



**CITY OF DUBLIN
HUMAN SERVICES COMMISSION
REGULAR MEETING AGENDA**

**THURSDAY, NOVEMBER 19, 2015, 7:00 P.M.
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

3.1 Informational Presentation by Open Heart Kitchen

3.2 Public Comments

At this time, the public is permitted to address the Human Services Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Parks and Community Services Department related to the proper procedure to place an item on a future Human Services Commission agenda. The exceptions under which the Human Services Commission MAY discuss and/or take action on items not appearing on the agenda are contained in GC 54954.2(b)(1)(2)(3).

4. MINUTES

4.1 Minutes of the July 23, 2015 Regular Meeting

The Commission will consider approval of the minutes of the July 23, 2015 Regular Meeting.

STAFF RECOMMENDATION:

Approve the minutes of the July 23, 2015 Regular Meeting.

5. WRITTEN COMMUNICATIONS - None

6. PUBLIC HEARING - None

7. UNFINISHED BUSINESS - None

8. NEW BUSINESS

8.1 Community Grants Program Funding Priorities

The Commission will receive a report on the City Council's direction regarding funding priorities for the Grants Program.

STAFF RECOMMENDATION:

Receive Report.

8.2 Change to Action Based Minutes for Commissions and Advisory Committees

The Commission will receive a report on the proposal to change the format of meeting minutes.

STAFF RECOMMENDATION:

Receive Report.

9. OTHER BUSINESS – Brief Informational Only Reports from Commissioners and/or Staff, including Reports by Commission related to Meetings Attended at City Expense (AB 1234).

10. ADJOURNMENT

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Office of Parks and Community Services (925) 556-4500 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Human Services Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Human Services Commission Meeting, as soon as it is so delivered. The packet is available in the Parks & Community Services Department at Civic Center.



STAFF REPORT HUMAN SERVICES COMMISSION

DATE: November 19, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services

Micki Cronin

SUBJECT: Informational Presentation by Open Heart Kitchen
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Human Services Commission will receive an informational presentation from Open Heart Kitchen on the services provided to Dublin residents.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Receive report.

DESCRIPTION:

Open Heart Kitchen is a Tri-Valley based not-for-profit organization that serves prepared meals free of charge to the Tri-Valley community. The organization also operates congregate meal programs at various Tri-Valley locations, including the Dublin Senior Center.

For Fiscal Year 2015-2016, the organization received \$12,600 in City of Dublin Community Development Block Grant funding for the direct meal costs of the Dublin Meals Programs, which consists of the Hot Meal, Senior Meal, and Children's Weekend Box Lunch programs.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

None



STAFF REPORT HUMAN SERVICES COMMISSION

DATE: November 19, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Minutes of the July 23, 2015 Meeting of the Human Services Commission
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Human Services Commission will consider approval of the minutes of the July 23, 2015, meeting of the Human Services Commission.

FINANCIAL IMPACT:

None.

RECOMMENDATION:

Approve the minutes of the July 23, 2015 meeting of the Human Services Commission.

DESCRIPTION:

The Human Services Commission will consider approval of the minutes of the July 23, 2015 meeting of the Human Services Commission.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Draft Minutes of the July 23, 2015 meeting of the Human Services Commission.



**HUMAN SERVICES COMMISSION
REGULAR MEETING
Minutes
CITY OF DUBLIN
July 23, 2015**

The July 23, 2015 Human Services Commission (HSC) was called to order at 7:08 PM at the Dublin Civic Center, Dublin, California, by Vice Chairperson (VC) Brown.

ROLL CALL

Commissioners (Cm.) Present: VC Brown, Cm. Hassan, Cm. McCormick, Cm. Strah

Commissioners Absent: Cm. Sladden

PLEDGE OF ALLEGIANCE

VC Brown led the Pledge of Allegiance.

ORAL COMMUNICATIONS

3.1 Public Comments – None

3.2 Administration of Oath of Office by Deputy City Clerk Gloria McCafferty to newly appointed Human Services Commissioner Shehu Hassan

3.3 Election of Officer for new Chairperson of the Human Services Commission

Ellen Keating, Community Development Intern, reviewed the Bylaws and Rules of Procedure with the Commissioners specific to the election of the Chairperson term.

On a motion by VC Brown and seconded by Cm. McCormick, on a vote of 4-0-1, the HSC elected Cm. Strah as Chairperson (Chair).

MINUTES OF PREVIOUS MEETINGS

4. April 23, 2015

On a motion by VC Brown and seconded by Cm. McCormick, on a vote of 3-0-2, the HSC approved the minutes of the April 23, 2015 meeting. Cm. Hassan abstained from voting since his appointment as Commissioner started tonight and Cm. Sladden was absent from the meeting and therefore unable to vote.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 Informational Presentation by Senior Support Program of the Tri-Valley (Senior Support)

Marlene Peterson, Executive Director, with Senior Support presented on program services provided to the senior population in Dublin.

VC Brown asked if the program assists with job placement for seniors who are able to work.

Ms. Peterson explained that the program does not offer job placement, but has connected seniors' with job opportunities through its various partners.

Chair Strah asked how alcoholism is identified in the seniors served by the substance abuse program.

Ms. Peterson stated that seniors rarely admit to having an alcohol problem, so it is usually detected by a case manager when visiting a senior's home. She explained that the program never forces a senior to stop drinking alcoholic beverages. Rather, the program focuses on the positive effects of moderation and ways to improve the senior's overall health.

Amy Cunningham, Assistant to the City Manager, asked Ms. Peterson to relate the outreach conducted to seniors in Dublin.

Ms. Peterson replied that Senior Support provides information on their services to all the senior sites in Dublin, including the City of Dublin Senior Center and is present at community events. They collaborate with Partners in Safety and are notified when an emergency response is initiated on a senior; Senior Support follows up with the senior to provide further assistance. They also receive referrals from other organization such as Stanford Health Care - Valley Care and Open Heart Kitchen.

Ms. Cunningham asked who typically initiates the phone call regarding program services, the senior or the adult child of the senior.

Ms. Peterson responded that the majority of phone calls received are initiated by the senior. Many seniors have the impression that Senior Support is a senior club. Also, some health benefit plans provide referrals which assist adult children in finding services for their parents, generating calls from all over the country.

Ms. Cunningham asked Ms. Peterson for a copy of the presentation so that she can forward it to the HSC.

Ms. Peterson replied that she would email a copy of the presentation to Ms. Cunningham.

8.2 Review of Joint Human Services Commission Meeting

Ms. Cunningham requested feedback from the HSC on the June 23, 2015, Joint Human Services Commission meeting, presentations from the non-profit organizations, and proposed future activities.

Cm. McCormick stated that the training was useful and intriguing.

Ms. Cunningham stated that some of the Commissioners from the other Cities expressed concern about the time commitment involved in participating in the field trips to local not-for-profit organizations and reminded the Commissioners that participation in this activity is voluntary.

Chair Strah stated that she likes meeting together as a Joint HSC Commission because it provides a good environment for brainstorming and continuity. Visiting organizations in person assists in visualizing services provided, which makes it easier to communicate this with others.

VC Brown agreed that visiting an organization in person leaves a memorable impression. When these organizations present at the Community Grants Program meeting the Commission will have a better sense of the impact of services provided by the organization.

Ms. Cunningham stated that the first Joint HSC field trip will be to the Livermore Multi-Service Center. This will afford all three Commissions with the opportunity to see multiple not-for-profit organizations and Alameda County agencies cohesively serving residents in one location. Then the next field trip will be to Axis Community Health in January 2016 when the new medical clinic opens.

Cm. McCormick asked if the Commissions would visit the Livermore Multi-Service Center by the end of the year.

Ms. Cunningham stated that the visit will likely be in the fall and all future field trips will be quarterly or three times each year.

Ms. Cunningham asked the Commissioners if they would share their impressions of the SparkPoint presentation.

Cm. McCormick stated that she liked the concept.

Ms. Cunningham explained that SparkPoint centers help people to obtain a greater level of self-sufficiency and are specific to the high priority human service needs of the community. The objective is to prevent the duplication of efforts of existing services by bringing providers together in one location.

Cm. Hassan asked how people who may need these services are identified.

Ms. Cunningham explained that location is one of the keys to the success of the program. Community colleges are successful locations because people are there pursuing educational objectives to increase their earning ability. This becomes a natural nexus for people who want and need these services. Richmond has a SparkPoint site at an elementary school which is convenient for parents dropping off and picking up their kids for school or helping with school activities. Ms. Cunningham suggested that a visit to the SparkPoint center in Fremont might be an option for next year.

The HSC agreed they would be interested in visiting a SparkPoint center.

VC Brown suggested outreach be initiated through public service announcements (PSAs) to advertise services offered by the not-for-profit organizations. He stated that PSAs are rarely heard and asked if they are an option for outreach.

Ms. Cunningham stated Ms. Keating could initiate contact with the local radio station, 101.7 KKIQ, and find out if the station is mandated to offer PSAs for the not-for-profit organizations.

Cm. McCormick stated that TV30 may offer thirty second PSAs.

Cm. Hassan stated that in the past PSAs were required and had to be reported.

Ms. Cunningham stated that it might be as simple as asking if advertising time is available for PSAs. It is possible that time is allocated for PSAs and that organizations are just not aware of

this outreach option. Staff will investigate if PSA advertising time is available and report the findings to the HSC.

8.3 Human Services Priorities and Initiatives Update

Ms. Cunningham presented an update on current human services activities.

Chair Strah asked how someone would apply for a job opportunity at Axis Community Health (ACH) as they are expanding clinic services.

Ms. Cunningham stated that ACH has a website, which has a job opportunities section. Staff will reach out to ACH to find out what the time frame is for hiring.

Ms. Keating provided a summary on activities and outreach for the SeeDubWell event.

VC Brown and Cm. McCormick stated they received the flyer about the SeeDubWell event from the Dublin Chamber of Commerce.

Chair Strah stated that as a member of the outreach subcommittee, she distributed flyers for the SeeDubWell event at the Rotary Club of Dublin, local restaurants and apartment communities within Dublin.

Ms. Cunningham stated that she would email the SeeDubWell flyer to Cm. Hassan. The other Commissioners received the flyer electronically a few weeks ago.

Chair Strah suggested that Ms. Keating contact Dublin Unified School District (DUSD) to have the flyer put on Peachjar, an eflyer management system which distributes flyers to parents and posts the flyer on the DUSD website.

VC Brown suggested advertising on the Camp Parks Facebook page.

Ms. Cunningham asked if there is a contact at Camp Parks she could contact.

VC Brown replied Dan Gannod, in the Public Affairs Officer. On another note, VC Brown stated that he volunteered for the Joint Regional Sub-Committee and inquired about the first meeting.

Ms. Cunningham stated that the Joint Regional meeting has not been organized yet. She stated that she may need a second volunteer for the Joint Regional Subcommittee, since Janet Lockhart was the other appointee and is no longer on the HSC.

Cm. Hassan volunteered to be on the Joint Regional Subcommittee.

Ms. Cunningham stated that Chair Strah has volunteered tentatively for a Dental Clinic Feasibility Study Subcommittee, if one is created in the future.

8.4 Increasing Human Services Commission Meeting Frequency

Ms. Keating presented on the July 21, 2015 amendments to the HSC Bylaws and the new Commission meeting schedule.

The HSC agreed with Staff's recommendation to start the bi-monthly HSC meeting schedule in November of 2015.

OTHER BUSINESS

9. Brief INFORMATION ONLY reports from the Human Services Commission and / or Staff related to meetings attended at City Expense (AB 1234).

Ms. Cunningham stated that earlier in the day she emailed the Commission information about upcoming public meetings held by LAVTA on transportation issues in the Tri-Valley. Transportation is identified as one of the key areas of concern in the Eastern Alameda County Human Services Needs Assessment. This is an opportunity for residents to engage on this issue.

Chair Strah asked how the Commission can provide funding for discounted Wheels bus tickets for students in need of transportation to school.

Ms. Cunningham replied that Livermore offers bus tickets at the Livermore Multi-Service Center. The HSC can recommend grant funding and ask Wheels to apply for a grant. The HSC may need to collaborate with DUSD to identify students in need of bus tickets; City staff does not have capacity to manage this program. She reminded the Commission that an additional \$10,000 was granted by the Dublin City Council for the Community Grant Program next fiscal year.

Cm. McCormick asked if the HSC can collaborate with the schools to initiate a request for funding student bus tickets with the additional grant funding, without involving Wheels.

Ms. Cunningham stated that it would be better for the HSC to make that recommendation to the City Council. For transparency, it would be best to do that before the grant process starts, so that the not-for-profit organizations are informed of the total amount of grant funding available.

Cm. McCormick stated that at the Strategic Plan meeting the Commission was informed they could fund a special project.

Ms. Cunningham stated that funding is earmarked for a special project outside of the additional \$10,000 added to the total grant program funding. She suggested funding a larger program with the seed funding.

The Commissioners agreed that it is important for kids to have access to transportation to get to and from school and would like to assist with this issue.

Ms. Cunningham stated that she will talk to the City Manager's Office to see what role would be appropriate for the HSC to play in conversations with Livermore Amador Valley Transit Authority (LAVTA). The City currently has a City Council representative on LAVTA and so it may be as simple as expressing the Commission's concern to that representative.

Cm. McCormick asked who is the City Council representative on LAVTA.

Ms. Cunningham stated Councilmember Biddle.

The next HSC meeting will be Thursday, October 22, 2015.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:22 PM.

Respectfully Submitted,

Anastasia Nelson, Recording Secretary

APPROVED:

Chairperson, Melissa Strah



STAFF REPORT HUMAN SERVICES COMMISSION

DATE: November 19, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services *Micki Cronin*

SUBJECT: Community Grants Program Funding Priorities
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Human Services Commission will receive a report on the City Council's direction on funding priorities for the Grants Program.

FINANCIAL IMPACT:

On October 20, 2015, the City Council directed Staff to increase funding for the Human Services Grants Program from \$130,000 to \$150,000 for the upcoming grant cycle.

RECOMMENDATION:

Receive report.

DESCRIPTION:

At the October 20, 2015 meeting, the City Council discussed priorities for the upcoming Grants Program allocation process and provided direction for specific areas of focus for the Program. The discussion resulted in City Council direction that the grants program emphasizes programs that specifically address human service needs. These needs include critical services such as food and nutrition, healthcare, homelessness, childcare, etc. The City Council provided further direction to de-emphasize and not award the limited grant funds to arts-based or school programs that do not address human service needs, which include the following areas of concern as identified in the 2011 Tri-Valley Human Services Needs Assessment:

- Behavioral health (mental health and substance abuse)
- Affordable housing
- Health care
- Workforce development

- Homelessness
- Transportation services and access
- Domestic violence and child abuse
- Disabilities
- Food and nutrition
- Senior Services
- Youth services
- Child care, early childhood development and education
- Changing demographics and growing diversity
- Financial assistance

In addition, in 2012, the Human Services Task Force also identified as a priority dental care.

The City Council provided this direction for not only the Fiscal Year 2016-2017 Grants Program, but also for the Grants Program going forward.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

None



STAFF REPORT HUMAN SERVICES COMMISSION

DATE: November 19, 2015

TO: Honorable Chair and Commissioners

FROM: Micki Cronin, Assistant Director of Parks and Community Services

Micki Cronin

SUBJECT: Change to Action Based Minutes for Commissions and Advisory Committees
By: Rhonda Franklin, Management Analyst

EXECUTIVE SUMMARY:

The Human Services Commission will receive a report on the proposal to change the format of meeting minutes from summary minutes to action minutes for the Department's Commissions and Advisory Committees.

FINANCIAL IMPACT:

None

RECOMMENDATION:

Receive report.

DESCRIPTION:

In October 2015, the Human Services Division, which includes the City's Community Development Block Grant (CDBG) and Human Services Grant programs, and the Human Services Commission, was assigned to the Parks and Community Services Department. The Parks and Community Services Department is now providing Staff support to five (5) advisory bodies: Heritage and Cultural Arts Commission, Human Services Commission, Parks and Community Services Commission, Senior Center Advisory Committee, and Youth Advisory Committee. As a result, Staff has developed a plan to streamline processes and gain efficiencies Department-wide while continuing to meet established requirements.

Staff is required to keep a record of minutes of Commission and Advisory Committee meetings. This requirement, however, is not specific as to the format or content of the minutes. There are generally three formats for meeting minutes: action, summary, or verbatim. Action minutes usually contain only the motion and the vote(s) with very little, if any, narrative. Summary minutes include a narrative of Commission, Staff, and public comments. Verbatim minutes are a word-for-word transcript of the meeting.

Staff currently prepares summary minutes for the Commission and Advisory Committee meetings. The minutes are prepared within a week of the meeting and presented to the Commission for approval at the following meeting. The preparation of summary minutes is very time-consuming and requires dedicated time for accurate transcription. It takes up to three (3) hours for each hour of the meeting to prepare the detailed summary minutes that are currently being provided. Staff that prepare minutes are non-exempt employees. In order to maintain this schedule and level of detail with the addition of another Commission, it is estimated that overtime hours to prepare the meeting minutes may be required on an ongoing basis.

In addition to the written meeting minutes that are prepared, the Commission discussions and actions are also captured by a full digital audio recording of the meeting. The action minutes would be presented to the Commission for approval, and then placed on the website along with the audio recording which can be referenced by Staff or the public to hear the Commission's discussion and direction for each item.

By accepting action minutes as the official record for all of the Department's Commission and Advisory Committee meetings, the City would realize the following benefits:

- Staff would be able to prepare action minutes that would be available to the public the next business day.
- The action minutes would be posted to the City's website with a link to the audio recording for each item providing easier access to the details of the meeting.
- Action minutes would save Staff time to focus on other high priority projects and initiatives.

As required by the City's Record Retention Schedule, meeting minutes are permanent records. The City's website contains up to four years of meeting minutes. Meeting minutes that are older than four years are contained in the City's records repository and are available to the public, as needed.

At the December 20, 2011 City Council meeting, the City Council unanimously voted to approve the move to accept action minutes for City Council meetings.

NOTICING REQUIREMENTS/PUBLIC OUTREACH:

None

ATTACHMENTS:

1. Sample Action Minutes
2. Current Summary Minutes Format

SAMPLE ACTION MINUTES FORMAT



**HUMAN SERVICES COMMISSION
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ROLL CALL

Commissioners (Cm.) Present: VC Brown, Cm. Hassan, Cm. McCormick, Cm. Strah

Commissioners Absent: Cm. Sladden

PLEDGE OF ALLEGIANCE

VC Brown led the Pledge of Allegiance.

ORAL COMMUNICATIONS

3.1 Public Comments – None

3.2 Administration of Oath of Office by Deputy City Clerk Gloria McCafferty to newly appointed Human Services Commissioner Shehu Hassan

3.3 Election of Officer for new Chairperson of the Human Services Commission

Ellen Keating, Community Development Intern, reviewed the Bylaws and Rules of Procedure with the Commissioners specific to the election of the Chairperson term.

On a motion by VC Brown and seconded by Cm. McCormick, on a vote of 4-0-1, the HSC elected Cm. Strah as Chairperson (Chair).

MINUTES OF PREVIOUS MEETINGS

4. April 23, 2015

On a motion by VC Brown and seconded by Cm. McCormick, on a vote of 3-0-2, the HSC approved the minutes of the April 23, 2015 meeting. Cm. Hassan abstained from voting since his appointment as Commissioner started tonight and Cm. Sladden was absent from the meeting and therefore unable to vote.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 Informational Presentation by Senior Support Program of the Tri-Valley (Senior Support)

Marlene Peterson, Executive Director, with Senior Support presented on program services provided to the senior population in Dublin.

The Commission received the presentation.

8.2 Review of Joint Human Services Commission Meeting

Ms. Cunningham requested feedback from the HSC on the June 23, 2015, Joint Human Services Commission meeting, presentations from the non-profit organizations, and proposed future activities.

The Commission agreed that the training was useful and intriguing, and they would be interested in visiting the Livermore Multi-Service Center and a SparkPoint center.

8.3 Human Services Priorities and Initiatives Update

Ms. Cunningham presented an update on current human services activities.

Mr. Hassan volunteered to be on the Joint Regional Subcommittee.

Ms. Cunningham stated that Chair Strah has volunteered tentatively for a Dental Clinic Feasibility Study Subcommittee, if one is created in the future.

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The HSC agreed with Staff's recommendation to start the bi-monthly HSC meeting schedule in November of 2015.

OTHER BUSINESS

9. Brief INFORMATION ONLY reports from the Human Services Commission and / or Staff related to meetings attended at City Expense (AB 1234).

Commissioners and Staff provided brief informational only reports.

The next HSC meeting will be Thursday, October 22, 2015.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:22 PM.

Respectfully Submitted,

Anastasia Nelson, Recording Secretary

APPROVED:

Chairperson, Melissa Strah

CURRENT SUMMARY MINUTES FORMAT



**HUMAN SERVICES COMMISSION
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VC Brown replied Dan Gannod, in the Public Affairs Officer. On another note, VC Brown stated that he volunteered for the Joint Regional Sub-Committee and inquired about the first meeting.

Ms. Cunningham stated that the Joint Regional meeting has not been organized yet. She stated that she may need a second volunteer for the Joint Regional Subcommittee, since Janet Lockhart was the other appointee and is no longer on the HSC.

Cm. Hassan volunteered to be on the Joint Regional Subcommittee.

Ms. Cunningham stated that Chair Strah has volunteered tentatively for a Dental Clinic Feasibility Study Subcommittee, if one is created in the future.

8.4 Increasing Human Services Commission Meeting Frequency

Ms. Keating presented on the July 21, 2015 amendments to the HSC Bylaws and the new Commission meeting schedule.

The HSC agreed with Staff's recommendation to start the bi-monthly HSC meeting schedule in November of 2015.

OTHER BUSINESS

9. Brief INFORMATION ONLY reports from the Human Services Commission and / or Staff related to meetings attended at City Expense (AB 1234).

Ms. Cunningham stated that earlier in the day she emailed the Commission information about upcoming public meetings held by LAVTA on transportation issues in the Tri-Valley. Transportation is identified as one of the key areas of concern in the Eastern Alameda County Human Services Needs Assessment. This is an opportunity for residents to engage on this issue.

Chair Strah asked how the Commission can provide funding for discounted Wheels bus tickets for students in need of transportation to school.

Ms. Cunningham replied that Livermore offers bus tickets at the Livermore Multi-Service Center. The HSC can recommend grant funding and ask Wheels to apply for a grant. The HSC may need to collaborate with DUSD to identify students in need of bus tickets; City staff does not have capacity to manage this program. She reminded the Commission that an additional \$10,000 was granted by the Dublin City Council for the Community Grant Program next fiscal year.

Cm. McCormick asked if the HSC can collaborate with the schools to initiate a request for funding student bus tickets with the additional grant funding, without involving Wheels.

Ms. Cunningham stated that it would be better for the HSC to make that recommendation to the City Council. For transparency, it would be best to do that before the grant process starts, so that the not-for-profit organizations are informed of the total amount of grant funding available.

Cm. McCormick stated that at the Strategic Plan meeting the Commission was informed they could fund a special project.

Ms. Cunningham stated that funding is earmarked for a special project outside of the additional \$10,000 added to the total grant program funding. She suggested funding a larger program with the seed funding.

The Commissioners agreed that it is important for kids to have access to transportation to get to and from school and would like to assist with this issue.

Ms. Cunningham stated that she will talk to the City Manager's Office to see what role would be appropriate for the HSC to play in conversations with Livermore Amador Valley Transit Authority (LAVTA). The City currently has a City Council representative on LAVTA and so it may be as simple as expressing the Commission's concern to that representative.

Cm. McCormick asked who is the City Council representative on LAVTA.

Ms. Cunningham stated Councilmember Biddle.

The next HSC meeting will be Thursday, October 22, 2015.

ADJOURNMENT

Being no further business, the meeting adjourned at 8:22 PM.

Respectfully Submitted,

Anastasia Nelson, Recording Secretary

APPROVED:

Chairperson, Melissa Strah