

CITY OF RICHMOND  
**Reimagining Public Safety Community Task Force**

Wednesday, October 27, 2021 5:30 PM

<https://zoom.us/j/99598896210?pwd=MEdpUWRjMG02bnI5MXlnb2xrQTloQT09>

This meeting is accessible to people with disabilities\*



**Members:**

Burks, Helene  
Cantu, Marisol  
Chacon, Eddy  
Chacon, Luis  
Gosney, Don  
Joseph, DeWanda  
Joseph, Randy  
Kilian-Lobos, Kristin  
Lee, James  
Lee, Armond  
Mangels, Laura  
Njissang, Marcus  
Schlemmer, Joey  
Small, Deborah  
Soto, Andres  
Therriault, Ben  
Walker, Tamisha  
Whitmore, Linda  
Williams, BK

**ALL TASK FORCE MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**

**This meeting is scheduled to adjourn at 7:30 PM.** *The meeting may be extended by a majority vote of the Task Force members.*

- I. Call to Order - Roll Call**
- II. Agenda Review and Adoption**
- III. Meeting Procedures - Reference page 3 & 4**
- IV. Minutes Approval**
  1. July 28, 2021 minutes
  2. August 25, 2021 minutes
  3. September 22, 2021 minutes
- V. Public Comments**
- VI. Staff Reports**
  1. Policy clarification on responses to criticism
  2. Requirement to respond to Public Records Request
  3. Clarification of City Council policy regarding absences
  4. City Attorney remarks
- VII. Presentations, Discussions, & Action Items**

*Following discussion of each item, the Task Force may vote to make recommendations to staff or to the City Council.*

  1. DISCUSS and CONFIRM general meeting dates for the months of November and December due to major holiday season
  2. DISCUSS monthly reports to City Council on 3rd Tuesdays of the month and selection of presenters
  3. RECEIVE reports from Task Force Subcommittees, including answers to the following questions: Are you still meeting? Have you completed your work? Will you be presenting additional recommendations to the Task Force? If so, when? - *Addendums A and B attached*
    - a. Accountability as Safety
    - b. Community Based Solutions
    - c. Health and Safety
    - d. Smart Budgeting & Resource Allocation
  4. CONSIDER staff recommendation to select chair and vice chair for the Task Force - *Addendums C, D, E attached*
  5. RECEIVE verbal updates from the Implementation Subcommittee
    - a. Group one - Community Crisis Response Team
    - b. Group two - Homeless Interventions
    - c. Group three - Office of Neighborhood Safety
    - d. Group four - Youth Jobs

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**VIII. Action Item Recap**

**IX. Adjournment**

**Scheduled Meetings:**

Implementation Subcommittee Meeting - Wednesday, November 3, 2021 - 5:30 pm

Report to City Council - Tuesday, November 16, 2021 - 6:30 pm

General Meeting - TBD

Staff:

James Nantell (510) 685-7095 [jnantell@richmondworks.org](mailto:jnantell@richmondworks.org)

Stephanie Ny (510) 620-6563 [stephanie\\_ny@ci.richmond.ca.us](mailto:stephanie_ny@ci.richmond.ca.us)

Guadalupe Morales (510) 620-6553 [guadalupe\\_morales@ci.richmond.ca.us](mailto:guadalupe_morales@ci.richmond.ca.us)

*continued*



## MEETING PROCEDURES & INFORMATION

**ALL TASK FORCE MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**

### **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 and March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information. On April 29, 2020, the Health Officer of Contra Costa County issued a press release to inform the public that regional shelter-in-place orders will be extended through May 31, 2020, as some restrictions are eased.

**DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, this meeting will utilize video/teleconferencing only.**

### **How to participate in Public Comment and/or to speak on an agenda item in the meeting:**

Written comments will only be accepted via email to [recreation@ci.richmond.ca.us](mailto:recreation@ci.richmond.ca.us) by no later than 3 p.m. on the day of the scheduled meeting. The comments will be read at the top of the Public Comment portion of the agenda. Emails MUST contain in the subject line:

1. Public Comments
2. Public Comments agenda item #\_\_ [include the agenda item number].

Emails that do not contain the correct identifying information in the subject line may be overlooked and may not become part of the record. Email received after 3 p.m. will not be read into the record. Email received after 3 p.m. will, however, be posted on-line following the meeting as part of the supplemental materials attached to the meeting minutes.

#### **By Computer, Tablet, or Mobile Device:**

Step 1: Tune in to the videoconference at the following link:

<https://zoom.us/j/99598896210?pwd=MEdpUWRjMG02bnI5MXlnb2xrQTloQT09>

**Webinar ID: 995 9889 6210**

**Passcode: TASKFORCE**

Step 2: To comment by video conference, click on the Participants button at the bottom of your screen and select the **"Raise Your Hand"** button to request to speak when Public Comment is

being announced or as speakers are called upon at the start of each agenda item. Attendees will then have two (2) minutes to click the “**Raise Your Hand**” button at that time. Speakers will be called upon in the order they select the “Raise Your Hand” feature. When called upon, you will be unmuted. Speakers are allowed up to one (1) minute on public comment and agenda items. After the allotted time, you will then be re-muted.

### **By Telephone:**

#### Step 1:

Or iPhone one-tap :

US: +16699009128,,99598896210# or +12532158782,,99598896210#

Or Telephone:

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

US: +1 669 900 9128 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656

Webinar ID: 995 9889 6210

Passcode: TASKFORCE

International numbers available: <https://zoom.us/j/99598896210>

Step 2: To comment by phone, you will be prompted to “Raise Your Hand” by pressing “\*(star)9” to request to speak when Public Comment is being announced or as speakers are called upon at the start of each agenda item. Attendees will then have two (2) minutes to click the “**Raise Your Hand**” button at that time. Speakers will be called upon in the order they select the “Raise Your Hand” feature. When called upon, you will be unmuted. Speakers are allowed up to one (1) minute on public comment and agenda items. After the allotted time, you will then be re-muted.  
<https://support.zoom.us/hc/en-us/articles/201362663-Joining-a-meeting-by-phone>

### **Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [bruce\\_soublet@ci.richmond.ca.us](mailto:bruce_soublet@ci.richmond.ca.us) or submitted by phone at (510) 620-6507. Requests will be granted whenever possible and resolved in favor of accessibility.

### **Record of public comments:**

Public comments will be considered a public record, put into the official meeting record. Public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted:

<https://www.ci.richmond.ca.us/Archive.aspx?AMID=183>.

Reimagining Public Safety Community Task Force Subcommittee Status Update for October 27 Meeting

Please plan to fill in at the 10/27 Task Force Meeting.

Name of Task Force Subcommittee:

Have you completed your work? (Check one)  Yes  No, still have work to do

Are you still holding Subcommittee Meetings? (Check one)  Yes  No not currently

If you are still meeting:

When are they scheduled for?

What is the link for the meetings?

Names of currently active subcommittee Members:

Would you like to have additional members to help? (Check one)  Yes  No

Are there additional areas you are working on or exploring? (Check one)  Yes  No

If yes, please list them below:

**Reimagining Public Safety Community Task Force Subcommittee**  
**(Status is Currently scheduled to be confirmed at 10/27 Task Force Meeting)**

<b>Subcommittee</b>	<b>Current Status (<i>Draft</i>)</b>	<b>Task Force Member (number of members)</b>
1. Smart Budget and Resource Allocation - this subgroup would focus on budgetary and other resource allocation issues including support for programs such as ONS & Ceasefire, and creating synergy between law enforcement and human services resources.	Currently not meeting and may not need to meet again.	Cantu, Schlemmer, Small, Soto (4)
2. Accountability as Safety - this group would focus on RPD staffing, training, basic processes for departmental accountability including complaints and misconduct.	Currently not meeting but will probably meet once Implementation work is done	Burks, Joseph R., Lee J., Mangels, Schlemmer, Small, Therriault, Walker, Whitmore (9)
3. Health & Safety - areas of focus, mental and behavioral health, substance abuse, homelessness with an emphasis on public health oriented approaches that alternatives to traditional law enforcement	Currently not meeting and but may meet again once Implementation work is done	Chacon L., Joseph D., Killian-Lobos, Njissang (4)
4. Community Based Solutions - this subgroup would focus on alternatives to policing for common problems and areas where we need to meet people's needs - e.g. mutual aid, housing counseling and assistance, immigration issues, interpersonal disputes, family reconciliation, and other issues that people often turn to police to address that could be better resolved using community solutions.	Continuing to meet with reduced frequency	Chacon E., Chacon L., Joseph R., Lee A., Walker, Williams (6)
5. Implementation Committee – work with staff to implement the four program recommendations approved by the City Council which are Youth Jobs, Increase of services from Office of Neighborhood Safety, Unhoused interventions and Community Crisis Response program.	Meeting monthly until implementation work is completed which is expected to be done by Spring of 2022	Burks, Cantu, Chacon E., Chacon L., Lee A., Njissang, Schlemmer, Small (8) Additional as resource members when needed Joseph R., Killian-Lobos (10)



# AGENDA REPORT

## **REIMAGINING PUBLIC SAFTEY COMMUNITY TASK FORCE**

**MEETING DATE:** October 27, 2021

**TO:** Task Force Member

**FROM:** Jim Nantell, Lead Staff Liaison

**SUBJECT:** Consideration to Elect Task Force Chair and Vice Chair

### **STATEMENT OF THE ISSUE:**

Recently the City Council extended the term of the Reimagining Public Safety Community Task Force to June 30, 2024 and the City Attorney's Office has reconfirmed that the Task Force is to be guided by the City of Richmond Boards, Commissions and Committees Handbook.

Therefore and in response to repeated requests from members of the Task Force it is staff's recommendation that the Task Force take action to elect a Chair and Vice Chair at its October 27, 2021 meeting or a future meeting in the next month or two.

### **RECOMMENDED ACTION:**

RECEIVE AND CONSIDER staff recommendation to elect Chair and Vice Chair for the Reimagining Public Safety Task Force. (Jim Nantell 510-685-7095)

### **DISCUSSION:**

The Reimagining Public Safety Community Task Force held its first meeting in October 2020. It was envisioned by the Library and Community Service Director Sal Vaca, who was assigned by the City Manager responsibility to work with the Task Force that the City would engage a professional facilitator to lead the work. However, some months into the work it was determined that the identified funding in the Community Development Department was not eligible to be used for the facilitation services. At that time Mr. Vaca realized that because of a very tight City budget he would not be able to engage a professional facilitator which seemed to be the practice with other similar efforts across the country. He therefore decided to have Johann Fragd continue in her role to manage the Task Force meetings going forward. Sal Vaca retired in January 2021.

At the Task Force Meeting of September 29, 2021, in response to questions about attendance at Task Force meetings Deputy City Attorney, Bruce Soublet, reminded those in attendance that the

Task Force is to be guided by the City of Richmond Boards, Commissions and Committees Handbook. Review by staff of the most recent Council approved Commissions Handbook indicates that the election of officers shall occur annually and that the chairperson and vice chairperson are elected by the majority for a one-year term and hold office until their successors are elected. No board member, commissioner, or committee member shall serve as chairperson for more than two consecutive years. The results of the vote shall be publicly announced and the vote recorded in the minutes.

### **Suggested method for conducting an election**

Typically, the floor is opened for nominations of a Chair. Once nominations have made, the nominations are closed, and the members vote for one of the members nominated by marking their ballots. A staff liaison receives the marked ballots and read the results aloud. The candidate receiving a quorum of the Task Force votes is therefore elected as the Chair. The process is repeated for the selection of Vice Chair. Should the first round of voting result in no candidate receiving the required votes the voting continues. To facilitate the voting process after the first round any person nominated receiving no votes for the position will be dropped from the ballot. In addition, any other nominee may request to remove their name from consideration.

### **Attachments**

- A. Excerpt from City of Richmond Boards, Commissions and Committees Handbook
- B. Excerpt from Rosenberg's Rules of Order – Role of the Chairperson
- C. Link to Boards, Commissions and Committees Handbook  
<http://www.ci.richmond.ca.us/DocumentCenter/View/48361/COR-Boards-and-Commissions-Handbook---Adopted-4-27-2021?bidId=>

## **Rosenberg's Rules of Order Excerpt**

### **The Role of the Chair**

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body.

What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

**City of Richmond**  
**Boards, Commissions and**  
**Committees Handbook**  
**Excerpt**

## **BOARD, COMMISSION, AND COMMITTEE ORGANIZATION**

### **Officers Election and Term of Office**

The election of board, commission, and committee officers shall occur annually...

The chairperson and vice chairperson are elected by the majority of the board, commission, or committee for a one-year term and hold office until their successors are elected. No board member, commissioner, or committee member shall serve as chairperson for more than two consecutive years. The results of the vote shall be publicly announced and the vote recorded in the minutes.

### **Duties of Officers**

The chairperson, or in her/his absence, the vice chairperson, performs the following duties:

- Presides at all meetings of the board, commission, or committee and ensures that the work of the board, commission, or committee is accomplished. To this end, the chairperson must exert sufficient control of the meeting and ensure that all viewpoints are heard and are considered in a fair and impartial manner.
- Approves and signs correspondence and reports on behalf of the board, commission, or committee.
- Represents the board, commission, or committee before the City Council with the approval of the board, commission, or committee.
- Performs other duties necessary or customary to the office.

### **Transfer of Chair**

In the absence of the chairperson or his/her inability to act, the vice chairperson presides in place of the chairperson. In the event of the absence or the inability to act of both the chairperson and the vice chairperson, the remaining members elect one of their members to act as temporary chairperson.

### **Vacancies**

Board, commission, and committee vacancies as a result of final term expiration and resignations are publicly announced by the mayor at City Council meetings and posted on the city's website. On or before December 31st of each year, a Notice of Expiration of Terms and Vacancies is published in a newspaper of general circulation, in compliance with the requirements of the Maddy Act, Government Code Section 54972.

## **DEVELOPMENT OF A WORK PROGRAM**

Many boards, commissions, and committees find it effective to establish an optional yearly work program or goals statement. A work program is a planning document that specifies how and when the objectives (outcomes) which the board, commission, or committee expects to accomplish during the fiscal year will be achieved. Goal statements explain the nature and scope of the work to be performed and the time needed to accomplish the goal. The nature of the duties of specific boards, commissions, and committees may determine which method is most suitable. Designing yearly work programs or goal statements may be done in conjunction with the development of the relevant departmental work plan so that the department and board, commission, or committee's work will complement each other throughout the year.