

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

**Hayward City Hall – Room 2A
777 B Street, Hayward, California
Wednesday, October 15, 2008
6:30pm**

Agenda

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Attendance**
- IV. Public Comments:** *(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 Summary Notes of the September 17, 2008 Regular CAC Meeting**
- VI. Discussion: Fall Agency Tour**
- VII. Discussion: Make a Difference Day (October 25, 2008)**
- VIII. CAC Bylaw Report/ Recommendations: Commissioner Bruno**
- IX. Parliamentary Procedure Overview**
- X. Funding Process Update**
- XI. Discussion: CAC Representation at COH Housing Element Meeting**
- XII. Liaison Reports**
 - A. Magnolia Recovery Center – Commissioner Linnen**
 - B. Emergency Shelter Program – Commissioner Guernsey**
- XIII. Staff Report (Oral Non-Action Items):**
 - A. CDBG-Related Announcement / Advisories**
 - B. Programmatic Announcements / Advisories**
 - C. Housing Rehabilitation Program Updates**
 - D. Update: Hayward CAN**
- XIV. Future Agenda Items**
- XV. Adjournment**

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.



Materials related to an item on this Agenda, submitted to members of the Citizens Advisory Commission (CAC) after distribution of the Agenda packet, are available for public inspection in the Neighborhood Services Division Office of the Library and Neighborhood Services Department, 777 B Street, Hayward CA 94541, during normal business hours. Such documents are also available on the City of Hayward's website at hayward-ca.gov subject to staff's ability to post the documents before the meeting.

**City of Hayward
Citizens Advisory Commission
Regular Meeting
September 17, 2008**

6:30pm

Summary Notes

- I. Call to Order:** Chairperson McDermott called the meeting to order at 6:42pm.
- 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 2008 through May 2009.

Commissioners	Present This Meeting	All Meetings ¹ Year to Date		Regular Meetings Year to Date	
		Present	Absent	Present	Absent
Diane Balloue	X	2	0	2	0
Nathaniel Bruno	X	2	0	2	0
Shelia Burks ²	X	1	0	1	0
Giavanni S. Coleman	O	0	2	0	2
Miguel Delgado	O	1	1	1	1
Peggy Guernsey	X	2	0	2	0
Robert Imazumi (Parliamentarian)	X	2	0	2	0
Tom Kersten ²	X	1	0	1	0
Sara Lamnin (Vice-Chair)	X	2	0	2	0
Lynnette Linnen	X	1	1	1	1
Dianne McDermott (Chair)	X	2	0	2	0
Liz Morales-Contreras ²	O	0	1	0	1
Beverly Reliford	X	2	0	2	0
Gary Steinberger ²	X	1	0	1	0
Robert Topete	X	1	1	1	1

¹ - Includes Special CAC Meetings and the Funded Agency Tour(s).

² - Appointment effective July 2008. Newly appointed Commissioners attended their first meeting in September 2008.

Staff in Attendance: Anne Culver, Social Services Planning Manager
Shauna Darwin, Secretary

City Council Member Barbara Halliday was also in attendance.

Guests in attendance signed the Guest Sign-In Sheet.

IV. Public Comments:

- Recently appointed Commissioners Burks, Kersten, Morales-Contreras, and Steinberger introduced themselves. Members of the Commission extended a warm welcome and also introduced themselves.
- The CAC's "Tools for School" Volunteer Event took place on Saturday, August 9, 2008, from 10am-2pm, at the La Familia Family Resource Center.
- Daniela Keefer, Recreation Supervisor for Hayward Area Recreation Area, was in attendance, to respond to any questions that might arise from Commissioner Imazumi's Liaison report.
- Commissioner Burks announced Eden Housing will be celebrating its 40th Anniversary at an event scheduled to take place on Thursday, September 18, 2008 at 5:30pm, in the City Hall Rotunda.
- Council Member Halliday announced the Cinema Place Theaters will be opening Friday, October 24, 2008.
- The Annual Hayward Volunteer Award Dinner is scheduled to take place the evening of Thursday, October 23, 2008, at Centennial Hall.

V. Approval of the July 16, 2008 CAC Regular Meeting Summary Notes: Commissioner Lamnin made a motion to approve the Summary Notes. Commissioner Guernsey seconded the motion, which was approved with 3 abstentions (Kersten, Burks, and Steinberger).

VI. FY 2008-09 Funded Agency Liaison Reports: Commissioners volunteered to serve as Liaisons to the remainder CDBG-funded agencies that were not assigned at the last meeting. The final Liaison Assignment Chart will be included with Commissioners' November meeting packets.

- **Eden Youth & Family Center:** Commissioner Reliford presented her report on Eden Youth & Family Center which received \$10,000 to evaluate the condition of the overall facility and to develop potential options for improving the buildings to better serve the community. Commissioner Reliford reported feeling very impressed with many of the services at the agency, including the Computer Clubhouse and clothes closet.
- **HARD – Hayward Senior Center:** Commissioner Imazumi delivered a Powerpoint presentation on the Hayward Senior Center which received \$75,000 to update the facility's restrooms and make ADA accessibility improvements.
- **Alameda County Community Food Bank:** Commissioner Bruno presented his report on the Alameda County Community Food Bank. Copies of his report,

which included color photographs organized into sections, were distributed. Commissioner Bruno expressed appreciation to Brook Braunschweig of Merrill Corporation, for pro bono support in the preparation of his report.

- **Emergency Shelter Program:** This report was rescheduled to be delivered in October.

VII. Make a Difference Day, October 2008 (Discussion): Chairperson McDermott advised the Commission that the deadline for submitting applications to participate in the *USA Today's Make a Difference Day 2008* has passed. Some Commissioners expressed a desire to volunteer for the Hayward Library as planned, and to schedule discussion for *Make a Difference Day 2009* to begin in March 2009.

Ms. Culver expressed the Library management staff's appreciation for the Commission's request to volunteer on October 25, from 8am - noon. It has been arranged for the members of the CAC to conduct an inventory the Adult Books Section. A Library manager will attend the CAC's October meeting to respond to questions, and will also attend the event on Saturday, October 25 to provide orientation and technical support to the project.

VIII. Parliamentary Procedure Overview: This item was rescheduled to take place at the October CAC meeting.

IX. Update on the Hayward CAN Project: This item was rescheduled to take place at the October CAC meeting.

X. New City of Hayward No Smoking Ordinance: A copy of the recently approved Hayward No Smoking Ordinance was distributed, as well as a FAQ flyer that provided information about its implementation and enforcement.

XI. Approval of FY 2008-2009 Meeting Schedule: Commissioner McDermott made a motion to approve FY 08-09 Citizens Advisory Commission Meeting Calendar as submitted. The motion was seconded by Commissioner Linnen and approved with 2 abstentions (Guernsey, Burks).

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

A. CDBG Related Announcements/ Advisories: Ms. Culver reported that FY 08-09 CDBG contracts are currently being executed.

B. Programmatic Announcements/Advisories: The City's Housing Element is scheduled to be updated in the coming months. Council Member Halliday commented that a consultant will be hired to assist with this process, and that there will be three community meetings. Commissioners requested that this item be placed on future agendas so that updates may be provided by staff, and Council member Halliday encouraged the CAC to explore ways the CAC might participate in the process. A discussion item will be placed on the October CAC Meeting Agenda so that the CAC may discuss this topic.