



COMMUNITY SERVICES DIVISION

COMMUNITY SERVICES COMMISSION

Hayward City Hall  
777 B Street, Hayward, CA  
Room 2-A

REGULAR MEETING AGENDA

Wednesday, January 16, 2013 – 6PM

- I. **Call to Order**
- II. **Pledge of Allegiance**
- III. **Attendance**
- IV. **Public Comments:** *The Public Comments section provides an opportunity for members of the public 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 December 19, 2012 Regular Meeting**
- VI. **FY 2013-2014 Funding Process Update**
  - A. FY 2012-2013 Liaison Reports (Services)
  - B. January 12, 2013 Services Application Review Committee Debrief
  - C. Action Item: FY 2013-2014 Draft Services Funding Recommendations
  - D. Next Steps
- VII. **Non-Action Items**
  - A. Paratransit Report
  - B. Community Events
- VIII. **Future Agenda Items (Nonrecurring)**
  - A. Commission Best Practices (May)
  - B. Funded Agencies Spring Tour (March Discussion, May Tour)
- IX. **Commissioner Announcements**
- X. **Adjournment**

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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**  
HEART OF THE BAY

**COMMUNITY SERVICES COMMISSION**  
Wednesday, December 19, 2012  
**Summary Notes**

**I. Call to Order**

Meeting called to order at 7:02PM.

**II. Pledge of Allegiance**

All in attendance recited the Pledge of Allegiance.

**III. Attendance**

Ms. Kong called the attendance of the Community Services Commission (CSC).  
Commissioners in attendance signed the Attendance Sheet.

Attendance Record In Alphabetical Order	This Meeting	All Meetings <sup>1</sup> Year to Date		Regular Year to Date	
		12/19	Present	Absent	Present
Commissioners					
1. Allen-Thomas, Donna	X	4	0	4	0
2. Bonilla, Jr Ray	X	3	1	3	1
3. Chiasson, Cynthia (Parliamentarian)	X	4	0	4	0
4. Davis, Todd	O	3	1	3	1
5. Enders, Heather	X	4	0	4	0
6. Fagalde, Diane	X	4	0	4	0
7. Guernsey, Peggy	X	2	2	2	2
8. Henderson, Ben	X	4	0	4	0
9. Lara, Robert	X	2	2	2	2
10. Leppert, Robert	X	4	0	4	0
11. Linnen, Lynnette	O	0	4	0	4
12. Manapragada, Sai	X	4	0	4	0
13. McManus, Allison	X	4	0	4	0
14. Moore, Linda (Vice-Chair)	X	4	0	4	0
15. Morales-Contreras, Liz	O	2	2	2	2
16. Samayoa, Elizabeth (Chair)	X	4	0	4	0
17. Willis Jr., Julius	X	4	0	4	0

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

Council Member in Attendance: Council Member Barbara Halliday present.

Staff in Attendance:

Sean Reinhart, Library and Community Services Director  
Dana Bailey, Senior Property Rehabilitation Specialist  
Grace Kong, Administrative Analyst I

Guests in Attendance: Guests signed the Guest Sign-In sheet.

**IV. Public Comments**

No public comments.

**V. Approval of Summary Notes from the November 28, 2012 Regular Meeting**

Commissioner Fagalde made a motion to approve the November 28, 2012 Summary Notes, and Commissioner Leppert seconded the motion. *The CSC approved the November 28, 2012 Summary Notes with twelve in favor and two abstentions.*

**VI. FY 13-14 Funding Process**

**A. December 15, 2012 Application Review Committee (ARC):**

**Housing-Related and General Services Debrief**

Commissioner Moore (Services ARC Chairperson) provided an overview of the Services ARC process for Housing-Related and General Services applicants.

Ms. Kong reviewed a Staff Capacity analysis chart, which outlined the number of Services contracts City staff can responsibly administer. The analysis considered how many staff hours are available and required to execute and monitor each Service contract. A couple of commissioners stated that it was an inappropriate venue to share the information. A few other commissioners expressed that the analysis was information that could be utilized during funding deliberations. Staff clarified that the intention was only to provide information and support the CSC's decision-making.

**B. FY 12-13 Liaison Reports**

Ms. Kong reviewed the status of liaison visits and distributed the latest tracking report. Commissioners were once again encouraged to contact their assigned agencies and conduct the visit. Ms. Kong also provided an update that all liaison reports are viewable online in City Data Services (CDS) by all commissioners, regardless of liaison assignment.

Commissioner Lara (Liaison Coordinator) reiterated the importance of completing a timely liaison visit. To date, Commissioner Lara had not received many requests from other Commissioners to report back during the Regular Meetings.

Commissioner Leppert provided a report back from his liaison visits to the Sun Gallery, Spectrum Community Services, and Community Resources for Independent Living.

**C. Next Steps**

Ms. Kong reviewed the Funding Process Calendar, noting the current Infrastructure public comment period ending on Wednesday, February 20, 2013, and upcoming Part 2 Services ARC for Saturday, January 12, 2013. Ms. Kong also reminded commissioners to submit follow-up questions for Services applicants online in CDS.

**VII. Non Action Items**

**A. Paratransit Report**

Ms. Bailey distributed and reviewed the November Paratransit Report.

**B. Community Events**

Commissioner Henderson (Events Coordinator) shared upcoming events.

**VIII. Future Agenda Items (Nonrecurring)**

In preparation for the CSC action item regarding Draft Services Funding Recommendations, Mr. Reinhart proposed an earlier 6:00PM start time for the January Regular Meeting. City staff could provide dinner thirty minutes prior to the meeting. Commissioner McManus made a motion to adjust the January Regular Meeting start time to 6:00PM and review only Services liaison reports, tabling Neighborhoods, Arts, and Events liaison reports in February and Commissioner Bonilla Jr. seconded the motion. *The CSC approved starting the January Regular Meeting at 6:00PM and reviewing only Services liaison reports with a unanimous fourteen in favor.*

**IX. Commissioner Announcements**

Commissioners shared various announcements.

Ms. Bailey distributed a card for Commissioner Linnen, and thanked the CSC on Commissioner Linnen's behalf for the holiday gifts.

**X. Adjournment**

Meeting adjourned at 8:41PM.