



**CITY OF OAKLAND  
REDISTRICTING COMMISSION  
(SPECIAL MEETING)**

**Meeting Minutes**

**Thursday, November 12, 2020**  
Via Teleconference

Redistricting Commissioners: Benjie Achtenberg, Amber Blackwell, Daniel Chesmore (Alternate), Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Masoud Hamidi (Alternate), Martha Hernandez, Paul Marshall, Tracy Richmond McKnight, Diana Miller, Tejal Shah, Jan Stevens, and Mary Velasco.

Commission website: [www.oaklandca.gov/redistricting](http://www.oaklandca.gov/redistricting)

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**1. Roll Call and Determination of Quorum**

Quorum was determined and the meeting started at 5:01 pm.

Commissioners present: Benjie Achtenberg, Amber Blackwell, Gloria Crowell, Lilibeth Gangas, Shirley Gee, Stephanie Goode, Martha Hernandez (arrived at 5:07 pm), Paul Marshall, Tracy Richmond McKnight (arrived at 5:05 pm), Diana Miller, Tejal Shah (arrived at 5:03 pm), Jan Stevens, and Mary Velasco.

Commissioners absent: None.

Alternate Commissioners present: Daniel Chesmore, Masoud Hamidi (arrived at 5:08 pm).

Alternate Commissioners absent: None.

City staff present: Richard J. Luna.

City Attorney staff present: Mitesh Bhakta.

**2. Open Forum**

There were no public comments on this item.

**3. Government Ethics Act Training Session**

Public Ethics Analyst Jelani Killings provided an orientation and overview of the role of the Public Ethics Commission and City of Oakland's Government Ethics Act. A 10-minute video on the Government Ethics Act was also played for the Commission.

There were no public comments on this item.

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**4. Robert's Rules of Order Training**

Deputy City Attorney Mitesh Bhakta provided a training to the Commission on Robert's Rules of Order. A presentation was shared with step-by-step instructions on how to make, amend and approve motions.

There were no public comments on this item.

**5. Approval of Meeting Minutes**

The Commission reviewed the draft meeting minutes. A motion was made by Gloria Crowell, seconded by Lilibeth Gangas, to approve the minutes for the meeting of October 14, 2020. The motion passed with 13 ayes (Achtenberg, Blackwell, Crowell, Gangas, Gee, Goode, Hernandez, Marshall, McKnight, Miller, Shah, Stevens, Velasco).

There were no public comments for this item.

**6. Ad Hoc Committee Updates**

Commissioners provided the following updates for work in the Ad Hoc Committees.

Alternate Commissioner Chesmore stated the Bylaws and Rules of Procedure Committee met and developed a proposal for the Rules of Procedure included as an action item on the Agenda. Commissioner McKnight stated the committee met twice and worked with City staff and the Attorney's Office in developing the proposal.

Commissioner Achtenberg stated the Community Outreach Committee met and discussed the Commissioners' values in how they hoped to engage with the community. At its meeting, the Committee discussed the engagement process from the 2013 redistricting process and how the current health crisis will impact in person events. The Committee also discussed how to conduct the required public hearings in a teleconference environment along with the logistics in presenting proposed maps and receiving feedback from the community. The Committee also established a recurring meeting schedule.

Commissioner Shah stated the Communications Committee met twice and established a recurring meeting schedule. At its meetings, the Committee discussed and worked on developing a communications toolkit, a list of organizations to send messages to, and the type of communication strategy the Commission should adopt. Commissioner Goode stated the toolkit will include short, medium and long messages, and the Committee will look at examples from other organizations to help develop the toolkit. Commissioner Velasco stated the Committee also discussed the potential for the Communications

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Committee to coordinate in both receiving and responding to comments submitted to the Commission.

City staff member Richard J. Luna provided an update on behalf of the Consultant Selection Committee. The Committee was not able to meet prior to the Commission meeting and was working to schedule a meeting for the following week. Staff stated the City received four responses to the requests for proposals the City issued in seeking a redistricting consultant. Commissioners expressed the need to have a local firm represented in the redistricting work. Staff stated that no local firms submitted a proposal; however, staff can explore potentially hiring a local sub consultant which would be further discussed with the Committee. Commissioners on the Consultant Selection Committee stated the discussion points related to the local firm were noted. Deputy City Attorney Mitesh Bhakta stated Commissioners could request legal guidance should an issue arise in the consultant selection process.

Alternate Commissioner Hamidi exited the meeting at approximately 6:30 pm.

There were no public comments for this item.

**7. Rules of Procedure**

Alternate Commissioner Chesmore presented the proposed Rules of Procedure to the Commission. Commissioners on the Bylaws and Rules of Procedure Committee provided further context and explanation for their proposal, including a need to amend the title to Rule 13 to clearly define the intent of the rule where Commissioners disclose communications they receive from elected officials and their representatives.

A motion was made by Benjie Achtenberg, seconded by Tracy Richmond McKnight, to approve with Rules of Procedure Resolution with one amendment, that the title for Rule 13 be amended to state Disclosure Requirements by Commissioners. The motion passed with 13 ayes (Achtenberg, Blackwell, Crowell, Gangas, Gee, Goode, Hernandez, Marshall, McKnight, Miller, Shah, Stevens, Velasco).

Commissioner McKnight stated Rule 24 regarding a process for filling multiple vacancies on the Commission will return at a later date, as the Rule was under legal review.

There were no public comments on this item.

**8. Adjournment**

The meeting adjourned at 6:46 pm.