



PLEASE BRING YOUR CALENDARS

Keep Hayward Clean and Green Task Force
Hayward City Hall, Room 2A
Regular Meeting - 7:00 PM
June 25, 2009

Agenda

I. Call to Order

II. Pledge of Allegiance

III. Roll Call

Public Comments: (The Public Comments section provides an opportunity to address the Task Force on items not listed on the agenda. The Task Force welcomes your comments and requests that speakers present their remarks in a respectful manner, and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Task Force 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).

IV. Approval of the Summary Notes from May 28, 2009 Task Force Meeting

V. Financial Report

VI. Upcoming Events

- a. June 27 @ Mervyn's parking lot - 22301 Foothill Boulevard - also @ Tiburcio Vasquez Health Center 22331 Mission Blvd - Contact: Florine Banks 510-886-9386 fdbanks@sbcglobal.net
- b. July 25 @ Matt Jimenez Center - 28200 Ruus Road - Contact: Blytha Bower 510-303-7924 blytha@aol.com
- c. Neighborhood Partnership Meetings (Horner, Clifton)

VII. Presentations

VIII. City Status Reports

- a. Matt McGrath, Director of Maintenance Services
- b. Sustainability Report (Grandt)

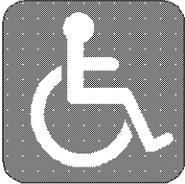
IX. Member Reports:

- a. Financial Committee for less than \$250 expenditures (Clifton)
- b. Event Team Administration resources, description to enlist volunteers (Bower)
- c. Event Team Staging resources, description to enlist volunteers (Clifton)
- d. Zucchini Festival Participation (Horner/Steinberger/Bowers)
- e. Accessible supply storage/ trailer (Super/Horner)

X. Chair Report (Horner)

- a. Task Force Member participation expectations
- b. Definitions of "Support," "Sponsor," or Guidance for community teams

- XI. Future Agenda Items
- XII. Next Meeting – July 23, 2009
- XIII. Turn in volunteer contacts
- XIV. Adjournment



Please do not wear scented products to this meeting.
People who have environmental sensitivities may be in attendance.
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or by calling the TDD line for those with speech and/or hearing disabilities at (510) 247-3340



Keep Hayward Clean and Green (KHCG)

Task Force Meeting Notes
 Hayward City Hall, Room 2A
 777 B Street, Hayward
 May 28, 2009

1. **Call to Order.** Meeting called to order at 7:00 PM by Chair Chuck Horner
2. **Pledge of Allegiance**
3. **Roll Call**

| Present | Absent | Guests | City Council and Staff |
|-------------------|-----------------|--------|--|
| Abatayo, Carolina | Grandt, Douglas | | Mayor Michael Sweeney |
| Banks, Florine | Simpson, Rob | | Matt McGrath, Director of Maintenance Services |
| Bowers, Blytha | | | |
| Clifton, Lloyd | | | |
| Horner, Chuck | | | |
| LaPlante, Rich | | | |
| Ligibel, Dee Dee | | | |
| Ligibel, Doug | | | |
| Oliva, Laura | | | |
| Steinberger, Gary | | | |
| Super, Kathy | | | |
| White, John | | | |

4. **Public Comments:** Hayward resident Dan Higarees distributed some printed information.
5. **Approval of Notes from Task Force Meeting of April 23, 2009:** With the correction that Lloyd Clifton was present at the meeting of April 23, 2009, it was unanimously accepted to approve the notes from the Task Force Meeting of April 23, 2009.
6. **Financial Report:** It was noted that some task force members experienced difficulties opening the electronic file.
7. **Upcoming Clean-up / Graffiti removal events:**

An updated calendar of KHCG events and local eWaste Recycling events was distributed.

It was noted that the Turbicio Vasquez Health Center will not host a second clean-up site on June 27, 2009.

It was noted that the Day Labor Center has agreed to participate in the July 25, 2009 clean-up. Logistics for the clean-up and staging area were discussed. Chuck Horner suggested confirming area availability for staging and set-up with the Director of the Matt Jimenez Center.

Concerns were expressed in regards to difficulty with coordinating simultaneous clean-ups, multiple set-ups, staging areas and the shortage of supplies available to support such events. It was recommended that for future events there remain only one set-up and staging area.

It was noted by Chuck Horner that as a result of a high level of participation, and a shortage of KHCG available supplies during the April clean-up, participants and organizers involved in a simultaneous event, being held in the Tennyson Blvd. area purchased supplies from local vendors to provide to volunteers.

Chuck Horner asked task force members to inform him when they are available to attend Neighborhood Partnership Meetings. It was suggested that the contact person for that month's clean-up event attend scheduled Neighborhood Partnership Meetings for that same month. It was recommended that this item be included in a future Agenda for further discussion.

8. **Presentations:** There were no presentations.
9. **City Status Reports:** There were no reports given.
10. **Member Reports:**
 - a. Lloyd Clifton provided an update of the process of organizing the Financial Committee and reviewed the proposed Financial Committee guidelines. Concerns were expressed and discussion ensued regarding the proposed Financial Committee guidelines, and the purpose and efficiency of the Financial Committee. Lloyd Clifton provided clarity regarding open meetings versus closed meetings and what actions can be taken by the Financial Committee. It was noted that if the committee is to take any kind of action the meeting is required to be posted and open to the public as required under the Brown Act. It was noted that additional information will need to be clarified by the City Attorney's Office and brought back to the task force for discussion.
 - b. Chuck Horner provided an explanation of the purpose of drafting a guideline of KHCG member roles and responsibilities and volunteer related tasks and responsibilities. Blytha Bowers provided an update of the process and asked for task force member input. It was noted that the administrative process related to volunteer registrations needs to be clarified. It was commented that in order to avoid contradicting existing approved KHCG procedural documents, those documents and procedures should be reviewed before proposing or implementing any additional process. Discussion ensued regarding the definition of Support versus Sponsor.
 - c. Logistics and member participation of the Zucchini Festival were discussed. It was **Motioned**, and **Seconded** to consider participating in the Zucchini Festival. The motion to participate in the Zucchini Festival did not pass.
 - d. Discussion regarding the accessibility of task force supplies stored at the corp yard ensued. The idea of purchasing a trailer to store supplies and logistics were discussed. Kathy Super will do some research and report back to the group.
 - e. An inventory of supplies will be taken to determine the need to place an order of replacement supplies, specifically for the grabbers. A recommendation will be given at the June meeting.
11. **Chair Report:** Chuck Horner suggested that the task force send an email notice out to the existing volunteer data base regarding the recruitment of KHCG task force members. Discussion ensued regarding requirements, participation, assignments and responsibilities of task force members. It was noted that current members want to ensure that City Council inform applicants during the interview process of the level of commitment and the requirements of members.

12. **Director's Report:** No report given.
13. **Future Agenda Items:** Member availability to attend Neighborhood Partnership Meetings; Request that Chair or Co-Chair be allowed to sit in during the interview process for task force member recruitment.
14. **Next Meeting:** Thursday, June 25, 2009
15. **Turn in volunteer contacts**
16. **The meeting was adjourned at 9:00PM.**