

# Item 8b - September 26, 2023 Meeting Minutes

## Transparency and Public Records Subcommittee

(ad hoc, created March 8, 2023)

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

### September 26, 2023 Minutes

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

**Attendees – Staff:** Director Nicolas Heidorn, Analyst Jelani Killings, Enforcement Chief Simon Russell

#### **Discussion:**

1. Discussion of Purpose statement:
  - a. Make sure we are not waiting on the vision statement to proceed. (Arvon)
  - b. Should do a workplan. (Alea)
  - c. Revised the purpose statement to give to the PEC.
2. Which departments should we ask?
  - a. Police department (Francis)
  - b. Planning – we should see what their progress is since the last time they were here. (Arvon/Alea?)
  - c. Make sure we are really briefed before bringing a department in (Alea)
3. Vision statement (some bullet points)
  - a. Transparency by default (Francis)
  - b. Systems to have the city people be successful (Francis)
  - c. Self service (Francis)
4. Goldman Students
  - a. Find best practices (overall City, systems, tech, attitude, self service)
  - b. Could be at a city or department
  - c. Could consider jurisdictions nationwide
  - d. Identify performance metrics that are useful, what does dashboard look like
  - e. Identify orgs/people they should talk with (cf. Nardi email to Francis – forwarded to subcommittee)

#### **Action Items:**

1. Create a location where subcommittee artifacts are kept (Nicolas) – can/should this be public?
2. Get data from Suzanne when she is back about volume and responsiveness to help us see who we want to talk with. (Nicolas)
3. Find out status of dashboard and possibly get presentation of it before or at the next meeting (Nicolas/Suzanne)
4. Vision statement:
  - a. Create initial draft of vision statement and circulate for comments before next meeting (Francis/Alea)
  - b. Consider Brown Act, Bagley-Keene text (Alea)
  - c. Consider previous PEC text and Oakland Sunshine Act (Francis)
5. Goldman – Nicolas/Francis work on drafting proposal
6. Start a list of questions we want to ask other jurisdictions (in conjunction Goldman work, or if Goldman work does not happen) (Francis/Alea)