

**City of Hayward
Citizens Advisory Commission**

**Hayward City Hall - 2nd Floor, Room 2-A
777 B Street, Hayward, California
Wednesday, September 21, 2005**

**Fall Tour of CDBG Funded Agencies
2:00pm**

Please note:

Lunch will not be served to Commissioners before the Tour, however dinner will be served prior to the start of the CAC's Regular Meeting.

2:00pm: Meet in the City Hall Large Rotunda

2:10pm: Tour Van departs from City Hall.

Tour Itinerary:

Human Outreach Agency

Building Opportunities for Self-Sufficiency (Pacheco Court)

Tiburcio Vasquez Health Center

7th Step Foundation

Return to City Hall at approximately 5:15pm

5:30pm - 6:30pm: Dinner (in Room 2-A)

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

**Hayward City Hall - Room 2-A
777 B Street, Hayward, California
Wednesday, September 21, 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 20, 2005 CAC Meeting Summary Notes
- VI. Debrief of CDBG Funded Agency Tour
- VII. Hayward 2005-09 Five-Year Consolidated Plan: Questions and Answers
- VIII. CAC Committee Recommendations re: CAC Future Activities (Continuing Discussion)
- IX. Revised FY 2006-07 CDBG Funding Process Calendar
- X. Review and Completion of FY 2004-05 Liaison Assignments / Report Schedule
- XI. Liaison Reports:
 - A. Matt Jimenez Community Center: Commissioner Craig
 - B. Tiburcio Vasquez Health Center: Commissioner Pulliam
 - C. Women on the Way: Commissioner Jackson-Walda
 - D. Kidango: Commissioner Reliford

September 21, 2005
Meeting Agenda - continued:

XII. Staff Report (Non-action Items)

- A. CDBG Programmatic and Financial Summaries
- B. CDBG Related Announcements / Advisories
- C. Distribution of Brown Act / Conflict of Interest Materials

XIII. Future Agenda Items:

- Parliamentary Procedure Training, Overview of the California Brown Act and Conflict of Interest Law
- Other...

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

XV. Adjournment

CAC summary notes are available on the City of Hayward website (www.hayward-ca.gov) or 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 20, 2005

6:30pm: Regular Meeting

- I. Call to Order:** At 6:41pm, Chairperson Tina Jackson-Walda called the meeting to order.
- 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 2005 through May 2006.

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	1	1	1	1
Hilda "Chris" Harris	X	2	0	2	0
Robert Imazumi	X	2	0	2	0
Sylvia Jackson	X	1	1	1	1
Tina Jackson-Walda *	X	2	0	2	0
Rodney Loché	X	2	0	2	0
Dianne McDermott	O	1	1	1	1
Al Mendall	X	2	0	2	0
Glorious K. Pulliam	X	1	1	1	1
Beverly Reliford	X	1	1	1	1
Diana Schaufler	X	2	0	2	0

* *Chairperson*

Staff in Attendance: Gail Patton, NED Manager
Anne Culver, Community Development Specialist

Guests in attendance signed the Guest Sign-In Sheet.

- IV. Public Comments:** There were no Public Comments.
- V. Approval of June 15, 2005 Summary Notes:** A motion was made and seconded to approve the Summary Notes without revision. The motion was unanimously approved.

- VI. Fall Funded Agencies Tour:** Commissioners suggested a number of funded agencies to visit during the Citizen Advisory Commission's (CAC) agency tour scheduled for September 21, 2005. It was suggested the tour begin in the mid-afternoon (at 2pm) so that the CAC Regular Meeting could be convened promptly at the conclusion of the tour. Lunch will not be provided before the tour, however, dinner will be available for Commissioners just prior to the regular evening meeting. Based on the CAC's discussion, staff will develop the tour itinerary and will include it with the CAC's September Meeting packet.
- VII. Five-Year Consolidated Plan (2005-2009), and FY 2005-06 Action Plan:** Ms. Patton distributed copies of the City's recently completed Five Year Consolidated Plan (2005-2009), including the 2005-06 Annual Action Plan, to members of the Commission. Ms. Patton indicated there is a Needs Assessment in the document which includes a specific section that addresses the City's Housing Needs and Goals. This item will be placed on the CAC's September meeting agenda, so that Commissioners are provided adequate time to review the document and as necessary formulate follow-up questions.
- VIII. CAC Purpose and Areas of Focus / Interest:** This discussion was carried over from the CAC's May 2005 meeting. Members of the Commission shared their respective interests in pursuing various activities during FY 05-06. Commissioner Craig suggested the CAC request clarification from City Council regarding its expectations of the CAC, so that the activities planned would facilitate meeting those expectations. It was also suggested that Council Member Barbara Halliday might be able to provide some clarification on this matter.

Staff shared that for the last several years the primary role of the CAC has been to make recommendations to City Council regarding the distribution of Community Development Block Grant (CDBG) funds (made available through the federal Department of Housing and Urban Development (HUD)). Citizen participation is a federal requirement, and the CAC's important role in this process is one way the City meets this requirement.

Staff also noted that City Council has made a distinction between the City's use of CDBG funds (i.e., to address the community's housing, neighborhood facilities, and economic development needs), and the City's Social Services funds (which are City General Fund monies earmarked to address the other - broader - social service issues and needs of the community). The Hayward Human Services Commission has as one of its primary roles the responsibility to make recommendations to City Council about the allocation of Social Services funding, and to advise Council about the broader social service needs of the community. It was suggested, therefore, that the CAC's purview would be to focus on those areas related to the housing, neighborhood facilities, and economic development needs of the City. Some Commissioners felt, however, that CAC's Bylaws more broadly defined the purview of the Commission.

Commissioner Imazumi made a motion to create a Committee (to serve through December 2005) to further formulate possible future activities for the Commission to engage in. The Committee's ideas would be presented to the full Commission for consideration and approval. The motion was seconded by Commissioner Mendall and unanimously approved by the Commission. Commissioners Mendall, Imazumi, Pulliam and Jackson-Walda agreed to serve on the newly formed Committee.

IX. Liaison Reports

Building Opportunities for Self-Sufficiency (BOSS): Commissioner Schaufler conducted a site visit to BOSS in Hayward on May 15, 2005. The BOSS agency provides county-wide social and mental health services to homeless people who have drug and/or alcohol addiction(s) and mental health problems. The City of Hayward allocated \$51,079 to perform health and safety related repairs at BOSS's Pacheco Court and Meekland Place housing programs. A portion of these funds will be used to perform a thorough analysis of the facilities in order to achieve a realistic understanding of the extent of rehabilitation necessary at the two sites. These programs provide permanently affordable supportive housing to dually-diagnosed individuals and their families.

Community Resources for Independent Living (CRIL): Commissioner Imazumi delivered his report on the CRIL agency, which is mid-County's sole Independent Living Center where people who have disabilities may receive peer counseling and support, case management, information and referral, and housing counseling. The City's CDBG allocation is used to help pay for the agency's Housing Counselor.

Spectrum Community Services: Commissioner Mendall presented his report on Spectrum's meal delivery program, which provides nutritious meals to senior citizens at congregate meal sites in Hayward. Spectrum's CDBG allocation is being used to purchase food for meals delivered to senior citizen residential sites where meals are taken in a common dining room. This service helps to maintain the program participants' independence for as long as possible.

Human Outreach Agency: Commissioner Loché reported on his visit to the Human Outreach Agency, a 20-bed homeless shelter for single adult males located in Hayward. At the end of his report staff added that in recent months technical assistance has been provided to the Human Outreach Agency's management and board of directors to assist their efforts to resolve financial difficulties that are hoped to be temporary. Several members of the Commission expressed an interest in placing the Human Outreach Agency on the CAC's Fall Funded Agency Tour itinerary.

X. FY 05-06 Liaison Assignments

The following Liaison Assignments were placed on the September CAC meeting Agenda:

- | | | |
|-----------|---------------------------------|----------------------------|
| A. | Matt Jimenez Community Center: | Commissioner Craig |
| B. | Tiburcio Vasquez Health Center: | Commissioner Pulliam |
| C. | Women on the Way: | Commissioner Jackson-Walda |
| D. | Kidango: | Commissioner Reliford |

The remaining Liaison Reports will be assigned at the September 2005 CAC meeting.

XI. Staff Report

- A.** A FY 04-05 Year-end Financial Summary will be presented at the September 2005 CAC meeting.
- B.** There were no CDBG-related announcements and advisories.
- C.** Status of CDBG Funds at the Federal Level: CDBG funds were allocated for FY 06-07, but were reduced by approximately 10%.

XII. Future Agenda Items

- Funded Agency Tour
- Questions & Answers re: the Hayward Five Year Consolidated Plan and/or 2005-06 Annual Action Plan.
- FY 2005-06 Liaison Assignments
- September Liaison Reports
- Parliamentary Procedure Training, Overview of the Brown Act and Conflict of Interest Law
- CAC Committee Recommendations re: CAC Future Activities.

XIII. General Announcements: No general announcements were made.

XIV. Adjournment: The meeting adjourned at 9:20 pm.