



City of Oakland
Mayor's Commission on Persons with Disabilities (MCPD)
Monday, December 20th, 2021
5:30 p.m.-7:30 p.m. via Zoom Conference

Pursuant to California Government Code section 54953(e), MCPD Commissioners, as well as City staff, will participate via phone/video conference, and no physical teleconference locations are required.

ZOOM VIDEO/PHONE MEETING DETAILS

For best results, please install the most recent version of the Zoom application; see zoom.us.

ZOOM MEETING ID: 884 4859 0037
JOIN MEETING

By **video:** go to <https://us06web.zoom.us/j/88448590037> open the meeting on a computer or smart phone at or before 5:30pm.

By **phone:** dial (408) 638-0968 at 5:30pm. (For international numbers, go to: <https://zoom.us/u/aWeTt9geS>.)

COMMENT DURING MEETING

By **video:** click the “Raise Your Hand” button to request to speak when Public Comment is being taken on an eligible agenda item. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, muted. Instructions on how to “Raise Your Hand” are available at <https://support.zoom.us/hc/en-us/articles/205566129>.

By **phone:** press *9 to “Raise Your Hand” to speak when Public Comment is taken. You will be permitted to speak during your turn, allowed to comment, and after the allotted time, muted. Please unmute yourself by pressing *6.

If you have any questions, please email Karen Denicore, staff liaison to the commission at kdenicore@oaklandca.gov.

MCPD Webpage: www.oaklandca.gov/boards-commissions/mayorscommission-on-persons-with-disabilities

Subscribe to MCPD's mailing list:
oaklandca19202.activehosted.com/f/100

Commissioners: Noah Smith (Chair), Thomas Gregory (Vice Chair), Cathy Eberhardt, Marjorie Lynne, Karen Nakamura, Frank Sperling, and Howard Tevelson, Ayanna Keeton, Leonard Moore, Erin Hattersley

Commission staff: Anh Nguyen, ADA Programs Division Manager; Karen Denicore, ADA Program Analyst I

Agenda

- 5:30 1. Teleconference Protocol, Roll Call/Determination of Quorum
- 5:35 2. Open Forum
Any person may directly address the Commission on any items within the jurisdiction of this Commission not on the agenda for today. Speakers wishing to address a specific item on the agenda may do so at the time the item is being considered.
- 5:45 3. Agenda Modification
MCPD Commissioners may move around the agenda items to better conduct the meeting.
- 4. Approval of November 2021 Minutes (**Exhibit A**)
- 5. Re-adoption of 2021 Virtual Meeting Resolution (**Exhibit B**)
- 5:50 6. Commissioner's Announcements
(discussion not allowed on this item).
- 5:55 7. 2022 Chair and Vice-Chair Elections (**Exhibit C**)
- 6:10 8. Strategic Planning review and update with Yvonna Cazares (**Exhibit D**)
- 7:15 9. Staff Updates and Announcements / Future Agenda Items

Staff will share update on agenda items for upcoming meetings.

See MCPD scheduler at tinyurl.com/MCPD-AgendaPlanner.
Suggestions for future agenda items are also welcome.

- 7:30 10. Adjournment
(Meeting shall end no later than 7:30 p.m., unless extended by majority vote of the Commission.)

Note: The Commission May Take Action on Any Item on the Agenda

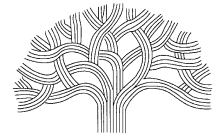
Agenda item start times are approximate and are provided as a courtesy guide only. Timing and order of items may change as part of Agenda Modification and Approval and/or as needed based on staff and time availability during the course of the meeting.



This meeting location is wheelchair accessible. To request disability-related accommodations or to request American Sign Language (ASL), Cantonese, Mandarin, or Spanish language interpreter, please email adaprograms@oaklandca.gov or call (510) 238-5219 (V) or 711 (California Relay Service) at least five (5) business days before the meeting. Please refrain from wearing scented products to this meeting as a courtesy to attendees with chemical sensitivities.

Esta reunión es accesible para sillas de ruedas. Si desea solicitar adaptaciones relacionadas con discapacidades, o para pedir un intérprete de en español, Cantonés, mandarín o de lenguaje de señas (ASL) por favor envíe un correo electrónico a adaprograms@oaklandca.gov o llame al (510) 238-5219 (V) o al 711 para servicio de retransmisión (Relay service) por lo menos cinco días hábiles antes de la reunión. Se le pide de favor que no use perfumes a esta reunión como cortesía para los que tienen sensibilidad a los productos químicos. Gracias.

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City of Oakland

Mayor's Commission on Persons with Disabilities (MCPD)
Monday, November 15th, 2021 5:30 p.m.-7:30 p.m.

Minutes

NOTE: Approved minutes and video recordings are posted at <https://www.oaklandca.gov/boards-commissions/mayors-commission-on-persons-with-disabilities/meetings>

Commissioners: Noah Smith (Chair), Thomas Gregory (Vice Chair), Cathy Eberhardt, Marjorie Lynne, Karen Nakamura, Frank Sperling, and Howard Tevelson, Ayanna Keeton, Leonard Moore

Commission staff: Anh Nguyen, ADA Programs Division Manager; Karen Denicore, ADA Program Analyst

Presenters: Josie Ahrens, Sarah Fine, Charlie Ream, Joanna Winter, Jacque Larrainzar

Other attendees (from webinar Attendee list):, Ofurhe Igbinedion, Helen Walsh, Sheela Gunn-Cushman, Robert Prinz / Bike East Bay, Patricia S, Kevin Dalley, Jessie Wang, Dave Campbell / Bike East Bay, Si Lau, Emily Ehlers, Mary Havlicek

Meeting called to order by Chair Smith at 5:33 PM. At roll call, quorum was established with six of Nine commissioners present (x).

Commissioners	Present (x)
Noah Smith (Chair)	x
Thomas Gregory (Vice-Chair)	x
Cathy Eberhardt	x
Marjorie Lynne	excused
Karen Nakamura	absent
Frank Sperling	x
Howard Tevelson	x
Ayanna Keeton	absent
Leonard Moore	x

Exhibit A

Open Forum did not have any speakers.

Agenda was adopted as published with a motion from Commissioner Gregory and a second from Commissioner Sperling.

October 2021 Special Meeting Minutes unanimously adopted as published with a motion from Commissioner Gregory and a second from Commissioner Sperling

October 2021 Minutes unanimously adopted as published with a motion from Commissioner Gregory and a second from Commissioner Eberhardt.

The 2021 Virtual Meeting Resolution was re-adopted with a motion from Commissioner Sperling, a second from Commissioner Gregory and a yes vote from all 6 commissioners present.

Commissioners	Yes	No	Abstain
Noah Smith (Chair)	x		
Thomas Gregory (Vice-Chair)	x		
Cathy Eberhardt	x		
Marjorie Lynne	excused		
Karen Nakamura	absent		
Frank Sperling	x		
Ayanna Keeton	absent		
Leonard Moore	x		
Howard Tevelson	x		

Commissioner's Announcements and Strategic Plan Updates

Action items: Commissioners, please respond to Leonard Moore request for interviews for podcast via email sent out previously

- Commissioner Sperling asked PG&E for assistance when he was notified of a planned power shut off and was told that they do not provide that assistance and that their accommodation is to notify people in advance. He needed a back up battery or generator to keep his medication refrigerated. The agency that

Exhibit A

provides that service during wildfires and PSPS did not respond to a request for assistance.

- Commissioner Gregory reports no updates on the part of city staff and elected officials on the funding situation for rental rehab updates (access improvement program) after losing track of \$500,000. Recommends that MCPD continue to advocate for additional funding going in to 2022. He will be resigning his holdover status at the end of 2021.
- Commissioner Moore is interested in interviewing Commissioners for his podcast and encourages them to reach out to him to discuss a phone interview.

City of Oakland, OakDOT Multi Year Paving Plan

Josie Ahrens, OakDOT Transportation Planner, provided an update on the 3 year plan and presented the proposed 2022 5-Year Paving Plan, which is planned to bring to Council for adoption in December.

Action Items: Sarah Fine wants to work directly with interested commissioners on how to better address the needs of pwds.

Josie Ahrens will provide Sheela Gunn-Cushman with a written narrative of the presentation and the streets involved and Sheela offered to help Josie write it up in the most helpful way. Josie provided her email address to get in contact.

Anh and Sarah will look into options for identifying ADA accessibility issues via 311.

- Commissioner Sperling wanted to know how specifically they prioritize the needs of people with disabilities in their planning.
- Using census and American Community Survey data is how they integrate the number of pwds into the funding formulas. Curb ramps are also included in all major projects.
- What about all the complaints lodged with ADA programs about all the various issues pwds have with the roads, are they taken

Exhibit A

into consideration by location in the planning efforts? How does the City of Oakland take into consideration the voice of people with disabilities with regard to their challenges with the roads in the city of Oakland?

- This plan is a CIP (Capital Improvement Project) and there are programs that work more specifically on a complaint basis to address issues. If they are systemic, then they may become a CIP.
- Commissioner Sperling expressed that in the past few years, he has not seen any work that has been done to better address the needs of pwds. (Sarah Fine would like to work with commissioners on that)
- Sheela Gunn-Cushman recommends that call ins to 311 with infrastructure issues should identify ADA accessibility issues when they call in. She would like a written narrative of the presentation and the streets as she was not able to see or follow the presentation. (Josie expressed a willingness to provide this and the agenda report before it goes to city council)
- Sheela offered to help Josie with how to write it up in the most helpful way and Josie provided her email as paving@oaklandca.gov
- Helen Walsh expressed the importance of collecting and using data for data driven decision making and is tired of diverse communities of pwds being seen as problems as they are the solution.
- Anh Nguyen expressed the importance of identifying ADA related complaints and self as a pwd when contacting 311.
- There is not a specific ADA identifier to use on 311 but it can be included in the text descriptions. Chair Smith suggests a way to specifically identify an ADA access issue complaint. (Anh and Sarah will look into 311 options to identify ADA)

Exhibit A

OakDOT Protected Bike Lane Projects

Charlie Ream, OakDOT Transportation Planner, presented an overview of protected bike lane projects and various design options under consideration for use in the City of Oakland.

Action Items: Consider and assess interest in the suggestion of in person tours of specific protected designs for a combination of travel training and accessibility assessment for multiple ADA concerns and potential issues.

Helen Walsh would like to directly share her experience as a vision impaired person who bikes for transportation either through a survey or via direct email with Charlie Ream (OakDOT)

- Commissioner Sperling, nice to see OakDOT continuously improving bike lanes to accommodate ADA. What happened with past issues about sharp corners on raised islands and how are proposed designs currently tested? What about pwds who have placards but are in regular parking spots?
- Sharp corners have been tapered off for wider access but there will still be out of direction travel from regular parking spots. Mid-block curb ramps are designed to mitigate the need to travel far in a bike lane. There are 6.5 feet cut outs designed to keep passengers from getting blocked in vehicle. Driver side scenario has access in blue curb spots but still problematic in regular spots.
- Commissioner Sperling suggested education may be needed to help users understand how to best use various blue zone designs.
- Sheela Gunn-Cushman, as a person with blindness, has an issue with corner cutting ramps that do not clearly indicate which direction she should go and that directional ramps are critical.

Exhibit A

- Directional curb ramps are a priority and a policy for OakDOT. Ramps that are not directional are designed with 6 inch high barriers to indicate that a direction must be chosen.
- The 6 inch high barriers are a problem for visually impaired persons.
- Diagonal ramps are only used when directional ramps are not an option. Raised islands are usually transit boarding islands with a single ramp exit that has a warning surface and a stopping point where you determine your direction.
- Sheela Gunn-Cushman agrees that education could be helpful. Could tours be done for mobility impaired and vision impaired residents to try out these options?
- Helen Walsh points out that pwds do carpool and that having more blue curbs, or greater accessibility in general, would be beneficial for the whole community.
- Helen Walsh also points out the perspective of a low vision person who bicycles using both a two-wheeler and a three-wheeler. It is difficult to identify islands. There is a lack of contrast between current colors. The ramps do not slow down athletic riders. Widths make it difficult to manipulate a tricycle and for other users to get through. She is happy to take a survey about her use of bike lanes and would like to connect with OakDOT via email.
- Dave Campbell (Advocacy Director Bike East Bay) spoke in support of tours of the protected bike lanes and has done them in Berkeley, Fremont and unincorporated Alameda County. In regard to exiting on the drivers side, the approach has been to make it safer by significantly slowing down traffic but people still express that they feel less safe.

Community Engagement Work Groups

Jacque Larrainzar, Race & Equity Department Program Analyst, and Joanna Winter, a planner with Strategic Planning Division share the City's Community Engagement plan and invite MCPD Commissioners

Exhibit A

to participate at their workgroup meetings to discuss the work of the commission and how the workgroup can better work with MCPD to involve the communities they represent.

Motion by Commissioner Sperling and seconded by Commissioner Gregory to extend the meeting by 15 minutes to 7:45 was approved.

Action Items: Sheela Gunn-Cushman and Helen Walsh offered to assist the group with their expertise in web accessibility and help to develop an ADA compliant survey for the community of pwds. ADA staff will provide them with email contact information.

- Commissioner Sperling is confused about who the group is and what the goal of the group is. Is there a problem to solve? What will this look like when it is complete? He is unable to give feedback because of this lack of context.
- Commissioner Gregory wants a specific example of the type of the 37 resources generated by the group and recommends that they work with Center for Independent Living (CIL) as a federally designated agency to works with local government entities in their areas.
- Group has identified lists of organizations and found departments with systems to track volunteers and engage community already in place. They want to eliminate duplication and centralize processes.
- Joanna Winter says group started as a grassroots group of staff who do community engagement who felt their efforts were inconsistent. It has received support from the city and developed into an interdepartmental working group of staff that is functioning as an information sharing group. Group does share the questions posed by Commissioner Sperling.
- Sheela Gunn-Cushman recommends Lighthouse for the Blind, Eastbay Center for the Blind in Berkeley, CA Council of the Blind and the National Federation of the Blind. She also wants them to reach out to the hearing impaired community. She

Exhibit A

suggests an ADA accessible survey to put out to the community.

- Helen Walsh has expertise in digital media and accessibility and has been a part of W3C WAI (Web Accessibility Initiative) for several years. Digital accessibility foundation provides a [free online course](#) that is a good starting point and she is happy to help. (2 organizations at Ed Roberts Campus) can also help, WID and C4AT)
- Jacque and Joanna will share their emails for Sheela and Helen.

Staff Updates and Announcements

Action Items: Staff will forward information about events described via email list.

- There is an Electrifying Existing Building workshop on Wednesday November 17th from 10 AM to 12 PM.
- There is an event coming up on Friday December 3 titled Alameda County Perspectives: The California Master Plan for Aging

December Agenda Items

- 2022 Election for Chair and Vice Chair
- Strategic Plan Review

See MCPD scheduler at tinyurl.com/MCPD-AgendaPlanner.
Suggestions for future agenda items are also welcome.

The meeting was adjourned at 7:46 pm.

November 2021 Minutes attachment; Updates and Announcements

City of Oakland, OakDOT Multi Year Paving Plan

Sarah Fine, OakDOT Project Manager, and Josie Ahrens, OakDOT Transportation Planner, shared an update on the 2019 3-Year Paving Plan and presented the proposed 2022 5-Year Paving Plan. This plan is expected to be brought to the Oakland City Council for approval in December. For additional information about past, current, and future paving projects in the City of Oakland and to sign up for email updates on the Next Paving Plan, please visit: [City of Oakland | Paving \(oaklandca.gov\)](https://oaklandca.gov/paving)

California Master Plan for Aging

In June 2019, Governor Gavin Newsom issued an executive order calling for the creation of a Master Plan for Aging ([Master Plan](#)) ([Executive Order N-14-19](#)). The Executive Order affirmed the priority of the health and well-being of older Californians and the need for policies that promote healthy aging. The Master Plan for Aging outlines five bold goals and twenty-three strategies to build a California for All Ages by 2030.

The Senior Services Coalition of Alameda County is presenting:

[Alameda County Perspectives: The California Master Plan for Aging](#)

This free community forum on Friday, December 3, 2021, from 8:30am - 12pm will examine the progress and local impacts of the Master Plan for Aging's first year, and provide the opportunity to share ideas to inform advocacy and implementation going forward.

Register here: [Alameda County Perspectives: The California Master Plan for Aging Tickets, Fri, Dec 3, 2021 at 8:30 AM | Eventbrite](#)

OAKLAND Mayor's Commission on Persons with Disabilities (MCPD)

December 2021 VIRTUAL MEETING RESOLUTION

ADOPT A RESOLUTION DETERMINING THAT CONDUCTING IN-PERSON MEETINGS OF THE MAYOR'S COMMISSION ON PERSONS WITH DISABILITIES (MCPD) AND ITS COMMITTEES WOULD PRESENT IMMINENT RISKS TO ATTENDEES' HEALTH, AND ELECTING TO CONTINUE CONDUCTING MEETINGS USING TELECONFERENCING IN ACCORDANCE WITH CALIFORNIA GOVERNMENT CODE SECTION 54953(e), A PROVISION OF AB-361.

WHEREAS, on March 4, 2020, Governor Gavin Newsom declared a state of emergency related to COVID-19, pursuant to Government Code Section 8625, and such declaration has not been lifted or rescinded. See <https://www.gov.ca.gov/wp-content/uploads/2020/03/3.4.20-Coronavirus-SOE-Proclamation.pdf>

WHEREAS, on March 9, 2020, the City Administrator in their capacity as the Director of the Emergency Operations Center (EOC), issued a proclamation of local emergency due to the spread of COVID-19 in Oakland, and on March 12, 2020, the City Council passed Resolution No. 88075 C.M.S. ratifying the proclamation of local emergency pursuant to Oakland Municipal Code (O.M.C.) section 8.50.050(C); and

WHEREAS, City Council Resolution No. 88075 remains in full force and effect to date; and

WHEREAS, the Centers for Disease Control (CDC) recommends physical distancing of at least six (6) feet whenever possible, avoiding crowds, and avoiding spaces that do not offer fresh air from the outdoors, particularly for people who are not fully vaccinated or who are at higher risk of getting very sick from COVID-19. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

WHEREAS, the CDC recommends that people who live with unvaccinated people avoid activities that make physical distancing hard. See <https://www.cdc.gov/coronavirus/2019-ncov/your-health/about-covid-19/caring-for-children/families.html>;

WHEREAS, the CDC recommends that older adults limit in-person interactions as much as possible, particularly when indoors. See <https://www.cdc.gov/aging/covid19/covid19-older-adults.html>;

Exhibit B

WHEREAS, the CDC, the California Department of Public Health, and the Alameda County Public Health Department all recommend that people experiencing COVID-19 symptoms stay home. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>;

WHEREAS, persons without symptoms may be able to spread the COVID-19 virus. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>;

WHEREAS, fully vaccinated persons who become infected with the COVID-19 Delta variant can spread the virus to others. See <https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>;

WHEREAS, the City's public-meeting facilities are indoor facilities that do not designed to ensure circulation of fresh / outdoor air, particularly during periods of cold and/or rainy weather, and were not designed to ensure that attendees can remain six (6) feet apart; now therefore be it:

WHEREAS, holding in-person meetings would encourage community members to come to City facilities to participate in local government, and some of them would be at high risk of getting very sick from COVID-19 and/or would live with someone who is at high risk; and

WHEREAS, in-person meetings would tempt community members who are experiencing COVID-19 symptoms to leave their homes in order to come to City facilities and participate in local government; and

WHEREAS, attendees would use ride-share services and/or public transit to travel to in-person meetings, thereby putting them in close and prolonged contact with additional people outside of their households; and

WHEREAS, on October 18, 2021 the Mayor's Commission on Persons with Disabilities (MCPD) adopted a resolution determining that conducting in-person meetings would present imminent risks to attendees' health, and electing to continue conducting meetings using teleconferencing in accordance with California Government Code Section 54953(e), a provision of AB-361; now therefore be it:

RESOLVED: that the MCPD finds and determines that the foregoing recitals are true and correct and hereby adopts and incorporates them into this Resolution; and be it

FURTHER RESOLVED: that, based on these determinations and consistent with federal, state and local health guidance, the MCPD determines that conducting in-person meetings would pose imminent risks to the health of attendees; and be it

Exhibit B

FURTHER RESOLVED: that the MCPD firmly believes that the community's health and safety seriously and the community's right to participate in local government, are both critically important, and is committed to balancing the two by continuing to use teleconferencing to conduct public meetings, in accordance with California Government Code Section 54953(e), a provision of AB-361; and be it

FURTHER RESOLVED: that the MCPD will renew these (or similar) findings at least every thirty (30) days in accordance with California Government Code section 54953(e) until the state of emergency related to COVID-19 has been lifted, or the MCPD finds that in-person meetings no longer pose imminent risks to the health of attendees, whichever is occurs first.

Exhibit C

CITY OF OAKLAND Mayor's Commission on Persons with Disabilities Role of the Chair and Vice Chair

Read, understand, and adhere to the current enabling ordinance for the Commission, Ordinance No.13334 C.M.S.

The Chair of the Commission shall be responsible for composing all correspondence on behalf of the Commission, unless there is an agreed-upon arrangement to delegate this responsibility, on an issue-by-issue basis. The Chair will be responsible for signing all correspondence pertinent to Commission business. When correspondence is generated by a Committee, the Chair and the Committee Chair will co-sign the correspondence. At no time will Commissioners seek to represent the Commission in writing without express authorization by the Chair to do so.

The Vice Chair shares the leadership of the commission, making the role of Chair more manageable and acting as a sounding board when there are challenges and opportunities to reflect on. The Chair and Vice Chair act as liaisons to City of Oakland Boards and Commissions and OakDOT on matters concerning MCPD. This role can be delegated by the Chair or Vice Chair to other commissioners as necessary. The Vice Chair will act as Chair in the absence or at the request of the Chair. Managing, tracking, assigning, and reporting on the establishment of ad hoc committees, the work done by the committees, and the dissolution of ad hoc committees is the responsibility of the Vice Chair.

Commission business will be represented or communicated by the Chair unless the Commission and the Chair agree to delegate responsibility for representation to a specific Commission member on a specific issue. In that case, the position or communication of the Commission will be agreed upon and clearly specified in advance. Commissioners at no time will take the initiative to represent the Commission on any matter without prior discussion by the Commission and without the specific knowledge and consent of the Chair. Commissioners will not meet with or contact City staff on Commission business without authorization by the Chair and the Commission.

Each year, the Commission presents an Annual Report from the Chair to inform the City Council of its accomplishments over the prior calendar year and its goals and objectives moving forward.

Overview of the Roles the Chair and Commissioners in Meetings

Goal of Meeting Discussions

The usual goal of any discussion at a public agency meeting is for decision-makers to:

- Receive and share information, so everyone can make informed choices.
- Share thoughts and perspectives on what decision best serves the public's

Exhibit C

- interests and other community values; and
- Reach a decision on what the best option is.

Another goal is for the group to reach decisions in a way that builds and maintains relationships as well as promotes trust in both decision-makers and the decision-making process.

Everyone's Role

All participants in the decision-making process are responsible for working towards achieving these meeting goals. Moreover, everyone has a shared stake in having an opportunity to be heard and being treated fairly. Thus, all officials have an interest in supporting the chair's efforts to conduct the meeting effectively and fairly

The Chair's Role

The chair's role includes:

- Helping the group determine whether it has all the information necessary and available to make a decision.
- Encouraging decision-makers to share multiple points of view.
- Actively listening to determine potential points of agreement and testing those points for actual agreement.
- Managing any conflicts that may arise during the discussions.
- Keeping the discussion on topic.
- Ensuring that clear decisions are made.
- Sticking to the agenda; and
- Getting through the agenda items in a timely manner.

As a result, the role of the chair can be understood as:

- A team captain who leads by example and helps the group function as a team.
- A coach who encourages participants to perform at their best, including as it relates to principles of fair play and sportsmanship; and
- A referee who has authority to stop the action and apply the rules of play.

For the chair to play the role of referee effectively, the chair needs the group's trust and respect. To earn this trust and respect, the chair needs to conduct the meeting fairly. This means applying the group's agreed upon standards in an impartial manner. If one's colleagues understand that the chair's goal is to be an impartial facilitator to help the group achieve consensus, the group will be more inclined to act in ways that support the chair's efforts and achieve the meeting's goals.

To achieve both the perception and the reality of impartiality, it can be helpful for the chair to hold off expressing his or her views on a matter and not engage in debate.

Exhibit C

Fostering Discussion and Decision

- **Opening up the Issue for Discussion.** Having stated the issue and heard staff and the public's information on it, ask for decision-makers' thoughts. To enable the chair to be a fair guider of the discussion, the chair will typically refrain from offering their thoughts at the beginning.
- **Who Speaks When and to Whom.** At this point in the meeting, the discussion is among decision-makers and therefore decision-makers should be speaking to each other in an effort to come to a decision, not the public.

An important role of the chair is to make sure only one person speaks at a time, so both the public and decision-makers can understand and follow the discussion. A typical approach is for each decision-maker to offer their thoughts and then listen to other decision-makers' thoughts in turn.

If it appears multiple people want to talk at once, the chair has the option of asking people to raise their hands to be recognized before speaking. The chair can keep a list of who has asked to be heard, to call on each person to speak in sequence. Everyone who wants to speak should know that they are on the list and their turn is coming. The chair may put a time limit per speaker on public comments if there is a long waitlist.

- **Keeping Discussion Participation Balanced.** Some bodies have a norm that each person will take a turn in asking all their questions and sharing their thoughts. Others find that such a restriction interferes with dialogue and the deliberative process. If a person seems to be repeating him or herself or otherwise dominating the discussion to the exclusion of others, one approach is for the chair to acknowledge that the individual's perspective has been heard.

Example: Chair *"We have heard that Supervisor Nasirian feels strongly that fixing our roads is an urgent priority. What are others' thoughts?" or "Is there anyone who hasn't spoken yet who would like to share their thoughts?"*

The chair can also give preference to those who haven't spoken.

Example: Chair *"I see your hand up Council Member Cooke and we'll get to you in a moment; I am going to recognize Council Member Suarez first since she hasn't yet spoken."*

- **Avoiding Interrupting one Another.** When people are passionate or otherwise convinced of the correctness of their position or information, they will sometimes jump in to respond to what a colleague is saying. A chair's role is to intervene to protect the person's ability to finish their thought. ("Let's let Director Feliciano finish his thought; you'll have an opportunity to share your perspectives.")

Exhibit C

- **Dealing with Conflict.** Differing perspectives is inherent in a group decision-making process and healthy. However, if the discussion gets particularly heated among two or more decision-makers, a helpful device is to have people address their remarks to the chair. Another is to summarize the points of disagreement and then move the discussion away from those who are in conflict by asking others how they see the issue. If the conversation turns personal, the chair can ask the group to keep the discussion focused on the problem at hand, not underlying motivations or personalities. If these techniques are unsuccessful, calling a recess can be helpful to enable people to step away from the conflict and reflect on how to move the discussion forward. See also Dealing with Emotional Audiences (www.ca-ilg.org/dealing-emotional-audiences).
- **Actively Listening for Signs of Consensus.** The chair's role is to listen for points of agreement and possible consensus and then test the chair's sense of where people are leaning. Tools the chair has to help the group get to a decision point include:
 - *"It sounds like Supervisor Rodriguez and Supervisor Ifill are both concerned about the impact of the proposed use, even with the proposed conditions on the permit, on surrounding neighbors. Am I understanding your concerns? Would either of you like to move that the application be denied"?*
 - *Thank you, Council Member Chen, for sharing that view; would you like to make a motion to that effect?"*
 - *"It sounds that there are two views on the board: [state the two views]. Which strikes people as having more advantages for our community? "What's the group's pleasure? The question before us is [restate the issue before the group]."*
- **Motion and Second.** Once a motion is made, the chair asks for a second. A second to the motion indicates that at least one other person agrees with the maker of the motion.
 - If no one seconds the motion, the chair can note that the motion is appearing to die for lack of a second. The chair can ask if someone else wants to make a different motion.
 - If the group seems ambivalent, the chair can ask if someone wants to second the motion for purposes of discussion. Through that discussion, an approach at least a majority can agree on may emerge, in which case the chair may want to ask whether there's a friendly amendment to the original motion or a substitute motion.
- **Vote.** It's helpful for the chair to re-state the motion on which the group is voting

Exhibit C

Conduct at Commission Meetings -Parliamentary Procedures-

Simple motion

1. Announce the next item on the agenda and ask if anyone has anything to say about it.
2. Call on anyone who wants to speak as each speaker stops.
3. If you feel everything relevant has been said, ask if anyone wants to make a motion.
4. Whether you ask, or someone just speaks up, they should say, "I move...., etc."
5. If no one seconds, ask for a second. If no one seconds, say, "The motion dies for lack of a second", and continue discussion.
6. If you get a second say, "We have a motion and a second to", then repeat the motion.
7. Ask if there is any further discussion. Remember a motion is specific wording that might vary from what was initially discussed before the motion was made.
8. When discussion ends, or if you think people are just repeating themselves, ask if the group is ready to vote.
9. If there are no objections, say, "All in favor say aye; all opposed nay; any abstentions?" Then say if the vote passed or failed.
10. If you can't tell from a voice vote, ask for a show of hands. Any member has the right to ask for a show of hands if they want.

Amending a motion

When you have a motion and a second, a member may say they want to offer an amendment.

1. The offered amendment must state the exact language that is to go in the amended motion.
2. We use what is referred to as "friendly amendments", so ask the person who made the original motion if he/she accepts the amendment.
3. If the answer is yes, ask the person who seconded the original motion if she/he accepts.

Exhibit C

4. If yes, say, "We now have amended motion that says," then repeat the motion with the amended language.
5. If either party says no, they don't accept the suggested amendment, ask for a second for the amendment.
6. If no one seconds, say, "The amendment dies for lack of a second", and continue the discussion and vote on the original motion.
7. If someone seconds, say, "We now have a motion and a second to amend the original motion to say," and repeat the motion with the amendment.
8. Ask for discussion of the amendment only. The original motion is not being discussed, only the amendment.
9. As with any motion, after discussion take a vote as described above. Make it clear to the board that only the amendment is being voted on, not the full motion.
10. If the motion fails, say, "We are now taking up the original motion again." Go through the steps as described above to finish debate and vote on the original motion.

“Call for the question”

During debate of a motion any member, when it is their turn to speak, may call for the question. This is a request to stop debate and vote on the motion.

1. Ask for a second for the motion to "call the question".
2. If there is no second, say, "The motion to end debate dies for lack of a second", and continue with discussion.
3. If there is a second all discussion ends. Say, "We are now going to vote on whether to end the debate. If you vote yes, all debate ends and we will immediately vote on the motion we have been discussing. If you vote no, we will continue to discuss the motion before we vote on it."
4. Vote on the motion as described above.
5. If it fails continue the debate. If it passes go straight to a vote on the motion before the body with no further discussion.

Exhibit C

“Point of Order”

Any member can say, "Point of order" any time, even if they have not been recognized to speak. It means they think that whatever is occurring at the time is out of compliance with some rule that governs the actions of the board.

1. The member should state the actions that he/she believes are wrong, and what rule is being broken.

The rule would generally be in laws governing corporations or nonprofits, the organization's Articles of Incorporation or By-laws, or policies passed by the board that describe board activities or responsibilities.

2. The Chair would rule on the validity of the objection or seek guidance by finding the relevant law or regulation.

“Table an item”

During discussion of an agenda item, before or after a motion has been made, a member may ask that the item be tabled until a later time.

3. The request should state when the item would be addressed (such as after the finance report or at the next meeting), and why it should be tabled.
4. The reasons usually are related to wanting information that isn't available at the time. If the reasoning is sound the Chair asks if everyone agrees to the suggestion.
5. If no one objects the item is tabled and taken up again at the time designated.
6. If the required information still isn't available, the Chair may pick a later time and table the item until then.
7. If any member objects to the item being tabled, the Chair would ask the member who made the suggestion if she/he wants to make it a motion.
8. If so, the member would say, "I move the item be tabled until..." whatever time was chosen.
9. The Chair then treats it like any other motion by asking for a second, having discussion and a vote.

Thank you to Bob Hand, Executive Director, Resources for Independent Living, for presenting this guidance at the Community Leadership Academy hosted by the ADA Programs Division in March 2015.

2021 MCPD Strategic Plan Review

THE MAYORS COMMISSION ON PERSONS
WITH DISABILITIES (MCPD)
GOALS AND ACTIVITIES IDENTIFIED IN 2021

THE GOAL AREAS

POLICING AND SAFETY

ACCESSIBILITY OF CITY SERVICES

HOUSING

POLICING / SAFETY (Goal Area 1)

1.1 MCPD will continue to provide input and monitor OPD policies and procedures concerning PWD to include Domain 37 training and CIT.

- The role of MCPD is transitioned to liaison and oversight on this goal.
- Commissioner Tevelson informed the Police Commission and the Dept. of Violence prevention that he is the MCPD Liaison
- Commissioner Tevelson attended Department of Violence Prevention Town Halls held in February and March of 2021
- A letter was composed and sent to the Police Commission expressing MCPD concerns and demands.
- The letter received a response from the ED of the Community Police Review Agency who had received it from Yvonna Cazares

POLICING / SAFETY (Goal Area 1)

1.2 MCPD will advocate for improved safety services for the disability community and the community in general in the face of emergencies and natural disasters. Increasingly poor air quality and the need for clean air refuges is a specific concern and a permanent issue going forward. Accessible shelters and transportation to them are critical to community safety.

- PG&E representatives made a presentation on the Community Wildfire Safety Program, community resource centers in Alameda county, their additional support for access and functional needs customers, and their Disability Disaster Access and Resources Program
- Emergency Management Services Division staff presented updated draft plans and policies for adults with functional needs (AFNS) for emergency preparedness and during shelter evacuations to the commission for input.
- **Carry Over? By 12/31/2021 MCPD will identify service gaps in the emergency response system and report them to the Mayor and City Council.**

ACCESSIBILITY OF CITY PROGRAMS/ SERVICES/ ACTIVITIES (Goal Area 2)

2.1 MCPD will provide input to the City regarding Oakland's ongoing development and implementation of its ADA Transition Plan.

The commission will continue to recommend to the City Council, City staff, and the Mayor's Office the need to maintain and enhance the effectiveness of the ADA division by restoring and adding funding for services and programs.

It is critical that the ADA Programs Division have a more autonomous position within the City department hierarchy to better monitor the ADA Transition Plan progress and assist City Departments with recommendations to meet their individual compliance requirements.

2.1 Accessibility of city programs/ services/ activities Planned but Unrealized Actions for 2021

Carry Over?

- The MCPD will support staff work to achieve this goal
- The Commission will advocate **during the City Council and staff and Mayor's Office Budget Engagement Process** by sending letters from current and previous chairs with the recommendations of the Commission and following up to assure that the recommendations are received and considered.
- MCPD representatives will make a **presentation to the Life Enrichment Committee** of the Oakland City Council.

HOUSING (Goal Area 3)

3.1 MCPD will advocate to ensure the accessibility and affordability of housing in Oakland.

- Commissioner Gregory reports that \$500K supposedly provided by Measure W and the \$500K supposedly provided by Measure KK for home modifications was not all received by HCD. They were unaware of the \$500K that they did have and did not spend it. That has now been made available to HCD but even added to the current budget it will not be enough to even cover the current wait list.
- Alameda's Communications and Legislative Affairs Officer, Sarah Henry, and Commissioner Beth Kenny from their Commission on Persons with Disabilities made a presentation to MCPD on the Universal Design Ordinance adopted by the City of Alameda in 2017.

HOUSING (Goal Area 3)

3.2 Whereas the MCPD recognizes a high prevalence of homeless individuals living in Oakland are also PWDs, often disconnected from services, and whereas the MCPD recognizes a responsibility to represent the voices of all PWDs living in the city, the MCPD will collaborate with official activities and initiatives addressing homelessness in the city, with the objective to improve conditions for and/or reduce the number of PWDs who are homeless in Oakland.

- Commissioner Eberhardt arranged presentations from two local community development agencies, EBALDC and MidPen, who described their agencies policies and practices on the accessibility of their communities, how they prioritize appropriate housing for low-income persons with disabilities, agency efforts to address homelessness in general and specifically for unhoused persons with disabilities, and what collaborations and suggestions they have to address the number of unhoused residents in the community.

HOUSING (Goal Area 3)

3.3 Renters Rights: Ensure Oakland renters with disabilities have access to the same financial and/or civic benefits afforded to Oakland homeowners with disabilities.

- Commission Chair Smith began a dialogue with the Oakland City Attorney and found that they were already interested in working on an elevator ordinance and will bring it to the commission as soon as they have completed their internal review process.

Carry Over?

- MCPD will examine how current and proposed rent control measures could impact the availability of accessible rent-controlled housing for PWDs.