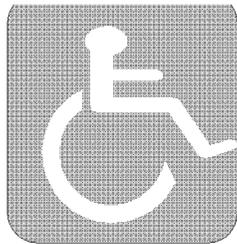


**City of Hayward**  
**Human Services Commission Meeting**  
**777 B Street, Hayward, CA 94541**  
**Wednesday, October 3, 2007**

**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 September 5, 2007 Regular Meeting
- VI.** Discussion of Materials to Assist Commission Members in Evaluating FY 08-09 Social Services Applications
- VII.** Liaison Reports:
  - A.** East Bay Agency for Children: Commissioner Grieco-Williams
  - B.** So. Hayward Neigh. Collaborative: Commissioner Grieco-Williams
  - C.** CASE: Commissioner Ronquillo
  - D.** HARD – YEP: Commissioner Ronquillo
- VIII.** Assignment of Commission Liaisons to Unassigned FY 07-08 Funded Agency Projects
- IX.** Staff Reports (Oral/Informational Non Action Items):
  - A.** Update on Hayward Day Worker Center Project
  - B.** Update on South Hayward Multi-Service Community Center Project
  - C.** Paratransit Program
  - D.** Hate Crime Report
  - E.** Social Services Program Updates / Announcements
- X.** Future Agenda Items
- XI.** 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**

**Wednesday, September 5, 2007  
Summary Notes**

- I. Call to Order:** Commissioner Samayoa convened the meeting at 7:01 p.m.
- II. Pledge of Allegiance**
- III. Attendance:** *(Record of attendance is kept from June 2007 through May 2008)*

Commissioners	Present this Meeting	All Meetings Year-to-Date		Regular Meetings Year-to-Date	
		Present	Absent	Present	Absent
Lori Baptista (Secretary)	X	3	0	3	0
Mariellen Faria	X	3	0	3	0
Carolyn Grieco-Williams	X	2	0	2	0
Ben Henderson	X	3	0	3	0
Elisa Marquez (Chair)	X	3	0	3	0
James E. Millet, III	X	1	2	1	2
Lucia M. Ronquillo	X	3	0	3	0
Elizabeth Samayoa (Vice Chair)	X	3	0	3	0
Sarabjit Toor *	X	2	0	2	0

\* *Appointment effective July 2007.*

Staff in Attendance: David Korth, Neighborhood & Economic Development Manager  
Anne Culver, Community Development Specialist

Guests in attendance signed the Guest Sign-In Sheet.

**IV. Public Comments:**

- Sara Lamnin, who was in attendance to represent the Lincoln Child Center's Kinship Program, introduced herself to the Commission.
- Mr. Korth announced that recently appointed Commissioners Montoya and Sikora have resigned from the Human Services Commission. Commissioner Montoya relocated away from the Hayward area, and Commissioner Sikora is unable to commit to attend meetings regularly due to other unanticipated personal commitments.
- Commissioner Millet distributed informational materials about a proposed development of a new power plant in Hayward.

**V. Approval of Summary Notes for the August 1, 2007 Regular Human Services Commission Meeting:** The August 1, 2007 Summary Notes were revised to include Commissioner Sarabjit Toor, who was in attendance at the Commission's August meeting. With that correction, the Summary Notes were unanimously approved.

**VI. Brown Act & Conflict of Interest Law - Presentation by Maureen Conneely, Asst. City Attorney:** Ms. Conneely provided an overview of the components of the Brown Act and Conflict of Interest Law that pertain to the Commission's responsibilities. Commissioners were provided with written materials pertaining to her presentation. Ms. Conneely extended an invitation to Commission members to contact her office should questions regarding these topics arise.

**VII. Liaison Reports:**

**Lincoln Kinship Program:** Commissioner Baptista presented her report on the Lincoln Kinship Program which provides support to family members who are raising children of extended family members. This service helps to prevent the unnecessary placement of children in foster care. The Kinship Program received a grant for FY 07-08 in the amount of \$15,000.

**Hedco House:** Commissioner Baptista delivered her report on the Hedco House day program for people who have severe and persistent mental illness. Hedco House received a grant allocation for FY 07-08 of \$20,000.

**Bridge of Faith:** Commissioner Faria presented her report on the Bridge of Faith program, which is a food distribution and hot meal program located in South Hayward. Bridge of Faith is a newly-funded program that received a \$6,000 grant to purchase a refrigerator for its food pantry.

**Senior Services Foundation:** Commissioner Faria reported that the Senior Services Foundation staff could not meet with her this month, and therefore requested that her report on the Senior Services Foundation be rescheduled to the November HSC meeting.

**VIII. Discussion of the FY 08-09 RFP and the Social Services Funding Process Calendar:** Staff reviewed with Commission members the City's social services funding application materials, including the Funding Process Calendar. Discussion included the purpose of each step in the Funding Process.

Commissioners made suggestions for ways to strengthen and improve the process. It was suggested that updated census information on City residents be provided to Commissioners each year. It was also requested that the applicant agencies be plotted on a City map so that applications could be considered within the context of

the neighborhoods where they are located, and their proximity to transportation and other services. It was also suggested that staff provide a document explaining the various acronyms that are commonly used (e.g., CDBG, RFP, FEMA, etc.). All suggestions will be considered by staff for incorporation into the City's Social Services application materials.

Ms. Culver also announced there will be a meeting in late September or early October, comprised primarily of applicant representatives. Draft FY 08-09 application materials will be discussed and applicants will have an opportunity to suggest ways to improve those materials. Commissioners are welcome to attend the meeting; they will be contacted with an invitation when the date is set.

#### **IX. Staff Reports:**

**A. Day Worker Center:** Neighborhood and Economic Development Manager Korth reported that the Day Worker Center continues to develop relations with the workers on the street; over 200 are now formally registered with the program. It was noted that to be listed in "good standing", a worker must sign-in three times per week. This makes them eligible not only for work assignments that become available, but for the other support services that are offered through the Center as well (i.e., English and a Second Language classes, health screening and intervention, legal services, etc.). The workers on the list must also volunteer a minimum of 2 hours of community service to remain eligible for these services. Through this volunteer requirement, the workers have "adopted" their host facility; they abate graffiti on and near the facility as soon as it is identified, and help to maintain the property by picking up litter, junk and debris that is often dumped on the property by passersby. The City recently installed new signs along the Tennyson Corridor and on the property that help potential employers and workers know where the Day Worker Center located; a noticeable increase in employer requests for workers has occurred since the signs have been posted.

**B. South Hayward Multi-Service Community Center:** A consultant has been hired to assist the Task Force with its strategic planning. It is expected that there will be a report to City Council which will include the Task Force's recommendations, in November or December 2007.

**C. Paratransit Program:** A statistical report was shared by Neighborhood and Economic Development Manager Korth; it was noted that over 2,240 program participants are now registered in the program. Trip statistics were shared as was a budget report. It was noted that at the end of FY 2006-07 the program was under budget for both expenditures and service delivery. Information about strategies that will be used during this new fiscal year to increase the use of the program was also shared.

**D. Hate Crimes:** There were no Hate Crimes reported during the month of August.

**E. Social Services Advisories:**

1. It was reported that the Hayward Community Gardens is struggling to meet its administrative responsibilities, and has yet to execute its FY 07-08 social services contract with the City. Several key board members are no longer affiliated with the program, and outreach to recruit additional members has been extremely limited. There is no one currently within the organization who has agreed to take responsibility for maintaining membership records, and to prepare and submit quarterly reports to the City. At present, the Gardens has not provided a Contract Work Program or a Board-approved FY 07-08 budget; until these matters have been resolved the City's Social Services contract with the agency cannot be executed.
2. The South Hayward Neighborhood Collaborative has successfully negotiated an agreement with Alameda County to continue its funding through FY 07-08. As soon as evidence that the County Agreement has been executed is provided to the City, the City's Social Services Contract can be executed.
3. It was reported that to-date the Human Outreach Agency (HOA) men's shelter has been unable to resolve concerns raised by the federal Internal Revenue Service (IRS); if a resolution is not attained, it is possible that the IRS will attempt to foreclose on the shelter property. The 21-bed shelter is mid-county's only men's shelter, and as such is important to the local community. This situation is being monitored closely by the City.

**X. Future Agenda Items:**

- A. Update on Day Worker Center Project (monthly)
- B. Update on the South Hayward Multi-Service Community Center Project.
- C. Liaison Reports:
  1. East Bay Agency for Children: Commissioner Grieco-Williams
  2. So. Hayward Neigh. Collaborative: Commissioner Grieco-Williams
  3. CASE: Commissioner Ronquillo
  4. HARD – YEP: Commissioner Ronquillo
- D. Assignment of Commission Liaisons to Unassigned Funded Agencies.

**IX. Adjournment:** The meeting was adjourned at 9:35 p.m.