

**City of Hayward  
Citizens Advisory Commission**

**Hayward City Hall - 2nd Floor, Room 2-A  
777 B Street, Hayward, California  
Wednesday, September 15, 2004**

**CDBG Fall Tour of Funded Agencies  
12:30pm**

12:30 - 1pm: Lunch in Room 2-A

1pm: Tour Bus Departs

Site Visits:

Eden Housing - (new housing site)  
Matt Jimenez Community Center - (a.k.a., Hayward Boys and Girls Club)  
7th Step Foundation  
Human Outreach Agency  
Salvation Army  
913 B Street

(Tour ends at approximately 4:45pm.)

**City of Hayward  
Citizens Advisory Commission  
Regular Meeting**

**Hayward City Hall - 1st Floor, Room 1-C    ◀ *Note Room Change*  
777 B Street, Hayward, California  
Wednesday, September 15, 2004  
6:30pm**

**Agenda**

- I. Call to Order
- II. Pledge of Allegiance
- III. Attendance
- IV. Public Comments: *(NOTE: The Public Comments section provides an opportunity to address the Citizens Advisory Commission on items not listed on the agenda. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. Approval of July 21, 2004 Citizen Advisory Commission (CAC) Meeting Summary Notes
- VI. Brown Act / Conflict of Interest Law Review  
*(Presented by: Maureen Conneely, Assistant City Attorney)*
- VII. CDBG Funded Agency Tour De-Brief
- VIII. Managing the Proposal Review Process
- IX. Discussion: Section 801 of the CAC Bylaws - CAC Forum Committee
- X. Revised FY 2005-06 CDBG Funding Process Schedule
- XI. Review and Completion of FY 2004-05 Liaison Assignments / Report Schedule
- XII. Liaison Reports
  - ECHO Housing: *Commissioner Chan*
  - Community Resources for Independent Living (CRIL): *Commissioner Imazumi*
  - HARD Sunset Field Rehabilitation: *Commissioner Mendall*

Citizen's Advisory Commission  
September 15, 2004 Meeting Agenda Continued:

XIII. Staff Report (Non-action Items)

- A. CDBG Programmatic and Financial Summaries
- B. CDBG Related Announcements / Advisories

XIV. Future Agenda Items:

- CDBG Request for Proposals (RFP) - FY 2005-06 Funding Cycle
- Discussion re: How Schedules for CDBG Funded Construction Projects are Determined and Timelines Developed.

XV. Commissioner's General Announcements (Non-Action Items)

XVI. Adjournment

CAC summary notes are available by fax, e-mail, or regular mail. For more information, please call (510) 583-4250.

Please do not wear scented products. Persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance of the meeting by calling (510) 583-4250, or by calling the TDD line for those with speech and hearing disabilities at (510) 247-3340.



**CITY OF HAYWARD**  
**Citizens Advisory Commission**  
**Summary Notes**  
**July 21, 2004**

**Regular Meeting**

- I. Call to Order:** Vice-Chairperson Mendall called the meeting to order at 6:40 p.m.
- II. Pledge of Allegiance:** The Pledge of Allegiance was recited.
- III. Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from June 2004 through May 2005.*

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
April Chan	O	1	1	1	1
Launa M. Craig	X	2	0	2	0
Ramona Flores	X	2	0	2	0
Robert Imazumi	X	1	1	1	1
Sylvia Jackson	X	2	0	2	0
Tina Jackson-Walda	O	1	1	1	1
Rodney Loche	O	1	1	1	1
Dianne McDermott	O	1	1	1	1
Al Mendall *	X	2	0	2	0
Martin Nnam	X	2	0	2	0
Glorious K. Pulliam	O	1	1	1	1
Beverly Reliford	X	2	0	2	0
Diana Schaufler	X	2	0	2	0
Bonnie Thieman	O	1	1	1	1

\* *Chairperson*

**Staff in Attendance:** David Korth, Social Services Planning Manager  
Anne Culver, Community Development Specialist

**Council Member Barbara Halliday was also in attendance.**

- IV. Welcome of Guests:** There were no guests.
- V. Public Comments:** There were no public comments.

- VI. Approval of June 23, 2004 Summary Notes:** It was noted that the Attendance Chart requires updating to reflect the current fiscal year. With that revision, Commissioner Craig made a motion to approve the June 23, 2004 Summary Notes. The motion was seconded by Commissioner Nnam and approved unanimously.
- VII. Introduction of Commissioner Hilda Harris:** Members of the Commission introduced themselves and extended a warm welcome to newly-appointed CAC Commissioner Hilda Harris.
- VIII. Appointment of Commission Mentor to Commissioner Harris:** Commission Chair Mendall appointed Commissioner Launa Craig to serve as Commission Mentor to Commissioner Harris so that she has a primary contact person to whom she can go with any questions regarding CAC business.
- IX. Revision of the CAC By-Laws:** As requested by Commissioners at the June 2004 CAC meeting, Mr. Korth presented draft language to amend the CAC By-Laws, in order to correctly reflect the change in Regular Meeting dates (from the fourth Wednesday of each month, to the third Wednesday of each month). Commissioner Schaufler made a motion to approve the draft language. Her motion was seconded by Commissioner Jackson, and approved unanimously.
- X. Review of the FY 2005-06 CDBG Funding Process Calendar:** Mr. Korth presented the proposed FY 2005-06 CDBG Funding Process Calendar. Members of the Commission reviewed the calendar and discussed it. Generally, Commissioners wished to be afforded more time to review FY 05-06 CDBG applications than the proposed Calendar permitted. Therefore, staff will reconsider the Calendar from that perspective and provide a revised Calendar at the September 2004 meeting.
- XI. Revised Application Review Committee (ARC) Appointment Process Guidelines:** As requested by the Commission at a previous CAC meeting, Mr. Korth presented draft language to revise the "Application Review Committee (ARC) Appointment Process." The revised language clarifies the role of the ARC Chairperson to indicate the ARC Chairperson will be the CAC's spokesperson at the City Council Work Session and Public Hearing Meetings in May of each year.

After discussion, the CAC revised the draft language further to indicate the ARC Chairperson will be the CAC's spokesperson at the City Council Work Session, however the CAC Chairperson will be the Commission's spokesperson at the City Council Public Hearing Meeting. Commissioner Imazumi made a motion to approve the revised draft language, which was seconded by Commissioner Flores, and approved unanimously. Staff will update the "Application Review Committee (ARC) Appointment Process" and submit it to the Commission for review at its September 2004 meeting.

**XII. Staff Report (Non-action Items):**

**A / B. CDBG Programmatic / Financial Summaries:** Ms. Culver presented a programmatic and financial update on each of the CDBG-funded projects, including those funded in previous years. Commissioners found the information to be helpful in terms of understanding the projects' progress, and requested this summary be a regular part of each CAC meeting Agenda.

**C. CDBG -Related Announcements and Advisories:** When Commissioner Liaison Assignments have been made, staff will mail each funded agency a letter introducing its respective Commissioner Liaison for FY 04-05. A copy of this letter (which will contain the agency's contact information) will be mailed to each Liaison, along with a copy of the City Council Agenda Report page pertaining specifically to that funded agency, a copy of that agency's contract Work Program, and a copy of the CAC Liaison Report Guidelines.

**XIII. September Funded Agency Tour Discussion:** This year's fall tour will take place on September 15, 2004, from 12:30pm - 4pm. Commissioners discussed which funded agencies they would like to visit, and the following suggestions were established:

- Salvation Army
- 7th Step Foundation
- Human Outreach Agency
- Eden Housing (new housing project: drive-by only)
- Matt Jimenez Community Center
- 913 - B Street

Commissioners are invited to Room 2-A at City Hall at 12:30pm to have lunch together. The bus will depart at 1pm. The tour will end at 913 - B Street, at approximately 4pm. The Regular Meeting of the CAC will convene as scheduled, at 6:30pm that evening. *(The Regular Meeting will be held in Room 1-C on the First Floor of City Hall).*

**XIV. Completion of the FY 2004-05 Liaison Assignments / Report Schedule:** Chairperson Mendall invited volunteers to serve as Commission Liaisons to those funded agencies not previously assigned. Several Commissioners volunteered, and an updated copy of the FY 04-05 Liaison Assignment Chart will be included in Commissioners' July meeting packets.

**XV. Future Agenda Items:**

- Overview of Brown Act and Conflict of Interest Law (September)
- Review of Application Review Committee (ARC) Appointment Process

**XVI. Commissioner Announcements:** There were no announcements.

**XVII. Adjournment:** The meeting adjourned at 8:45pm.