

CITY OF HAYWARD
NEIGHBORHOOD SERVICES DIVISION
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Citizens Advisory Commission
777 B Street, Hayward, California
Wednesday, February 17, 2010

6:30pm – Room 2-A
Regular Meeting 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 January 20, 2010 CAC Regular Meeting**
- VI. **Presentation of Certificate of Appreciation: Commissioner Gary Steinberger**
- VII. **FY 10-11 CDBG Funding Process Update**
 - A. Declaration of Conflicts (if any)
 - B. Application Review Committee Debrief
 - C. FY 10-11 CAC Funded Recommendations
 - D. CAC Representation at City Council Work Session & Public Hearing
 - E. Next Steps
- VIII. **Staff Report (Oral Non-Action Items):**
 - A. CDBG-Related Announcement / Advisories
 - B. Programmatic Announcements / Advisories

777 "B" STREET, 2ND FLOOR
HAYWARD, CALIFORNIA, 94541
CDBG RECEPTION: 510-583-4250
WWW.HAYWARD-CA.GOV

IX. Future Agenda Items

X. Adjournment

Please do not wear scented products, as 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.

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Citizens Advisory Commission
January 20, 2010
6:30 p.m.

Summary Notes

- I. **Call to Order:** Chairperson Lamnin called the meeting to order at 6:32 p.m.
- II. **Pledge of Allegiance:** Members of the Commission recited the Pledge of Allegiance, led by Commissioner Linnen.
- III. **Attendance:** Commissioners in attendance signed the Attendance Sheet.

Note: Record of attendance is kept from June 2009 through May 2010.

| Commissioners | Present This Meeting | All Meetings ¹ Year to Date | | Regular Meetings Year to Date | |
|-----------------------------------|----------------------------|---|--------|----------------------------------|--------|
| | | Present | Absent | Present | Absent |
| Donna Allen-Thomas ² | X | 7 | 0 | 6 | 0 |
| Diane Balloue (Historian) | O | 6 | 2 | 6 | 1 |
| Nathaniel Bruno (Parliamentarian) | X | 6 | 2 | 6 | 1 |
| Cynthia Chiasson ² | X | 5 | 2 | 4 | 2 |
| Peggy Guernsey | X | 6 | 2 | 6 | 1 |
| Tom Kersten | X | 6 | 2 | 6 | 1 |
| Sara Lamnin (Chair) | X | 8 | 0 | 7 | 0 |
| Lynnette Linnen (Vice-Chair) | X | 5 | 3 | 5 | 2 |
| Dianne McDermott | X | 4 | 4 | 4 | 3 |
| Linda Moore ² | X | 6 | 1 | 5 | 1 |
| Liz Morales-Contreras | X | 4 | 4 | 4 | 3 |
| Beverly Reliford | X | 5 | 3 | 5 | 2 |
| Nicholas Terry ² | X | 6 | 1 | 5 | 1 |
| Robert Topete | X | 6 | 2 | 6 | 1 |

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

² - Appointment effective July 2009.

Staff in Attendance: Anne Culver, Social Services Planning Manager.
 Council Member Halliday was also in attendance.

Guests in attendance signed the Guest Sign-In sheet.

IV. Public Comments:

- Commissioner Kersten announced that he is collecting signatures for the California Democracy Act, which would amend the Constitution to require a simple majority rather than a two-thirds vote by the State Assembly to pass a budget.
- Chairperson Lamnin announced the South Hayward Stroll is scheduled to take place on Saturday, April 24, 2010, from 1-4pm. More information is available by emailing southhaywardstroll@att.net.

V. Approval of Summary Notes of the December 16, 2009 CAC Regular Meeting: The Summary Notes will be corrected to indicate that the deadline for FY 10-11 CDBG applications was December 21, 2009, and the day that FY 10-11 CDBG applications were distributed to Commissioners via US Mail was December 23, 2009. With these corrections, Commissioner Kersten made a motion to approve the December 16, 2009 CAC Summary Notes. Commissioner Guernsey seconded this motion, which unanimously approved, with one abstention.

VII. FY 10-11 CDBG Funding Process Update:

Summary/ Review of Process: The FY 10-11 CDBG Applications were due at 4pm, Monday, December 21, 2009. 35 FY 10-11 CDBG Applications were received before the deadline. The total amount requested was \$3,181,047. Binders containing the applications, evaluation criteria, and summary materials were distributed to Commissioners via US Mail on Wednesday, December 23, 2009.

FY 10-11 Application Follow-Up Questions: Each of the FY 10-11 CDBG applications for funding was briefly reviewed, and follow-up questions for applicants were formulated. Commissioners are encouraged to submit additional follow-up questions by email, to Shauna Darwin at shauna.darwin@hayward-ca.gov, by Wednesday, February 10, 2010. All questions will be posed to applicants during the Application Review Committee (ARC) interviews, on Saturday, February 13, 2010. At the conclusion of the interviews, the ARC will establish draft FY 10-11 CDBG Funding Recommendations for the CAC's consideration at its regular meeting on the evening of February 17, 2010.

Reminder for Application Review Committee (ARC) Members: Commissioners appointed to the Application Review Committee (Commissioners Chiasson, Terry, Allen-Thomas, Moore, Morales-Contreras and Linnen) were reminded that the all-day applicant interviews are scheduled to take place on Saturday, February 13, 2010. A reminder email will be sent to Committee members, which will include the schedule for the day. Light breakfast and lunch will be provided for the Committee on that day.

VIII. Draft Revised By-Laws Discussion: There have been no updates or comments yet from the City Attorney's Office regarding the CAC's Draft Revised By-Laws.

VIII. CAC and HSC and Strategic Planning Discussion: Ms. Culver summarized a proposal to convene a series of approximately six joint meetings of the Citizens Advisory Commission and the Human Services Commission during FY 10-11 to undertake strategic planning. The outcomes strategic planning would achieve include:

- Improved alignment of the City's CDBG and Social Services programs with City Council Priorities, and
- An updated, deeper understanding of the current and projected needs of Hayward's lower-income residents, and
- Revised Commission infrastructure to facilitate ongoing learning and evolution by the Commissions from year to year.

In order to facilitate the strategic planning process, it was proposed that the currently underway CDBG Funding Process be adapted to provide funding to projects over a period of two years (instead of one year), through FY 11-12. The CAC would re-allocate time it would have devoted to the Funding Process next year to strategic planning with the Human Services Commission. Adaptations to the funding process would be structured to meet all the administrative requirements of the CDBG program, including those required by the City's Citizen Participation Plan and by HUD. Ms. Culver indicated that the revised FY 11-12 Funding Process Calendar and FY 10-11 CAC Meeting Calendar will be available for the CAC to review and discuss in the coming months, in addition to a proposed format for the strategic planning process.

After discussion, Commissioner Kersten made a motion that during FY 10-11 the CAC should jointly undertake strategic planning with the Human Services Commission, and that the currently underway CDBG funding process should be revised in order to facilitate this. Commissioner McDermott seconded the motion, which was approved unanimously.

IX. Staff Report: There was no staff report.

XI. Future Agenda Items:

- Funding Process Update
- Revised By-Laws
- Overview: Conflict of Interest Law / Brown Act – TBD
- Certificate of Appreciation to Commissioner Steinberger

XII. Adjournment