

**City of Hayward**  
**Human Services Commission Meeting**  
**777 B Street, Hayward, CA 94541**

**Regular Meeting - 7:00 p.m.**  
**Wednesday, February 7, 2007**  
**City Hall, 2<sup>nd</sup> Floor, Room 2A**

**Agenda**

- 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 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, your 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 for the:
  - A. October 4, 2006 Regular Human Services Commission Meeting
  - B. November 1, 2006 Regular Human Services Commission Meeting
  - C. November 17, 2006 Special Human Services Commission Meeting
  - D. December 6, 2006 Regular Human Services Commission Meeting
  - E. January 3, 2007 Regular Human Services Commission Meeting
- VI. Update on Status of the Day Worker Center Project
- VII. Commission Funded Agency Liaison Reports:
  - A. Hayward Community Gardens – Commissioner Samayoa
  - B. St. Joseph's Center for the Deaf and Hard of Hearing – Commissioner Baptista
  - C. East Bay Agency for Children – Commissioner Millett
  - D. Family Pathways (a.k.a., Parental Stress) – Commissioner Faria
  - E. SAVE/Community Oriented Prevention Services (COPS) – Staff
  - F. Bay Area Community Services (BACS) - Staff
- VIII. Recommendation to Change Language in Ordinance No. 81-035, the Human Services Commission Bylaws, and Other Related City Documents Pertaining the Description of Persons Who Benefit from Social Services Funded by the City of Hayward

- IX. Proposal to Amend Articles VI and VII of the Human Services Bylaws re: Voting and the Definition of What Constitutes a Quorum
- X. Recommended Proposal Review Committee Guidelines
- XI. Appointment of Proposal Review Committee Members for FY 07-08 Social Services Funding Cycle
- XII. Review of Questions from HSC Members re: Submitted Social Services Funding Proposals
- XIII. Staff Reports (Oral/Non-Action Items):
  - 1. Paratransit Update
  - 2. Hate Crime Reports
- XIV. Future Agenda Items:
  - A. Approval of Proposed Amendments to Articles VI and VII of the Human Services Commission Bylaws Pertaining to Voting (March)
  - B. Update re Day Worker Center Project (Monthly)
  - C. Human Services Commission Preliminary Social Services Funding Recommendations (March)
  - D. Human Services Commission Final Social Services Funding Recommendations (April)
  - E. Determination of the Funded Agency Tour Itinerary (May)
  - F. Other...
- XV. 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  
777 B Street, Hayward CA 94541-5007  
Work Session Room 2-A**

**Regular Meeting  
Wednesday, October 4, 2006  
Summary Notes**

- I. Call to Order:** Chairperson Marquez convened the Commission meeting at 7:00pm.
- II. Pledge of Allegiance:** The members in attendance recited the Pledge of Allegiance.
- III. Attendance:** (*Record of attendance is kept from June 2006 through May 2007*)

Commissioners	Present this Meeting	All Meetings Year-to-Date		Regular Meetings Year-to-Date	
		Present	Absent	Present	Absent
Lori Baptista (Vice Chair)	X	6	0	6	0
Mariellen Faria	X	5	1	5	1
Elisa Marquez (Chair)	X	4	2	4	2
James E. Millet, III (Sect.)*	X	5	0	5	0
Rudelle O'Neal	X	4	2	4	2
Christopher Parker	O	1	2	1	2
Elizabeth Samayoa*	X	4	1	4	1
Khalid Akil White*	O	3	2	3	2
Doris Yates	X	6	0	6	0

\* Term started July 2006.

City Staff in Attendance:

Anne Culver, Community Development Specialist  
David Korth, Acting Neighborhood and Economic Development Manager  
Maureen Conneely, Assistant City Attorney

City Councilmember Doris Rodriquez was present.

**IV. Public Comments:**

- Mr. Scott Raty, Hayward Chamber of Commerce Executive Director was in attendance to promote "Leadership Hayward." A new session will be starting on November 15, 2006; program materials were distributed to members of the Commission.
- Commissioner O'Neal announced that she has submitted her resignation from the HSC, effective at the end of tonight's meeting, citing personal reasons.

- Commissioner Baptista announced that she met with representatives of the Afghan Coalition and encouraged them to apply for City of Hayward Social Services funding. Mr. Korth said the Afghan Coalition's mailing address has been added to the City's mailing lists for the Social Services and Community Development Block Grant programs.
- Commissioner Baptista reported that she also encouraged another non-profit education group called "North Star," currently operating out of the Highland Elementary School site, to apply for Social Services funding.

**V. Approval of Summary Notes for the September 6, 2006 Regular HSC Meeting:**

Commissioner Yates pointed out comments made at the September meeting were incorrectly attributed to Commissioner Yates, when in fact those comments had been made by Chairperson Marquez. Also, Chairperson Marquez said that the language under Agenda Item IX. Adoption of Guidelines for Human Services Commission Conduct was slightly incorrect. Mr. Korth indicated that the noted errors would be corrected. With these corrections, Commissioner Yates made a motion to approve the Summary Notes of the Human Services Commission September 6, 2006 Regular Meeting. The motion was seconded by Commissioner Faria and approved unanimously.

**VI. Commission Member Agency Liaison Reports:**

- A. Eden Information and Referral (Eden I&R) – Terry Hill from Eden I&R was in attendance for this report. Commissioner Marquez delivered her report on this project, which receives funding to operate the agency's Community Housing and Information (CHAIN) program, and to provide motel vouchers to homeless clients who are on shelter waiting lists.
- B. Community Alliance for Special Education (CASE) - Commissioner O'Neal delivered her report on this project, which receives funding to provide education, training, advocacy, and legal representation for students with disabilities and their families.
- C. HARD / Youth Enrichment Program - Commissioner O'Neal delivered her report on this program which receives funding to operate an after-school program for elementary school students.
- D. Tiburcio Vasquez – Keepin' It Real Program – This report was rescheduled to be delivered by Commissioner Marquez (not Yates) in November.

**VII. Presentation re: CA. Brown Act and Conflict of Interest Law:** Maureen Conneely, from the City Attorney's office, made a presentation which reviewed the aspects of the Brown Act and Conflict of Interest law that are most relevant to the HSC's purview. She provided written materials for Commissioners' ongoing use, as well as her contact information in the event she is needed for consultation on any issue.

- VIII. Clarification of City's Policy Pertaining to Using City Resources to Serve "Citizens" vs. "Residents":** This topic surfaced in last month's Commission meeting during a discussion regarding the City's plan to develop a Day Worker Center in south Hayward. It was noted that although the percentage of undocumented day laborers who live in Hayward is not known, nationwide a large number of day laborers have not established legal residency. Furthermore, Commissioner Millet pointed out that there are inconsistencies between certain City documents (i.e., City Ordinance No. 81-035 establishing the Human Services Commission) which use the term "citizen" and others which use the term Hayward "resident" when describing who is to benefit from City resources used to support the delivery of human and social services. He requested that the intent of the City's policy be clarified, and suggested that the inconsistency in City documents be corrected. Commissioner Millet also requested additional clarifying information as to the legality of using the City's resources to benefit people who are not legal residents.

Assistant City Attorney Maureen Conneely indicated that it has been the City's practice to serve all residents of the City of Hayward without regard to their citizenship status. She also indicated that the enforcement of federal immigration policies is the responsibility of the federal government. In response, Commissioner Millet expressed his opinion that City resources should be used to exclusively benefit low-income people who are citizens and those who have established legal residency, and not to benefit those who have entered and are living in the United States illegally.

After further discussion, a request was made by the Commission to Council Member Rodriquez to seek further guidance on this matter from the City Manager and City Council; she agreed to do so.

- IX. Donations to the Matt Jimenez Community Center (MJCC):** The Commission discussed the possibility of making a contribution from the Commission to the MJCC in memory of past Councilmember Matt Jimenez. After much discussion it was decided that, in order to avoid the possible misperception that the Commission would be giving preferential treatment to one community agency over others, it would be most appropriate for members of the Commission to make individual donations if they wished.
- X. Report from HSC Committee on the Social Services Funding Process:** The Committee did not have the opportunity convene prior to the meeting to develop its ideas and suggestions for improving the City's social services funding process. This item will be re-agendized for the November HSC meeting.
- XI. Funded Agency Tour:** Members of the Commission discussed the possibility of taking a Funded Agency Tour. After discussion it was decided that this item would be considered again in April 2007.

**XII. Staff Reports (Non-action items):**

- A. Hayward Paratransit Program Update:** Due to time limitations, this staff report was postponed.
- B. Social Services Program Update:** Due to time limitations, this staff report was also postponed.
- C. Hate Crime Reports:** There were no hate crimes or incidents of hate reported during the month of September.
- D. Administrative Matters:** Mr. Korth reported that authorization was obtained to proceed with the printing of business cards for members of the Commission. The cards are expected to be ready for delivery by the November 1, 2006 Commission meeting.

**XIII. Future Agenda Items:**

- A.** Committee Report on Social Service Funding Process (Nov.).
- B.** Commission Funded Agency Liaison Reports (Nov. 2006 through Feb. 2007).
- C.** Presentation re: Hayward Census Information (Nov.).
- D.** Follow-up Report re: the Request for Clarification of the City's Policy Pertaining to Using City Resources to Serve "Citizens" vs. "Residents" (Nov.).
- E.** Update on Status of Day Worker Center Project (Nov.).
- F.** Determination of the Funded Agency Tour Itinerary (April)
- G.** Follow-up Report on the Discrepancy between the State Department of Justice 2005 Hate Crime Report and Hate Crime Reports Submitted to the HSC by the Hayward Police Department.(TBD

**XIV. Adjournment:** The meeting was adjourned at 9:30pm

**City of Hayward  
Human Services Commission  
777 B Street, Hayward CA 94541-5007  
Work Session Room 2A**

**Regular Meeting  
Wednesday, November 1, 2006  
Summary Notes**

- I. **Call to Order:** Chairperson Marquez convened the Commission meeting at 7:05 p.m.
- II. **Pledge of Allegiance:** The members in attendance recited the Pledge of Allegiance
- III. **Attendance:** *(Record of attendance is kept from June 2006 through May 2007)*

Commissioners	Present this Meeting	All Meetings Year-to-Date		Regular Meetings Year-to-Date	
		Present	Absent	Present	Absent
Lori Baptista (Vice Chair)	X	7	0	7	0
Mariellen Faria	X	6	1	6	1
Elisa Marquez (Chair)	X	5	2	5	2
James E. Millet, III (Sect.)*	X	6	0	6	0
Elizabeth Samayoa*	O	4	2	4	2
Khalid Akil White*	X	4	2	4	2
Doris Yates	O	6	1	6	1

\* Term started July 2006.

City Staff in Attendance:

- Anne Culver, Community Development Specialist
- David Korth, Acting Neighborhood and Economic Development Manager
- David Rizk, Planning Manager
- Maureen Conneely, Assistant City Attorney
- Susan Daluddung, Community and Economic Development Director
- Jesús Armas, City Manager

City Councilmember Doris Rodriquez was present.

**IV. Public Comments:**

Commissioner Parker regrettably submitted his resignation indicating that unanticipated family commitments preclude his continued participation on the Commission.

Commissioner Yates called prior to this evening's meeting indicating that she is unable to attend due to illness.

It was noted that, with the resignation of Commissioner Parker, the Human Services Commission now has 4 vacancies, leaving only 7 of the 11 seats on the Commission filled. It was pointed out by Commission members that, with the requirement of having 6 Commissioners present to form a quorum and to pass action items at Commission meetings, it would be helpful if the vacant seats could be filled as soon as possible. Councilmember Rodriquez said she would work with the City Manager and the City Council to expedite the process if possible.

**V. Approval of Summary Notes for the October 4, 2006 Regular HSC Meeting:**

Due to the lack of a quorum, the October 4, 2006 HSC meeting Summary Notes could not be approved. This item will be deferred to the December 6, 2006 Regular Commission meeting.

**VI. Presentation - Update on Hayward Census Data, by David Rizk, Planning Manager:**

Mr. David Rizk, Planning Manager, presented demographic data describing the make-up of the Hayward community from the 2000 Census and other sources such as the annual American Community Survey, initiated in 2005. This information was provided as a part of the Commission's effort to get a better understanding of the Hayward community. It was noted that Census 2000 information is available on the City's website at: <http://www.hayward-ca.gov/about/factfigs.shtm#population>. A copy of the Power Point presentation is available upon request by contacting the City's Community and Economic Development Department.

**VII. Clarification of City's Policy Pertaining to the Use of City Resources to Serve the "Citizens vs. Residents" of Hayward:**

At the Commission's October 4, 2006 meeting it was noted that there are inconsistencies between City Ordinance No. 81-035 (which establishes the Human Services Commission) and other city documents where the use of the terms Hayward "citizens" and "residents" are used interchangeably to describe who is to benefit from City resources used to support the delivery of human and social services. At the request of Commissioner Millett, the City's policy was clarified. Subsequently, it was recommended that the inconsistency in City documents be corrected, as Commissioner Millett felt the two terms have separate and distinct meanings and should not be used interchangeably. After much discussion staff agreed to bring back to the Commission alternatives for changing and clarifying the ordinance (and other related City documents) so that the Commission could develop its recommendation to Council at its December meeting.

**VIII. Determination of When to Convene a Special Meeting of the Human Services Commission to Develop a Recommendation Pertaining to the Establishment of a Hayward Day Worker Center.**

On September 12, 2006, the City published a Request for Proposals (RFP) for the Operation of a Day Worker Center designed to provide primarily Spanish speaking low-income Hayward residents who seek work on a daily basis a safe alternative to congregating on the streets. The creation of this service is also intended to address concerns raised by local residents and businesses affected by day laborers seeking employment on Tennyson Road in South Hayward.

On October 16, 2005 four proposals were submitted in response to the RFP from the following organizations, all of which met the City's minimum qualifications:

- Instituto Laboral de la Raza
- Multicultural Institute
- Volunteers of America - Bay Area
- South Hayward Parish

Copies of the submitted proposals were included in the Commission's meeting packet so that Commission members could review them.

It was noted that the Day Worker Center is targeted to be located at the Eden Youth and Family Center (EYFC), 680 West Tennyson Road in South Hayward. Commissioner Faria questioned whether the EYFC Board of Directors, and the other nonprofits offering children and family services at this site have been informed about, and are agreeable to, having the Day Worker Center located at this site. She expressed some concerns about the potential incompatibility of this service with the other services currently offered at that facility. Staff indicated that the EYFC Board was informed and supportive of the concept, and that it was expected that the Board would inform and work with all of the service providers operating out of that facility. It was also explained that the plans were to serve Day Worker Center clients in a way that would separate them from the areas of the EYFC campus that are used to deliver child care and other children's services.

A request was then made of the Commission to convene a Special Meeting during the week of November 13<sup>th</sup> so that applicants would have an opportunity to highlight their respective proposals and answer questions Commission members may have based on their review of the proposals and supplemental questionnaire responses. The Commission was also asked to be prepared to develop a recommendation on this matter at this meeting. It was determined that the best time to convene the Commission's Special Meeting was on Friday, November 17, 2006 from 8:30am to 11:30am at Hayward City Hall.

#### **IX. Report from the HSC Committee on the City's Social Services Funding Process:**

Commissioners Millet, Samayoa, and Marquez met and generated several ideas that they felt would streamline and improve the City's social services funding process. Commissioner Millet presented a listing of these ideas (developed by Commissioner O'Neal prior to her resignation from the Commission), a copy of which is available in the City's Community and Economic Development Department.

The Commission was invited to share the ideas presented at a focus group meeting (scheduled to take place on November 9<sup>th</sup> at Hayward City Hall) designed to obtain feedback about, and suggestions for improving, both the Social Services and Community Development Block Grant funding processes. Applicant representatives (including applicants that are new to the process and those who have previous experience) and members of both the Citizens Advisory Commission were also invited

to participate in the focus group. Commission, applicant and staff perspectives about the process will be shared through this continuous improvement process.

#### **X. December Meeting Potluck:**

The Commission determined that it would like to continue its annual tradition of bringing food to the December meeting in celebration of the winter season. Staff indicated that it would supply beverages, plates, napkins and tableware, and the Commission members agreed to bring a favorite dish or dessert. A reminder will be given to the Commissioners in their December meeting packet.

#### **XI. Commission Member Agency Liaison Reports:**

- A. Planned Parenthood – Commissioner Yates:** Commissioner Yates was not present due to illness; however, her report on Planned Parenthood was submitted in writing and distributed to the Commission for its review. Copies of the report are available in the City’s Community and Economic Development Department. The Planned Parenthood Parent Education Project funded by the City supports Hayward’s lower-income Latino parents in their role as their children’s primary sexuality educator. Information about how to talk about sexual matters with their teens is provided through culturally and linguistically appropriate workshops.
- B. Tri-City Health Center – Commissioner Yates:** Commissioner Yates was not present due to illness; however, her report on the Tri-City Health Center was submitted in writing and distributed to the Commission for its review. Copies of the report are available in the City’s Community and Economic Development Department. The program supported by the City provides HIV Care services at the Center’s Hayward office. Services include: intake/assessment and assistance to low-income Hayward residents to access needed medical care, and enroll in appropriate benefits and medication support service programs in order to obtain food, utilities, housing, and transportation services.
- C. Davis Street Family Resource Center – Commissioner White:** Commissioner White delivered his report about the Davis Street Family Resource Center which provides lower-income Hayward residents with food, clothing, employment training and job placement, acute medical care (for uninsured and underinsured adults and children), assistance with enrollment into the Healthy Families health insurance program, subsidized child care services, mental health services, utility assistance, emergency motel vouchers, case management and referral services, holiday toy and food baskets, volunteer tax assistance and economic literacy workshops.

Some of the remaining Commission liaison reports needed revision due to the recent changes in the Commission membership. The revised assignment chart will be distributed in the Commission’s December meeting packet.

**XII. Staff Reports (Non-action items):**

- A. Hayward Paratransit Program Update:** No staff report was given due to time limitations; however, Commissioner Faria indicated that St. Rose Hospital, where she is employed, has benefited greatly from the Paratransit Hospital Discharge program.
- B. Social Services Program Update:** No additional information was provided beyond what was covered earlier in the meeting.
- C. Hate Crime Reports:** There were no hate crimes or incidents of hate reported during the month of October.
- D. Administrative Matters:** Mr. Korth reported that Commissioner business cards will be distributed at the Commission's December meeting.

**XIII. Future Agenda Items:**

- A.** Debrief re: November 9, 2006 Social Services Focus Group Meeting (Dec.)
- B.** Staff Presentation re: Social Services Funding Process (Dec.)
- C.** Recommendation to Change Language in Ordinance No. 81-035, the Human Services Commission Bylaws, and Other Related City Documents Pertaining the Description of Beneficiaries of Social Services Funded by the City of Hayward (Dec.)
- D.** Commission Funded Agency Liaison Reports (Dec. 2006 through Feb. 2007)
- E.** Update on Status of Day Worker Center Project (Dec.)
- F.** Determination of the Funded Agency Tour Itinerary (April)
- G.** Follow-up Report on the Discrepancy between the State Department of Justice 2005 Hate Crime Report and Hate Crime Reports Submitted to the HSC by the Hayward Police Department (TBD)

- XIV. Adjournment:** The meeting was adjourned at 9:20pm.

**City of Hayward**  
**Human Services Commission**  
**777 B Street, Hayward, CA 94541-5007**  
**Work Session Room 2A**

**Special Meeting**  
**Wednesday, November 17, 2006**  
**Summary Notes**

- I. Call to Order:** Chairperson Marquez convened the Commission meeting at 8:30 a.m.
- II. Pledge of Allegiance:** The members in attendance recited the Pledge of Allegiance.
- III. Attendance:** (*Record of attendance is kept from June 2006 through May 2007*)

Commissioners	Present this Meeting	All Meetings Year-to-Date		Regular Meetings Year-to-Date	
		Present	Absent	Present	Absent
Lori Baptista (Vice Chair)	X	8	0	7	0
Mariellen Faria	X	7	1	6	1
Elisa Marquez (Chair)	X	6	2	5	2
James E. Millet, III (Sect.)*	X	7	0	6	0
Elizabeth Samayoa*	X	5	2	4	2
Khalid Akil White*	X	5	2	4	2
Doris Yates	X	7	1	6	1

\* Term started July 2006

City Staff in Attendance:

David Korth, Acting Neighborhood and Economic Development Manager  
Susan J. Daluddung, Community and Economic Development Director

- IV. Public Comments:** Ms. Alison Lewis introduced herself as representing the Eden Youth and Family Center Board of Directors. Ms. Lewis conveyed that the Board felt strongly that, which ever organization is awarded the City's Day Worker Center services contract, it will be very important that there be coordination with the Board and the other services providers operating out of this site when planning and implementing the Day Worker Center operations. It was also clarified that the Board had no preference with regard to who the City awards the contract. Ms. Lewis indicated that she would be present during the course of the meeting in order to answer any questions that might arise pertaining to the Eden Youth and Family Center's concerns.

**V. Recommendation re: the Hayward Day Worker Center Services Contract:**

Representatives from the four organizations that submitted proposals for the operation of a Day Worker Center in Hayward were invited to highlight their respective proposals. Presentations were made by representatives from the following agencies:

- A. The South Hayward Parish
- B. Volunteers of America, Bay Area
- C. The Multicultural Institute
- D. Instituto Laboral de la Raza

Members of the Commission then asked questions of the respective applicants.

City of Hayward  
Human Services Commission Meeting Summary Notes  
Special Meeting  
November 17, 2006

Chairperson Marquez then closed the hearing portion of the meeting. At this point the Commission was informed by staff that it will recommend that the City Council limit its financial support for this project to \$50,000. The Commission was encouraged to consider this when making its recommendation.

Commissioner Millett then made a motion to not accept any of the proposals. Commissioner Yates seconded the motion, clarifying that she wanted to understand the reasoning behind Commissioner Millett's motion. Commissioner Millett explained that he felt that if additional City funding is available to support social services, these funds should not be used to support a program that would attract undocumented workers to Hayward. In response, each of the other commissioners expressed why they felt it was important to support the project, and indicated that they would be voting against the motion. Subsequently, the motion was withdrawn.

Commissioner Faria then made a motion recommending that the Day Worker Center contract be awarded to the South Hayward Parish. The motion was seconded by Commissioner Baptista. Commissioner Faria explained that, based on all the information she reviewed and heard, the South Hayward Parish was furthest along in its development of multi-agency commitments, and was responsive to the City's RFP in terms of proposing to operate a center-based program that was designed to move the day workers away from the street. Commissioner Baptista supported Commissioner Faria's comments and added that she felt the proposal submitted by this applicant also included a viable plan for addressing concerns raised by other constituents of the City, namely local residents and businesses. Hearing no other comments, a vote was taken and the motion passed (4 Ayes, 1 No, and 1 Abstention).

It was noted that the South Hayward Parish proposal, as submitted, represented a cost of \$86,000 for a twelve month period. Consequently, the Commission decided that a second recommendation should be made in case the City Council indeed limits its support to \$50,000, and the South Hayward Parish determines that it is not feasible for them to operate a program at this level. Subsequently, Commissioner Samayoa moved that the Multicultural Institute be considered as a secondary consideration. The motion was seconded by Commissioner Millett. Commissioner Samayoa explained that she made this motion because she felt that the arguments made by this applicant for operating a street-based program had merit, and that it would possibly be a more viable model to implement given the \$50,000 limit posed by staff. She did acknowledge, however, that the proposal was for more than this amount, and that a street-based model was different than what was asked for in the City's Request for Proposals. Commissioner Millett supported Commissioner Samayoa's comments, noting that he felt that the difficulties of actually moving workers from the street are real, and that this model may actually be a good way to deliver the proposed services. Hearing no further comments, a vote was taken and the motion passed with 6 Ayes and 1 Abstention.

- VI. Adjournment:** Commissioner Marquez thanked the Commission, members of the audience and staff for their participation, and then adjourned the meeting at 11:00 a.m.

**City of Hayward  
Human Services Commission  
777 B Street, Hayward CA 94541-5007  
Work Session Room 2A**

**Regular Meeting  
Wednesday, December 6, 2006  
Summary Notes**

**Meeting**

**Canceled**

**City of Hayward  
Human Services Commission  
777 B Street, Hayward CA 94541-5007  
Work Session Room 2A**

**Regular Meeting  
Wednesday, January 3, 2007  
Summary Notes**

- I. Call to Order:** Chairperson Marquez convened the Commission meeting at 7:03 p.m.
- II. Pledge of Allegiance:** The members in attendance recited the Pledge of Allegiance
- III. Attendance:** *(Record of attendance is kept from June 2006 through May 2007)*

Commissioners	Present this Meeting	All Meetings Year-to-Date		Regular Meetings Year-to-Date	
		Present	Absent	Present	Absent
Lori Baptista (Vice Chair)	X	8	0	8	0
Mariellen Faria	O	6	2	6	2
Elisa Marquez (Chair)	X	6	2	6	2
James E. Millet, III (Sect.)*	X	7	0	7	0
Elizabeth Samayoa*	X	5	2	5	2
Khalid Akil White*	O	4	3	4	3
Doris Yates	X	7	1	7	1

\* Term started July 2006.

City Staff in Attendance:

David Korth, Acting Neighborhood and Economic Development Manager  
Maureen Conneely, Assistant City Attorney

City Councilmember Doris Rodriquez was present.

**IV. Public Comments:**

Commissioner Doris Yates informed the Commission about the California State University East Bay College of Education Annual Holiday Luncheon and Fundraiser which raised funds in support of the Alameda County Food Bank, Women on the Way, Inc. and the Tri-City Health Center.

Chairperson Elisa Marquez shared a holiday card sent to the Commission from the SAVE-WINGS program. Chairperson Marquez also indicated that she and Commissioner Yates are participating in the Hayward Leadership program sponsored by the Hayward Chamber of Commerce; she indicated that at the last meeting a very informative presentation was made about the Hayward City budget.

Acting Neighborhood and Economic Development Manager David Korth distributed an updated Commissioner Liaison Assignment Chart to the Commission.

**V. Approval of Summary Notes for the: October 4, 2006, November 1, 2006 and December 6, 2006 Regular Human Services Commission meetings; as well as the December 17, 2006 Special Human Services Commission meeting.**

Due to the lack of a quorum at the regular November and December Human Services Commission meetings, the approval of the Summary Notes for the Commission meetings scheduled in October, November and December 2006 were put on the agenda for approval. However, action on this matter was deferred to the Commission's regular meeting in February 2007 due to the lack of a quorum at the January 3, 2007 meeting.

**VI. Recommendation to Change Language in Ordinance No. 81-035, the Human Services Commission Bylaws, and Other Related City Documents Pertaining to the Description of Persons Who Benefit from Social Services Funding by the City of Hayward.**

At its November 1, 2006 meeting, the HSC discussed various alternatives for clarifying language describing persons who benefit from social services that are supported with City funding in City Ordinance No. 81-035 and in the HSC Bylaws. In order to facilitate the Commission's development of a recommendation to City Council on this matter, the two alternatives discussed at the Commission's November meeting were provided for the Commission's consideration in a memorandum dated January 3, 2007 (provided as Attachment A). It was suggested that the following third alternative be added for consideration:

Alternative C: The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute an official, responsible, community-oriented body within the City Government in order to identify the needs for community services, to plan for the coordinated delivery of such services to citizens/ *persons* in need through both private and public resources so as to avoid duplication and conflict of effort, to evaluate the effectiveness of the services provided and to advise the City Council in regard to these functions.

A quorum of the Commission was not present. Consequently action on this matter was deferred to the February 2007 regular meeting of the Commission. Staff indicated that the third option recommended above would be included in a revised memo for the Commission's consideration in February.

**VII. Update on Status of the Day Worker Center Project:**

Pastor John Wichman, representing the South Hayward Parish – which was awarded the Day Worker Center (Center) contract in December 2006 – was present to give an update on the development of the Day Worker Center in South Hayward. Pastor Wichman indicated that a Steering Committee, made up of representatives of the South Hayward Parish Board of Directors, has been formed to help with the start-up of the Center. Additionally, an Advisory Committee made up of business, neighborhood, service provider and worker representatives was also being developed. The Advisory Committee is intended to be an ongoing Committee that will provide oversight and support to the Center’s operations. Meanwhile, Betty DeForest, the Director of the South Hayward Parish, is the lead staff person working on such matters as developing operation policies and procedures, job descriptions and recruitment plans, etc. A meeting with representatives of the Eden Youth and Family Center, the South Hayward Parish and City staff will be scheduled soon to discuss logistical matters associated with start-up and operational activities.

**VIII. Commission Funded Agency Liaison Reports:**

**A. South Hayward Neighborhood Collaborative – Commissioner White:**

While Commissioner White was unable to attend the meeting, he submitted a written report to staff and asked that it be delivered by staff on his behalf.

The South Hayward Neighborhood Collaborative (SHNC) is made up of community and faith-based organizations who share the common mission to provide support to low-income children and families. The “lead agencies” that form the management team of SHNC include: La Familia Counseling Services (the “fiscal agent” for this application), Eden Youth and Family Center, Westminster Hills Presbyterian Church, Glad Tidings Church and St. Rose Hospital. Many other public and private nonprofit agencies make up the other active partners of the collaborative. The Family Resource Center (FRC), located at Westminster Hills Church on Patrick Ave. in South Hayward, and staffed by employees of La Familia Counseling services, is the hub of the SHNC. This centrally located, easily accessible, facility is where multi-lingual SHNC Family Advocates (case managers) provide support and advocacy services to low-income Hayward residents.

City Social Services funding is used to partially support a Family Advocate position that operates out of the SHNC Family Resource Center. This person assists low-income Hayward residents in need of help with housing, job training and placement referrals, food, health, mental health and dental services, immigration support services, information and referral and other case management services.

**B. Chabot College/NYSP Program – Commissioner Millett:**

Chabot College is a comprehensive public community college that prepares students to succeed in their education, progress in the workplace, and engage in the civic and cultural life of the community. The National Youth Sports Program (NYSP) at Chabot College is a summer education and sport activity program for at-risk children aged 10 – 16 years. It is a five-week summer program that provides sports instruction; math, science, health, and drug/alcohol prevention education; career planning; and field trips to Hayward youth. Additionally, transportation is available to and from the program (paid for in part with City Social Services funding). Also available are medical screenings, and two meals per day.

**C. Legal Assistance for Seniors – Commissioner Millett:**

Legal Assistance for Seniors (LAS) is a non-profit agency serving Alameda County residents who are 60 years of age and older. LAS provides free legal advice and information, representation in court and at administrative hearings, referrals to other community resources, and community education and training on legal issues faced by older adults.

City social services funding helps support LAS to provide Hayward lower-income seniors with legal services that address such legal issues as public benefits and income maintenance, housing and consumer fraud, incapacity, guardianship for grandparents who are caregivers to minors, elder abuse prevention and intervention, and legal services for elder immigrants. LAS attorneys and advocates work out of local Hayward based senior centers and other service organizations, and make home visits to seniors who have limited mobility, when it is not possible for them to get to LAS's office in Oakland.

**D. Senior Services Foundation – Commissioner Millett:**

The mission of Senior Services Foundation is to help improve the quality of life of seniors in the community by identifying their needs, providing advocacy on their behalf and developing services based on unmet needs. City Social Services funding is used to expand the services provided through the Foundation's Friendly Visiting Program to benefit lower-income, isolated seniors residing in Hayward.

**E. Tiburcio Vasquez Health Center – Commissioner Marquez:**

The Tiburcio Vasquez Health Center (TVHC) provides multi-culturally and linguistically appropriate health care services in Southern Alameda County including: licensed medical care, community health education, social work and nutrition services. The Keepin' It Real (KIR) project, based at the Tennyson High School Health Center, is a primary care clinic managed and operated by TVHC. The KIR project is a collaboration between TVHC, Tennyson High School and Cesar Chavez Middle School and is designed to address: teen violence prevention, alcohol and drug abuse prevention, and the prevention of teen pregnancy and sexually transmitted infections. Tennyson High School students are trained through this program to become KIR peer educators who in turn make presentations to Cesar Chavez Middle School students on teen health issues. Additionally, the Peer Health Educators conduct school-wide awareness campaigns related to teen health issues.

**F. Community Resources for Independent Living (CRIL) – Commissioner Samayoa:**

CRIL's mission is to support, empower, and teach skills to people who have disabilities so they are able to more fully participate in the community and in daily life activities. City funds support services designed to assist consumers in achieving their self-identified goals, and include: the operation of a personal assistant registry, benefits advocacy, independent living skills training, peer support, housing and independent living counseling, information and referral. Funds are also used to deliver CRIL's housing services program for persons with disabilities which include the provision of housing listings, information about housing rights, and advocacy (and self-advocacy) training.

**G. International Institute of the East Bay – Commissioner Samayoa:**

The International Institute of the East Bay was established to help immigrants and refugees from around the world. Legal assistance and representation are core services provided to these individuals. City Social Services funding is used to support the education of lower-income immigrants residing in Hayward on matters related to immigration law and policy through a series of community presentations. Additionally, lower-income Hayward immigrants who have specific immigration concerns and questions are assisted through one-on-one consultation with attorneys and paralegals at two large community briefings. Legal representation is also provided as needed.

**H. Hayward Community Gardens - Commissioner Samayoa:**

Commissioner Samayoa requested that this report be deferred to the February 7, 2007 HSC meeting.

**IX. Debrief re: the November 9, 2006 Social Services Funding Process Meeting:**

Prior to the release of the FY 2007-08 Social Services Request for Proposals (RFP), City staff convened a meeting of representatives from the Human Services Commission, the Citizens Advisory Commission (which makes recommendations to the City Council about the allocation of Community Development Block Grant funds) and service providers who have applied for and received support from one or both funding sources. The service providers present represented both “veteran” applicants and applicants that were newer to the City’s funding process.

The purpose of the meeting was to get input from all perspectives (i.e., that of the Commissions, applicants and City staff) regarding what works well with the funding processes, as well as suggestions for improving them. Staff indicated that many of the suggestions made were included in the RFP that was later released. Most notable were the changes made to simplify the budget forms. The HSC members that attended the meeting shared their perspectives about the meeting; in general all felt it was a worthwhile effort which should be continued as part of a continuous improvement process.

**X. Staff Presentation re: the Social Services Funding Process:**

Mr. Korth provided an overview of the City’s Social Services funding process in order to help orient newer Commissioners, and refresh and get input from veteran Commissioners, regarding the Commission’s role and responsibilities associated with the funding process. A packet of information was provided which included:

- A. The FY 2007-08 Funding Process Calendar
- B. The City of Hayward Social Services Funding Policy
- C. Application Evaluation Criteria
- D. Application Forms and Instructions, including:
  - 1) Form 1 – Cover Page, Project Summary and Eligibility Confirmation
  - 2) Proposal Narrative Instructions – *No Form*
  - 3) Budget Information:
    - 1. Form 2: Agency Operations Budget
    - 2. Form 3: Program Operations Budget
    - 3. Form 4: Other Funding Information
- E. Sample Applications from Past Funding Cycles

The items above were reviewed and questions answered by staff and veteran Commissioners. Members of the Commission felt that this was a useful way to help them prepare for the upcoming proposal evaluation process.

**XI. Staff Reports (Oral/Non-Action Items):**

**A. Paratransit Update:**

Mr. Korth distributed information provided to the Alameda County Transportation Improvement Authority (ACTIA), the agency that administers the Measure B Tax revenue used to support the Hayward Paratransit Program. This included:

1. The Hayward Paratransit Program Policies and Procedures.
2. Hayward Ride Today! Program promotional post card that was mailed two times between August and December 2006 to over 1900 riders registered in the Hayward Paratransit Program, distributed by Hayward Paratransit drivers to their passengers on a regular basis since August 2006; and distributed by City staff to all in attendance at each of the outreach presentations listed below.
3. A copy of the decal that was developed for application on all Hayward Paratransit vehicles.
4. A copy of the *Hayward Paratransit Program Newsletter – Winter 2006-07/First Edition*. Every registered Hayward Paratransit Program participant, and the 38 skilled nursing facilities served by this program, received a free copy. Copies of the newsletter will also be distributed at all future outreach presentations, as well as to individuals and groups upon request.
5. A copy of the Hayward Ride Today! service profiled on Page 15 of the ACTIA Measure B News – Summer Fall 2006 Issue.
6. A listing of outreach presentations made by City Staff at which Hayward Paratransit services, and other paratransit services that are available throughout Alameda County, were promoted.

**B. Hate Crime Report:**

Mr. Korth noted that the new person in charge of Hate Crime / Incident Investigations and Reports at the Hayward Police Department is Inspector Guy Jakub. In preparation for the January 3, 2007 Human Services Commission meeting, Inspector Jakub indicated that no hate crimes were reported to the Hayward Police Department in 2006; but that two Hate Incidents were reported, as follows:

1. January 2006 – A Hayward resident who is a high school teacher in the Fremont Unified School District, and who is Jewish, reported a Hate Incident to the Hayward Police Department. He reported having received harassing telephone calls related to his religion from unidentified students from his school. The Fremont Police Department conducted the follow-up investigation, but suspects have identified.
2. November 2006 – A representative from the Zaytuna Institute (an Islamic Education Center) located on Jackson Street in Hayward reported having received a series of threatening telephone calls (7 total) from a single suspect during the period September 2005 through November 2006. The report was not submitted to the Hayward Police Department until November 2006. Recordings of the calls were unclear and revealed no identifying information about the suspects. The investigation remains open on this case.

Mr. Korth also addressed the Commission's question about the discrepancy noted by the Commission between the number of Hate Crimes reported to the Commission by the Hayward Police Department (HPD) in 2005, and the number of reported hate crimes listed in the State Attorney General's Hate Crime Statistics report for 2005. The state report combined statistics submitted by the City with those submitted by the Alameda County Sheriff's Department and attributed both to the City of Hayward. The HPD reports to the Commission only pertain to those crimes reported to, and occurring in, the City.

The members of the Commission expressed interest in having Inspector Jakub make a presentation about hate crimes and incidents, and the Hayward Police Department's system for tracking and reporting each, at a future meeting. It was suggested, however that such a presentation be scheduled after the new appointments are made to the vacant seats on the Commission so that the new Commissioners can benefit from the information provided.

**C. Administrative Matters:**

Mr. Korth distributed printed business cards for each of the Commissioners.

**XII. Future Agenda Items:**

- A. Recommendation to City Council to reduce the number of seats on the Human Services Commission (TBD)
- B. Update on Day Worker Center project (monthly)
- C. Review of Proposal Review Committee (PRC) Guidelines (Feb.)
- D. Appointment of Proposal Review Committee (PRC) members for FY 07-08 Social Services funding cycle (Feb.)
- E. Review of HSC member questions pertaining to submitted Social Services Funding applications (Feb.)
- F. Determination of the Funded Agency Tour Itinerary (April)

**XIII. Adjournment:**

The meeting was adjourned at 9:30 p.m.



# CITY OF HAYWARD

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

### *Memorandum*

**DATE:** February 1, 2007  
**TO:** Members, Hayward Human Services Commission  
**FROM:** David Korth, Acting Neighborhood and Economic Development Manager  
**SUBJECT:** **Proposal to Amend Articles VI and VII of the Human Services Bylaws re: Voting and the Definition of What Constitutes a Quorum.**

---

The current Commission Bylaws state (underlined font added for emphasis):

#### **ARTICLE VI – VOTING**

Section 1: Each member of the Hayward Human Services Commission shall be entitled to one vote on all matters brought to a vote during the regular or called meeting in which said member is present and providing a quorum is present at the time as specified in Article VII.

#### **ARTICLE VII – QUORUM**

Section 1: A majority of the Commission shall constitute a quorum and shall also be the number necessary to do business. If only a quorum of members is present, all must agree in order for an item to carry.

The following amendments are recommended so that if only a quorum of the Commission is present at an officially called meeting, a majority vote of those present, vs. a unanimous vote, will be sufficient to carry a proposed item. Additionally, it is proposed that the definition of a quorum be amended so that if there are vacancies on the Commission, the Commission can still conduct its business. (Italicized font represents recommended additions, and strike-out font represents recommended deletions).

#### **ARTICLE VI – VOTING**

Each member of the Hayward Human Services Commission shall be entitled to one vote on all matters brought to a vote during the regular or called meeting in which said member is present, *and a majority of those present must vote in favor of a proposed action*, providing a quorum is present at the time as specified in Article VII.

#### **ARTICLE VII – QUORUM**

A majority of the *seated* Commission shall constitute a quorum and shall also be the number necessary to do business. ~~If only a quorum of members is present, all must agree in order for an item to carry.~~



# CITY OF HAYWARD

## DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT

### *Memorandum*

**DATE:** February 7, 2007

**TO:** Members, Human Services Commission

**FROM:** David Korth, Acting Neighborhood and Economic Development Manager

**SUBJECT:** **Clarifying Language in City Ordinance No. 81-035 and the Human Services Commission Bylaws Pertaining to the Description of Persons Who Benefit from Social Services Funded by the City of Hayward.**

---

At its November 1, 2006 meeting, the HSC discussed various alternatives for clarifying language describing persons who benefit from social services that are supported with City funding in City Ordinance No. 81-035 and in the HSC Bylaws. Action on this item was deferred to the February 7, 2007 Human Services Commission (HSC) meeting.

In order to facilitate the Commission's development of a recommendation to City Council on this matter, the alternatives provided in *bolded italics* below are offered for consideration; Alternative C (on Page 2 of this memo) was added at the suggestion of Commissioners present at the January 3, 2007 HSC meeting.

It is recommended that the following section of Hayward City Ordinance No. 81-035, and the corresponding section of the Human Services Commission Bylaws, be changed to read:

Alternative A: The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute an official, responsible, community-oriented body within the City Government in order to identify the needs for community services, to plan for the coordinated delivery of such services to citizens *and residents* in need through both private and public resources so as to avoid duplication and conflict of effort, to evaluate the effectiveness of the services provided and to advise the City Council in regard to these functions.

Alternative B: The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute an official, responsible, community-oriented body within the City Government in order to identify the needs for community services, to plan for the coordinated delivery of such services to citizens *and/or residents* in need through both private and public resources so as to avoid duplication and conflict of effort, to evaluate the effectiveness of the services provided and to advise the City Council in regard to these functions.

Alternative C: The City Council of the City of Hayward finds that there is a need on the part of the City and the community to institute an official, responsible, community-oriented body within the City Government in order to identify the needs for community services, to plan for the coordinated delivery of such services to citizens *persons* in need through both private and public resources so as to avoid duplication and conflict of effort, to evaluate the effectiveness of the services provided and to advise the City Council in regard to these functions.

It is further recommended that all other related City documents reflect this change when describing those who are to benefit from social services supported with City funding.