



Community Policing Advisory Board

Meeting Agenda

December 4, 2019 – 6:00pm

Oakland City Hall

1 Frank H. Ogawa Plaza

Hearing Room 3

Committee Membership: Chairperson Ravinder Singh (Dist. 4), Paula Hawthorn (Dist. 1), Colette McPherson (Dist. 2), Akiba Bradford (Dist.3), Jorge Lerma (Dist.5), Donald Dalke (Dist. 6), Kirby Thompson (Dist. 7), Jennifer Tran (At Large), Nancy Sidebotham (NW), Geraldine Wong (NW), Courtney Welch (M), Daniel Ettliger (OUSD), Ericka Parker (OHA).

Vacancies: Mayor (2)

Staff: Tonya Gilmore

Appointee Notes: Dist. = District; M = Mayoral; NW = Neighborhood Watch; OHA = Oakland Housing Authority; OUSD = Oakland Unified School District

Each person wishing to speak on items must fill out a speaker's card. Persons addressing the Community Policing Advisory Board shall state their names and the organization they are representing, if any.

1. **Open Forum: (6:00 - 6:10)**
2. **Approval of the November Meeting Minutes – Attachment A (6:10 - 6:15)**
3. **Update from Neighborhood Services**
(Introduction of new staff, Allowable expenses for NC's & Spending Plan Review) (6:15 – 6:30)
4. **Oakland Police Department – (NSA Tasks that pertain to Community Policing) (6:30 - 6:45)**
5. **Discussion of DRAFT Annual Report to City Council – (6:45 - 7:00)**
6. **Committee Updates: (7:00 - 7:30)**
 - a. **Fundraising Committee:**
 - b. **Resource Committee: Neighborhood Councils Recertification**
 - c. **Program Committee: Annual Safety Summit Planning Update**
 - d. **Executive Committee: Annual Report Update**
7. **Chair's Report (Ravinder) (7:30 - 7:40)**
8. **Staff Report: (Tonya) (7:40 - 7:50)**
9. **Agenda Building: (Board) (7:50 - 8:00)**



Community Policing Advisory Board

Meeting Minutes

November 6, 2019

Oakland City Hall

Oakland Police Department, Eastmont Substation

2651 73rd Avenue, Oakland CA 94601

Committee Membership: Chairperson Ravinder Singh (Dist. 4), Paula Hawthorn (Dist. 1), Colette McPherson (Dist. 2), Akiba Bradford (Dist.3), Jorge Lerma (Dist.5), Donald Dalke (Dist. 6), Kirby Thompson (Dist. 7), Jennifer Tran (At Large), Nancy Sidebotham (NW), Geraldine Wong (NW), Courtney Welch (M), Daniel Ettliger (OUSD), Ericka Parker (OHA).

Vacancies: Mayor (2)

Staff: Tonya Gilmore

Appointee Notes: Dist. = District; M = Mayoral; NW = Neighborhood Watch; OHA = Oakland Housing Authority; OUSD = Oakland Unified School District

Members Present: Singh, McPherson, Thompson, Lerma, Sidebotham, Wong, Ettliger, Hawthorn

Members Excused: Bradford, Tran, Parker

Member Absent: Welch, Dalke

1. Open Forum:

Jose Resuleo – Beat 30Y – commented on the 2018 CPAB Annual Report to Council and his concerns about the timeline, the survey and the lack of inclusion of all NCPC's specifically 30Y.

Sudip Ray – Beat 30Y –commented on the 2018 CPAB Annual Report to Council and the success rate of NSC programs.

Carolyn Burgess – 13Y – November 20 meeting – power outages, 13 Z & 12 X how people solved the problems and how to help the community be resilient.

Oakland Police Chief Anne Kirkpatrick – thanked the volunteers and of her intention to increase the partnership between OPD and the Community. Board member Ettliger asked for opportunities to collaborate on the community volunteers. Chief Kirkpatrick

answered yes, and that she will return with a plan for the CPAB to review and provide input.

Deputy Chief Armstrong confirmed OPD's commitment to attending the board meeting, and if there are specific topics that the board is interested in, he will ensure that OPD addresses the concern and will provide staff to report out on.

New Board member Paula Hawthorn introduced herself to the board and the Board introduced themselves.

2. Approval of the July Meeting Minutes

Motion made by Board member Sidebotham, seconded by Board member Thompson to approve the minutes with the recommended corrections. Motion passed.

No meeting in August – No Quorum in September or October

3. Oakland Preparedness and Response program – Doug Mosher – OCPR

Introduced a new program to provide awareness, educational workshops, materials and support to increase the levels community preparedness and to improve disaster response capabilities. Asked the CPAB to aide in getting the word out.

4. Update from Oakland Police Department

Provided under the Open Forum

Update from Neighborhood Services

Community Programs Supervisor, Felicia Verdin provided an update on staffing; 2 new NSC's have been hired and a recruitment for a 3rd NSC will be opened on 11-19-19 for a Cantonese or Mandarin speaker.

Disbursement of Funds - A letter was sent in September to all NCP's that explained the process and the allowable expenses. Ms. Verdin reported that approximately 14 -15 spending plans have been submitted and 1 group has submitted a request for \$400.00 for a speaker.

5. Discussion and Possible Action on NCP Recertification Process

Board Chair Singh provided background on the on the current status of the outstanding (approximately 12) NC's not included in the 2016 Recertification process. The Board has asked the Resource Committee to make recommendations to the Board on NC's that should or should not certified. The Board should review the current process and determine how best to proceed, either with a new process an augmented process or to remain with the current process.

Should the Board include the outstanding NC's next year once a decision has been made by the board or should the Board move ahead an certify them as soon as possible and then develop a new process for recertification.

1. *Include them in a (new) process and put them at the front of the list for 2020, or*
2. *Do the outstanding NC's now, prior to starting or;*

Board Member Ettinger asked if NC's are required to attend the CPAB meeting for certification – Board Member Sidebotham responded that it is optional. Will not recertify if they don't attend.

Ettinger also asked if there is a reason not to certify the outstanding 12 and let the Board determine a new process for next year. Chair Singh stated that if the Board is comfortable with the Resource Committee following their existing process of making a recommendation to the Board, the Board could move forward.

Board Member Hawthorn asked if an NC is not certified if they are allowed to submit a spending plan?

Board Member Sidebotham responded that officially, no and she noted that there are 9 or 10 – they are remainders of the 2016 recertification process. Suggested that the Board should approve the NCPC's with complete recertification information. If they are not certified, technically they are not a NC.

Board Member Lerma recommended that the outstanding NC's be recertified. Board Member McPherson would like to have an accurate accounting of the outstanding NC's. Thought that 18 & 19 seemed to have an issue that she will look into.

Board Member Ettinger suggested that use the Resource Committee to make a recommendation so as not to stall the process. But would like more information on the complete recertification process. There are no set time limits for recertification.

The Resource Committee members are: Sidebotham (Chair), Mcpherson, Wong

Board Member Wong recommended that Board Member involvement with the NC's in their district would clarify the recertification process and establish a relationship with the NC's.

Board Member Thompson stated that he believes that the process should be simplified.

Board Chair Singh would like to have the Board understand the process, the documents submitted and the requirements for recertification recommendations but leave the process for recertification to the Resource Committee.

Board Member Hawthorn asked about the process for joining a committee. Board Chair responded that membership is reviewed annually.

Board Chair Singh would like to clarify the process and the triggers for recertification, the letter sent to the NC's and what it requires.

Determination – Resource Committee will work with Neighborhood Services to review the outstanding NC's documentation and make a recommendation to the Board on recertification at the December 4th Board meeting.

6. Discussion of Annual Report to City Council

Report is typically developed by the Chair & Vice Chair and then submitted to the Board for review and approval.

Board Member Hawthorn suggested that at a minimum, the recommendations from the 2018 report should be responded to. Board Member Ettinger suggested that the report include how the NC funds were spent and the OPD and OUSD community policing activity.

7. Committee Updates

- a. *Fundraising Committee: currently consists of Akiba – no report submitted, Paula Hawthorn decided to join the committee.*

Public Speaker – Alayna Snyder – 22X Co-Chair - Would like information and the process on how to use NC funding for a speaker to attend their NC meeting. Will contact staff (TG) for additional information.

- b. *NCPC Resource Committee: Scheduling of NCPC recertification review
A Block Captain meeting on Public Safety will take place on 11-18-19 at 3725 High Street from 6:30 – 8:00*
- c. *Program Committee: Jorge, McPherson, Tran - Annual Safety Summit Planning Update – Committee Chair Lerma provided a verbal report on the status of the planning of the summit. Committee Member McPherson commended Lerma on his attempts to keep the Committee moving forward. He will provide a detailed report at the December meeting. New Board member, Paula Hawthorn joined the committee.*

8. Chair's Report

Board Chair requested that all CPAB members commit to attending the CPAB meeting on a regular basis.

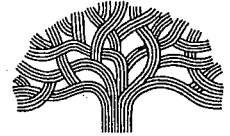
CPAB members Singh , Bradford and Thompson will be filming a segment of "Inside City Hall" on Friday, 11—8-19. Airtime will be announced.

9. Staff Report - Contact list provided to Board Members.

10. Agenda Building

- a. *Recertification*
- b. *Program Committee Report*
- c. *Draft Annual Report*
- d. *OPD report on OUSD relationship*

CITY OF OAKLAND



POLICE ADMINISTRATION BUILDING • 455 - 7TH STREET • OAKLAND, CALIFORNIA 94607-3985

Police Department

Telephone Device for the Deaf (510) 238-7629

Patrol Desk (510) 238-3455

Fax (510) 238-2251

September 12, 2019

Dear Neighborhood Council/NCPC Chairs,

The Neighborhood Council/NCPC funds authorized by City Council for fiscal year one July 1, 2019 to June 30, 2020 is available. Per the FY 2019-2021 Biennial Budget, each Community Policing beat is allocated \$1,131.00. There are a few modifications to the policy established by the City of Oakland Controller's Office, Treasury Division, and Police Department Fiscal Services Division. **Please note the following modifications:**

1. Neighborhood Councils must submit a spending plan prior to using any funds.
2. Spending plans must be submitted no later than Tuesday October 1, 2019.
3. Neighborhood Councils have until Friday, May 15, 2020 to use their allocated funds.

Funds will no longer be available to Neighborhood Councils after this deadline.

Attached, you'll find the funds policy, spending plan, tracking form, and resolution 79235. Please carefully read the policy. Remember the following guidelines for payment:

Direct payment by invoice - this process allows direct payment to a pre-approved vendor by the City of Oakland. Please check with your Neighborhood Services Coordinator to determine if a vendor you select is an approved City of Oakland vendor. Vendors are welcome to register with the City of Oakland at <https://www.oaklandca.gov/services/contracts-and-compliance/register-with-isupplier>. Please reference the policy on the attached page for services approved for direct pay by invoice.

Payment by Neighborhood Services purchase card - this process allows payment for specific services and items by the Neighborhood Services purchasing card. Neighborhood Services was assigned two (2) purchasing cards by the Treasury Division. Neighborhood Council Chairs must make an appointment with their assigned Neighborhood Services Coordinator to reserve the purchasing card fourteen (14) days in advance. Please reference the policy on the attached page for services approved for payment by Neighborhood Services purchase card.

No out of pocket expenses allowed and/or reimbursement.

All expenditures must be Neighborhood Council/NCPC related and have documentation i.e. flyer, meeting agenda attached to the payment request form. Your assigned Neighborhood Services Coordinator (NSC) will submit the required documentation with the payment request form (TF-3160). **Remember, the deadline to use FY 2019-2020 funds is Friday May 15, 2020.** Please contact me if you have any questions at arichards@oaklandca.gov.

Sincerely,

Araina Richards

A/Neighborhood Services Supervisor

Oakland Police Department, Neighborhood Services Section

Neighborhood Council/NCPC Funds Policy FY 2019-2021

The funds policy was established to streamline the process for allowable Neighborhood Council/NCPC expenses. Each beat is allocated \$700 for Neighborhood Council/NCPC related expenses per fiscal year. Combined NCPCs covering two or three community policing beats are allowed \$700.00 per beat. Beats without an operational NCPC may request funds for outreach and organizational efforts that relate to forming an NCPC. Neighborhood Councils must submit their expenditures on form TF-3160 (NCPC Payment Request form). **Neighborhood Councils/NCPCs are required to submit a spending plan for each fiscal year.** City of Oakland staff identified allowable and unallowable expenditures to ensure funds are spent per city policies and procedures. Below outlines allowable and unallowable expenses:

Allowable expenses	Unallowable expenses
Food & beverages	Alcoholic beverages
Design & printing fees	Bank fees
Postage	Telephone/cell phone service.
Office supplies	P.O. Box fees
Rental fees	Parking fees
Beautification supplies (trash bags, gloves, etc)	Trees
Promotional materials	Donation of money or goods to individuals and/or groups
Training supplies	Surveillance cameras
Equipment/party rentals	Out of pocket expenses
Websites (City must pay the site directly)	
DJ's	
Translation services	
Voting service fees for NCPC officer election	

In previous years, NCPCs used their funds to purchase items to support their NCPC which included the following:

- *Refreshments for Neighborhood Council/NCPC meetings and events*
- *Equipment*
PA/sound systems, tape recorder, canopy, maps, meeting supplies, and tablecloth.
- *Apparel*
Shirts, sweatshirts, caps designed with the NCPC name and/or logo.
- *Promotional items*
Magnets, stickers, whistles, notebooks, pens, banners with the NCPC name and/or logo.
- *Outreach material*
Postcards, flyers, door knockers, postage, website, bulletin/sandwich boards.
- *National Night Out items*
Banners, tablecloth, supplies, refreshments for NCPC sponsored parties.
- *Signs*
Neighborhood watch & merchant watch signs for groups active in their NCPC.
- *Beautification items*
Supplies, gloves, materials, etc. for NCPC sponsored beautification projects.

Guidelines for Payment

All expenditures must also be in compliance with City of Oakland policies along with guidelines in this document. If you have any questions, you may submit a written request to your Neighborhood Services Coordinator (NSC) to be forwarded to City staff for further review. Expenses can be made by direct pay or purchase card.

Direct Pay by Invoice Procedure

This method allows Neighborhood Councils/NCPCs to request the city to pay the vendor directly for a purchase made by the Neighborhood Councils/NCPC. The Neighborhood Council/NCPC representative must submit an invoice, complete a TF 3160 form with a description of the goods or services desired. The services approved for payment are DJ service, translation services, voting service fees, equipment and/or party rentals, rental fees for meeting or event space, all in one design/printing/postage fees, flyer delivery, and promotional materials.

Purchase Card Method

This method may only be used to pay for approved expenses such as: food, beverages, mail, postage, office supplies, beautification supplies and websites. Neighborhood Council/NCPC representatives should make advance arrangements, minimum 14 days, with their Neighborhood Services Coordinator (NSC) to purchase items at an authorized vendor. Neighborhood Services Coordinators (NSCs) do not have direct access to purchasing cards. They are required to submit a request to utilize the purchasing cards assigned to Neighborhood Services. After using the purchasing card, Neighborhood Council/NCPC representatives must sign a TF 3160 form and submit it for payment with the original receipt(s).

Special Types of Expenses

Rentals

Submit an invoice specifying the dollar amount charged per meeting and the maximum dollar amount for the fiscal year. The invoice must state that prepayment is required.

Beautification supplies

Items such as tools, gloves, and garbage bags are approved expenses. Trees are no longer an allowable expense. Landscaping items require additional approval submit your written request to your Neighborhood Services Coordinator. It will be forwarded to OPD Fiscal Services and the City of Oakland Controller's Office for further review.

Accounting Responsibilities

An individual or committee within each Neighborhood Council/NCPC **must** take responsibility for maintaining records of all Neighborhood Council/NCPC related expenses. This can be the elected treasurer, or in the absence of a treasurer, the designated financial representative. These records must be open and available to members of the public, the CPAB and other city agencies for review upon request. Neighborhood Councils/NCPCs are required to maintain records of the expenditures and related documentation for three (3) years or for the life of any supplies or equipment acquired with city funds. Neighborhood Services Coordinators (NSC) are also required to keep a copy of all requests for payment, and copies of receipts. A record of all equipment purchased on behalf of the NCPC must be kept, including model and serial numbers, both by the treasurer or other designated financial representative and by the Neighborhood Services Coordinator (NSC) with a copy being forwarded to the Neighborhood Services Section. **All equipment is the property of the Neighborhood Council/NCPC and the City of Oakland and cannot revert to private ownership.**

Step by Step Procedure for Using Form TF3160.

The direct payment request form (TF3160) is available from your Neighborhood Services Coordinator (NSC). The form is self-explanatory, please fill in each box, including:

1. Neighborhood Council/NCPC name and community policing beat number.
2. Name and address of the Treasurer of the Neighborhood Council/NCPC or appointed/elected representative.
3. Name of vendor if submitting an invoice.
4. A clear description of items/services purchased and planned use i.e. meeting, event, outreach, etc. In case of audit, the description should make it clear what the items/services will be used for related to your Neighborhood Council/NCPC. For instance, listing "stamps" by itself is not enough: "stamps for August meeting notification" provides a better description. The clear message here should be that all Neighborhood Council/NCPC leaders and Neighborhood Services Coordinators (NSCs) should assume that the NCPC funds requests documentation will be audited to confirm legitimate use for community policing and the appropriate expenditure of public funds. Neighborhood Council/NCPC funding is public money and its use must be beyond suspicion and adhere to city policies.
5. The signature of the Neighborhood Council/NCPC Treasurer or designated financial representative, and the signature of the Neighborhood Services Coordinator/NSC must be on the form when it is turned into Neighborhood Services. The Supervisors in Neighborhood Services will sign the form and return it to the Neighborhood Services Coordinator (NSC) to submit all documentation for payment.
6. **Original receipts and/or invoices must be submitted with the TF-3160.** The Treasurer or other designated financial representative and the Neighborhood Services Coordinator (NSC) must save copies of all TF-3160s submitted and invoices. If the receipt contains reimbursable and non-reimbursable items, please identify the reimbursable items. As a courtesy to OPD Fiscal Services, number multiple line items on TF3160, number the receipts accordingly, and tape receipts to an 8.5 X 11" sheet of paper. The originals must be photocopied and then accompany the TF-3160 form to be processed by OPD Fiscal Services and the City of Oakland Treasury Division.