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About Resource Development Associates (RDA)

About RDA

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- Mission-driven consulting firm established in 1984 in Oakland, CA
- Extensive experience designing, facilitating, and managing complex and long-term planning and evaluation projects involving diverse stakeholders
- Representative planning and facilitation projects include:
 - ▣ **Contra Costa County Racial Justice Task Force**
 - ▣ Data Analysis, Content Creation, Logistics and Meeting Facilitation
 - ▣ **Lao Family Community Development Strategic Plan**
 - ▣ Data Collection, Data Analysis, & Retreat/Workshops Facilitation
 - ▣ **Alameda County Health Care Services Agency Project IMPACT**
 - ▣ Needs Assessment, Benchmark Interviews, Workgroup Startup and Facilitation, Change Management Planning and Coaching



RDA Project Team

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Amalia Freedman
Project Director



Linda Hua, PhD
Project Manager



Thato Ramaobi, MPA
Lead Facilitator



David Klauber, MSW
Facilitator

Subject matter experts, researchers, and facilitation support as needed

Project Objectives

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Assist SDDTAC to develop a workplan that establishes common priorities, operational efficiency, and overall effectiveness.

Guide SDDTAC through setting goals and milestones

Prepare town hall meetings to solicit input

Support SDDTAC structure & process refinement via technical training

Project Approach

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Town Hall Facilitation

Now – August

- RDA will partner with DPH to plan, organize, and facilitate three town hall meetings to vet and gather feedback on SDDTAC recommendations
- RDA will summarize and submit notes to DPH to inform RFP development

SDDTAC Training

Now – December 2018

- RDA will facilitate parts of SDDTAC meetings to identify training needs related to structure, governance, and compliance
- RDA will deliver four trainings based on identified training needs

SDDTAC Workplan

Now – June 2019

- RDA will conduct six leadership interviews to gauge needs, goals, and priorities for the Committee
- RDA will facilitate parts of SDDTAC meetings to define goals and strategies so that SDDTAC can develop a three-year strategic plan and annual workplan

SDDTAC Discussion

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- Any clarifying questions?
- Anything else you thought RDA would provide, but not covered above?

Questions / Discussion / Comments

8 Overview of the Sunshine Ordinance

What constitutes a meeting?

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Majority of seats of the body are present

- Including retreats, site tours, meal gatherings

Pre and Post meetings

- Early to a meeting, reviewing agenda, or debrief following a meeting

Seriatim Meeting

- Communication over substantive matters that does not necessarily take place at same time or place
- Email, conference calls, intermediaries

How to prepare for meeting?

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Post Agenda at least 72 hours before (special and regular meetings)

- SF Public library (required)
- Committee website (required)

Meaningful description of agenda item

- Clear, accessible
- Identify as Action or Discussion Item
- Refer to explanatory docs

What are the rights of the public?

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- Anonymity
 - ▣ If sign-sheet, must clearly state it is optional
 - ▣ Do not have to identify themselves when making a comment
- Right to Record
 - ▣ Photo, film, audio, any device, live broadcast- unless it is persistently disruptive
- Right to Comment
 - ▣ On each agenda item-before consideration has ended and action taken
 - ▣ General public comment
 - Seats may not discuss or respond substantively if subject of comment is outside of agenda items topics
- Rights of speaker
 - ▣ Equal time to individual speakers (up to 3 minutes),
 - ▣ Can cut back on 3 minutes depending on number of speakers, number of agenda items- advise against curbing it too much

SDDTAC Discussion

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- Clarifications on items presented?
- Additional areas of concern (e.g., public record requests, use of personal devices during meetings, special sessions)?
- Need for additional review of the Sunshine Ordinance?

Comments

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Discussion of SDDTAC Rules and Regulations

SDDTAC Discussion of Its Rules and Regulations

The Sugary Drinks Distributor Tax Advisory Committee shall conduct a public meeting prior to the adoption, amendment or repeal of any rule or regulation, with at least ten days public notice of the proposed text.

Potential Items for Amendment

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- Revise all references to CAO
- Order of business
- Review attendance bylaws
- Review voting bylaws
- Defining subcommittee structure and operating procedures
- Others?

Order of Business

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- The order of business at any Regular Meeting shall be as follows:
 - a. Roll Call
 - b. Approval of Minutes
 - c. Requests for Excused Absence
 - d. CAO Report
 - e. Review and Consideration of Regular Agenda
 - f. Committee Members' Proposed Future Agenda Items
 - g. Announcements
 - h. General Public Comment
 - i. Adjournment

- Remove CAO Report?
- Any other changes?

Attendance Bylaws

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- If any member cannot attend a meeting of the Committee, he or she should notify the Committee Staff from the Office of the City Administrator no later than 72-hours in advance of the meeting about the absence.
- Any request for an excused absence must be submitted in writing to the Committee, c/o City Administrator staff, stating good cause. Any request for an excused absence shall be placed before the Committee at its next meeting for review and possible action.
- Any member who misses three regular meetings of the Advisory Committee within any 12-month period without the express approval of the Advisory Committee at or before each missed meeting shall be deemed to have resigned from the Advisory Committee 10 days after the third unapproved absence. The Advisory Committee shall inform the appointing authority of any such resignation.

- What constitutes excused absences?
- Will SDDTAC allow proxies?
- Will SDDTAC allow participation by phone?
 - ▣ If so, does it count as an absence?

Voting Bylaws

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- Each member of the Committee present at the meeting must vote for or against a particular question put before them, unless excused from voting by a motion adopted by a majority of the members present, or unless the member has a conflict that legally precludes participation in the vote.
- Each member shall determine whether he or she has a conflict of interest that precludes participation in a vote and may consult with the City Attorney in making this determination.

- Any needs for clarification?

Subcommittee Structure & Operating Procedure

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- Currently, no SDDTAC bylaws exist for subcommittees
- Awaiting City Attorney's advise on whether SDDTAC subcommittees are subject to Sunshine Ordinance

Comments

THANK YOU

