

Open Government Commission;

Comments re minutes of February 3, 2020

The purpose of this communication is to inquire as to the status of the Commission's recommendation stated below as I am not aware that any action has taken place that would indicate acceptance by Staff and compliance with the recommendation. I would encourage discussion of this as an Agenda item or as part of these minutes as may be appropriate.

Portion of Minutes of February 3, 2020:

"Jay Garfinkle, Alameda, discussed the format of the minutes; suggested minutes include the name of staff members and written testimony be attached.

In response to Mr. Garfinkle's inquiry regarding the record request report, Chair Schwartz clarified the report is part of the next agenda item.

In response to Chair Schwartz's inquiry, the City Clerk stated staff titles have always been used in the minutes; the meeting videos are posted online; the practice has been not to include names.

Chair Schwartz inquired whether there is any downside to including a name the first time a title is listed, to which the City Clerk responded in the negative.

Commissioner Tilos suggested the staff be listed on the first page under roll call.

Chair Schwartz concurred; inquired whether the change could be made across commissions, the City Clerk responded that she could pass on the suggestion; stated each commission adopts bylaws, rules and practices, and would make its own decision.

Chair Schwartz stated when the suggestion is passed on, commissions should be informed that in response to a public request, the Open Government Commission feels it would increase transparency to list the staff present at a meeting; inquired whether the minutes being approved could also be amended.

The City Clerk responded in the affirmative. " (emphasis added)