

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

**Hayward City Hall - Room 2-A
777 B Street, Hayward, California
Wednesday, October 19, 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 September 21, 2005 CAC Meeting Summary Notes
- VI. CDBG Application (RFP) Discussion
- VII. Follow-up Questions Regarding the City's 2005-09 Five-Year Consolidated Plan
- VIII. CAC Future Activities (Continuing Discussion)
- IX. Liaison Reports:
 - A. Hayward Community Gardens: Commissioner Harris
 - B. Women on the Way: Commissioner Jackson-Walda
 - C. 7th Step Foundation: Commissioner Loché
 - D. 4-C's of Alameda County: Commissioner Reliford

X. Staff Report (Non-action Items)

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

XI. Future Agenda Items:

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

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

XIII. 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
September 21, 2005

6:30pm: Regular Meeting

- I. Call to Order:** At 6:35pm, Vice-Chairperson Rodney Loché 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	X	2	1	2	1
Launa M. Craig	X	3	0	3	0
Hilda "Chris" Harris	X	3	0	3	0
Robert Imazumi	X	3	0	3	0
Tina Jackson-Walda *	X	3	0	3	0
Rodney Loché	X	3	0	3	0
Dianne McDermott	X	2	1	2	1
Al Mendall	X	3	0	3	0
Glorious K. Pulliam	X	2	1	2	1
Beverly Reliford	X	2	1	2	1
Diana Schaufler	X	3	0	3	0

* *Chairperson*

Staff in Attendance: David Korth, Social Services Manager
Anne Culver, Community Development Specialist
Dana Bailey, Community Programs Specialist

Guest in Attendance: Councilmember Barbara Halliday

- IV. Public Comments:** Mr. Korth announced that in his role as Social Services Planning Manager for the City, he is keeping apprised of local efforts to send assistance to victims of Hurricane Katrina, as well as to stay informed of services and resources available to victims who relocate to Hayward from the Gulf states. For more information he is available at 510-583-4250.

V. Approval of July 20, 2005 Summary Notes: Commissioner Craig requested that the July 20, 2005 CAC Summary Notes be corrected to reflect her intent to obtain clarification from the City Council regarding its overall plans for the City, not its expectations of the CAC. This is so that the CAC could work to support those plans as it formulates its work plan activities for the year. With this clarification, a motion was made to approve the Summary Notes. The motion was seconded and unanimously approved.

VI. Debrief of CDBG Funded Agencies Tour: Earlier in the day, Commissioners visited the following funded agencies:

- Human Outreach Agency
- Building Opportunities for Self- Sufficiency
- Tiburcio Vasquez Health Center
- 7th Step Foundation
- Allied Housing

It was suggested by staff that future tours could be planned around service themes (such as youth services, senior services, transitional housing, homeless shelters, etc.) and that projects supported by the City in the current, and past, funding cycles that address the chosen theme be included in the tour. This idea will be discussed further prior to setting the itinerary for the Spring 2006 Funded Agency Tour.

VII. Revised FY 2006-07 CDBG Funding Process Calendar: Ms. Culver reported that on August 5, 2005 representatives from funded agencies were invited to provide comments and suggestions regarding the City's CDBG application for funding document. The meeting produced several valuable suggestions, including streamlining budget pages, and a narrowing of the City's definition of the basis upon which an applicant is permitted to Appeal its Preliminary Recommendation. Specifically, it was suggested that the basis be narrowed to exclusively address *misunderstandings* pertaining to material already submitted for consideration.

As a result, staff developed a form to provide applicants with an opportunity to write a brief statement to clarify any misunderstandings that they feel have taken place upon which their Preliminary Recommendation was based. The form also provides an opportunity for the applicant to specifically describe how proposed services would be affected by a recommendation of less than the requested amount. This written process would replace the Appeals Hearing process used previously. Commissioners will receive the written responses a week prior to the CAC Final Funding Recommendations meeting so that any responses submitted on the form can be considered.

After much discussion the Commission agreed, by way of a motion (m/s: Mendall, Craig - passed unanimously) to replace the Appeals Hearing process with the written process described above. However, the Commission expressly conveyed its desire to also continue using the form in the proposal packet that asks applicants to convey the impact that reductions in funding would have (at 75%, 50% and 25% levels) on their respective proposals. Recognizing the unintended message of distrust that some applicants receive

from this form, it was also strongly recommended that staff add to the form a statement that conveys the Commission's actual intent, that is, to help Commissioners better understand what the respective applicants' priorities are (regarding their proposed projects) should it be necessary to grant less than 100% of what is requested, due to limited available resources.

VIII. Follow-Up Discussion Regarding the City's 5- Year Consolidated Plan: This discussion was postponed until the CAC's October meeting so that the Neighborhood and Economic Development Manager would be able to participate.

IX. CAC Future Activities (Discussion): The Commission continued its discussion regarding possible future activities it might undertake. Commissioner Mendall suggested that it might make the decision process easier if the Commission first determined whether it would like to pursue event oriented activities (i.e., action items) where commissioners would play a significant role in planning and implementing the event(s), or education oriented activities where the Commission would identify subjects and issues they would like to know more about. The Commission agreed that it would prefer to pursue education oriented activities at this time. It was further agreed that the Commission would identify which subjects/issues they would like presentations on at its October meeting. A presentation schedule will also be developed at that time.

X. FY 05-06 Liaison Assignments

The following Liaison Assignments were made:

- | | |
|------------------------------------|----------------------------|
| ▪ Hayward Community Gardens: | Commissioner Harris |
| ▪ 7 th Step Foundation: | Commissioner Chan |
| ▪ 4-C's of Alameda County: | Commissioner Reliford |
| ▪ Family Violence Law Center: | Commissioner McDermott |
| ▪ Eden Youth and Family Center: | Commissioner Jackson-Walda |
| ▪ The Salvation Army: | Commissioner Loche |
| ▪ Minor Home Repair: | Staff |
| ▪ Housing Rehab. Loan Program: | Staff |

The remaining Liaison Assignments will be determined at the October meeting.

XI. Liaison Reports:

Matt Jimenez Community Center: Commissioner Craig delivered her report on the Matt Jimenez Community Center, which provides social, cultural and educational services to children from low-income Hayward families. Hayward Parks and Recreation District (HARD) operates program activities at this site.

Tiburcio Vasquez Oral Health Services: Commissioner Pulliam presented her report on the Tiburcio Vasquez Health Center. The Center provides comprehensive primary care and ancillary services to low-income, primarily Latino residents of Southern Alameda

County including Hayward.

XII. Staff Report

- A.** A FY 04-05 Year-end Financial Summary was presented by staff.
- B.** Staff noted that the Human Outreach Agency is facing some financial difficulties, including substantial debt to the IRS related to employee “trust fund” contributions under a prior Executive Director, and staff is monitoring the situation carefully.

XIII. Future Agenda Items

- Discussion of the CDBG Application (October)
- Discussion Regarding the City's 5-Year Consolidated Plan (October)
- October Liaison Reports
- Discussion Regarding CAC Future Activities (October)
- Presentation: Parliamentary Procedure / Brown Act / Conflict of Interest Law (November)

XIV. Commissioner’s General Announcements (non-action items):

- Commissioner Pulliam requested information from Councilmember Halliday regarding the City’s Emergency Preparedness Plan.
- Commissioner Craig announced she will be visiting Paris for three weeks and will be absent from the October CAC meeting.
- Commissioner Loché announced that his church will be painting at the ESP Toddler Center in Hayward on Saturday, October 1, and volunteers are welcome to participate.
- Councilmember Halliday noted that FESCO’s annual fundraiser will be taking place Saturday, October 8, 2005.
- Commissioner Chan informed the Commission that a local church, Glad Tidings, had been mentioned in the New York Times recently for its work with victims of Hurricane Katrina.

XV. Adjournment: The meeting adjourned at 9:43 pm.