

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

Regular Meeting
Wednesday, February 6, 2008

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 the January 2, 2008 and January 23, 2008 Human Services Commission Meeting Summary Notes
- VI.** Liaison Reports:
 - A.** Community Resources for Independent Living - Commissioner Ronquillo
 - B.** Family Paths – Staff Report
- VII.** Funding Process Update
 - A.** Proposal Review Committee Debrief
 - B.** Establishment of the HSC's FY 08-09 Social Services Funding Recommendations
 - C.** Next Steps
- VIII.** Staff Reports (Oral/Informational Non Action Items):
 - A.** Hayward Day Worker Center Project Update
 - B.** South Hayward Multi-Service Community Center Project Update
 - C.** Paratransit Program Update
 - D.** Hate Crime Report
 - E.** Social Services Program Announcements / Advisories
- IX.** Future Agenda Items
- X.** 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, January 2, 2008
Regular Meeting**

Summary Notes

I. Call to Order: Chairperson Marquez convened the meeting at 7:02 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	5	2	5	2
Mariellen Faria	X	6	1	6	1
Carolyn Grieco-Williams	X	7	0	7	0
Ben Henderson	X	6	1	6	1
Elisa Marquez (Chair)	X	7	0	7	0
James E. Millet, III	X	4	3	4	3
Lucia M. Ronquillo	O	5	2	5	2
Elizabeth Samayoa (Vice Chair)	X	6	1	6	1
Sarabjit Toor *	X	5	1	5	1

* *Appointment effective July 2007.*

Staff in Attendance: Anne Culver, Social Services Planning Manager

IV. Public Comments: There were no public comments.

V. Approval of Summary Notes for the December 5, 2007 Regular Human Services Commission (HSC) Meeting: It was pointed out that Commissioner Baptista convened the December 5, 2007 meeting, not Commissioner Samayoa as the Summary Notes indicated. Commissioner Baptista then made a motion to approve the December 5, 2007 Summary Notes as amended and Commissioner Millet seconded the motion. The motion was unanimously approved.

VI. Liaison Reports:

Tri-City Health Center: Commissioner Toor delivered this report on the Tri-City Health Center, which received a \$20,000 allocation of Social Services funding for FY 07-08. The City's funding supports services including case management for people who are HIV-positive or living with AIDS.

Remaining FY 07-08 Liaison Reports: Members of the Commission discussed the process for presenting the remaining Liaison Reports for FY 07-08. Commissioners who have not yet delivered their Liaison Reports agreed to submit them in written form on or before Wednesday, January 30, 2008 to Anne.Culver@hayward-ca.gov.

Reports submitted will be distributed with the Commissioners' February 6, 2008 meeting materials. This is intended to provide all Commissioners the opportunity to read the Liaison Reports prior to the February 6, 2008 Regular Commission Meeting, during which time the FY 08-09 Social Services Funding Recommendations will be developed. At the beginning of the February 6, 2008 meeting, there will be an opportunity to briefly discuss and ask questions pertaining to each of the Liaison Reports. The outstanding reports include:

- St. Rose Hospital (FACES Program)
- Community Resources for Independent Living (CRIL)
- Family Paths

The following agencies did not submit applications for funding in FY 2008-09, and so these reports will be scheduled to take place in March or April 2008:

- Hayward Community Gardens
- St. Joseph's Center for the Deaf and Hard-of-Hearing
- Hayward Day Laborers' Center

VII. Review of City Map / Updated Hayward Census Information: Ms. Culver distributed a color map with the locations of the FY 07-08 Social Services-funded agencies identified, as well as the City's low-income census tracts. Updated information pertaining to the City's demographics was also distributed, including race and ethnicity, occupation, and general population data.

VIII. FY 08-09 Social Services Funding Applications Review: Ms. Culver distributed several pages that were accidentally left out of the Senior Services Foundation's application for Social Services funding. There was discussion about how or if the Commission should accept and consider materials submitted after the application deadline. Ms. Culver explained that a City staff member reviews each application for completeness and if necessary contacts applicants to request accidentally omitted items. Currently there is no policy that requires that an applicant be eliminated from consideration solely on the basis of having submitted an incomplete application. Many applications are prepared by non-profit program staff members and/or volunteers whose expertise is in providing services to low-income people, not resource development, and mistakes are fairly common. After discussion, it was determined that applicants need not be eliminated from consideration solely on the basis of the application being submitted incomplete; however the fact that the application was incomplete could be interpreted as an administrative weakness that could affect the Commission's Funding Recommendation.

Next, the Commission discussed follow-up questions for Social Services applicants. In order to allow sufficient time for each Commissioner to fully consider each application and develop meaningful follow-up questions, it was decided that the HSC would convene a Special Meeting on Wednesday, January 23, 2008, at 7pm. At that meeting, Commissioners will briefly discuss each application in order to make a list of follow-up questions for applicants. Those questions will be posed to applicants at the Proposal Review Committee (PRC) interviews, on Saturday, January 26, 2008.

IX. Appointments to the Proposal Review Committee (PRC): Chairperson Marquez requested volunteers to serve on the FY 08-09 Proposal Review Committee. The PRC is scheduled to take place on Saturday, January 26, 2008 beginning at 8am, in room 2-B at City Hall. After discussion, she appointed Commissioners Henderson, Toor, Samayoa, Millet (Chair), and Marquez to serve on this year's PRC.

IX. Staff Report:

- A. Paratransit Report:** Ms. Culver distributed the November 2007 Paratransit Report. Any questions regarding the Report may be directed to Victoria Williams, Hayward Paratransit Coordinator, by telephone at (510) 583-4227, or by email at: Victoria.Williams@hayward-ca.gov.
- B. Hayward Day Labor Center:** No update.
- C. Downtown Hayward:** No update.
- D. Hate Crime Report:** The November Hate Crimes Report was distributed by staff for the Commission's review. A copy of the report is available upon request from the City of Hayward Community and Economic Development Department.
- E. Social Services Announcements / Advisories:** There were no announcements or advisories.

X. Future Agenda Items:

- A.** FY 08-09 Social Services Funding Recommendations (February)
- B.** Update on Day Worker Center Project (monthly)
- C.** Update on the South Hayward Multi-Service Community Center Project
- D.** Liaison Reports (as scheduled)

XI. Adjournment: The meeting was adjourned at 10:02 p.m.

**City of Hayward
Human Services Commission
777 B Street, Hayward CA 94541-5007**

**Special Meeting
Wednesday, January 23, 2008**

Summary Notes

I. Call to Order: Chairperson Marquez convened the meeting at 7:08 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)	O	5	3	5	2
Mariellen Faria	O	6	2	6	1
Carolyn Grieco-Williams	X	8	0	7	0
Ben Henderson	O	6	2	6	1
Elisa Marquez (Chair)	X	8	0	7	0
James E. Millet, III	X	5	3	4	3
Lucia M. Ronquillo	X	6	2	5	2
Elizabeth Samayoa (Vice Chair)	X	7	1	6	1
Sarabjit Toor *	O	5	2	5	1

* *Appointment effective July 2007.*

Staff in Attendance: Anne Culver, Social Services Planning Manager

IV. Public Comments: There were no public comments.

V. FY 08-09 Social Services Applications: Follow Up Questions: Members of the Commission briefly discussed each application and generated follow-up questions for the applicants, as appropriate. The questions will be posed to applicants at the Saturday, January 26, 2008 Proposal Review Committee (PRC) interviews.

XI. Adjournment: The meeting was adjourned at 10:01 p.m.