

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

**Hayward City Hall – Room 2A
777 B Street, Hayward, California
Wednesday, January 17, 2007**

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 {CAC} 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 the December 20, 2006 CAC Meeting Summary Notes.
- VI. CAC Community Volunteer Project: Tools for Schools - 10am-12pm, January 20, 2007
- VII. Discussion: CAC Meeting Attendance Requirements
- VIII. Selection of Commissioners to Serve on the South Hayward Multi-Service Community Task Force
- IX. Discussion: CDBG Application Evaluation Criteria
- X. Liaison Reports:
 - A. Spectrum Community Services – Commissioner Delgado
 - B. Family Violence Law Center – Commissioner Chan
- XI. Staff Report (Oral Non-Action Items):
 - A. CDBG Programmatic and Financial Summaries
 - B. CDBG Related Announcements / Advisories

XII. Future Agenda Items

A. Spring Tour Itinerary of Funded Projects (February).

XIII. 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
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Regular Meeting
December 20, 2006
6:30pm**

Summary Notes

- I. Call to Order:** At 6:35pm, Chairperson 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 2006 through May 2007.

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
Diane Balloue	X	5	1	5	1
Peter Cabezas ³	X	5	0	5	0
Tony Carballo ³	X	4	1	4	1
April Chan	X	5	1	5	1
Giavanni S. Coleman	X	3	0	3	0
Miguel Delgado ³	X	3	2	3	2
Robert Imazumi	X	4	2	4	2
Sara Lamnin ³	X	5	0	5	0
Lynnette Linnen ³	X	5	0	6	0
Rodney Loché ¹	X	6	0	6	0
Dianne McDermott ²	X	5	1	5	1
Kathryn Morris	X	6	0	6	0
Beverly Reliford	X	6	0	6	0

¹ - Chairperson

² - Vice-Chair

³ - Term started July, 2006

Staff in Attendance: Anne Culver, Community Development Specialist

IV. Public Comments:

- A.** Commissioner Chan announced the recent publication of *The Low Road to Heaven*, written by Chairperson Loché. Members of the Commission expressed congratulations.

- B. Ms. Culver informed the Commission that Commissioner Pineda resigned from the CAC, citing personal reasons. He hopes to be re-appointed to the CAC at a future date.
 - C. Although Council Member Halliday was not in attendance at this meeting, Ms. Culver conveyed a message from her, wishing all members of the CAC a wonderful holiday season.
 - D. On December 15, 2006, the City of Hayward honored the members of its Boards and Commissions at a reception on the City Hall rotunda. A gift (a black briefcase) was given to each Commissioner in attendance at the event. Ms. Culver distributed gifts to members of the CAC who were unable to attend the reception.
 - E. Commissioner Linnen announced that members of the CAC were all invited to attend the Women on the Way agency's holiday party, on Thursday, December 20, at Faith Fellowship in San Leandro.
 - F. Commissioner McDermott announced that she is expecting a grandchild, to be born in April 2007. Members of the Commission expressed congratulations.
 - G. Chairperson Loché thanked the members of the Commission for contributing so many appealing dishes to this year's CAC Annual Holiday Potluck. He called for a 5-minute recess at this point in the meeting to allow Commissioners to fill their plates. Members of the Commission expressed appreciation to Commissioner Cabezas for following up with everyone and coordinating the various dishes that were contributed. After five minutes the meeting resumed.
- V. **Commissioner Coleman's Request to Excuse Meeting Absences:** The CAC by-laws state that a member may lose his/her commission if the CAC's attendance requirements are not met. Commissioner Coleman has missed three meetings to date, which places her commission at risk. Commissioner Coleman left the room in order to recuse herself from these deliberations.

After discussion, Commissioner Imazumi made a motion to allow Commissioner Coleman to retain her commission despite her absences. A friendly amendment was offered and accepted, to excuse all of Commissioner Coleman's current-year absences to date. The amended motion was seconded by Commissioner Linnen, and approved unanimously. Commissioner Coleman returned to the room and was informed of the outcome.

Commissioner Chan commented that there should be guidelines to assist the Commission with a request such as this, so that decisions may be based on fair and consistent criteria. It was requested that this topic be placed on next month's agenda so that it could be more thoroughly discussed.

VI. Approval of November 15, 2006 Meeting Summary Notes: Commissioner Lamnin made a motion to approve the November 15, 2006 Summary Notes. The motion was seconded by Commissioner Chan and approved unanimously.

VII. Determination of Date for CAC Volunteer Project: Commissioner Lamnin suggested several potential dates for the CAC Volunteer Project, Tools for Schools. After discussion, Commissioner McDermott made a motion to schedule the event for Saturday, January 20, 2007 from 10am – noon. Commissioner Cabezas seconded the motion, and the motion passed with seven ayes and two abstentions.

VIII. Liaison Reports

A. Eden Information and Referral: Pamela Glassoff was in attendance to represent Eden I&R. Chairperson Loché presented this report on the Roving Housing resource Specialist program, which provides housing readiness services and housing placement assistance to clients who are staying in emergency shelters located in Hayward.

B. Matt Jimenez Community Center (MJCC): Commissioner Imazumi delivered this report on the MJCC, which is currently staffed by employees of the Hayward Area Recreation District (HARD), and provides after-school, weekend, and summertime activities for school-age children.

C. Alameda County Community Foodbank: Ms. Culver delivered this report on the Foodbank, which receives CDBG funding to provide monthly delivery of nutritious food staples and locally-grown organic produce to five Hayward homeless shelters.

IX. Staff Report (Oral Non-Action Items):

A. FY 2007-08 CDBG Funding Process Update: Ms. Culver reported that staff have been responding to applicant agencies' requests for technical assistance in preparing their applications for FY 07-08 CDBG funding. There was brief discussion about the application evaluation criteria, and it was decided that at the CAC's January meeting, staff would distribute sample completed applications so that recently appointed Commissioners could become familiar with the format of the application, "practice" applying evaluation criteria in advance of receiving real applications, and learn from more experienced Commissioners about the proposal evaluation process.

B. CDBG Financial/Programmatic Updates: Ms. Culver distributed the monthly financial update, and provided oral updates on the status of the CDBG facilities projects.

X. Future Agenda Items:

- A.** Emergency Preparedness and Its Impact on CDBG Funded Projects (January)
- B.** Update re: Overall Facility Development Plan for Eden Youth and Family Center (January)
- C.** Spring Tour Itinerary of Funded Projects (February)
- D.** January Liaison Reports: Spectrum Community Services (Commissioner Delgado) and Family Violence Law Center (Commissioner Chan)

XI. Adjournment: The meeting adjourned at 8:45p.m.