

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

**Hayward City Hall – Room 2A  
777 B Street, Hayward, California  
Wednesday, February 21, 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 Summary Notes of the January 17, 2007 Citizens Advisory Commission (CAC) Regularly Scheduled Meeting.
- VI. Development of Itinerary for the CAC Spring Tour of CDBG Funded Projects
- VII. Community Agency Liaison Reports:
  - A. Spectrum Community Services – Commissioner Delgado
  - B. Family Violence Law Center – Commissioner Chan
- VIII. Establishment of CAC FY 2007-08 Preliminary CDBG Funding Recommendations:
- IX. Staff Report (Oral Non-Action Items):
  - A. CDBG Programmatic and Financial Summaries
  - B. CDBG Related Announcements / Advisories

X. Future Agenda Items:

- A. Establishment of CAC FY 2007-08 Final CDBG Funding Recommendations (March).
- B. City of Hayward Emergency Preparedness Plans and Procedures (April).
- C. Presentation re; the state of Homelessness in Hayward (May).
- D. Other...(TBD)

XI. 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  
Regular Meeting  
January 17, 2007  
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	6	1	6	1
Peter Cabezas <sup>3</sup>	X	6	0	6	0
Tony Carballo <sup>3</sup>	X	5	1	5	1
April Chan	0	6	1	6	1
Giavanni S. Coleman	X	4	0	4	0
Miguel Delgado <sup>3</sup>	0	3	3	3	3
Robert Imazumi	X	5	2	5	2
Sara Lamnin <sup>3</sup>	X	6	0	6	0
Lynnette Linnen <sup>3</sup>	X	6	0	6	0
Rodney Loché <sup>1</sup>	X	7	0	7	0
Dianne McDermott <sup>2</sup>	X	6	1	6	1
Kathryn Morris	X	7	0	7	0
Beverly Reliford	X	7	0	7	0

<sup>1</sup> - Chairperson

<sup>2</sup> - Vice-Chair

<sup>3</sup> - Term started July, 2006

**Staff in Attendance:**

David Korth, Acting Neighborhood and Economic Development (NED) Manager  
Anne Culver, Acting Social Services Planning (SSP) Manager

**Guests in Attendance:**

Anita Imazumi  
Staff representative from Family Violence Law Center (name not given)  
Maureen Conneely, Hayward Assistant City Attorney

**IV. Public Comments:**

No public comments were made.

**V. Approval of the December 20, 2006 CAC Regular Meeting Summary Notes:**

The December 20, 2006 CAC Regular Meeting Summary Notes were unanimously approved as submitted (McDermott/Balloue).

**VI. CAC Volunteer Project: Tools for Schools:**

Chairperson Loché reminded and encouraged CAC members to participate in the Tools for Schools community event on January 20, 2007, from 10am to 12noon, at the Eden Youth and Family Center located at 680 W. Tennyson and Ruus Roads in South Hayward. All materials needed to stuff backpacks for school age Hayward children will be provided, as will snacks for the volunteers. Driving directions were distributed to Commission members.

**VII. Discussion: CAC Meeting Attendance Requirements:**

At its December CAC meeting, the Commission was asked to consider excusing the absences incurred by a Commission member who exceeded the amount allowed under City Council Resolution 87-323 – Attendance Policy for the City’s Boards and Commissions. At the time, it was explained to the Commission that this matter came to the Commission as a function of an administrative decision. While there was no concern expressed about the decision made by the Commission to excuse the absences of the Commissioner involved, (based on the unique circumstances surrounding the situation), some members of the Commission did express concern about the process involved and requested that the item be included in the agenda for discussion at the Commission’s January meeting.

Assistant City Attorney Maureen Conneely, who was present to provide information regarding this matter, confirmed for the Commission that the City Charter, which is the governing document of the City, states in Section 905 of the Charter that (underline added for emphasis),

... If a member of a board or commission absents himself from three consecutive regular meetings of such board or commission, unless by permission of such board or commission expressed in its official minutes, ...his office shall become vacant and shall be so declared by the (City) Council .

Ms. Conneely indicated that this section of the City Charter gives the Commission the power to excuse absences of its members. Furthermore, she pointed out that there was precedence for this action due to similar previous actions taken by other City boards or commissions.

The information provided satisfied concerns expressed by those Commission members that were present about whether or not the action taken by the Commission in December was proper. However, another concern was shared on behalf of a Commission member that was not present; this was in regard to whether or not there was a need for guidelines which would assist the Commission in making such decisions. It was suggested that guidelines would help insure that future decisions would not be arbitrary or capricious in nature, particularly if this is going to become a common or frequent practice.

The Commission was assured that this situation was uncommon. Notwithstanding Section 905 of the City Charter, most of the time matters pertaining to the attendance of board and commission members are handled directly by the City Council, and would likely continue to be administered in this fashion. Consequently, Ms. Conneely recommended that the Commission not spend a lot of time developing guidelines. She further suggested that if the matter arises again sometime in the future, the Commission should simply use a rule of reason and fairness and the decisions made would likely be well founded and supported. If it turns out that the Commission is asked to make such decisions on a more frequent basis, then it may entertain developing guidelines at that time. The members present were all in agreement and the matter was closed.

**VIII. Selection of Commissioners to Serve on the South Hayward Multi-service Community Center Work Group (Work Group):**

Acting NED Manager Korth provided information to the Commission regarding the City's desire to form a Work Group made up of community stakeholders that would help City staff develop a recommendation to the City Council regarding which health and human services would be most appropriate to be housed in a newly constructed South Hayward Multi-service Community Center. The City is considering building such a facility in South Hayward where the Eden Youth and Family Center (old elementary school) facility is currently located.

The Commission Chair was asked to appoint three members of the Commission to serve as members of this Work Group, as well as to serve as liaisons between the Work Group and the CAC. Other participants on the nine member Work Group will include: three members of the Eden Youth and Family Center Board of Directors (appointed by that Board), as well as three members of the South Hayward Neighborhood Collaborative (to be chosen by the Collaborative). Commissioners Imazumi, Lamnin and Linnen agreed to serve on the Work Group, and Commissioner Cabezas agreed to serve as a proxy should any of them find that they are unable to attend a scheduled Work Group meeting.

**IX. Discussion: CDBG Application Evaluation Criteria:**

In preparation for the review of FY 07-08 CDBG Funding Applications, Acting SSP Manager Culver provided an overview to the Commission of the proposal review process and the City's Application Review Criteria. Commissioners who participated in previous funding cycles also shared helpful information regarding the review of funding applications.

This application review process includes interviews of each applicant by the Commission's Application Review Committee (ARC); the interview date for the FY 07-08 funding cycle is scheduled for: Saturday, February 17, 2007, at Hayward City Hall. Commissioners Cabezas, Lamnin, Carballo, Linnen and McDermott agreed to serve on the ARC. Staff agreed to contact Commissioner Delgado who was not present to see if he, too, would be willing and able to serve on the ARC, for it was thought that the experience would be helpful to him as a recently appointed member of the Commission.

**X. Liaison Reports:**

- A. *Spectrum Community Services*: Commissioner Delgado was not present to deliver his community agency liaison report; the report was re-scheduled for the Commission's regular meeting in February.
- B. *Family Violence Law Center*: Commissioner Chan was not present to deliver her community agency liaison report; the report was re-scheduled for the Commission's regular meeting in February.

**XI. Staff Report (Oral/Non-Action Items):**

- A. CDBG Programmatic and Financial Summaries: Ms. Culver provided an overview of the CDBG Fiscal Report for the period 7/1/06 to 12/31/06; it was noted that the City's Small Business Revolving Loan Program should be added to the Previously Funded Projects portion of the report. An update was also given to the Commission regarding the status of the Human Outreach Agency contract.
- B. CDBG Related Announcement and Advisories: No information was available at the time of the meeting regarding the amount of CDBG funds that will be available to distribute to applicants; however, this information will be available by the time that the ARC meets on Saturday, February 17<sup>th</sup>. No other announcements or advisories were made.

**XII. Future Agenda Items:**

- A. Liaison Reports (February)
- B. Spring Tour Itinerary of Funded Projects (February)
- C. Establishment of Preliminary CDBG Funding Recommendations (February)
- D. Establishment of Final CDBG Funding Recommendations (March)
- E. City of Hayward Emergency Preparedness Plans and Procedures (April)
- F. Presentation re: the State of Homelessness in Hayward (May)

**XIII. Adjournment:**

The meeting adjourned at 9:04pm.