

City of Hayward
Human Services Commission Meeting
777 B Street, Hayward CA 94541
Work Session Room 2-A

Wednesday, December 7, 2005
7:00 pm

- I. Call to Order
- II. Pledge of Allegiance
- III. Secretary's Roll Call
- IV. Public Comments (*NOTE: 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 Commission or are within the purview of the Commission. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item will be taken into consideration, and may be referred to staff. Speakers will be limited to 5 minutes each.*)
- V. Introduction of Newly Appointed Commissioner Ms. Rudelle O'Neal.
- VI. Approval of November 2, 2005 Human Services Commission Meeting Summary Notes.
- VII. Overview of: Conflict of Interest Law, the California Brown Act, and Parliamentary Procedure.
- Presentation by: Ms. Maureen Conneely, Assistant City Attorney
- VIII. Discussion re: FY 2006-07 Social Services Funding Process and Schedule.
- IX. Liaison Reports:
 - A. Parental Stress Services - Commissioner Parker
 - B. HARD Youth Enrichment Program - Commissioner Parker
 - C. Family Violence Law Center - City Staff
- X. Assignment of Commission Liaisons to Unassigned Funded Programs and Update to Liaison Report Schedule.
- XI. Continued Discussion Regarding the Development of the Human Services Commission's FY 2005-06 Annual Plan
- XII. Staff Report (Oral Report / Non-Action Items):
 - A. Social Services Update
 - B. Paratransit Report
 - C. Hate Crimes/Incidents Report

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- XIII. Future Agenda Items:
- Funded Agency Liaison Reports
 - Other
- XIV. Adjournment



Please do not wear scented products to this meeting.
People who have environmental sensitivities may be in attendance.

Assistance will be provided
to those requiring accommodations for disabilities
in accordance with the Americans with Disabilities Act of 1990.
Please request needed accommodations at least 72 hours in advance of the meeting by calling
(510) 583-4248, or by calling the TDD line for those with speech
and/or hearing disabilities at (510) 247-3340.

**City of Hayward
Human Services Commission
November 2, 2005
Regular Meeting
Summary Notes**

I. **Call to Order:** Chairperson McKeown convened the Commission meeting at 7:07 p.m.

II. **Pledge of Allegiance:** The Pledge of Allegiance was recited.

III. **Attendance:** *(Record of attendance is kept from June 2005 through May 2006):*

Commissioners	Present This Meeting	All Meetings Year to Date		Regular Meetings Only Year to Date	
		Present	Absent	Present	Absent
Lori Baptista (Secretary)	X	5	0	5	0
Mariellen Faria	X	4	1	4	1
Albert Hui	X	4	1	4	1
Lynnette Linnen	O	3	2	3	2
Elisa Marquez (Vice Chair)	X	5	0	5	0
David McKeown (Chair)	X	5	0	5	0
Chris Parker	X	5	0	5	0
Marlo Simmons	X	3	2	3	2
Juan Vera	X	1	0	1	0
Doris Yates	X	5	0	5	0

Staff in Attendance: Gail Patton, NED Manager
Anne Culver, Community Development Specialist

IV. Public Comments:

- Chairperson McKeown introduced newly-appointed Commissioner Juan Vera to the Human Services Commission. Commissioners introduced themselves and welcomed him onto the Commission.
- Chairperson McKeown advised the Commission that Commissioner Uhrik recently resigned from the HSC, due to a new job which requires a lengthy commute. Members of the Commission said she would be missed from the Commission and wished her well in her new job.
- Commissioner Simmons announced there will be a local Adolescent Health Conference, and the organizers are recruiting for members to serve on the event Steering Committee.
- Ms. Culver distributed updated Commission Rosters to members of the Commission.

- Commissioner Yates announced the City's annual *Light Up the Season* gets underway starting Thursday, December 1, 2005.

V. Approval of the October 5, 2005 Human Services Commission (HSC) Meeting Summary Notes: Commissioner Marquez made a motion to approve the October 5, 2005 Summary Notes. The motion was seconded by Commissioner Simmons, and approved unanimously.

VI. Liaison Reports

A. Hedco House: Commissioner Marquez delivered her report on BACS Hedco House, which is a structured day program for people who have severe and persistent mental illness. The program received a FY 05-06 allocation of \$14,000. Program director Grace Oakes was in attendance at the meeting.

B. Llambda Youth Program: Commissioner Yates provided her report on the Llambda Youth program, which provides peer support and counseling for GLBT and sexually questioning youth. The program received a FY 05-06 allocation of \$14,500. Program director Rochelle Collins was in attendance at the meeting.

C. International Institute of the Bay Area: Commissioner Yates delivered her report on the International Institute of the Bay Area, which provides legal services, primarily related to immigration issues, to low income Hayward residents. The agency received a FY 05-06 allocation of \$5,000.

D. Legal Assistance for Seniors: Commissioner Marquez provided her report on Legal Assistance for Seniors, which provides legal services and benefits advocacy for low income seniors. The agency received a FY 05*06 allocation of \$14,500.

VII. Proposal Review Committee (PRC) Appointments: The Proposal Review Committee (PRC) is comprised of a subset, less than a quorum, of the Human Services Commission, and its responsibility is to interview representatives from each of the Social Services applicant agencies. These interviews will take place this year on Saturday, January 21, 2006.

Generally, it is preferred that recently-appointed Commissioners be offered the opportunity to serve on the PRC, so that they may become more familiar with the types of agencies that apply for funding from the City. Chairperson McKeown requested volunteers to serve on this year's PRC, and the following Commissioners were subsequently appointed:

- Commissioner Simmons (Chair)
- Commissioner Vera
- Commissioner Marquez
- Commissioner Linnen
- Commissioner Baptista
- Commissioner Parker (alternate)
- Commissioner McKeown (alternate)

VIII. Human Services Commission Annual Plan: Members of the Commission continued this discussion from last month regarding identifying areas of HSC interest and activities for the coming year.

Commissioners considered the possibility of researching and analyzing the needs of the local non-profit community, including agencies funded by the City and those not currently funded. Some Commissioners said that based on the marginal quality of the proposals submitted each year, there appears to be a need for technical assistance in the area of grantwriting. Several of the Commissioners who work for non-profit agencies confirmed this, and indicated there is also a need for technical assistance in the areas of non-profit accounting, and organizational development.

Commissioners suggested that a series of workshops be conducted, free of charge or for a very small fee, over the course of a year or more. Another option would be to sponsor a weekend conference. Due to the lateness of the hour, this discussion will be continued at the HSC's December meeting.

X. Staff Reports:

Social Services Update: There was no Social Services report.

Paratransit Report: Ms. Culver distributed a written update on the City's paratransit services. Commissioner Linnen remarked that earlier in the week she was visiting the City offices on business, and consequently overheard Victoria Williams ((Paratransit Coordinator) receiving calls from paratransit clients. Commissioner Linnen stated she was surprised at the intensity of the calls, which are often prompted by acute medical needs and must be handled carefully due to the emotional fragility of the program's clients. Commissioner Yates commented that because the paratransit program's service delivery is so low-profile, it can be an under-appreciated program. Commissioners requested that Ms. William's good work be reflected in the Summary Notes.

Hate Crimes Report: During October 2005 there was one hate crime and one incident of hate reported to the Hayward Police Department (HPD). Ms. Culver distributed the report provided by Inspector Mark Stuart of the HPD.

XI. Future Agenda Items:

- Continued Discussion Regarding the HSC's FY 05-06 Annual Plan
- December Liaison Reports
- Evaluating Social Services Applications for Funding
- Parliamentary Procedure / Brown Act / Conflict of Interest Law

XIII. Adjournment: The meeting was adjourned at 9:03pm.

Human Services Commission

FY 2005-06 Social Services Liaison Assignment Chart

	Agency	Commissioner
September	<ol style="list-style-type: none"> 1. Spectrum 2. PPGG Hayward Health Ctr. 3. Davis St. FRC 4. Chabot NYSP 	<ol style="list-style-type: none"> 1. Commissioner Faria 2. Commissioner Faria 3. Commissioner Uhrik 4. Commissioner Uhrik
October	<ol style="list-style-type: none"> 1. St. Joseph's 2. St. Rose / Silva PDC 3. So. Hayward Parish 4. WINGS 	<ol style="list-style-type: none"> 1. Commissioner Baptista 2. Commissioner Baptista 3. Commissioner McKeown 4. Commissioner McKeown
November	<ol style="list-style-type: none"> 1. Legal Assistance for Seniors 2. BACS - Hedco House 3. International Inst. of the E.B. 4. Horizons Svcs.- LAMBDA Project 	<ol style="list-style-type: none"> 1. Commissioner Marquez 2. Commissioner Marquez 3. Commissioner Yates 4. Commissioner Yates
December	<ol style="list-style-type: none"> 1. Parental Stress Svcs. 2. HARD / YEP 3. Family Violence Law Center 4. 	<ol style="list-style-type: none"> 1. Commissioner Parker 2. Commissioner Parker 3. City Staff 4.
January	<ol style="list-style-type: none"> 1. 2. 3. 4. 	<ol style="list-style-type: none"> 1. 2. 3. 4.
February	<ol style="list-style-type: none"> 1. 2. 3. 4. 	<ol style="list-style-type: none"> 1. 2. 3. 4.

**FY 2005-06 Funded Projects
that Still Need Commission Liaisons**

Child Abuse Prevention Program (CAP)

Community Alliance for Special Education (CASE)

Community Resources for Independent Living (CRIL)

Eden I & R CHAIN Line / Motel Voucher Program

Emergency Shelter Program (ESP)

Family Emergency Shelter Coalition (FESCO)

South Hayward Neighborhood Collaborative (SHNC)

SAVE - Community Oriented Prevention Services (COPS)

Women on the Way / Human Outreach Agency Partnership Project