



**City of Oakland, ECAP ad hoc Community Advisory Committee
Meeting Minutes from Monday, June 3, 2019 Special Meeting
Oakland City Hall, 1st Floor, Hearing Room 3**

Item 1. Call to Order

Meeting called to order at 6:06 by staff facilitator, Shayna Hirshfield-Gold.

- ➔ **Motion to have Shayna be acting Chair until Committee nominates one (London) and seconded (Beveridge). No objections were made.**

Item 2. Roll Call

At roll call, quorum was established with eight Committee members and two alternate members present, two participating on the phone, and three Committee members excused.

Committee Members	Present	Excused
Najee Amaranth	X	
Nicole Bratton	X	
Ryder Diaz	X	
Anne Olivia Eldred	X	
Margaret Gordon		X
Barbara Haya		X*
Navina Khanna	X	
Jody London	X	
Ryan Schuchard	X	
Susan Stephenson	X	
Tyrone "Baybe Champ" Stevenson Jr.		X*
Dominic Ware		X
Jacky Xu		X

Alternates	Present	Excused
Brian Beveridge	X	
Bruce Nilles	X	

*Anne Olivia Eldred informed the Committee that, per Sunshine Act rules, calling into the Committee meetings is not permitted.

Introductions were made.

Staff Attendees: Shayna Hirshfield-Gold (Acting Sustainability Program Manager), Daniel Hamilton (Acting Environmental Services Division Manager), Danielle Makous (Sustainability Fellow), Jared O'Shaugnessy (Sustainability Fellow)

Item 3. Approval of the draft meeting minutes

- ➔ **Motion made to adopt meeting minutes (London), and seconded (Bratton). No objections were made.**

Item 4. Public Comment

No public comment was offered.

Item 5. Agenda Modification

Acting Chair Hirshfield-Gold suggests discussing recurring meeting date before agenda item 6, since two Committee members must leave the meeting early.

- ➔ **Motion to have the Committee meet on the 4th Tuesday of every month, starting on June 25th, held from 6-8 PM in Hearing Room 3 of Oakland City Hall (Bratton), seconded (Beveridge). No objections.**

Item 6. Clarification of Scope of ECAP & Purpose of Committee (20)

Shayna Hirshfield-Gold, Acting Sustainability Program Manager, City of Oakland - summarized below

- The purpose of this Committee is essentially to be a dedicated, deep-dive Focus Group for all aspects of ECAP development. This includes the community engagement process, action item prioritization, breadth and specificity, and format, as well as the flow from plan development to implementation. For example, community engagement strategies, sea level rise adaptation strategies, etc.
- The Committee members can also turnout to community engagement meetings and lend credence to outreach, and turnout to Council in April to ensure that the final plan is adopted and that we can move on to implementation.

Discussion – All - summarized below.

- Jody London: Does Shayna have a sense for how the information will flow from the consultants to City staff to the Committee? This is highly technical information, might inform how often Committee wants to meet.
 - Acting Chair Hirshfield-Gold: We have not begun receiving specific deliverables yet from our plan writer (Integral Group). If we do get deliverables enough in advance, then we can send them out in time to review before a meeting.
- Navina Khanna: Does Brown act regulate a shared Google drive or online space for us to keep documents?
 - Anne Olivia Eldred: Yes, since Google drives end up becoming serial discussions. All communication of the Committee must have public notice in advance, with a visible notice at the meeting location. In another group, one way we made sure not to violate Brown Act was to use BCC on all email communication, so that Committee members could not respond to the group.
- Daniel Hamilton: Recommend agenda item at each meeting to discuss with City staff which deliverables are coming up in the next months, to inform what the next meeting will look like.
 - Acting Chair Hirshfield-Gold: Meeting with Climate Consultant on Friday (06/07) to identify interim deliverables and schedule; will share a list with the Committee soon after that meeting
- Brian Beveridge: We don't want to start our analysis from a blank slate, so should the Committee structure be informed by the last ECAP? Should the Committee be structured in a way that the City gives us a product and we edit and write all over it, or do we just have

discussions based on what we want to talk about and the City takes notes and goes back to try to incorporate those ideas into the final plan?

- ➔ **Motion to end discussion and have Shayna quickly go over the downfalls of the last ECAP and the structure of the new ECAP (Amaranth), seconded (London). No objections.**

Acting Chair Hirshfield-Gold summarizes that the past plan had 172 actions and did not include financial analysis, a funding plan, clear key performance indicators, or comparative GHG reduction potential analysis, which together made it unable to be fully implementable or transparent.

Discussion – All - summarized below.

- Anne Olivia Eldred: Does the funding analysis of the new ECAP include what the cost of inaction would be?
 - Daniel Hamilton: Unfortunately no. With our tight budget we're only able to address municipal costs and not any costs of individual actions or inaction. In some cases we can make good estimations or already have good data for individual actions. We discussed estimated the cost of inaction with our consultant, and they said the time and money needed to measure that would be astronomical and the final number would probably be wildly inaccurate anyway.
- Bruce Nilles: What about measuring the health costs of climate change? Such as hospital stays for asthma, etc.
 - Daniel Hamilton: Also no for the scope of this new ECAP.

Acting Chair Hirshfield-Gold discussed results of the CURB report, which allowed comparison among all potential building and transportation actions to identify maximum GHG reduction potential. She listed the 5 high level strategies that CURB identifies as necessary for Oakland to reach the Council-adopted 56% Greenhouse Gas Emission reduction target. CURB does not define specific actions to take to achieve the 5 high level strategies, we need to decide that.

Acting Chair Hirshfield-Gold then referred to a graphic of the new ECAP's general structure (attachment 1), which could be used to inform the Committee's workplan.

Najee Amaranth requested the City send the Committee the last ECAP and the graphic.

- *Acting Chair Hirshfield-Gold clarified that these are posted to the Committee's website, and that she would include direct links in an email follow-up with the Committee.*

Item 7. Working Group Recommendations – Committee Structure, Protocols, and Practices (10)

- ➔ **Motion to skip agenda item 7 and move to 8 since the Working Group did not meet (Bratton), seconded (London). No objections.**

Item 8. Discussion and Decisions for Committee Structure, By-laws, and Chair(s) (20)

Discussion – All - summarized below.

- Navina Khanna: The Chair structure is a particular kind of structure, there are other ways of working.

- Jody London: Sees Chair as the liaison between the Committee and the City staff, its more of an administrative role.
- Anne Olivia Eldred: Another Board of which she's a member decided that Roberts Rules of Order is exclusive, inaccessible, and doesn't facilitate discussion or problem-solving. They decided to have more participatory communication to better hear what people are saying. The role of their Chair is to hear people's concerns and try to find solutions that address everyone's needs; only if they can't come to a consensus do they end up voting. The Chair decides when voting needs to happen, prepares reports, and works with City administratively.
- Brian Beveridge: Two roles for a Chairperson. The first is as an administrative liaison with staff (the Chair is the voice *of* the Committee, not the voice *for* the Committee), the Chair should say what the membership wants, and brings ideas from the Committee to be aggregated into agendas with staff. The second role is to manage the dialogue of the Committee so that it doesn't become a free for all.
- Nicole Bratton: Anne Olivia has to leave but is she open to being a Chair?
 - Anne Olivia Eldred: Open to be a co-Chair with somebody. Too often these Committees look at the problem and come to a solution from the wrong angle; let's look at who the people are who are being impacted and brainstorm/problem solve from there.
- Daniel Hamilton: The extent that your actions are decision driven, or the extent that you want to think as a Committee with a unified voice or as individuals with your own voices is up to the Committee members.
- Brian Beveridge: Suggest a co-Chair structure so that one of them is always at the meeting and the two of them work with the City to coordinate agendas and meetings.

➔ **Motion to have co-Chair structure (Khanna), seconded (Amaranth). No objections.**

Co-Chair nominations begin.

- Nicole Bratton nominated (London), seconded (Schuchard)
- Anne Olivia Eldred nominated (Khanna), seconded (Bratton)
- Najee Amaranth nominated (Khanna), seconded (Schuchard)
- Navina Khanna nominated (Bratton)
 - Navina decline nomination, no time capacity for co-Chair but wants to be active in the Committee
- Domonic Ware nominated via email (Ware), seconded (Amaranth)

➔ **Motion to close nominations (London), seconded (Beveridge). No objections.**

Anne Olivia Eldred excused.

Nominated Committee members give brief remarks, summarized below

- Najee Amaranth: Strong suit of being from the community, good public speaker, innate ability to listen and then create feedback that honors what was said; important that everyone's voice gets heard and everything is equitable for the community, at the end of the day we need to change how we're acting as a society/culture/city so we can create an environment that is beneficial for all; we can count on him to show up
- Shayna Hirshfield-Gold reads Domonic's email on his behalf; "I nominated myself as chair because I would like to serve at whatever capacities needed to see that Oaklander's are at the front of any and all advances in the Town that I'm associated with. Not only would it be a

great career move as a seasoned servant but as a moral duty to the Town I see no other way but to get more involved, knowledgeable, resourceful to successfully see to it that we hold ground in an influential and progressive fashion. I am here to work, allow me the privilege to serve.”

- Nicole Bratton: She’s present and willing. She has tenacity, drive, and diverse relationships from living and serving in Oakland. She worked with OUSD for 15+ years. She’s of the people and for the people, on this planet to make a contribution. Has a deep love for people. We should all be able to live not just survive, if we’re talking about equity than we have to shift some things not just on paper but how it trickles down into community where people have been heavily impacted by a lack of resources; but also doesn’t want to leave the affluent neighborhoods out; lived experience gives her space to be a great liaison; listen just as well as speak; gift of insight

Voting on nominations, everyone gets two votes

- ➔ **Nicole Bratton and Najee Amaranth are elected as co-Chairs**

Najee Amaranth and Navina Khanna are excused. Quorum remains with 7 members present.

Discussion on bylaws continues, summarized below.

- Brian Beveridge: Question for staff, do we have to have formalized bylaws?
 - Yvonna from Mayor’s Office: Not all boards and commissions have official bylaws, but she recommends having some process to refer back to. The rules shouldn’t be too complicated; bylaws can clarify quorum or lay out when public comment happens, e.g. after each agenda item or at the beginning or end of the meeting.
- **Bylaws agreed on by the Committee:**
 - Quorum is always seven Committee members.
 - One co-Chair must be at every meeting; if neither can be present than the Committee must choose an Acting Chair at the beginning of the meeting based on who is present at that meeting. The Acting Chair appointment will be for that meeting only.
 - Open forum for public comment will be 12 minutes at the beginning of every meeting, with time for each comment divided among the number of people who want to give a comment. The Chair(s) will enforce time limits for public comment based on the number of speakers.
 - Agenda items that require voting must be at the top of the agenda so that they aren’t lost at the end of the meeting if discussion of informational items runs long.

Item 9. Update on Community Engagement and Data Analysis (30)

Councilmember Dan Kalb enters the meeting, gives brief remarks.

Shayna Hirshfield-Gold gives update on community engagement.

- *The first two community workshops have happened; 3 more scheduled for June; 3 more (Council Districts 6 and 7 plus a city-wide meeting) are currently being scheduled; 2-3 Town Halls are scheduled for October, which will give the public an opportunity to review and discuss the 70% draft of the ECAP. Climate Equity Work Days are coming up and we’re also doing online engagement via a survey.*
- ➔ Requests from the group to have the draft of the online survey circulated so that Committee members can give feedback directly to Shayna.
 - ➔ Requests from the group to email out the dates for the Climate Equity Work Days.

Discussion – All - summarized below.

- Brian Beveridge: What happens to the data coming out of the workshops? Can the Committee get access to it?
- Co-Chair Bratton: Who is analyzing the data?
 - Shayna: Our Equity Facilitator team, EJ Solutions and OCAC, are first analyzing the data. They're including analysis of type of feedback paired with demographic factors. We can definitely bring it to the Committee as we get it after each district meeting.
 - Brian Beveridge: Please give it to use as graphics, not as raw data nor as a summary.

➔ **Motion to add 10 minutes to the meeting (Beveridge), seconded (Bratton). No objections.**

Item 10. Look Ahead to Future Meetings – Meeting Topic Suggestions, Reminder of Dates, etc. (20)

Discussion – All - summarized below.

- Brian Beveridge: Since we don't have a standard set of reports of deliverables to review, but the ECAP graphic that Shayna reviews has a good list of topics, suggest that those topics are the workplan for future meetings. Ex: Transportation, Buildings/Energy, etc.
 - Shayna Hirshfield-Gold: Some of this we don't have good data on yet, some we do but even that is still developing.
 - Brian Beveridge: Staff and the Chairs will decide what's ready to roll and what should be put on the next agenda based on the data that's ready.
 - Shayna Hirshfield-Gold: Suggested the next meeting topic be on buildings/energy, since City has a good amount of data on that.
- Brian Beveridge: We should take whatever actions the two consultant teams are developing and ensure that the process and the outcomes are equitable – that should be the goal of our Committee. For example, we have a meeting about building/energy and equity, then a meeting about transportation and equity, etc. We'll use the workshop data as a reference for what people want, and ensure that it is being equitably incorporated into the plan writing.
- Susan Stephenson: Let's also be sure not just to address mitigation, but also adaptation and sequestration.
- Ryan Schuchard: Committee members all have different expertise, content experts in the group should come forward when their topic is approaching/planning and have some staff time to plan the agenda with the co-Chairs.
- Shayna Hirshfield-Gold: Each meeting also doesn't have to be entirely dedicated to one topic; staff and co-Chairs will work together on agenda to include which topics fit together and are most relevant.

Co-Chair Bratton: June 25th meeting will be about buildings/energy, with Bruce Nilles as one of the Committee's content experts. Shayna will also provide updates on community engagement at that meeting.

Meeting adjourned at 8:18 PM.

Attachment 1:

