

CITY OF HAYWARD
COMMUNITY SERVICES DIVISION

**Joint Meeting of the
Human Services Commission and
Citizens Advisory Commission**

Regular Meeting

**777 B Street, Hayward, California
Wednesday, August 17, 2011**

7pm – Room 2-A

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Attendance**
- IV. **Public Comments:** *(The Public Comments section provides an opportunity to address the Human Services 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, each item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.)*
- V. **Commission Retreat (Saturday, July 16, 2011) Review and Discussion**
 - A. **Review of Retreat**
 - B. **Next Steps**
 - C. **Discussion**
- VI. **ACTION ITEM: Is it the Recommendation of the HSC and CAC to City Council that these Commissions Merge to Form the Community Services Commission?**
- VII. **Election of FY 11-12 Officers – Procedure and Timeline**
- VIII. **Funding Process Update**

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HAYWARD, CALIFORNIA, 94541
CDBG RECEPTION: 510-583-4250
WWW.HAYWARD-CA.GOV

IX. Future Agenda Items

- A. Application Review Committee (ARC) Assignments - September**
- B. Liaison Assignments - September**
- C. September *Communi-Tea* and Funding Forum – September**

X. Announcements

XI. Adjourn

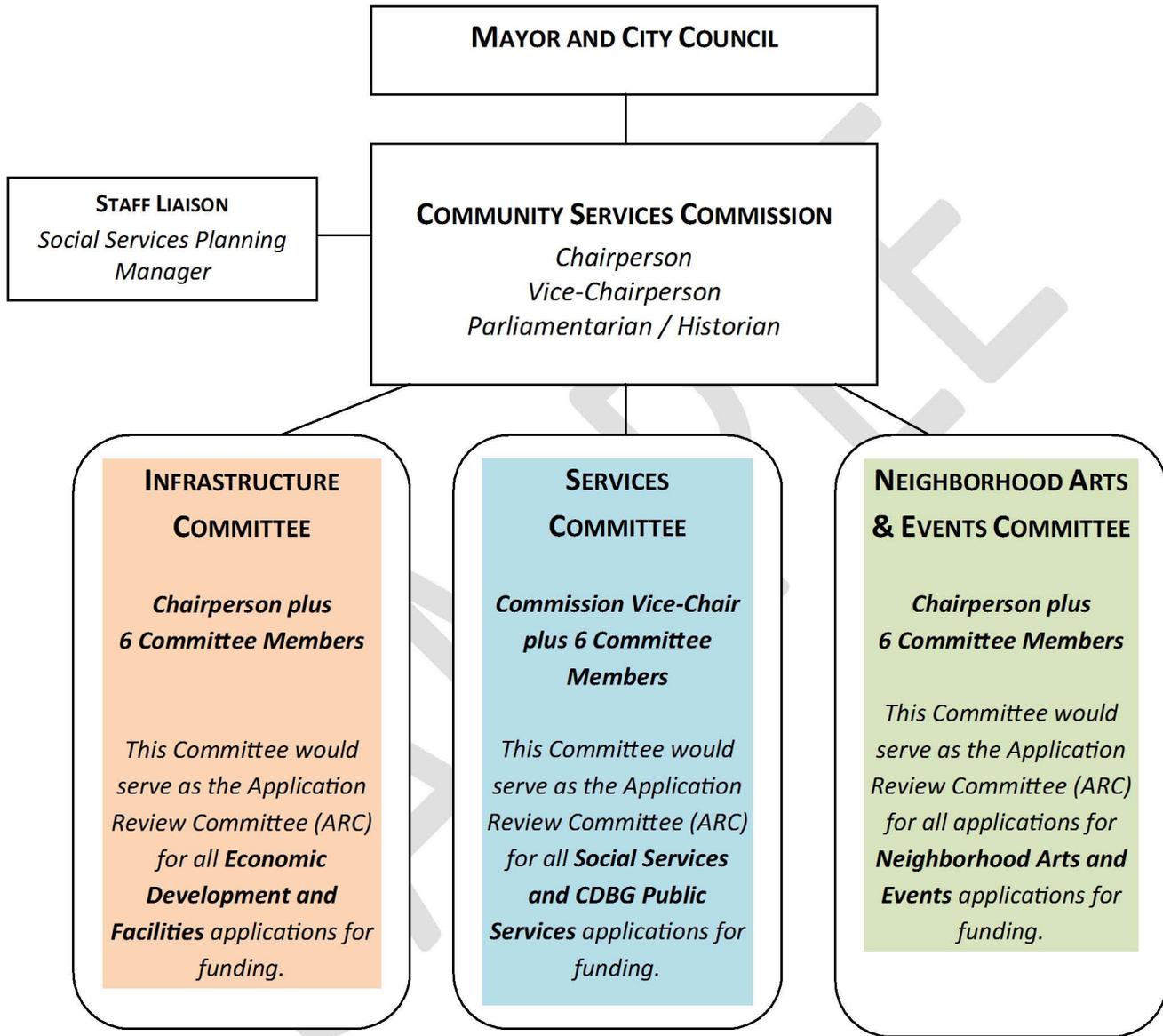
Please do not wear scented products, as persons with environmental sensitivities may be in attendance. Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans with Disabilities Act of 1990. Please request the accommodation at least 72 hours in advance 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 Community Services Division Office of the Library and Community 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



Commission Activity Coordinators:

1. **Agency Liaison Coordinator:** Maintains the Liaison Report Calendar to ensure timely reporting by Commissioner Liaisons, and mentors newly appointed Commissioners in their liaison roles.
2. **Events Coordinator:** Monitors community trends and events, and proposes/coordinates Commission representation as authorized by the Commission.
3. **Paratransit Advisory Committee Liaison:** Serves as Commission Liaison to the Paratransit Advisory Committee and program.

DRAFT - Summary of Community Services Commission Officers

Commission Officers:

1. **Commission Chairperson:** The Chairperson shall preside at all meetings and shall report directly to the City Council on all recommendations of the Commission.
2. **Commission Vice-Chair:** Serves as Chairperson in the Chairperson's absence, and serves also as the Chair of the *Services Application Review Committee*.
3. **Parliamentarian / Historian:** Advises and consults with the Chairperson so that Commission meetings and procedures are carried out fairly, openly, and in a manner generally consistent with *Robert's Rules of Order*. Advises the Chairperson on points of past Commission recommendations, policy, and actions.

Application Review Committee (ARC) Chairpersons:

Services Application Review Committee (ARC) Chair: The Commission Vice-Chair serves as the Chairperson for this Application Review Committee and presides over applicant interviews. Presents the Committee's funding recommendations to the Commission.

4. **Infrastructure Application Review Committee (ARC) Chair:** Chairs this Application Review Committee and presides over applicant interviews. Presents the Committee's funding recommendations to the Commission.
5. **Arts and Events Application Review Committee (ARC) Chair:** Chairs this Application Review Committee and presides over applicant interviews. Presents the Committee's funding recommendations to the Commission.

Commission Coordinators:

6. **Agency Liaison Coordinator:** Maintains the Liaison Report Calendar to ensure timely reporting by Commissioner Liaisons, and mentors newly appointed Commissioners in their liaison roles.
7. **Events Coordinator:** Monitors community trends and events, and proposes/coordinates Commission representation as authorized by the Commission.
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CITY OF HAYWARD

COMMUNITY SERVICES COMMISSION

BYLAWS

ARTICLE 1. PURPOSE

The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute the *Community Services Commission* as the official, responsible, community-oriented body within the City Government in order to:

- A. Provide advice and assistance to the Hayward City Council regarding the social, economic, and humanitarian aspects of community development issues within the City,
- B. Encourage the development of a planned and orderly approach to the development of community services in the City,
- C. Identify the needs for community services, to plan for the coordinated delivery of such services to residents in need through both private and public resources so as to avoid duplication and conflict of effort,
- D. Evaluate the effectiveness of the services provided, and to advise the City Council in regard to these functions, and
- E. Create and sustain an environment which will encourage and bring about mutual understanding and respect among all groups of the City, eliminate prejudice, discrimination, and disorder, and guarantee equal rights and opportunities for all regardless of age, race, religion, national origin, color, ancestry, familial status, sex, sexual orientation, gender identity, disability, or place of birth.

**DRAFT FY 11-12 FUNDING PROCESS AND
COMMISSION MEETING CALENDAR**

	FY 11-12 Funding Process Calendar	FY 11-12 Commission Meeting Calendar
July	Nonprofit Agency Grants Management Workshop <ul style="list-style-type: none"> Funding Process Overview 	Wednesday, July 20, 2011 - Regular Commission Meeting <ul style="list-style-type: none"> Meeting Canceled
August	Public Notice of Funding Process Application Materials Posted to Website Orientation Materials Posted to Website	Wednesday, August 17, 2011 2pm: Commission's Annual Tour (of City-Funded Projects) 7pm: Regular Commission Meeting <ul style="list-style-type: none"> Tour De-Brief Overview of FY 11-12 Liaison Activities Election of Officers and Committee Chairpersons
September	Wednesday, September 21, 2011 6-7pm: Annual "Communi-Tea" (Event) 7pm "Funding Forum:" <ul style="list-style-type: none"> Notice of Funding Availability Funding Process Orientation Q & A 	Wednesday, September 21, 2011 6-7pm: Annual "Communi-Tea" (Event) 7pm: Regular Commission Meeting: <ul style="list-style-type: none"> "Funding Forum:" Notice of Funding Availability Funding Process Orientation Application Review Committee (ARC) Appointments
October	ALL Applications Due: Wednesday, October 5, 2011 INFRASTRUCTURE APPLICATIONS (Economic Development, Facilities, and Housing Applications) ARC Interviews	Applications Distributed to Commission (Friday, October 7, 2011) Wednesday, October 19, 2012 - Regular Commission Meeting <ul style="list-style-type: none"> Funding Process Work Session #1 ARC Interviews
November		Wednesday, November 16, 2011 - Regular Commission Meeting <ul style="list-style-type: none"> Funding Process Work Session #2 Draft Funding Recommendations for HOUSING, NEIGHBORHOOD FACILITIES, COMMERCIAL REHABILITATION, & ECONOMIC DEVELOPMENT projects
December	SERVICES APPLICATIONS (Social Services, CDBG Public Services, and Paratransit Applications) ARC Interviews	Wednesday, December 21, 2011 – Regular Commission Meeting <ul style="list-style-type: none"> Funding Process Work Session #3 ARC Interviews
January	ARC Interviews	ARC Interviews Wednesday, January 18, 2012 - Regular Commission Meeting <ul style="list-style-type: none"> Funding Process Work Session #4
February	Public Hearing Notice w/all Funding Recommendations	Wednesday, February 15, 2011 - Regular Commission Meeting <ul style="list-style-type: none"> Funding Process Work Session #5 Draft Funding Recommendations for SERVICES projects
March	NEIGHBORHOOD ARTS AND EVENTS (Neighborhood Arts and Events Applications) ARC Interviews	ARC Interviews Wednesday, March 21, 2012: Regular Commission Meeting <ul style="list-style-type: none"> Finalize SS/CDBG Funding Recommendations Funding Process Work Session #6 Draft Funding Recommendations for NEIGHBORHOOD ARTS AND EVENTS
April	CDBG/Social Services Work Session CDBG/Social Services Public Hearing	Commission RECESS
May		Wednesday, May 16, 2012: Regular Commission Meeting <ul style="list-style-type: none"> Finalize NEIGHBORHOOD ARTS AND EVENTS Funding Recommendations
June	City Council Community Budget Process	Wednesday, June 20, 2012: Commission Annual Dinner