ruby, City Auditor

*Commissioners learned about Auditor Courtney Ruby's journey to her position and how to engage with this office in the future, especially in regards to the pilot shadowing program for the OYAC. Ruby informed students what this office entails and answered their questions.*

- V. Item 2: OYAC Swearing-In Ceremony

*Commissioners discussed dates and availability for the swearing in ceremony with Mayor Libby Schaaf, checking in with the office for March 11th.*

- VI. Public Comments/Open Forum
- VII. Announcements
- VIII. Check-Out Question
- IX. Closing
- X. Meeting Adjourned

### AGENDA MEETING INSTRUCTIONS

Where to Obtain Agenda Related Materials: Copies of the agenda package are available by contacting the commission at (510) 238-3245, youthcommission@oaklandnet.com, or 150 Frank Ogawa Plaza, Suite 4211, Oakland, CA 94612. You may also find copies online at <http://www.oaklandhumanservices.org/departments/commissions/oaklandyouth.htm>.

Information About Special Access or Policies: In compliance with the Americans with Disabilities Act, if you need special assistance to attend and participate in the Youth Advisory Commission meetings or its committees, please contact Carina Lieu, Youth Leadership & Development Coordinator at (510) 238-3245, cliu@oaklandca.gov, or 150 Frank Ogawa

Plaza, Suite 4211, Oakland, CA 94612. You will need to notify us at least two full business days in advance. Late requests will be honored, if possible.

Estimated Time: Please note that the estimated time is just that, an estimate. The Youth Advisory Commission does not guarantee that the timeline will be strictly followed. If you wish to comment on a specific item, it is important to always come as early as possible or attend the full meeting to guarantee time to speak.

Open Forum: This agenda item is an opportunity for community members to comment on an item of interest that is relevant to Oakland's Youth Advisory Commission. If there are no community members interested in speaking, Oakland Youth Advisory Commissioners will choose a youth issue to discuss.

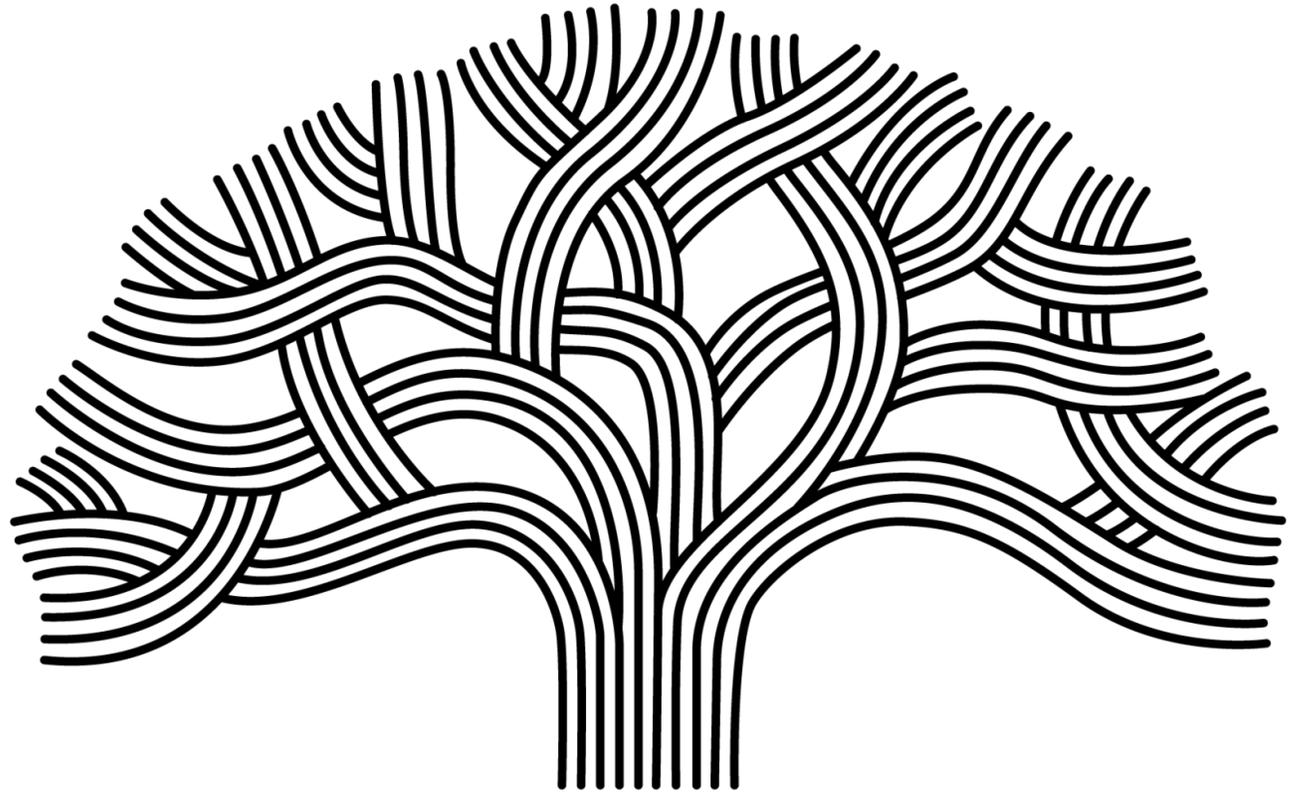
Office of the City  
Auditor

Presentation to the  
**Oakland  
Youth Advisory  
Commission**  
February 4, 2022

**Courtney Ruby CPA, CFE**  
City Auditor

**Michael Houston MPP, CIA**  
Assistant City Auditor

**Dena Shupe, MPP**  
Assistant to the City Auditor



**CITY OF OAKLAND**

# Oakland's City Auditor (again)

- City Auditor from 2007-2014
- City Auditor again in 2019



# Personal Vision

- Highest standards of performance and professionalism
- Serve the public with the utmost integrity
- Dig Deeper – Greater Impact



# The City Auditor's Authority

## Section 403 of the City Charter

I have the power and duty to:

- Audit all departments and agencies of the City and other matters the Council and Mayor may request.
- Audit areas deemed to be in the best interest of the public.
- Report to Council the results of such audits.
- Advise and make recommendations to the City Administrator.
- Access all City records needed to conduct our work.

# The Role of Public Sector Auditing

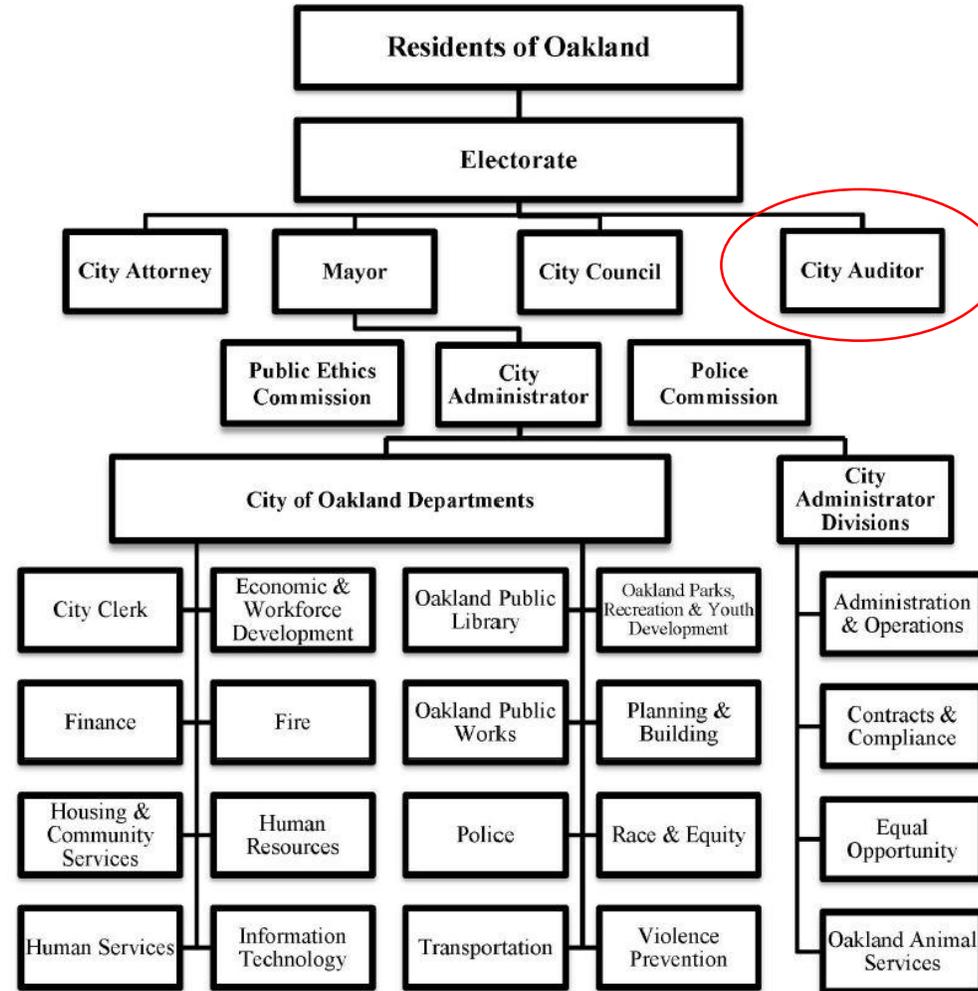
A cornerstone of good public sector governance

Auditors provide *unbiased, objective assessments* of whether public resources are *managed responsibly and effectively* to achieve intended results.

Auditors help public sector organizations

- attain accountability and integrity,
- improve operations, and
- instill confidence among residents and stakeholders.

# City Organization Chart – Independence Matters



**Elected**

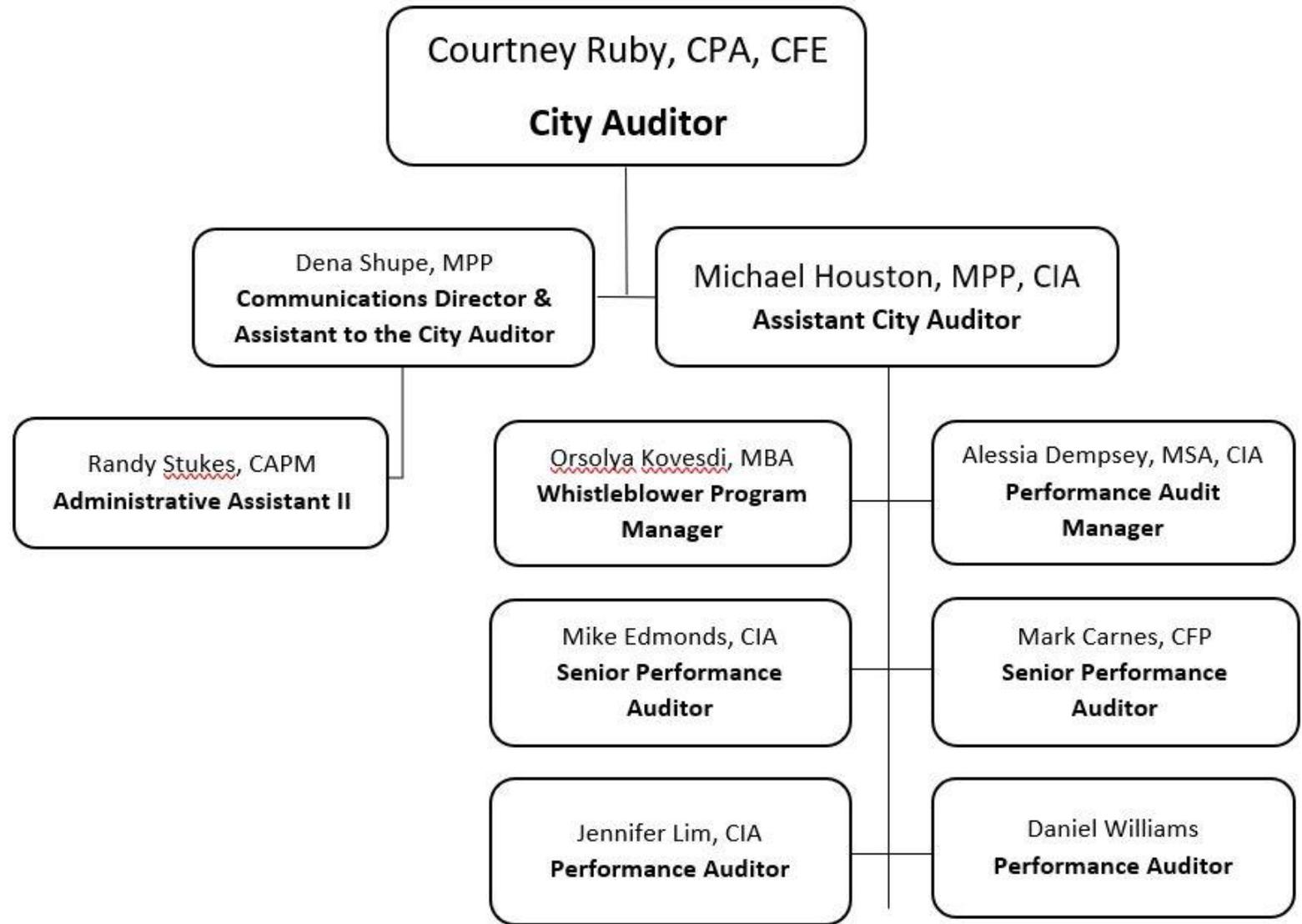
# Office Overview & Structure

Staffing: 10 FTEs

- 8 Auditors
- 2 Administrative staff

Office budget is \$2.4M

- City budget of \$1.6B



# Mission Statement

To conduct performance audits and investigations that return in-depth and meaningful results to the residents of Oakland by identifying, auditing and investigating areas of government most vulnerable to mismanagement, fraud, waste, and abuse.



# How Does My Office Fulfill Its Mission And Goals?

- Risk-based Audits
- Mandated Audits
- Whistleblower Investigations
- Ballot Analyses
- And more...



# What is a Risk-Based Audit?

Performance audits evaluate the **efficiency and effectiveness** of government programs to **determine if there are ways of making them work better**.

We use **laws and leading practices as criteria** to evaluate City departments and programs and make recommendations when we find opportunities for improvement.

Performance audits answer questions such as, are:

1. Programs achieving their intended objectives or outcomes?
2. Services efficient, effective and equitable?
3. Legal requirements and rules being met?
4. Programs using evidence-based best practices



# Whistleblower Program Purpose

- Deter, detect and defend against **fraud, waste, and abuse**.
- 46% of substantiated fraud is initially detected through hotline tips.
- 24% of tips come from employees.

A graphic for the Whistleblower Program. It features a dark blue background with a subtle pattern of white lines. In the center, the words "Fraud", "Waste", and "Abuse" are stacked vertically in white, with a red diagonal line striking through them. A large red circle with a diagonal slash is superimposed over the text. Below this, a dark grey box contains the text "The Whistleblower Program". Further down, the text "See it. If you see something, say something" is followed by "Report it. Securely, confidentially, anonymously" and "Own it. Serve Oakland with integrity". At the bottom, contact information is provided: "Online: OAKwhistleblower.com" and "24/7 365 Hotline: (888) 329-6390". The City of Oakland logo and "Office of the City Auditor" are also present.

**Fraud  
Waste  
Abuse**

**The Whistleblower Program**

**See it.** If you see something, say something  
**Report it.** Securely, confidentially, anonymously  
**Own it.** Serve Oakland with integrity

Online: [OAKwhistleblower.com](https://oakwhistleblower.com) 24/7 365 Hotline: (888) 329-6390

 City of Oakland | Office of the City Auditor

# Whistleblower Investigations Issued

✓	Oakland Parks, Recreation, Youth & Development Department	Circumvention of City rules and misuse of Federal funds
✓	Biohazard Clean Up Services	Flawed contracting process
✓	OFD Controlled Substances	Inadequate oversight and management of drugs
✓	Oakland Promise	Misuse of City property and funds
✓	Cannabis Dispensary Application Process	Flawed applications process

# Performance Audits Issued

## Risk-based Audits

1. Police Overtime Follow-Up Audit
2. Police Overtime
3. City of Oakland Financial Condition (2012-13 – 2018-19)
4. City of Oakland Financial Condition (2012-13 - 2019-20)
5. Workforce Development Board Follow-Up Audit
6. Oakland Fire Department – Fire Prevention Bureau
7. Rent Adjustment Program Follow-up Audit
8. Homeless Encampment Activities

## Mandated Audits

1. Library Services (Measures Q and D)
2. Kids First! Fund for Children and Youth Act (Measure D)
3. Police Commission & Community Policing Review Agency (CPRA) (Measure LL)
4. Business Tax Refunds FY 2017-18
5. Limited Public Financing Act



# Audit Findings

## Reveal What's Not Working in the City

### Homeless Services – Encampment Management Audit

- Audit revealed City Incurred \$12.6M in last two fiscal years, mostly unbudgeted, to manage the City explosive growth in homelessness
- City lacked a comprehensive strategy, and needed policy direction and dedicated funding early in the crisis

### Police Commission Audit

- Audit Reveals Oakland's Police Commission and Community Police Review Agency, With High Expectations from The Community, Has Rocky Start
- Lack of planning, administrative obstacles, and a need for the Commission to better understand its role and responsibilities as a public oversight body has impeded the Commission and the Community Police Review Agency's progress. They are not fulfilling their chartered duties.

### Fire Prevention Bureau Audit

- Audit revealed 3 years after Ghost Ship, Fire Prevention reforms still not implemented
- Even after identifying specific needed reforms and adding inspection staff, 51% of all known properties requiring an annual inspection have not been inspected in the last 3 years

# Performance Audits In Progress

## Risk-based Audits

- Homeless Services (second of a series)
- Building Permits
- Recommendation Status Report

## Mandated Audits

- Measure M & N – Emergency Services and Paramedics Acts
- Business Tax Refunds



# Areas Demanding Oversight

- Emergency Response times
- Illegal Dumping
- Affordable Housing
- Oak 311
- Abandoned Vehicles
- Fees
- Fleet Management/Maintenance
- Public Record Requests
- Infrastructure/Sidewalks
- Code Enforcement
- Disaster Recovery/Business continuity
- Cannabis
- Contracting/Purchasing/Accounts Payable
- Hiring Practices
- Form 700 – Ethics
- OPD Crime Response

# Partnering With Community Matters!

## Auditor City-Wide Listening Tour

Residents' concerns often help shape audits and expand the Office's impact.

I want to know:

- How can my Office provide better services to residents?
- What problems or concerns do residents have about the quality of life in Oakland?
- What are your top 5 priorities for Oakland?



# How Can YOU Impact Change in Oakland?

- Stay informed: **Sign up for our Newsletter!**

 SUBSCRIBE TO OUR NEWSLETTER

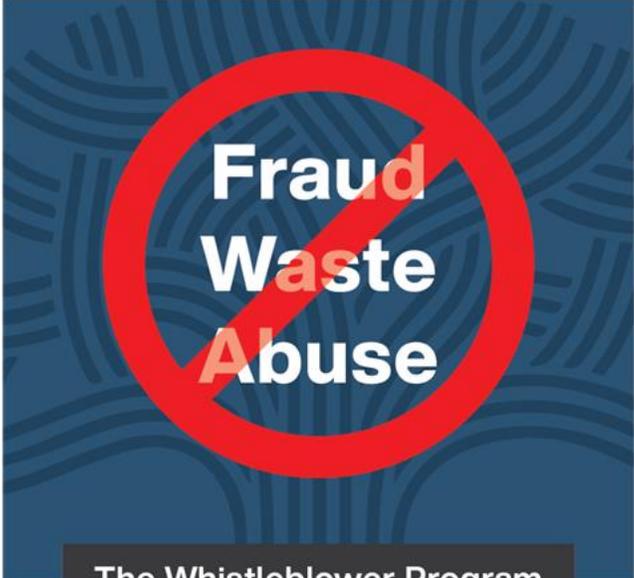
- Help spread the word about our Office and the work we do
  - **Share our Newsletters with your networks.**
  - **Invite us to speak at your next community gathering.**
  - **Organize a Listening Circle.**
- Help make meaningful changes in the City
  - **Appeal to City Leaders and Officials to implement our audit recommendations.**
  - **Submit whistleblower complaints about possible fraud, waste & abuse occurring in our City.**



# How to Submit a Confidential Complaint

To file a complaint, you may call the **WHISTLEBLOWER HOTLINE** at **1-888-329-6390** (interpreter available) or **SUBMIT A REPORT ONLINE** (Español or 汉语).

- The City Auditor will ensure **confidentiality**
- Whistleblowers can remain **anonymous**
- Employees are protected from **retaliation**
- We will take **appropriate action** based on the investigation results.
- The City **benefits!**



**The Whistleblower Program**

**See it.** If you see something, say something  
**Report it.** Securely, confidentially, anonymously  
**Own it.** Serve Oakland with integrity

Online: [OAKwhistleblower.com](https://oakwhistleblower.com) 24/7 365 Hotline:  
City of Oakland | Office of the City Auditor (888) 329-6390

Design: B&W Co.

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**Courtney Ruby, Oakland's City Auditor**

@OaklandCityAuditor · Government Official



**Courtney Ruby, Oakland City Auditor**

@OaklandAuditor

Independent City Auditor. Serving Oakland with Integrity.

# Contact Us

1 Frank H. Ogawa Plaza  
4<sup>th</sup> Floor, City Hall  
Oakland, CA 94612

Ph. (510) 238-3378

Comments and questions  
[cityauditor@oaklandca.gov](mailto:cityauditor@oaklandca.gov)



View Reports at:  
[www.oaklandauditor.com/Reports](http://www.oaklandauditor.com/Reports)

