

West Oakland Community Action Plan Steering Committee Meeting #18

Wednesday, December 10, 2019 | 5:30 pm — 8:30 pm
West Oakland Senior Center

Meeting Summary

1. **Welcome** (Marybelle Tobias, Facilitator). Marybelle welcomed attendees and shared the objectives for the meeting, which included discussions about Steering Committee Subcommittees, and a presentation of proposed Steering Committee meeting activities for the first quarter of 2020. Ms Margaret Gordon (WOEIP) led a round of introductions.
2. **Recap: Progress to Date** (Brian Beveridge, WOEIP). Brian recapped the co-leads' recommendations for roles and responsibilities during the implementation phase and briefly summarized feedback received from the November SC meeting.
3. **Deeper Dive on Sub-committee Roles and Responsibilities** (Wendy Goodfriend, BAAQMD). Wendy shared that the Steering Committee will continue on as the primary decision-making body. (Membership may change. Continues to represent residents and businesses of plan areas: street addresses in West Oakland.) The SC will use the guiding principles of: (a) centering equity and (b) neighborhood by neighborhood focus.
 - a. Sub-committees will take deeper dives into specific strategies and share information to help the SC make decisions, such as whether there is available funding. Non steering committee members can be a part of sub-committees to enable broader stakeholders to formally participate and be part of the conversation. Will retain the co-chair structure (agency + community) for each sub-committee; to ensure the community voice is empowered throughout the entire process.
 - b. Wendy then shared a timeline for SC activities throughout 2020, beginning with prioritizing "partner strategies" for implementation, followed by a mid-year pause and reflect, and concluding with a focus on removing barriers to implementation and celebrating successes.
 - c. **Questions + Suggestions**. One person asked whether individuals can participate in multiple sub-committees? Co-leads answered that, in the process currently charted out, each person can participate in 2 sub-committees. Michelle Arango, a youth from New Voices are Rising commented that the co-leads should do extensive outreach in West Oakland schools to engage students to participate.
4. **World Café: Subcommittees** (Alison Kirk, BAAQMD). After briefly recapping the Steering Committee + Sub-Committee approach, Alison described the small group exercise where attendees would break up into 4 groups and go round to each of four tables representing each sub-committee to provide input on the proposed structure and volunteer to participate where interested. She posed four questions for consideration:
 - a. Is this group of strategies the right grouping?
 - b. Are there strategies that you are excited to work on?
 - c. Are you interested in participating in the Steering Committee?
 - d. Do you have co-chair nominees for the sub-committee?

- e. **Report Back.** Participants shared some insights from the small group discussions.
 - i. Make sure that work that is happening in sub-committees is being leveraged in each group.
 - ii. Have representation from the most impacted communities, such as having disabled residents participating in transportation strategies.
 - iii. Better categorize the groups and provide clarity about the goals of each group.
 - iv. Make sure to include all appropriate agencies and their jurisdiction.
 - v. Think strategically about the ordinances that are being implemented and partner with NGOs and community based organizations that are already doing that work on the ground in West Oakland.

- 5. **Meeting Activities for First Quarter 2020** (Azibuike Akaba, BAAQMD). Azibuike asked participants to sign up for the sub-committees that interest them. Azibuike then polled the audience to finalize the proposed structure. There was consensus on:
 - a. Meeting every month for two hours (1 hr for SC; 1 hr for sub-committees).
 - b. Sub-committees will meet for one hour each month -- right now, you have to commit to one sub-committee only.
 - c. There will be notetakers in each sub-committee so you can stay informed about their discussions.
 - d. There may be work or research assigned to sub-committee members to complete in the interim between meetings.

- 6. **Wrap-up + Next steps** (Marybelle Tobias, Facilitator).
 - a. **Next Meeting:** Wednesday, January 15, 2020 → Subcommittees will meet for the first time during the next SC meeting.

- 7. **Adjourn.**

