

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

**Hayward City Hall, Council Chambers  
777 B Street, Hayward, California  
Wednesday, March 16, 2005  
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 February 16, 2005, CAC Meeting Summary Notes
- VI. FY 05-06 CDBG Applicant Appeals
- VII. FY 05-06 CDBG Final Recommendations
- VIII. Selection of Annual Dinner Committee Members
- IX. Selection of FY 05-06 CAC Officers Nomination Committee
- X. April Funded Agency Tour: Selection of Agencies to Visit
- XI. Discussion: Using Volunteers on CDBG Funded Construction Projects
- XII. Staff Report (Non-action items)
  - A. CDBG Programmatic and Financial Summaries
  - B. CDBG-Related Announcements / Advisories

XIII. Future Agenda Items

- Debrief of CDBG Funding Process and Discussion re: CAC Presentation at the May City Council Work Session
- How Schedules for CDBG Funded Construction Projects are Determined and Timelines Developed
- Update: Program Activities and Operating Budget at Matt Jimenez Community Center (formerly the Hayward Boys and Girls Club)

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

XV. 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**  
**February 16, 2005**

**Regular Meeting**

- I. Call to Order:** Chairperson Mendall called the meeting to order at 6:39 pm.
- II. Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance.
- 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	X	6	2	6	2
Launa M. Craig	X	8	0	8	0
Ramona Flores	O	5	3	5	3
Hilda "Chris" Harris **	X	7	0	7	0
Robert Imazumi	X	3	5	3	5
Sylvia Jackson	O	5	3	5	3
Tina Jackson-Walda	X	6	2	6	2
Rodney Loche	X	6	2	6	2
Dianne McDermott	O	6	2	6	2
Al Mendall *	X	7	1	7	1
Martin Nnam	O	5	3	5	3
Glorious K. Pulliam	X	5	3	5	3
Beverly Reliford	X	7	1	7	1
Diana Schaufler	X	8	0	8	0

\* *Chairperson*

\*\**Term started July 2004*

**Staff in Attendance:** Gail Patton, Neighborhood and Economic Development Manager  
David Korth, Social Services Program Manager  
Anne Culver, Community Development Specialist  
Dana Bailey, Community Programs Specialist

Councilmember Barbara Halliday was also in attendance.

- IV. Public Comments:** There were no public comments.
- V. Approval of January 19, 2005 Summary Notes:** Chairman Mendall requested that his attendance record be reviewed and the attendance chart updated as appropriate. With that possible correction, Commissioner Jackson–Walda made a motion to approve the Summary Notes from the January 19, 2005 CAC meeting. Commissioner Chan seconded the motion, which was approved unanimously.
- VI. Liaison Report:** Staff presented the liaison report for the Human Outreach Agency (HOA), an agency located in Hayward that provides shelter and support services to homeless adult males. In the current year, HOA's current year CDBG allocation is paying for the agency's late night and weekend staffing.
- VII. Application Review Committee (ARC) De-Brief:** Members of the Committee described the 13-hour interview process for FY 05-06 CDBG applicants, which took place on Saturday, February 5, 2005. Commissioners who did not serve on the ARC expressed their thanks to the Committee for their endurance and commitment to the process.
- VIII. FY 05-06 CDBG Preliminary Recommendations:** The development of Preliminary Recommendations was prefaced by a brief review of CDBG funding availability for FY 05-06. It is expected that there will be approximately \$1.85 million available to allocate to projects in FY 05-06; this is an \$850,000 reduction as compared to the year before. Thirty applications for CDBG funding, totaling nearly \$3.2 million, were submitted for the FY 05-06 funding cycle. Consequently, it is expected that some applications may be denied funding, and others will receive reduced funding, even though the proposals submitted may represent well thought out, needed projects or services.

Based on each Commissioner's individual review of all the applications, the ARC's suggestions, and in consideration of the Staff's Preliminary Recommendations, the CAC deliberated and then adopted its Preliminary Funding Recommendations (Attachment A).

Each CDBG applicant will receive a fax before the March 16, 2005 CAC meeting informing them of the Commission's and Staff's Preliminary Recommendations and the rationale supporting each. At this meeting there will be an opportunity for any applicant who wishes to present an appeal to either the Commission, or staff, or both regarding their agency's Preliminary Funding Recommendation. Later during the same meeting, the CAC will establish its Final Funding Recommendations.

This meeting will be open to the public. All applicants will be encouraged to attend even if they do not plan to present an appeal because changes to any of the funding recommendations could have an impact on any or all of the other recommendations.

- IX. Staff Reports (Non-action items):** Due to the late hour, the staff report was postponed until the March meeting.

**X. Future Agenda Items:**

- April CDBG Funded Agency Tour: Selection of Sites to Visit;
- Selection of Annual Dinner Committee Members;
- Selection of FY 05-06 CAC Officers Nominations Committee Members
- Discussion: Using Volunteers on CDBG Funded Construction Projects;
- Debrief of CDBG Funding Process and Discussion re: CAC Presentation at the May City Council Work Session
- How Schedules for CDBG Funded Construction Projects are Determined and Timelines Developed
- Update: Program Activities at, and Operating Budget for, the Matt Jimenez Community Center (formerly the Hayward Boys and Girls Club)

**XI. General Announcement (Non-action Items):** None.

**XII. Adjournment:** The meeting adjourned at 9:40pm.