

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

Wednesday, March 23, 2022 5:30 PM

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

This meeting is accessible to people with disabilities\*



**Members:**

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

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

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

- A. Call to Order (Chair Small)**
- B. Roll Call (City Staff)**
- C. Agenda Review and Adoption (Chair Small)**
- D. Meeting Procedures**
- E. Minutes Approval (Chair Small)**
  - 1. APPROVE the minutes of the January 26, 2022 regular meeting of the Reimagining Public Safety Community Task Force
  - 2. APPROVE the minutes of the February 23, 2022 regular meeting of the Reimagining Public Safety Community Task Force
- F. City Staff Reports (Verbal)**
- G. Public Comments**
- H. 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 the status of the Implementation Subcommittee and Subcommittee Brown Act requirements
  - 2. RECEIVE reports from Task Force Working Groups regarding current and future meeting schedules and assignments, and DISCUSS whether to retain or revise the current Working Group structure:
    - a. Accountability as Safety
    - b. Community Based Solutions
    - c. Health and Safety
    - d. Smart Budgeting & Resource Allocation
  - 3. DISCUSS Task Force meeting schedule for April and May 2022
  - 4. DISCUSS proposed Task Force Bylaws drafted by Chair Small
  - 5. DISCUSS the Urban Tilth farming collective and its impact on local communities, recognizing that food insecurity is a public safety concern
  - 6. RECEIVE an update on the Public Records Act request and DISCUSS next steps
- I. Action Item Recap**
- J. Adjournment**

CITY OF RICHMOND

**Reimagining Public Safety Community Task Force**

Wednesday, March 23, 2022 5:30 PM

<https://zoom.us/j/995988896210?pwd=MEdpUWRjMG02bnI5MXlnb2xrQTloQT09>

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**Scheduled Meetings:**

- Report to City Council - Tuesday, April 19, 2022
- General Meeting - Wednesday, April 27, 2022

Staff:

LaShonda White (510) 620-6828 [lashonda\\_white@ci.richmond.ca.us](mailto:lashonda_white@ci.richmond.ca.us)  
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)



## 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 two (2) minutes 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 two (2) 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>.

**City of Richmond - Reimagining Public Safety Community Task Force**  
Meeting held via Zoom: [https://richmond.granicus.com/ViewPublisher.php?view\\_id=38](https://richmond.granicus.com/ViewPublisher.php?view_id=38)

**MINUTES\***  
**WEDNESDAY, JANUARY 26, 2021, 5:30 P.M.**

*\*video recording and meeting transcript available*

**I. CALL TO ORDER - ROLL CALL - AGENDA REVIEW**

Meeting called to order by Chair Chacon at 5:32 P.M.

**II. ROLL CALL**

PRESENT\*: H. Burks, M. Cantú, E. Chacon, L. Chacon, D. Gosney, R. Joseph, K. Kilian-Lobos, A. Lee, J. Lee  
L. Mangels, M. Njissang, D. Small, J. Schlemmer, A. Soto, T. Walker, B. Therriault, L. Whitmore, B.K. Williams  
ABSENT: D. Joseph

\*A. Lee and L. Mangels arrived at 5:37 P.M. J. Lee arrived at 6:04 P.M. A. Soto at 6:20 P.M. J. Schlemmer at 6:23 P.M.

**III. AGENDA REVIEW AND ADOPTION**

Staff Liaison LaShonda White requested to move agenda item VIII-3 up after staff reports; Chair Chacon approved.

A motion was made to approve the agenda by D. Small; seconded by M. Cantú; approved by the following vote:  
**Ayes:** H. Burks, M. Cantú, E. Chacon, L. Chacon, D. Gosney, R. Joseph, K. Kilian-Lobos, M. Njissang, D. Small,  
T. Walker, B. Therriault, L. Whitmore, B.K. Williams

**Noes:**

**Abstentions:**

**Absent:** D. Joseph, A. Lee, J. Lee, L. Mangels, J. Schlemmer, A. Soto

**IV. MEETING PROCEDURES**

**V. MINUTES APPROVAL (CHAIR CHACON)**

**1. APPROVE the minutes of the December 8, 2021 special meeting of the Reimagining Public Safety Community Task Force**

A motion was made to approve the December 8, 2021 meeting minutes by L. Whitmore; seconded by R. Joseph; approved by the following vote:

**Ayes:** H. Burks, M. Cantú, E. Chacon, L. Chacon, D. Gosney, R. Joseph, K. Kilian-Lobos, A. Lee, L. Mangels,  
M. Njissang, D. Small, T. Walker, B. Therriault, L. Whitmore, B.K. Williams

**Noes:**

**Abstentions:**

**Absent:** D. Joseph, J. Lee, J. Schlemmer, A. Soto

**VI. PUBLIC COMMENT**

1. An emailed public comment submitted by Cordell Hindler was read into the record (attached).
2. Chair Luis Chacon made remarks about the late Mike Parker and acknowledged his passing and power and hoped that his legacy will carry on through the work that they do.

**VII. STAFF REPORTS**

# City of Richmond - Reimagining Public Safety Community Task Force

Meeting held via Zoom: [https://richmond.granicus.com/ViewPublisher.php?view\\_id=38](https://richmond.granicus.com/ViewPublisher.php?view_id=38)

## 1. Public Records Act Request Update

Staff Liaison LaShonda White presented this report and City Attorney Heather McLaughlin provided additional input. Liaison White reminded Task Force members that Bruce Soublet is still awaiting a response from several Task Force members to submit documentation that complies with the various Public Records Requests by January 31, 2022. Discussion ensued.

Chair Small commented that she has sent numerous written requests to the City Attorney's Office regarding her concerns on the scope of the public records request being overly broad and personal and is awaiting a response from the Office that will address her concerns. City Attorney Heather McLaughlin confirmed receiving the request and shared that it is typical City protocol to ask for it to be narrowed down but are not always unsuccessful. City Attorney McLaughlin asked Task Force members still pending to send records that are responsive and not intrusive per the records request and that it will become a rolling release of the records and that she will check in with City Attorney Bruce Soublet regarding the letters and concerns. D. Small cited California case law regarding the deliberative process are not subject to the PRA and is concerned that the request falls outside of this scope and noted these concerns in her letter to City Attorney Bruce Soublet in December 2021. She requested separate emails for Task Force members for Task Force business. Liaison White noted that due to the concerns to be addressed, the deadline of January 31, 2022, is no longer active and that the rolling release of the records will be best moving forward.

## 2. Task Force Meeting Attendance Report

Staff Liaison LaShonda White presented this report and reminded Task Force members about the attendance and excused absences policy in the City of Richmond Commission Handbook. Discussion ensued to clarify procedures, timing, and absences.

### Public Comment:

1. Sara Cantor asked staff regarding the actual consequences of not complying with the Public Records Request.
2. Carole Johnson asked why we cannot see all of the Task Force members on camera and compared it with another public commission.
3. Adey Teshager commented on City Attorney Heather McLaughlin's comments regarding arrests and imprisonment and that it was a triggering comment.

## VIII. PRESENTATIONS, DISCUSSIONS, & ACTION ITEMS

### 1. ELECTION of Chair

Chair L. Chacon announced that he is stepping down as Chair and will also step back from the Implementation subcommittee. Chair Chacon opened the floor for nominations. Discussion ensued.

A. Lee nominated D. Small; seconded by M. Cantú; D. Small accepted the nomination.

A substitution motion was made to keep nominations open by H. Burks; seconded by D. Gosney; approved by the following vote:

**Ayes:** H. Burks, M. Cantú, E. Chacon, L. Chacon, D. Gosney, R. Joseph, K. Kilian-Lobos, A. Lee, J. Lee, L. Mangels, M. Njissang, J. Schlemmer, D. Small, B. Therriault, L. Whitmore, B.K. Williams

**Noes:** A. Soto, T. Walker

**Abstentions:**

**Absent:** D. Joseph

B. Therriault nominated J. Schlemmer; seconded by L. Whitmore; J. Schlemmer accepted the nomination. Chair Chacon closed nominations and discussion ensued.

# City of Richmond - Reimagining Public Safety Community Task Force

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## Public Comment:

1. Carole Johnson commented that Deborah Small would make a great chair.

The motion continued to nominate D. Small as Chair by A. Lee; seconded by M. Cantú; approved by the following vote:

**Ayes:** H. Burks, M. Cantú, E. Chacon, L. Chacon, R. Joseph, K. Kilian-Lobos, A. Lee, L. Mangels, M. Njissang, D. Small, A. Soto, T. Walker, B. Therriault, B.K. Williams

**Noes:** D. Gosney, J. Lee, J. Schlemmer, L. Whitmore

### **Abstentions:**

**Absent:** D. Joseph

J. Schlemmer withdrew his nomination after the vote for D. Small as Chair.

## **2. APPROVE extending the public comment period to 2 minutes**

Chair Chacon presented this item. Discussion ensued.

A motion was made to approve extending the public comment period to 2 minutes and follow City council protocol for public comment by R. Joseph; seconded by A. Soto; approved by the following vote:

**Ayes:** H. Burks, M. Cantú, E. Chacon, L. Chacon, D. Gosney, R. Joseph, K. Kilian-Lobos, A. Lee, J. Lee, L. Mangels, M. Njissang, J. Schlemmer, D. Small, A. Soto, T. Walker, B. Therriault, L. Whitmore, B.K. Williams

**Noes:**

### **Abstentions:**

**Absent:** D. Joseph

## Public Comment:

There were no public speakers.

## **3. DISCUSS future Task Force community meeting protocol regarding promoting members as panelists and recording of meetings**

LaShonda provided a presentation on this agenda item in light of concerns brought up by a Task Force member at a recent Community Conversations meeting and clarified standard City protocol during public meetings. Discussion ensued.

## **VII. ADJOURNMENT**

A motion was made to extend the meeting by 15 minutes by A. Soto; seconded by R. Joseph; failed by the following vote:

**Ayes:** M. Cantú, R. Joseph, A. Soto, T. Walker

**Noes:** L. Chacon, D. Gosney, K. Kilian-Lobos, A. Lee, J. Lee, M. Njissang, J. Schlemmer, D. Small, B. Therriault, L. Whitmore, B.K. Williams

**Abstentions:** H. Burks, E. Chacon, L. Mangels

**Absent:** D. Joseph

The meeting was adjourned at 7:28 P.M.

**City of Richmond - Reimagining Public Safety Community Task Force**  
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**MINUTES\***  
**WEDNESDAY, FEBRUARY 23, 2022, 5:30 P.M.**

*\*video recording and meeting transcript available*

**I. CALL TO ORDER**

Meeting called to order by Chair Small at 5:41 P.M.

**II. ROLL CALL**

PRESENT: M. Cantú, D. Gosney, R. Joseph, K. Kilian-Lobos, A. Lee, L. Mangels, M. Njissang, D. Small, A. Soto, B. Therriault, T. Walker, L. Whitmore, B.K. Williams  
ABSENT: H. Burks, L. Chacon, E. Chacon, D. Joseph, J. Lee

A. Lee joined the meeting at 5:52 P.M., B. Therriault at 5:57 P.M., J. Schlemmer at 6:02 P.M.

**III. AGENDA REVIEW AND ADOPTION**

A motion was made to adopt the agenda as presented by L. Whitmore; seconded by A. Soto; approved by the following vote:

**Ayes:** M. Cantú, D. Gosney, R. Joseph, K. Kilian-Lobos, L. Mangels, M. Njissang, D. Small, A. Soto, T. Walker, L. Whitmore, B.K. Williams

**Noes:**

**Abstentions:**

**Absent:** H. Burks, L. Chacon, E. Chacon, D. Joseph, A. Lee, J. Lee, J. Schlemmer, B. Therriault

**IV. MEETING PROCEDURES**

**V. MINUTES APPROVAL (CHAIR SMALL)**

**1. APPROVE the minutes of the January 26, 2022, regular meeting of the Reimagining Public Safety Community Task Force**

A motion was made to table the approval January 26, 2022 meeting minutes until conversations and action items are included by the City Attorney by D. Small; seconded by M. Cantú; approved by the following vote:

**Ayes:** M. Cantú, D. Gosney, R. Joseph, K. Kilian-Lobos, A. Lee, L. Mangels, M. Njissang, D. Small, A. Soto, T. Walker, L. Whitmore, B.K. Williams

**Noes:**

**Abstentions:**

**Absent:** H. Burks, L. Chacon, E. Chacon, D. Joseph, J. Lee, J. Schlemmer, B. Therriault

**VI. PUBLIC COMMENT**

1. Sara Cantor also encouraged that the meeting minutes be changed to reflect the conversations.

**VII. STAFF REPORTS**

**1. Task Force Decorum and City Code of Ethics**

Staff Liaison LaShonda White gave an update on this staff report. She reminded Task Force members of the City of Richmond's Code of Ethics that members need to abide by due to Task Force comments made last week. Discussion ensued.

# City of Richmond - Reimagining Public Safety Community Task Force

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## 2. Public Records Act Request Update and Next Steps

Staff Liaison LaShonda White presented this staff report. She provided a brief update and Task Force status on the two public records requests and reminded Task Force members to submit their responses. City Attorney Bruce Soublet commented he responded to two requests for clarification to explain the PRA process for the first PRA request. Chair Small commented that she does not believe Mr. Soublet responded adequately to her letter in November requesting clarification that cited California case law for her concerns for the overly broad request. Mr. Soublet clarified the City Attorney's Office will apply all exemptions for the records prior to being released. Discussion ensued.

## 3. Task Force Meeting Attendance Report

Staff Liaison LaShonda White gave an update on this staff report. She provided an updated attendance of Task Force members at the regular meetings. Discussion ensued.

## 4. Task Force Emails and Quorums (verbal update)

Staff Liaison LaShonda White gave a brief update on this staff report. She confirmed the number of Task Force members needed for a quorum is eleven (11) and that City of Richmond emails cannot be issued to non-City of Richmond employees, but folks can create Taskforce-specific emails.

### Public Comment:

1. Sara Cantor commented on the issue of decorum and ethics and comments that were made at the previous Task Force meeting.

## VIII. PRESENTATIONS, DISCUSSIONS, & ACTION ITEMS

### 1. RECEIVE Verbal updates from the Implementation Subcommittee

#### a. Group one - Community Crisis Response Team

Sara Cantor gave an update on this item. She mentioned an RFP being issued out for bid for a consultant team to assist with this program and possibly conducting more community roundtables for additional community input. Discussion ensued.

#### b. Group two - Unhoused Interventions

R. Joseph provided an update on this report. He commented that SOS! has 22 folks working with them with the Shower Power program, they are going through the City contract and budget details, and gave details on the status regarding the Tiny Village project. Michelle Milam also provided a status on the scattered sites program, grant application update, and best practices for interventions.

#### c. Group three - Office of Neighborhood Safety

M. Njissang and ONS Director Sam Vaughn gave this update. He commented that ONS is hiring two administrative staff, salary adjustments are being made for Neighborhood Change Agents, and contracts with the school district.

#### d. Group four – YouthWorks

# City of Richmond - Reimagining Public Safety Community Task Force

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Bouakhay Phongboupha commented that the YouthWorks program received 532 applications for YouthWorks and the majority have done intake, they are coordinating industry training, and currently have 200 youth actively working, and provided other administrative updates. New Employment & Training Director Tamara Walker was introduced. Discussion ensued.

## Public Comment:

There were no public speakers.

## **2. RECEIVE reports from Task Force Subcommittees regarding current and future meeting schedules and assignments, and DISCUSS Subcommittee Brown Act requirements**

Chair Small suggested that subcommittees and its structures be discussed in more detail at the next meeting. Mr. Soublet clarified that an ad hoc committee not subject to the Brown Act needs a limited scope and has a limited time of term, similar to the working groups.

### **c. Health and Safety**

K. Kilian-Lobos provided an update that they have not met because subcommittee members are working on the implementation subcommittee.

## **VII. ADJOURNMENT**

The meeting was adjourned at 7:30 P.M.



## **REIMAGINING PUBLIC SAFETY COMMUNITY TASK FORCE**

**DATE:** March 23, 2022

**TO:** Members of the Reimagining Public Safety Community Task Force

**FROM:** LaShonda White, Interim Director of Library and Community Services, Task Force Staff Liaison

**SUBJECT:** Implementation Subcommittee and Brown Act Requirements

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

The Reimagining Public Safety Community Task Force will discuss the status of the Implementation Subcommittee and Brown Act requirements.

### **RECOMMENDED ACTION:**

DISCUSS the status of the Implementation Subcommittee and Subcommittee Brown Act requirements.

### **DISCUSSION:**

A subset of Task Force members serves on the Implementation Subcommittee which focuses on developing projects/programs that were recommended for funding by the Task Force to the Richmond City Council. The Implementation Subcommittee meet 1-2 times monthly and individual groups might meet more often to develop and implement programs.

Implementation Subcommittee groups meet to discuss the following topics:

- Community Crisis Response Program development
- Unhoused Interventions
- Office of Neighborhood Safety program expansion
- YouthWorks summer and year-round job training and placement program

On March 1, 2022, the Staff Liaison sent an email stating that the Implementation Subcommittee Meeting scheduled for Wednesday, March 2 at 5:30 pm was cancelled. Per the Richmond City Attorney's Office, based on how the Implementation Subcommittee was constituted, it is a Brown Act body and must comply with the requirements of the Brown Act<sup>1</sup>.

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<sup>1</sup> The Ralph M. Brown Act, commonly referred to as the "Brown Act," is codified in the California Government Code beginning at Section 54950

The Brown Act requires that the public be given notice of the time and place meetings are to be held and regular meetings must be posted seventy-two (72) hours prior to the meeting time. Staff decided to cancel the meeting because the March 2, 2022, meeting was a regularly scheduled meeting of the Implementation Subcommittee and staff did not provide 72-hour notice. The meeting was not rescheduled because staff wanted to provide the entire Task Force the opportunity to discuss the matter and determine how to move forward. It was noted that City staff would continue to work on programs within their purview.

Chair Small drafted a memo that is attached to this staff report.

ATTACHMENT:

- Memo Regarding Implementation Subcommittee and Brown Act Requirements

Thursday, March 17, 2022

## Richmond Reimagining Public Safety Community Task Force

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Subject: Task Force Implementation Subcommittee

From: Deborah Small, Chair

Members of the Implementation Subcommittee of the Task Force received the following message on the afternoon of Wednesday, March 2:

*Good afternoon,*

*This email is to inform everyone that the Implementation Subcommittee meeting that was scheduled for today, Wednesday, March 2 at 5:30pm is cancelled. Per the Richmond City Attorney's Office, the Implementation Subcommittee is a Brown Act body and must comply with the requirements of the Brown Act (The Ralph M. Brown Act, commonly referred to as the "Brown Act," is codified in the California Government Code beginning at Section 54950). The Brown Act requires that the public be given notice of the time and place meetings are to be held and regular meetings must be posted seventy-two (72) hours prior to the meeting time. Tomorrow's meeting is a regularly scheduled meeting of the Implementation Subcommittee and staff did not provide 72-hour notice.*

As you may recall, the Implementation Subcommittee was created at the request of city staff in order to help them facilitate their work schedules. It was never intended to replace our working groups which allowed for focused research, analysis and interactive deliberation by Task Force members. One of the unintended consequences of creating the Implementation Subcommittee is that it has focused most of the Task Force's work and attention on that subcommittee at the expense of our pre-existing working groups. Many of the working groups have not been meeting regularly, leaving the representatives on the Implementation Subcommittee to shoulder the primary burden of overseeing program implementation. This dynamic is both unfair and unsustainable, I don't think

continuing this structure is in the best interests of the Task Force as a whole.

After reviewing the relevant provisions of the Brown Act regarding various committee structures, I think our best option for moving forward is to return to our "working group" structure, with small groups of Task Force members working on specific topics or programs - e.g. - ONS, Unhoused Interventions, Youth Employment, Police Police & Practices, CCRP - for a specific period of time. Each group would set its own meeting schedule and report back regularly to the full Task Force. These working groups would constitute 'ad hoc' committees as defined by the Brown Act and are not subject to its provisions. Working groups where useful can create advisory committees that include non-Task Force members to provide information and formative support.

While the Implementation Subcommittee working groups have focused on the specific proposals that were adopted by City Council, the working groups that produced those proposals were broader in scope. The Task Force previously created the following Working Groups:

- *Smart Budget & Resource Allocation*
- *Accountability as Safety*
- *Health & Safety*
- *Community-Based Solutions*

We need to decide if we want to retain these working groups or revise them to reflect our current priorities. Task Force members can then decide whether to continue with their current working group or switch to another.

The Task Force would continue to provide monthly updates on our progress to the City Council. My hope is that we can collectively agree this structure will enable us to move forward the important work of serving our communities, while complying with all applicable state and local laws.



**REIMAGINING PUBLIC SAFETY COMMUNITY TASK FORCE**

**DATE:** March 23, 2022

**TO:** Members of the Reimagining Public Safety Community Task Force

**FROM:** LaShonda White, Interim Director of Library and Community Services, Task Force Staff Liaison

**SUBJECT:** Status of Task Force Working Groups

**STATEMENT OF THE ISSUE:**

Although time has not allowed for Reimagining Public Safety Community Task Force (Task Force) working group status updates at more recent meetings, there is a desire to discuss group structure and staff is interested in receiving reports from each group regarding current and future meeting schedules and assignments.

**RECOMMENDED ACTION:**

RECEIVE reports from Task Force Working Groups regarding current and future meeting schedules and assignments, and DISCUSS whether to retain or revise the current Working Group structure:

- a. Accountability as Safety
- b. Community Based Solutions
- c. Health and Safety
- d. Smart Budgeting & Resource Allocation

**DISCUSSION:**

Based on current staff knowledge, the table below lists the five (5) working groups established as part of Task Force, summarizes each working group's purpose, and lists known task force member participants. With the exception of the Implementation subcommittee, staff is unsure if the other groups are continuing to meet and what each group is currently working on and/or plans to work on in the future. In the case that working groups are continuing to meet, staff would like assistance in completing and/or correcting the information included in the table. This information, in addition to other factors (i.e. number of members, duration of working group, tasks, etc.), will help the City Attorney's Office determine if any of the working groups are subject to the Brown Act. There is also a desire to discuss whether to retain or revise the current Working Group structure.

<b><u>Working Group Purpose</u></b>	<b><u>Task Force Members (# of members)</u></b>
1. Smart Budget and Resource Allocation - 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.	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.	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	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.	Chacon E., Chacon L., Joseph R., Lee A., Walker, Williams (6)



**REIMAGINING PUBLIC SAFETY COMMUNITY TASK FORCE**

**DATE:** March 23, 2022

**TO:** Members of the Reimagining Public Safety Community Task Force

**FROM:** LaShonda White, Interim Director of Library and Community Services, Task Force Staff Liaison

**SUBJECT:** April and May 2022 Task Force Meeting Schedule

**STATEMENT OF THE ISSUE:**

Chair Small requested an agenda item to discuss the Task Force meeting schedule for April and May 2022.

**RECOMMENDED ACTION:**

DISCUSS Task Force meeting schedule for April and May 2022

**DISCUSSION:**

The Task Force members will discuss the schedule for the upcoming meetings in April and May 2022.



**REIMAGINING PUBLIC SAFETY COMMUNITY TASK FORCE**

**DATE:** March 23, 2022

**TO:** Members of the Reimagining Public Safety Community Task Force

**FROM:** LaShonda White, Interim Director of Library and Community Services, Task Force Staff Liaison

**SUBJECT:** Creation of Task Force Bylaws

**STATEMENT OF THE ISSUE:**

The Task Force Chair requested an agenda item to discuss the potential development of Task Force bylaws.

**RECOMMENDED ACTION:**

DISCUSS proposed Task Force Bylaws drafted by Chair Small

**DISCUSSION:**

The City of Richmond Boards and Commission Handbook ([Handbook](#)) was approved by City Council and contains guidelines and instructions for all City of Richmond Boards and Commission. Members will discuss the potential of creating specific bylaws for the Task force, which will not be in conflict with information included in the Handbook, but will provide greater clarity where needed.

Chair Small developed draft bylaws for review and consideration by the full Task Force. It is important to note that bylaws approved by the Task Force are subject to final review by Richmond's City Attorney's Office.

**ATTACHMENT:**

- Draft Reimagining Public Safety Community Task Force Bylaws (Drafted by Chair Small)

**RICHMOND REIMAGINING PUBLIC SAFETY  
COMMUNITY TASK FORCE  
By-Laws**

**ARTICLE I. NAME, PURPOSE, FUNCTION**

Section 1. *NAME:* The name of this committee shall be the Richmond Reimagining Public Safety Community Task Force (hereinafter “Task Force”).

Section 2. *PURPOSE:* A joint, community-led task force charged with examining the public safety needs of Richmond residents and communities. Providing recommendations for alternatives to policing and enforcement to reduce conflict, harm, and institutionalization, introduce restorative and transformative justice models, and reduce or eliminate use of fines and incarceration. Develop options to reduce police contacts, stops, arrests, tickets, fines and incarceration and replace these, to the greatest extent possible, with educational, community serving, restorative and other positive programs, policies and systems.

Section 3. *FUNCTIONS:* The duties of the task force are as follows:

Conduct comprehensive reviews of existing institutional and community-based public safety and health resources. Identify community safety needs that are not currently being served and provide recommendations for how to add new resources to fill these gaps;

Conduct listening sessions to ascertain community needs as well as public meetings to discuss community concerns about public safety; gather information and educate the public about existing resources;

Provide regular reports on action steps and deliverables to all relevant governing bodies.

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Evaluate and make recommendations for the implementation of, or improvements to current and proposed programs that impact public safety to the Richmond City Council.

**ARTICLE II. MEMBERSHIP**

- Section 1. *MEMBERSHIP.* The Task Force is comprised of 21 members who represent the Richmond community. The Mayor and City Council members each nominated three individuals to be members of the Task Force for a total of twenty-one, which were subsequently approved by the City Council. Current members shall be listed in the written minutes of each meeting.
- Section 2. *VACANCIES.* It was determined that it is within the charter-appointed duties of the Mayor to nominate candidates for appointment to the task force, as is done for the city's boards and commissions. Mayor Butt has reasserted his right to fill vacancies that may occur with approval of the City Council.
- Section 3. *CHAIR & VICE-CHAIR.* The Task Force will elect a chair and vice-chair from the 21 members. The Chair will work with City Staff to develop Task Force agendas, review minutes and facilitate meetings. In the absence of the Chair, the Vice-Chair will assume these accountabilities. The Task Force will elect a Chair and Vice Chair annually until its termination.
- Section 4. *ATTENDANCE.* Members are required to attend all Task Force regular meetings unless excused by the Chair for good reason. Three unexcused absences are grounds for removal. The list of attendees will be recorded as part of the minutes of each meeting. Any member in violation of the attendance policy shall be sent a letter informing them of their automatic removal.

**ARTICLE III. MEETINGS**

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- Section 1. *Quorum.* A quorum of fifty (50) percent plus one of the Task Force twenty-one (21) members must be present at any regular or specially scheduled meeting in order for the Task Force to engage in formal decision-making. A quorum is defined as more than one-half of the total membership, including vacant seats.
- Section 2. *Proceedings.* Task Force meetings shall be open to the public, in full accordance of the Brown Act. Audio recordings will be kept for all meetings and will be posted on the Task Force website in accordance with the Brown Act and will be a public document.
- Section 3. *Parliamentary Procedure.* Rosenberg's Rules of Order, as published by the League of California Cities, shall be the parliamentary rules of order for Task Force meetings.
- Section 4. *Regular Meetings.* Task Force meetings will occur once a month at a time and place to be determined by the Task Force members. The Task Force may hold meetings more frequently if necessary. Any change in the regular meeting schedule shall be announced at least seventy-two (72) hours in advance.
- Section 5. *Order of Business.* Unless changed as determined by a majority vote of the Task Force, the order of business of any Regular meeting shall be as follows:
1. Roll call
  2. Approval of the Minutes
  3. Open Public Comment (for items relevant to the Task Force, but not on the agenda).
  4. Consideration of Task Force Business/Action Items.  
(Public comment specific to each business/action item shall be requested prior to any action being taken on the item.)
  5. New Business (No action if not on agenda.)
  6. Adjournment
- Section 7. *Notice.* Written notice of the time and place of every full Task Force meeting shall be given to members of the Task Force and

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the public at least 72 hours before the time of such meeting, in accordance with the Brown Act.

- Section 8. *Special Meetings.* Special Meetings may be called and scheduled by the Chair or, by seven or more members. The agenda, place and time of such meetings shall be set forth in the meeting notice, at least twenty-four (24) hours before the time of such meeting in accordance with the Brown Act.

**ARTICLE IV. VOTING**

- Section 1. *Voting.* While the Task Force strives to achieve consensus, the affirmative vote of a majority of the members present shall be required for the approval of any matter. Votes will be taken by roll call vote, and detailed in the minutes.

- Section 2. *Absentee Votes.* Absentee votes shall not be permitted.

**ARTICLE V. SUBCOMMITTEES**

- Section 1. *Subcommittee Structure.* The Task Force may create working groups and sub-committees as deemed necessary, by a majority vote of the Task Force.

- Section 2. *Committee Membership.* Membership of working groups and subcommittees shall be made up of members of the Task Force.

- Section 3. *Advisory Committees.* Task Force members may create Advisory Committees to support specific working groups or subcommittees. Advisory committee members may include city staff, organizational stakeholders and such other experts as appropriate and/or necessary. No subcommittee, working group or advisory committee may make decisions or act on behalf of the Task Force, except as authorized.

**ARTICLE VI. TERMINATION**

Section 1. It is anticipated that the Task Force shall complete its mission by the close of FY2024. However, this work is critically important and should be completed with due care and all needed time and attention. In light of that, if at the end of that time, the Task Force has not fully completed its work, the Task Force may by two-thirds vote of the membership add six months to its period of work with approval by City Council.

**ARTICLE VII. NON-PARTISAN/NON-DISCRIMINATORY**

Section 1. The Task Force shall be non-partisan, shall not support any political party or candidate for public office, and shall not take positions on matters of governmental policy or legislation, except for those relevant to its purposes. The Task Force shall not directly or indirectly participate or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 2. The Task Force shall not discriminate on the basis of race, sex, color, national origin, religion, gender, sexual orientation, age, gender identity or disability.

**ARTICLE VIII. AMENDMENTS**

Section 1. These by-laws may be amended at any regular meeting of the Task Force by a two-thirds vote of those members present, providing that a notice of the proposed amendment shall be distributed to all members at least ten days prior to the meeting.



## **REIMAGINING PUBLIC SAFETY COMMUNITY TASK FORCE**

**DATE:** March 23, 2022

**TO:** Members of the Reimagining Public Safety Community Task Force

**FROM:** LaShonda White, Interim Director of Library and Community Services, Task Force Staff Liaison

**SUBJECT:** Urban Tilth Farming Collective

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

The Task Force will learn about Urban Tilth's Farming Collective and discuss the impacts of Urban Tilth's work on the Richmond community and public safety.

### **RECOMMENDED ACTION:**

DISCUSS the Urban Tilth farming collective and its impact on local communities, recognizing that food insecurity is a public safety concern.

### **DISCUSSION:**

A Task Force member asked that an agenda item regarding Urban Tilth's farming collective be placed on the agenda for discussion. Task Force members will learn about Urban Tilth and discuss their impact on local communities, recognizing that food insecurity is a public safety concern.

Per Urban Tilth's website, the organization "inspires, hires, and trains local residents to cultivate agriculture, feed our community, and restore relationships to land to build a more sustainable food system, within a just and healthier community." More information about Urban Tilth's work can be found at [www.urbantilth.org](http://www.urbantilth.org).



**REIMAGINING PUBLIC SAFETY COMMUNITY TASK FORCE**

**DATE:** March 23, 2022

**TO:** Members of the Reimagining Public Safety Community Task Force

**FROM:** LaShonda White, Interim Director of Library and Community Services, Task Force Staff Liaison  
Bruce Soublet, Retired Annuitant, City Attorney's Office

**SUBJECT:** Public Records Act Request Reminder

**STATEMENT OF THE ISSUE:**

Reimagining Public Safety Community Task Force members were asked to respond to a public records request that the City received regarding communication members had with Council Members, and others. The City Attorney's Office will discuss this request and next steps.

**RECOMMENDED ACTION:**

RECEIVE an update on the Public Records Act request and DISCUSS next steps.

**DISCUSSION:**

Reimagining Public Safety Community Task Force members were asked to respond to a public records request (request) that the City received regarding communication members had with Council members, and others. The details of the request were shared with all Task Force members. Some Task Force members have not yet complied with the request. Failure to respond is against California State Law which can result in adverse consequences for the City and Task Force members.

During the January and February Task Force meetings, a number of members stated that they had not responded to the outstanding PRA requests because their requests for clarification were not answered by the City Attorney's Office. Bruce Soublet, the attorney assigned to attend the Task Force meetings, maintains that emails were sent to the Task Force members that requested clarification as to what documents they needed to provide. If additional clarification is needed, Task Force members should reach out to Mr. Soublet immediately as it is important that copies of the requested documents be sent to Mr. Soublet as soon as possible. If Task Force members believe they do not have any communications relevant to the request they should send an e-mail to that effect to Mr. Soublet.