

CITY OF HAYWARD
COMMUNITY SERVICES DIVISION

COMMUNITY SERVICES COMMISSION

Wednesday, March 21, 2012
Regular Meeting - 7pm, Room 2-A

777 B Street, Hayward, California

- 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 Summary Notes from the February 15, 2012 Regular Meetings of the Community Services Commission**
- VI. Services Liaison Reports**
- VII. Funding Process**
 - A.** Updates – Discussion
 - B.** Disclosure of Conflicts
 - C.** Discussion and Action Item: FY 12-13 Final Funding Recommendations
 - D.** Funding Process Update and Next Steps
- VIII. Discussion and Action Item: New Commission By-Laws**
- IX. Discussion: Community Services Commission Best Practices and Ground Rules**
- X. Discussion: Agency Monitoring and Contracting Standards**

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

XI. Non-Action Items

- A. Hate Crimes Report
- B. Paratransit Report
- C. Community Events
- D. "Non-Profit Executive Seminar" - Update

XII. Future Agenda Items

- A. Funding Process Updates (Monthly)
- B. HPD Presentation: Red Light Cameras and Associated Revenue from Fines

XIII. Announcements

XIV. 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 subject to staff's ability to post the documents before the meeting.

CITY OF HAYWARD
COMMUNITY SERVICES DIVISION
COMMUNITY SERVICES COMMISSION

Wednesday, February 15, 2012 – 7pm

Summary Notes

- I. **Call to Order:** The meeting was called to order at 7:05pm.
- II. **Pledge of Allegiance:** Commissioner Chiasson led the group in reciting the Pledge of Allegiance.
- III. **Attendance:** Commissioner Moore took attendance. Commissioners in attendance signed the Attendance Sheet.

Note: Record of attendance is kept from the effective date of the commission (November 16, 2011) through August 2012

| Commissioners | Present This Meeting | All Meetings ¹ Year to Date | | Regular Meetings Year to Date | |
|----------------------------------|----------------------|--|--------|-------------------------------|--------|
| | | Present | Absent | Present | Absent |
| Elisa Alarcon | X | 3 | 1 | 3 | 1 |
| Donna Allen-Thomas | X | 4 | 0 | 4 | 0 |
| Ray Bonilla Jr | X | 4 | 0 | 4 | 0 |
| Cynthia Chiasson | X | 4 | 0 | 4 | 0 |
| Todd Davis | X | 2 | 2 | 2 | 2 |
| Diane Fagalde | X | 4 | 0 | 4 | 0 |
| Peggy Guernsey (Parliamentarian) | X | 4 | 0 | 4 | 0 |
| Ben Henderson | X | 3 | 1 | 3 | 1 |
| Tom Kersten | X | 4 | 0 | 4 | 0 |
| Robert Lara | X | 2 | 2 | 2 | 2 |
| Robert Leppert | X | 3 | 1 | 3 | 1 |
| Lynnette Linnen (Chair) | X | 4 | 0 | 4 | 0 |
| Allison McManus | X | 4 | 0 | 4 | 0 |
| Linda Moore | X | 4 | 0 | 4 | 0 |
| Liz Morales-Contreras | X | 3 | 1 | 3 | 1 |
| Beverly Reliford | O | 2 | 2 | 2 | 2 |
| Elizabeth Samayoa (Vice-Chair) | X | 4 | 0 | 4 | 0 |
| Sarabjit Toor | O | 0 | 4 | 0 | 4 |
| Julius Willis Jr. | X | 4 | 0 | 4 | 0 |
| Josda Yip | O | 0 | 4 | 0 | 4 |

¹ - 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, Sr. Property Rehabilitation Specialist
Shauna Darwin, Community Programs Specialist (Acting)

Guests in attendance signed the Guest Sign-In sheet.

IV. Public Comments:

- Commissioner Guernsey announced the American Cancer Society's *Relay for Life* – Hayward is scheduled to take place Saturday, June 2, 2012 at Moreau Catholic High School.
- Commissioner Guernsey encouraged everyone to view the movie "*Red Tails*," a Lucas Films production, which tells the story of the Tuskegee Airmen.
- Commissioner Henderson announced that the Hayward Municipal Airport will be hosting its annual Open House Friday, May 18, 2012. Flyers for the event will be distributed as they become available.

V. Approval of Summary Notes for December 21, 2011, and January 18, 2012 Community Services Commission Regular Meetings: Commissioner Lara made a motion to approve the December 21, 2011 and the January 18, 2012 Summary Notes. The motion was seconded by Commissioner Willis, and approved unanimously.

VI. Services Liaison Reports: Due to a computer hardware malfunction, the Services Liaison Reports PowerPoint presentation was unable to be displayed. However, paper copies of the Services Liaison Reports were distributed to the Commission. Commissioner Linnen made a motion to postpone the Service Liaison Report presentation to the March meeting in order to allow the commission time to review the information thoroughly. Commissioner Guernsey seconded the motion, which was approved.

Chairperson Linnen encouraged Commissioners to thoroughly review the Liaison Reports in advance of the March Commission Meeting, so that the meeting would proceed at a brisk pace. Commissioner Lara acknowledged Ms. Darwin's efforts in compiling the reports into the new format, and Commissioners in attendance also extended their appreciation to her.

VII. Funding Process:

A. Updates:

1. The "Services" Application Review Committee (ARC) completed the final interviews for Services applicants on Saturday, January 21, 2012. Later in this evening's meeting, the Commission will establish its Funding Recommendations in the "Services" Category.
2. Ms. Culver announced that the City has been informed by HUD that there will be a 21% cut to the CDBG program for FY 12-13, due to a combination of cuts at the federal level and changes in the Hayward population as reflected in recent census data.

Consequently, at the Commission's March 21, 2012, Regular Meeting, in order to finalize Funding Recommendations in the "Infrastructure" Category, the Commission will need to reduce its recommended total from a total of \$700,000, to \$580,000.

The staff's draft Funding Recommendations in the "Infrastructure" Category were distributed for Commission review. Ms. Culver indicated that several of the staff's draft recommendations were established in response to the dissolution of the City's Redevelopment Agency, and will be discussed at next month's meeting, when the Commission finalizes its draft Funding Recommendations.

- B. January 21, 2012 Services ARC Debrief:** Commissioner Samayoa provided an overview of the second and final day of "Services" ARC interviews, which she described as compelling. She expressed her appreciation to members of the "Services" ARC, who spent two Saturdays interviewing applicants and establishing preliminary funding recommendations for the Commission's review and approval. Members of the Commission extended their appreciation to members of the ARC.

Commissioner Samayoa reported that ten applicants were unable to meet the City's *Minimum Contracting Standards*, and were thus excluded from consideration for funding. She indicated that the most common barrier to meeting the *Minimum Contracting Standards* was the requirement that applicants must be in possession of a recently completed fiscal audit (< one year old) in order to apply for funding. The *Minimum Contracting Standards* were included in the FY 12-13 Application Materials and reviewed with applicants at the Funding Forum in September 2011. Applicants were cautioned that if there was any doubt as to whether an agency could meet the *Minimum Contracting Standards*, it was recommended the applicant partner with an agency that clearly could.

Commissioner Samayoa reported that the “Services” ARC members discussed the implications of applying the *Minimum Contracting Standards* prior to establishing its preliminary funding recommendations. Specifically, there was discussion about, and compassion for, some of the smaller agencies that do not have the resources to pay for an audit.

However, there was also acknowledgement that the City’s application process allows such agencies to partner with agencies that *can* meet the *Minimum Contracting Standards* in order to qualify for City funding. Examples of agencies that have successfully qualified for funding in this manner include the Hayward Community Action Network, Day Labor Center, Sun Gallery, and the Tattoo Removal Program.

Staff was instructed to explore ways to assist smaller agencies in meeting the Minimum Contracting Standards. Suggestions included the possibility of recruiting accountants who could provide an “abbreviated” audit for agencies with small budgets for a smaller fee, or as a pro bono service.

- C. **Action Items - FY 12-13 Draft Funding Recommendations – “Services” Category:** After discussion, Commissioner Chiasson made a motion that the ARC’s preliminary funding recommendations should be reviewed one by one. The motion was seconded by Commissioner Bonilla, and approved. After discussion, the Community Services Commission established its FY 12-13 “Services” Category Draft Funding Recommendations (chart attached).

Having established its draft Funding Recommendations, due to the lateness of the hour, the Commission noted its intention to review and discuss several of the applications at its March 21, 2012 Regular meeting, *prior* to finalizing its FY 12-13 Funding Recommendations. The applications identified for further discussion included: the Emergency Shelter Program (ESP), The Day Laborer Program, the Alameda County Community Foodbank, ECHO Housing, Calico, and Horizon Services, Inc.

- D. **Next Steps - FY 12-13 Final Funding Recommendations:** The establishment of the Commission’s draft FY 12-13 Funding Recommendations this evening marks the beginning of a “Public Comment Period” which will end March 21, 2012. At the Commission’s meeting on that evening, the Commission’s draft FY 12-13 Funding Recommendations will be discussed and finalized.

There will be a City Council Work Session on Tuesday, April 3, 2012, during which the Commission’s and staff’s FY 12-13 Funding Recommendations will be reviewed by Council.

Two weeks later, on Tuesday, April 17, 2012 there will be a Public Hearing, at the conclusion of which Council will make its FY 12-13 CDBG allocations, which will form the substantive portion of the City's FY 12-13 Action Plan which will be submitted to HUD. Council's general-funded (i.e., Social Services) allocations for FY 12-13 will be determined within the context of the City's FY 12-13 budget process.

Commissioners are encouraged to attend the Work Session and Public Hearing, particularly the ARC Chairpersons, so that if there are any questions regarding the Commission's Funding Recommendations, Commissioners are available to provide a response. Staff will also be in attendance to provide information and response, if requested.

- VIII. Discussion and Action Item: New Commission By-Laws:** Due to the lateness of the hour, this item was rescheduled to the upcoming March meeting.
- IX. Discussion: Community Services Commission Best Practices and Ground Rules:** Due to the lateness of the hour, this item was rescheduled to the upcoming March meeting.
- X. Discussion: Agency Monitoring and Contracting Standards:** Due to the lateness of the hour, this item was rescheduled to the upcoming March meeting.
- XI. Standing Non-Action Items:**
- A. Hate Crimes Report
 - B. Paratransit Report
 - C. Community Events
 - D. Updates - "Non-Profit Executive Seminar"
- XII. Future Agenda Items:**
- A. Service Liaison Reports (March)
 - B. Discussion and Action Item: FY 12-13 Final Funding Recommendations (March)
 - C. Funding Process Updates (monthly September through March)
 - D. Discussion and Action Item: By-Laws (March)
 - E. Discussion and Action Item: Commission Best Practices and Ground Rules
 - F. Discussion: Agency Monitoring & Contracting Standards
 - G. Presentation by Hayward Police Department: Red Light Traffic Fines
- XIII. Announcements:** There were no announcements.
- XIV. Adjourn:** Chairperson Linnen adjourned the meeting at 11:10pm.

DRAFT FUNDING RECOMMENDATIONS - TO BE FINALIZED AT THE 3-21-12 COMMUNITY SERVICES COMMISSION MEETING
FY 2012-13 Application Summary Chart
INFRASTRUCTURE CATEGORY

INFRASTRUCTURE

| App. #: | CATEGORY | | Amount Requested | Prev. Year's Alloc. | CSC PRELIM RECS | % OF AVAIL. FUNDING | CSC FINAL RECS | STAFF PRELIM RECS | % OF AVAIL. FUNDING | App. #: |
|---|---|---|--------------------|---------------------|------------------|---------------------|------------------|-------------------|---------------------|---------|
| | Applicant | Description of Project | | | | | | | | |
| AFFORDABLE HOUSING & HOME OWNERSHIP | | | | | | | | | | |
| 1 | Habitat for Humanity | Development of 10 affordable housing units | \$200,000 | \$0 | \$0 | | | \$0 | | 1 |
| | | Subtotal: | \$200,000 | | \$0 | | | \$0 | | |
| HOUSING REHABILITATION | | | | | | | | | | |
| 2 | COH: Housing Rehabilitation Program | Grants & loans for low-income homeowners | \$350,000 | \$195,640 | \$205,000 | 29.29% | | \$380,000 | 65.52% | 2 |
| | | Subtotal: | \$350,000 | | \$205,000 | | | \$380,000 | | |
| NEIGHBORHOOD FACILITIES & IMPROVEMENTS | | | | | | | | | | |
| 3 | Acquisition of Matt Jimenez Community Ctr | | \$133,330 | \$0 | | | | | | 3 |
| 4 | COH: Eden Youth and Family Center | Phase 3 facility improvements | \$100,000 | \$91,250 | \$100,000 | 14.29% | | \$0 | | 4 |
| 5 | COH: Mural Program | Murals in low-income census tracts | \$50,000 | \$36,500 | \$50,000 | 7.14% | | \$50,000 | 8.62% | 5 |
| 6 | Dream Courts Foundation | Facility improvements | \$66,000 | \$0 | \$0 | | | \$0 | | 6 |
| 7 | Emergency Shelter Program | Security gate at preschool | \$20,000 | \$0 | \$20,000 | 2.86% | | \$20,000 | 3.45% | 7 |
| 9 | Hayward Area Recreation District | Sorensdale Center ADA kitchen project | \$175,000 | \$73,000 | \$100,000 | 14.29% | | \$100,000 | 17.24% | 9 |
| 10 | St. Antonius Coptic Orthodox Church | Construction of a gymnasium | \$200,000 | \$0 | | | | \$0 | | 10 |
| | | Subtotal: | \$744,330 | | \$270,000 | | | \$170,000 | | |
| ECONOMIC DEVELOPMENT & COMMERCIAL REHABILITATION | | | | | | | | | | |
| 11 | 4 C's of Alameda County | Childcare recruitment and training (job creation) | \$30,000 | \$25,550 | \$30,000 | 4.29% | | \$30,000 | 5.17% | 11 |
| 12 | Hayward Day Labor Center | Job creation, and placement of day laborers | \$90,000 | \$87,600 | \$45,000 | 6.43% | | \$0 | | 12 |
| 13 | COH: Small Business Assistance Program | Revolving loan program (job creation) | \$275,000 | \$146,000 | \$150,000 | 21.43% | | \$0 | | 13 |
| 14 | Saint Antonius Coptic Orthodox Church | Create three new jobs (via construction of gymnasium) | \$70,000 | \$0 | \$0 | | | \$0 | | 14 |
| | | Subtotal: | \$465,000 | | \$225,000 | | | \$30,000 | | |
| GRAND TOTAL: | | | \$1,759,330 | | \$700,000 | 100.00% | \$580,000 | \$580,000 | 100.00% | |

** Est. available FY 12-13 funding: \$580,000

**** DRAFT ****

DRAFT FUNDING RECOMMENDATIONS - TO BE FINALIZED AT THE 3-21-12 COMMUNITY SERVICES COMMISSION MEETING
FY 2012-13 Application Summary Chart
SERVICES CATEGORY

SERVICES

| CATEGORY A: HOUSING-RELATED AND JOB PLACEMENT SERVICES | | | |
|---|---|--|-----------------------|
| App. # | Applicant | Description of Project | Amt. Requested |
| 1 | Alameda County Community Food Bank | Food delivery for Hayward homeless shelters | \$ 35,000 |
| 2 | Centro Legal de la Raza | Legal services (fair housing and eviction defense) | \$ 20,000 |
| 3 | East Bay Community Recovery Project | Elimination of homeless encampments | \$ 100,000 |
| 4 | ECHO: Fair Housing Counseling | Fair housing counseling and testing | \$ 19,175 |
| 5 | ECHO: Foreclosure Assistance Counseling | Foreclosure assistance | \$ 24,895 |
| 6 | ECHO: Landlord-Tenant Counseling | Landlord and tenant counseling | \$ 29,220 |
| 7 | ECHO: Rental Assistance Program | Move-in assistance (loan guarantees) | \$ 6,085 |
| 8 | Emergency Shelter Program | Shelter operations (32 shelter beds) | \$ 26,000 |
| 9 | FESCO | Shelter operations(24 shelter beds) | \$ 40,000 |
| 10 | Family Violence Law Center | Legal services for victims of domestic violence | \$ 50,000 |
| 11 | Magnolia Women's Recovery Program | Shelter operations (6 beds) | \$ 35,000 |
| 12 | 7th Step Foundation-Driver Training | Driver safety training for shelter clients | \$ 8,500 |
| 13 | 7th Step Foundation-Job Developer | Funds are requested to pay for a job developer | \$ 11,700 |
| 14 | 7th Step Foundation - Therapist | Create and pay for a full-time residential therapist | \$ 10,800 |
| 15 | So. Hayward Parish/CAN | Assistance to homeless individuals. | \$ 12,000 |
| 16 | Tranquility House Alternatives | Shelter operations | \$ 121,600 |
| 17 | Women on the Way | Shelter operations (10 beds) | \$ 20,000 |
| 18 | Bay Area Youth Services/Sunny Hills | Job training for former foster youth | \$ 25,702 |

FUNDING AVAILABLE FOR CSC TO RECOMMEND IN CATEGORY A, ON 3-21-12 →

Category Sub-Totals: \$ 595,677

| CSC's FY 12-13 DRAFT RECOMMENDATIONS | |
|---|----------------------------|
| AMT. RECOMMENDED | % OF AVAIL. FUNDING |
| \$0 | |
| \$20,000 | 9% |
| \$0 | |
| \$50,000 | 23% |
| \$26,000 | 12% |
| \$30,000 | 14% |
| \$40,000 | 18% |
| \$0 | |
| \$0 | |
| \$0 | |
| \$0 | |
| \$12,000 | 5% |
| \$0 | |
| \$15,000 | 7% |
| \$0 | |
| \$27,000 | 12% |
| \$220,000 | 100% |

| STAFF'S FY 12-13 DRAFT RECOMMENDATIONS | |
|---|----------------------------|
| AMT. RECOMMENDED | % OF AVAIL. FUNDING |
| \$0 | |
| \$20,000 | 9% |
| \$0 | |
| \$50,000 | 23% |
| \$26,000 | 12% |
| \$30,000 | 14% |
| \$40,000 | 18% |
| \$0 | |
| \$0 | |
| \$0 | |
| \$0 | |
| \$12,000 | 5% |
| \$0 | |
| \$15,000 | 7% |
| \$25,702 | 12% |
| \$ 218,702 | 100% |

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***** DRAFT *****

