

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

**Hayward City Hall – Room 2A
777 B Street, Hayward, California
Wednesday, November 19, 2008**

2:00pm

CDBG Funded Agency Spring Tour

Meet in City Hall Rotunda at 2:00 – bus leaves at 2:10pm

Itinerary

- Day Labor Center
- Magnolia House
- HARD – Senior Center
- Hope for the Heart

4:45pm Return to City Hall

Dinner Break

Return for the Citizen Advisory Commission

Regular Meeting at 6:30pm

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

**Hayward City Hall – Room 2A
777 B Street, Hayward, California
Wednesday, November 19, 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 October 15, 2008 Regular CAC Meeting**
- VI. Discussion: Fall Agency Tour**
- VII. Discussion: Make a Difference Day, October 25, 2008**
- VIII. Review and Discussion: CAC Bylaws**
- IX. Community Development Block Grant Funding Process Update**
- X. Update: COH Housing Element – Announcement of Public Meetings**
- XI. Liaison Reports:**
 - A. Habitat for Humanity E.B – Commissioner Lamnin
 - B. Day Labor Center – Commissioner Imazumi
 - C. Hope for the Heart – Commissioner Delgado
 - D. Bay Area Youth Centers – Commissioner Balloue
 - E. Emergency Shelter Program – Commissioner Guernsey

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

- A. CDBG-Related Announcement / Advisories
- B. Programmatic Announcements / Advisories
- C. Housing Rehabilitation Program Updates

XIII. Future Agenda Items:

XIV. 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
October 15, 2008**

6:30pm

Summary Notes

- I. Call to Order:** Commissioner Lamnin called the meeting to order at 6:31pm.
- 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	O	2	1	2	1
Nathaniel Bruno	X	3	0	3	0
Shelia Burks ²	X	2	0	2	0
Miguel Delgado	O	2	1	2	1
Peggy Guernsey	X	3	0	3	0
Robert Imazumi (Parliamentarian)	X	3	0	3	0
Tom Kersten ²	X	2	0	2	0
Sara Lamnin (Vice-Chair)	X	3	0	3	0
Lynnette Linnen	X	2	1	2	1
Dianne McDermott (Chair)	O	2	1	2	1
Liz Morales-Contreras ²	X	1	1	1	1
Beverly Reliford	X	3	0	3	0
Gary Steinberger ²	X	2	0	2	0
Robert Topete	X	2	1	2	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: David Korth, Neighborhood Services Manager
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:

- Commissioner Guernsey announced that it was her understanding that the Public Administration Program at California State University East Bay (CSUEB) has lost its accreditation, and shared information about a theatre arts performance at CSUEB called *Solo Tongues*, featuring actors who have disabilities, on Nov. 14, 15, 21, and 22 at 8pm at the University Theatre. Promotional material about this performance was distributed at the meeting.

V. Approval of the September 17, 2008 CAC Regular Meeting Summary Notes: Commissioner Delgado made a motion to approve the Summary Notes as submitted. Commissioner Guernsey seconded the motion, which was approved unanimously.

VI. Discussion: Fall Agency Tour: Commissioners and staff discussed which agencies to tour next month. The agencies that were selected to be on the tour are the South Hayward Day Labor Center, the Magnolia Recovery House, the HARD Senior Center, and Hope for the Heart.

Commission Members were asked to meet in the City Hall rotunda at 2:00pm on November 19, 2008. The tour group will return to City Hall around 5:00pm. There will be a break before convening for the CAC's regular meeting to allow Commission members time to have dinner.

VII. Make a Difference Day, October 2008 (Discussion): Sean Reinhardt, Supervising Librarian at the Library's Main Branch, was introduced to the Commission. He thanked the Commission for selecting the Hayward Library as the beneficiary of its community service activity on Saturday, October 25, 2008 (*National Make a Difference Day*). Commission members were provided with an overview of what the day would entail. Mr. Reinhart requested that Commissioners arrive at the Hayward Main Library at 8am at the rear entrance, where they would be admitted to the building. The Commission members indicated that they were looking forward to the event.

VIII. CAC Bylaw Report/ Recommendations: At a previous CAC meeting, Chairperson McDermott requested that Commissioner Bruno review the CAC's current Bylaws and present his recommendations for changes that would more accurately reflect the City's new organizational structure and current practices. At tonight's meeting, Commissioner Bruno distributed documents that articulated his recommendations for additions and deletions to the Commission Bylaws, as well as to an additional document entitled, *Rules and Regulations of the Citizens Advisory Commission*. Commissioner Bruno's recommendations were extensive. He provided a summary of the changes he proposed and then recommended that members of the Commission take time to review those recommendations carefully. This topic will be placed on a future agenda for further discussion.

Vice-Chairperson Lamnin appointed Commissioners Burks, Kersten, Guernsey, and Topete to serve on the Bylaws Committee, which would review comments made by

members of the Commission. The Committee would then present a formal recommendation to amend the Bylaws in accordance with the process described in the Bylaws.

Mr. Korth indicated that recommended changes to the Bylaws would also be shared with the City Attorney's Office, and advised that the Commission not take any formal action on this matter until a response is received from the City Attorney about content and process.

- IX. Parliamentary Procedure Overview:** Mr. Korth distributed a document entitled *Parliamentary Procedures Made Simple*. The document described the purpose of parliamentary procedures and defined common terms and processes the CAC utilizes to take formal action by the Commission. Copies of this document are available upon request.
- X. Funding Process Update:** Ms. Culver reported the City's CDBG program is being revised to better align with City Council Priorities, and to simplify and streamline the application materials and process. This could result in significant improvements to the CDBG Request for Proposals (RFP) Application packet. More information will be shared with the Commission about the Funding Process and Application materials at the November CAC meeting.
- XI: Discussion: CAC Representation at Housing Element Meetings:** Councilmember Halliday indicated to the Commission at the September CAC meeting that the City is currently updating the Housing Element portion of the City's General Plan. This process is being led by the City's Development Services Department, and requires public input. Councilmember Halliday thought that members of the Citizens Advisory Commission may have an interest in this as it pertains to affordable housing in Hayward.

Commission members Burks and Morales-Contreras indicated that they would be willing to attend as many of the Housing Element public meetings as they could and report back to the Commission what they learned. Staff agreed to forward information about these public meetings to all of the Commission members. If possible, arrangements would also be made for representatives of the City's Development Services Department to make a presentation on this matter at either the November or December Citizens Advisory Commission meeting.

XII. FY 2008-09 Funded Agency Liaison Reports:

- **Magnolia Women's Recovery Center:** Commissioner Linnen presented her report on the Magnolia Women's Recovery Center, a 6-bed residential program that provides housing and structured recovery services for pregnant and postpartum women who are addicted to drugs and/or alcohol. CDBG funds were granted to this agency to be used as down payment assistance to acquire the facility that it currently uses for its operations.
- **Emergency Shelter Program:** Commissioner Guernsey requested that her report be rescheduled to be delivered at the November CAC meeting.

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

- A. CDBG Related Announcements / Advisories:** The City has been monitoring the implementation of recently enacted federal legislation that provides additional, special CDBG funds to state and local governments through the Neighborhood Stabilization Program (NSP). These funds must be used exclusively to address problems caused by home foreclosures and abandoned homes in the most heavily affected areas of the nation. The City may be eligible to apply for an allocation of these funds through the California Department of Housing and Community Development. Additional information will be provided to the Commission as it becomes available.
- B. Programmatic Announcements/Advisories:** Ms. Culver reported that last week Governor Schwarzenegger eliminated a once-reliable source of State funding for homeless shelter operations, in order to help close the State's budget deficit. Consequently, local shelters must secure alternative sources to replace these funds or reduce services.
- C. Housing Rehabilitation Program Updates:** No program updates were reported.
- D. Update: Hayward CAN:** Mr. Korth reported that he has continued to work with local social service organizations that operate outdoor food distribution programs in downtown Hayward, to identify and relocate their operations. He is also encouraging these organizations and the individuals who rely on their services to assist the Hayward Police Department in its effort to identify and arrest a suspect who has been assaulting homeless women in the Downtown area.

XIV. Future Agenda Items:

- A.** CAC Funded Agency Tour (November)
- B.** Review of the Commission Bylaws (TBD)
- C.** Appointment of Application Review Committee (ARC) members (November)
- D.** Update: COH Housing Element – Announcement of Public Meetings (December)
- E.** Liaison Reports (November)

XV. Adjournment: 8:44pm