



**COMMUNITY SERVICES COMMISSION**

Buon Appetito  
917 East A Street  
Hayward, CA 94541

**REGULAR MEETING AGENDA**

Wednesday, May 21, 2014 – 7PM

- 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 March 19, 2014 Regular Meeting**
- VI. FY 2014-2015 Funding Process Debrief**
- VII. Spring Funded Agency Tour Debrief**
- VIII. Commissioner Announcements**
- IX. 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.

Please note that that Community Services Commission meeting will be recorded for the purpose of creating accurate and thorough minutes. Audio recordings are erased after minutes are prepared and approved. The Brown Act permits video records or tape recordings of public meetings, not only by the government agency itself, but also by any member of the public in attendance. There is no expectation of privacy at Community Service Commission meetings and consent is not required for tape recordings or video recordings.



CITY OF  
**HAYWARD**  
HEART OF THE BAY

**COMMUNITY SERVICES COMMISSION**

Wednesday, Mar 19, 2014

**Summary Notes**

**I. Call to Order**

Meeting called to order at 7:00pm.

**II. Pledge of Allegiance**

All in attendance recited the Pledge of Allegiance.

**III. Attendance**

City staff called the attendance of the Community Services Commission (CSC), and noted attendance on the Attendance Sheet.

Commissioners in Attendance:

- |                      |                        |
|----------------------|------------------------|
| 1. Araujo, Crystal   | 9. Guernsey, Peggy     |
| 2. Balram, Neha      | 10. Leppert, Robert    |
| 3. Bonilla Jr., Ray  | 11. Moore, Linda       |
| 4. Chiasson, Cynthia | 12. Samayoa, Elizabeth |
| 5. Davis, Todd       | 13. Willis Jr., Julius |
| 6. Evans, Valarie    |                        |
| 7. Fagalde, Diane    |                        |
| 8. Frink, Dania      |                        |

Commissioners Absent:

1. Manapragada, Sai
2. Romero, Aramis

Council Members in Attendance:

None

Staff in Attendance:

1. Sean Reinhart, Director of Library and Community Services
2. Dawn Jaeger, Community Services Division Manager
3. Dana Bailey, Senior Property Rehabilitation Specialist
4. Grace Kong, Administrative Analyst
5. Rachael McNamara, Administrative Secretary

Guests in Attendance:

Guests signed the Guest Sign-In Sheet.

#### **IV. Public Comments**

Alison DeJung, Deputy Director of Eden I&R requested that CSC Commissioners advocate on Eden I&R's behalf to the City Manager in their request for additional funding outside the scope of the Community Service Commission purview in the FY 14-15 funding process. Community Services Manager, Dawn Jaeger, let Ms. DeJung know that the CSC is only involved in their specified portion of City funds and that City staff would contact her after the funding process was completed to discuss other funding options.

Vera Ciammetti, from Ruby's Place commented that some City documents still referred to the organization by its prior name, Emergency Shelter Program. Staff apologized to Director Ciammetti and let her know that the appropriate record changes would be made.

#### **V. Approval of Summary Notes from the February 19, 2014 Regular Meeting**

Commissioner Leppert motioned to approve the February 19, 2014 Summary Notes. Commissioner Chaisson seconded the motion. *The CSC approved the February 19, 2014 Summary Notes with 10 Yes, 0 No, and 2 Abstentions.*

#### **VI. FY 2014-2015 Funding Process**

##### **A. Overview of Public Comments**

Rachael McNamara, Administrative Secretary of Library and Community Services, provided an overview to Commissioners of the Public Comments received by City Staff during the funding process.

##### **B. Action Item: Final Funding Recommendations for Infrastructure, Services and Arts and Music**

Commissioner Bonilla reviewed the Draft Recommendations established by the CSC. Commissioner Bonilla thanked the CSC and in particular the Commissioners who attended the ARCs for their hard work during the FY 14-15 Funding Process. Dawn Jaeger informed Commissioners and staff that over 40 hours of individual Commissioner time was spent on the recommendation process.

##### **Vote #1**

Commissioner Moore made a motion to accept the funding recommendations established by the CSC and present them to City Council. Commissioner Willis seconded the motion. *The CSC approved the motion to accept the draft funding recommendations established by the CSC and present them to City Council with 13 Yes, 0 No, 0 Abstentions.*

Commissioner Guernsey stated that if available funding amounts change, she would like to see the funding recommendations returned to the CSC for reconsideration. Dawn Jaeger reminded Commissioners that Staff would be going to City Council in July for guidance on this exact subject and would return to the CSC with Council's guidance.

**C. Next Steps**

Final Recommendations will be presented to City Council at the April 1, 2014 Work Session, with a Public Hearing to follow on April 15, 2014.

**VII. Spring Funded Agency Tour**

Administrative Secretary, Rachael McNamara, reminded Commissioners of the upcoming Spring Funded Agency Tour on May 21st. Commissioners were provided with a list of currently funded agencies, as well as agencies that have recently been visited by the CSC. Commissioners were requested to provide input via email to City Staff regarding which agencies they wish to visit in May of 2014.

**VIII. Matters Regarding the City Attorney**

**A. Recording of Public Meetings**

Dawn Jaeger followed up on the request by Commissioner Guernsey as to the legality of the recording of the Commission meetings without advance notice. The City Attorney responded that the tape recording of meetings is not unusual for the City of Hayward's boards, commissions, committees and task forces because it provides the basis for more accurate minutes. Retention policies apply and recordings are erased after minutes are approved. The City Attorney advised that the Brown Act requires a record of the proceeding and permits video records or tape recordings of public meetings such as the CSC's, by the government agency itself, and any member of the public in attendance. There is no expectation of privacy at CSC meetings and consent is not required. Going forward Community Services Commission Meetings will be recorded.

**B. Training and Form 700 Reminders**

Commissioner Bonilla reminded Commissioners that Harassment and Ethics Training Certificates of Completion are due to the City Clerk on March 31<sup>st</sup> for new Commissioners and must be completed every two years for returning Commissioners. Annual Form 700s are due to the City Clerk by close of business on April 1<sup>st</sup> for all

Commissioners. A \$10/day fine will be levied against those who fail to turn in a Form 700 in a timely manner.

#### **IX. Liaison Assignments**

Commissioner and Liaison Coordinator Sai Manapragada was not in attendance at the March 19, 2014 CSC Meeting and therefore this item was tabled to another date.

Community Services Manager Dawn Jaeger let Commissioner Araujo and the rest of the Community Services Commission know that clarification regarding Liaison visits as a conflict of interest will be provided by HUD after our May monitoring visit.

#### **X. Future Agenda Items (Nonrecurring)**

- A. Spring Funded Agency Tour
- B. May – Possible presentation from HUD representatives
- C. September – Report on Reconciliation of CDBG funds
- D. September – Report on CDBG Monitoring Visit
- E. November – Guidelines from City Council regarding funding guidance based on HUD Monitoring Visit Findings

Commissioner Chiasson would like to see a discussion regarding conflict of interest for those Commissioners who serve on Boards of applicant agencies, and the requirement for these Commissioners to leave the room at the time of voting during the funding process. Dawn Jaeger, stated that City Staff will follow up with HUD regarding their views on Commissioners serving on the Board of applicant agencies, and report back to the CSC after HUD's May monitoring visit.

Commissioners Guernsey and Leppert reiterated that in the case of less, or more, available funding for agencies, they would prefer that the funding recommendations come back to the CSC for reevaluation. Commissioner Willis feels that the current method of allocating increased/decreased funding by percentages is the best way to proceed in changes to funding. He feels that to come back to the CSC with funding changes is effectively completely redoing the long and involved funding process.

Commissioner Evans again expressed concerns with the process by which the City Council sought funding for the Weekes ADA parking lot project and felt that the Community Services Commission's role had been bypassed. Director of Library and Community Services, Sean Reinhart stated that per the by-laws of the CSC, the City Council holds final authority on funding decisions and therefore can choose which projects it wishes to fund. That being said, the City Council holds the CSC's recommendations in high esteem and values the input of the Commission. Commissioner Evans felt that while the Weekes ADA parking lot project may not have violated the letter of the law, it violated the spirit of the purpose of the CSC.

Commissioner Guernsey would like to see the addition of an April CSC meeting to the Commission calendar. April CSC Meetings were removed from the calendar a number of years ago in order to allow Commissioners to attend the Work Session and City Council meeting regarding CSC Funding Recommendations.

## **XI. Commissioner Announcements**

Commissioner Fagalde, as the Events Coordinator, distributed a calendar of community events.

Commission Frink informed the Commission that there would be a healthy lifestyle event Saturday, March 22<sup>nd</sup> at Brett Hart Middle School which will include cooking demos, resource information, basketball, fitness demos, among other activities.

Commissioner Evans informed the Commission that CASA (Court Appointed Special Advocates for Children) would be holding a fundraising breakfast at Scott's Seafood Restaurant in Oakland on April 24<sup>th</sup>.

Commissioner Bonilla expressed Councilmember Halliday's regret that she was unable to attend tonight's CSC meeting, but she has recently experienced a death in her family.

Commissioner Guernsey advised that California State Bill SB1132 – Fracking Moratorium, would be coming up for vote soon and urged Commissioners to learn more about the subject.

## **XII. Adjournment**

Meeting adjourned at 7:54pm.