

# Item 7b - October 24, 2023 Meeting Minutes

## Transparency and Public Records Subcommittee

(ad hoc, created March 8, 2023)

**Members:** Francis Upton IV (Chair), Arvon Perteet, Alea Gage

### October 23, 2023 Minutes

**Attendees – Members:** Commissioners Upton IV, Perteet

**Attendees – Staff:** Director Nicolas Heidorn

### Discussion

1. **Department Interviews.** Commissioners discussed inviting departments to speak before the full Commission about their practices for responding to records requests.
  - a. The Executive Director would send a letter with questions to departments to answer beforehand.
    - i. This would include a common set of questions asked of all departments, and a customized set specific to the department receiving the letter.
    - ii. The common set of questions previously approved by the subcommittee (which are substantially similar to those asked of the Planning Commission in 2021) will be the base questions.
    - iii. The subcommittee will share that common set of questions with the full Commission at the November meeting.
  - b. The goal is for the PEC to invite one department to present for each quarter in 2024:
    - i. Police - Jan (Q1)
    - ii. Fire - Q2
    - iii. Planning department follow up (Q3)
2. **Ad Hoc next steps.** The subcommittee will finish its work in March of 2024. After that, and once the departments have presented to the PEC, a new ad-hoc committee could be formed to look at the data gathered from those quarterly presentations.
3. **Goldman proposal.** The subcommittee discussed submitting a proposal to the Goldman School to request student researchers to help with its research on records request best practices. The focus of the proposal would be on finding jurisdictions that have innovated in providing responsive and self-service access to records, exploiting the fact that most government records are computerized. Students would identify model jurisdictions and identify what challenges were overcome to implement these solutions and how could it be implemented in Oakland? The subcommittee discussed the need to provide a definition for “self-service”. The subcommittee agreed that Commissioner Upton would draft an application.
4. **Vision Statement.** No vision statement text was done. Commissioner Upton will work on a draft.

### Action Items

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1. Find more information about the OPD settlement and reporting that the settlement required (Nicolas, Francis)
2. For the agenda of the November PEC meeting, provide the general list of questions (Francis)
3. Write Goldman proposal draft by Friday (27 Oct) for Nicolas to review. (Francis)
4. Write a draft for the vision statement for the next subcommittee meeting (Francis)