

# Reparations Commission

## SUMMARY/ACTION MINUTES

Wednesday, October 8, 2025

6:00 p.m.

**Location:** Alameda County Training & Education Center

Oakland Room

125 – 12th Street, 4th Floor

Oakland, CA 94607

## SUMMARY/ACTION MINUTES

### I. Call to Order

The meeting was called to order by the Chair, Debra Gore at 6:05 p.m.

### II. Roll Call

#### Members present:

1. Artavia Berry
2. Alan Dones
3. Debra Gore
4. Shenita Hurskin
5. James Knowles
6. Larry McClendon
7. Brandon Sass
8. Sheldon Small
9. Tiega Varlack

**Excused:** Leo Bazile, Jesse Burleson, Phillip Gardiner, Natasha Tripplett

### III. Public Comment (items not listed on the agenda)

None.

### IV. Approval of Minutes - Action Item

[Minutes of September 10, 2025](#)

A motion was made by Commissioner Small and seconded by Commissioner Sass to approve the minutes of September 10, 2025, as submitted.

**Ayes:** Berry, Gore, Hurskin, Knowles, Sass, Small, Varlack

**Noes:** None

**Excused:** Bazile, Burleson, Gardiner, Tripplett

**Abstain:** Dones, McClendon

**Motion passed 7/0**

### V. Informing Change Update Scope of Work – Informational item

ECC Project Management, ECC Consultants Letitia Henderson and Shawn Johnson presented a recap of Phase 1 (launch) and Phase 2 (implementation).

Recap:

- Listening sessions locked in: Dates are set; two venues already booked for the next sessions.
- Increased structure, coordination, and action-item tracking, and follow-ups; now working closely with each subcommittee's co-chairs on day-to-day progress between commission meetings
- Established regular standing meetings and improved project management systems.

Informing Change identified as ECC's subcontractor for research and report writing — formal presentation to be rescheduled.

## **VI. West Oakland Mandela Station Real Estate Project – Informational Item**

<https://mandelastation.com/>

Commissioner Dones presented a PowerPoint presentation of an overview of Mandela Station, a West Oakland BART transit-oriented development.

The project is a 520-unit market-rate residential tower, with 240-unit affordable housing (45% AMI average) that includes 300,000 sq. ft. of office space.

The project is in partnership with Baywell Health (formerly West Oakland Health Center) relocating their headquarters to this site. The goal is to promote Black economic participation in development and facilitate intergenerational wealth creation. Mandela Station will also address historic inequities in West Oakland redevelopment.

Real estate can be used as a tool for restorative justice. This project is significant for reparations and community revitalization and connectivity to Africa and global Black economic empowerment. Mandela Station is fully entitled; the affordable housing phase is expected to break ground in early 2026.

## **VII. Overview on Completing Budget Form - Informational Item**

Erin Jones, Alameda County Library, presented an overview on completing the budget form for expenditures.

- Check vendor status: Look for your vendor on the Approved Vendor List (SharePoint).
- Email Erin to add vendors, allow ~2 weeks for onboarding
- Submit funding request: Use the Google form (link lives in a SharePoint Word doc). Include vendor name + quote. Submit by Mon afternoon for same-week review.
- After approval: Vendor delivers services.
- Invoicing: Vendor invoices Alameda County Library (choose ACH or check). Payment can take up to ~2 weeks if paperwork is clean.
- No reimbursements: Commissioners cannot be reimbursed for out-of-pocket payments

### *Commissioner gift cards*

- Food purchase cards have already been issued
- Facilities rentals card to be assigned
- Requirements: Keep all receipts and a simple spreadsheet (date, item, amount)
- For food, attach an event flyer and photo or sign-in sheet, return card and paperwork to Erin when funds are spent or listening sessions end.
- Additional card funds require subcommittee approval; allow ~2 weeks to issue another card
- Uniform tracking: Shanita requested a standard receipts spreadsheet; Erin will create it.

Commissioner Larry McClendon reported:

- Weekly Budget Review meetings every Monday at 6:00 PM (rescheduled to Wednesdays during holidays).
- Current expenditures under target, creating a surplus; proposal to reallocate surplus toward: enhanced outreach and digital engagement (social media ads, pop-ups), Unincorporated area and youth engagement sessions, additional listening sessions or targeted focus groups. Commissioners to develop subcommittee proposals on surplus spending for next meeting.

## **VIII. Working Group Reports**

### **Community Listening Sessions**

- Website fully updated with RSVP capability and event listings.
- Resources page: Empty—each commissioner to send 2–3 resource links (e.g., CA Reparations report, Evanston case, useful decks)
- All commissioners: Send 2–3 resource links for the website
- Flyers uploaded to SharePoint for commissioners to distribute.
- Discussion of Brown Act compliance for online sharing
- Next session: October 25, 2025
- Reassign slide roles; finalize run-of-show
- Food coordination via gift card; Safeway delivery considered
- Request for standardized flyer approval and communication workflow. Use a Final Draft Flyer folder; move files out of “drafts” when final

### **Data, Analysis & Report (DAR)**

- Developing second community survey to expand participation beyond listening sessions.
- Goal: 400 responses total (75 minimum by December)
- Exploring data integrity tools to reduce spam responses
- Note-takers confirmed: Dr. Lakita Long (October 25) and Elicia McKnight (future sessions).
- Exploring social media vendor (Kwamele Group) for outreach support — pending budget approval and vendor onboarding

### **Administration & Budget**

Will coordinate with Library for financial director access to manage social ad payments

### **Adjourn**

The meeting was adjourned at 7:53 p.m. on October 8, 2025.

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