

**CITY OF HAYWARD**  
COMMUNITY SERVICES DIVISION

**COMMUNITY SERVICES COMMISSION**

**Regular Meeting - 7pm, Room 2-A**

**777 B Street, Hayward, California  
Wednesday, November 16, 2011**

- I. Call to Order**
- II. Pledge of Allegiance**
- III. Attendance**
- IV. Public Comments:** *(The Public Comments section provides an opportunity to address the 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. Approval of October 19, 2011 Summary Notes for the Joint Regular Meeting of the Citizens Advisory Commission and Human Services Commission**
- VI. FY 11-12 Infrastructure Liaison Assignments - Power Point Presentation**
- VII. FY 12-13 Funding Process Update and Advisories**
- VIII. FY 12-13 Draft Funding Recommendations: "Infrastructure" Category**
  - A.** Declaration of Conflicts (if any)
  - B.** Infrastructure Application Review Committee (ARC) Debrief
  - C.** FY 12-13 CSC Draft Funding Recommendations for Infrastructure Applications
  - D.** Next Steps
- IX. FY 11-12 Commission Officer Confirmations**

777 "B" STREET, 2<sup>ND</sup> FLOOR  
HAYWARD, CALIFORNIA, 94541  
CSD RECEPTION: 510-583-4250  
WWW.HAYWARD-CA.GOV

**X. Discussion: By-Laws**

**XI. Discussion: Required Ethics and Harassment Trainings**

**XII. Discussion: Process for Addressing Commissioner Concerns**

**XIII. Future Agenda Items**

- A. Funding Process Updates
- B. Services Liaison Reports (February)
- C. FY 12-13 Funding Recommendations for Applications Submitted in the "Services" Category (February)
- D. Conflict of Interest/ Brown Act Orientation

**XIV. Announcements**

**XV. 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 Commission 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](http://hayward-ca.gov) subject to staff's ability to post the documents before the meeting.

**CITY OF HAYWARD**  
COMMUNITY SERVICES DIVISION

**CITIZENS ADVISORY COMMISSION AND  
HUMAN SERVICES COMMISSION**

**October 19, 2011 – 7pm**

**Summary Notes**

- I. **Call to Order:** The meeting was called to order at 7:02pm.
- II. **Pledge of Allegiance:** All in attendance recited the Pledge of Allegiance, led by Commissioner McManus.
- III. **Attendance:** Commissioners in attendance signed the Attendance Sheet.

*Note: Record of attendance is kept from September 2011 through August 2012.*

Commissioners	Present This Meeting	All Meetings <sup>1</sup> Year to Date		Regular Meetings Year to Date	
		Present	Absent	Present	Absent
Elisa Alarcon	O	1	1	1	1
Donna Allen-Thomas	O	1	1	1	1
Ray Bonilla Jr	X	2	0	2	0
Cynthia Chiasson	X	2	0	2	0
Todd Davis	O	0	2	0	2
Diane Fagalde	X	2	0	2	0
Peggy Guernsey	X	2	0	2	0
Ben Henderson	X	2	0	2	0
Tom Kersten	X	2	0	2	0
Robert Lara	O	0	2	0	2
Robert Leppert	X	2	0	2	0
Lynnette Linnen	X	2	0	2	0
Allison McManus	X	2	0	2	0
Linda Moore	X	2	0	2	0
Liz Morales-Contreras	O	1	1	1	1
Beverly Reliford	X	1	1	1	1
Sarabjit Toor	O	0	2	0	2
Julius Willis Jr.	X	2	0	2	0
Josdda Yip	O	0	2	0	2

<sup>1</sup> - Includes Special Meetings and the Funded Agency Tour(s).

Staff in Attendance: Sean Reinhart, Library and Community Services Director  
Anne Culver, Social Services Planning Manager  
Dana Bailey, Senior Property Rehabilitation Specialist  
Shauna Darwin, Community Programs Specialist (Acting)

Guests in attendance signed the Guest Sign-In sheet.

Council Member Peixoto was in attendance.

**IV. Public Comments:**

- Lynn McMullen, Paratransit Advisory Committee Member, introduced herself to the Commissioners.
- Commissioner Fagalde announced that the Hayward Police Department will host a Public Safety Expo on Saturday, October 29, 2011, from 10am-12pm at Southland Mall. A variety of public resources will be promoted at the event.

**V. Approval of September 21, 2011 Summary Notes:** Commissioner Guernsey made a motion to approve the September 21, 2011 Summary notes with the following corrections:

- Clerical errors on the attendance record be corrected;
- Commissioner Samayoa requested correction to the spelling of her name;
- Under "Item IX FY 11-12 Officer Elections:" Commissioner Ray Bonilla, Jr. should be documented as the Chairperson of the Neighborhoods, Arts, and Events Committee.

Commissioner Leppert seconded the motion, which was approved unanimously.

**VI. Review and Discussion of By-Laws:** Mr. Reinhart distributed draft copies of the draft Community Services Commission Bylaws, and led a review of Sections 100 – 605. Commissioners discussed each section and suggested numerous revisions, which were taken down by staff. The Bylaws will be updated to include Commissioners' suggestions and re-presented at the Commission's November 16, 2011 meeting, when Commissioners will have another opportunity to comment on and make suggestions for improving and finalizing the Bylaws. Chairperson Linnen encouraged Commissioners to read through the draft Bylaws again to bring any final suggestions to the November meeting.

**VII. FY 12-13 Funding Process Update:** The FY 12-13 application deadline was October 12, 2011, and over forty applications were received in the "Infrastructure" and "Services" categories. Each Commissioner received a complete set of the applications and supporting materials in order to begin evaluating the

applications.

Ms. Culver indicated that, based on an initial review of the applications submitted, that there appeared to be several applicants that might not meet the eligibility criterion of having completed a recent fiscal audit, and could therefore be ineligible for City funding. The application materials specify that agencies without audits are eligible to apply for City funding only through a fiscal agent. Applicants will be advised that they should bring a copy of their most recent fiscal audit to their Application Review Committee interviews to confirm that they were eligible to apply for City funding.

This year applications were submitted electronically using a newly-acquired system called "City Data Services". Staff presented an overview of the new system, and demonstrated how each Commissioner will henceforth have the capacity to log onto the City Data Services to access the applications and submit follow-up questions and comments. Commissioners who encounter problems accessing the system were encouraged to contact Shauna Darwin at 510-583-4247.

Commissioners selected dates for the upcoming "Infrastructure" and "Services" Application Review Committees (ARCs). The following Commissioners will serve on the following ARCs:

- **Infrastructure ARC:** Moore (Chair), Chiasson, Fagalde, Kersten, Linnen, and Willis. This ARC will conduct its interviews on Saturday, November 5, 2011. Reminder emails will go out a week in advance.
- **Services ARC:** Samayoa (Chair), Chiasson, Fagalde, Henderson, and Leppert. This ARC will conduct its interviews on Saturday, January 7, 2012 and Saturday, January 21, 2012. Reminder emails will go out a week in advance.

**VIII. Discussion of Liaison Assignments:** The following liaison reports were re-assigned:

- Family Emergency Shelter Coalition (FESCO) – Commissioner Kersten
- Alameda County Community Food Bank – Commissioner Bonilla

**IX. Future Agenda Items**

- A. November: Establish draft FY 12-13 Funding Recommendations for Applications Submitted in the "Infrastructure" category
- B. Funding Process: General Discussion and Updates
- C. Confirmation of FY 11-12 Commission officers
- D. Discussion and Approval of By-Laws
- E. Conflict of Interest/ Brown Act Orientation

**F.** Discussion: Process for Addressing Commissioner Concerns

**X.** **Announcements:** There were no Announcements.

**XI.** **Adjourn:** Chairperson Linnen adjourned the meeting at 8:57pm, in honor of the (previous) Human Services and Citizens Advisory Commissions, and the (new) Community Services Commission.