



**HUMAN SERVICES COMMISSION  
REGULAR MEETING  
Minutes  
CITY OF DUBLIN  
November 4, 2013**

The November 4, 2013 Human Services Commission (HSC) was called to order at 7:00 PM at the Dublin Civic Center, Dublin, California, by Luke Sims, Community Development Director.

**ROLL CALL**

Commissioners (Cm.) Present: Brown, Lockhart, McCormick, Muetterties, Wakamoto-Lee  
Commissioners Absent: None

**PLEDGE OF ALLEGIANCE**

Mr. Sims led the Pledge of Allegiance.

**ORAL COMMUNICATIONS**

**3.1 Welcome to Human Services Commissioners**

Mr. Sims welcomed the new Commissioners by expressing appreciation for the Commissioners participation in a dynamic new role.

**3.2 Administration of Oath of Office to newly appointed Human Services Commissioners by City Clerk**

Caroline Soto, City Clerk, administered the Oath of Office to the Human Services Commissioners.

Mr. Sims next introduced Staff: Joni Pattillo, City Manager; Amy Cunningham, Assistant to the City Manager (ATTCM); Lynette Darensburg, Administrative Analyst II; Anastasia Nelson, Recording Secretary; and Lauren Quint, City Attorney's Office (CAO).

**3.3 Public Comments – None**

**MINUTES OF PREVIOUS MEETINGS - None**

**WRITTEN COMMUNICATIONS – None**

**PUBLIC HEARING – None**

**UNFINISHED BUSINESS – None**

**NEW BUSINESS**

**8.1 Human Services Commissioner Orientation**

Ms. Cunningham presented highlights of the adopted Commission bylaws, excerpts from the Commissioner Resource Handbook and City of Dublin Administrative Policies as outlined in the Staff Report.

Ms. Quint presented a review of the Brown Act and Robert's Rules of Order as outlined in the Staff Report.

Cm. Brown inquired about Commissioner's restrictions when outreaching with neighbor(s) in a private setting to discuss local needs in the neighborhood/community. Ms. Cunningham remarked that statements made would need to be identified as not representative of the entire Commission. Ms. Quint went on to state that the Commissioners should use a disclosure statement at the beginning of the conversation identifying themselves as a Commissioner and indicate that all statements made are of a personal opinion, as a resident of the City of Dublin, not as a Commissioner representing the HSC.

Ms. Cunningham summarized the 2011 Human Services Needs Assessment: Findings Report of the Tri-Valley (Tri-Valley Needs Assessment) as outlined in the Staff Report.

Cm. McCormick asked if the HSC will be collaborating with the cities of Livermore and Pleasanton to develop a strategic plan to address the needs as defined in the Tri-Valley Needs Assessment report. Ms. Cunningham confirmed this to be so and advised that the City of Pleasanton is taking the lead in developing a strategic plan and usually meet in June and August, however due to staff changes it is unknown if the tri-valley cities will meet during the typical time frame.

Cm. Brown inquired if a Commissioner could independently reach out to Commissioners in Pleasanton and Livermore to ascertain background and ideas on issues indicated in the Tri-Valley Needs Assessment. Ms. Cunningham encouraged all to be mindful of the Brown Act. Ms. Pattillo added a note of caution in reaching out independently from the Commission and advised that Commissioners should act as a group, whenever possible, which in turn will promote good relationships and utilize the collective experience within the Commission.

Cm. McCormick suggested developing a mission statement for the HSC that is specific to the objective of the Commission. Ms. Cunningham referred to the bylaws of the Commission which can be used to develop a mission statement. Cm. Lockhart suggested developing a vision statement as well, to define the goals of the HSC for future Commissioners. All Commissioners agreed to implement a mission statement and vision for the HSC.

Cm. Lockhart commented on the vague commentary in the affordable housing reporting in the Tri-Valley Needs Assessment. Ms. Cunningham suggested that joint commission meetings will assist the tri-valley cities in developing common language to identify specific needs.

## **8.2 Fiscal Year 2014-2015 City of Dublin Community Grants Program**

Ms. Cunningham introduced an overview of the City's Community Grants Program and the Commission's role in recommending grant funding allocations to the City Council as outlined in the Staff Report.

Ms. Darensburg continued the discussion of the Commission's role in recommending grant funding allocations as identified in the Staff Report.

Cm. Lockhart inquired if funding deliberations are handled in a public forum similar to how it was handled in the past by the City Council, with funding allocations decided upon the night of the presentations. Ms. Cunningham confirmed and stated that a similar methodology is used by Commissions in Livermore and Pleasanton.

Cm. Brown asked if Staff will eliminate grant applications that do not address any of the fourteen needs of the Tri-Valley Needs Assessment, prior to the Commissioners review. Ms. Cunningham responded that applicants

are informed of the criteria at a mandatory Community Grants Workshop and thus far no organization has applied that did not qualify.

Cm. McCormick questioned if the applicant has to identify the need their organization is addressing within the application process. Ms. Cunningham stated yes and added that it is mandatory for organizations to work in harmony with the City's mission, vision and values.

Cm. Lockhart inquired if Commissioners are required to attend the Community Grants Workshop. Ms. Cunningham responded no.

Cm. Lockhart also mentioned that some Commissioners may have conflicts of interest with grant applicant organizations. Ms. Cunningham replied that Ms. Quint will review the HSC Organizational Affiliation Worksheet and speak about conflicts of interests during this meeting.

Cm. Brown asked how many grant applications are usually submitted. Ms. Cunningham stated 25-30 applications are usually received.

Ms. Quint identified potential conflicts of interest related to each Commissioner's community group/organization affiliations as outlined in the Staff Report and stressed the need to verbally recuse oneself during voting/funding portions of a Commission meeting if affiliated with an organization and served in the capacity of a board/officer member.

Ms. Cunningham presented a preview of the next HSC meeting and explained that grant funding is decided the night of the presentations and that each applicant is granted three minutes per presentation followed by a two minute question and answer, starting at 6 PM.

Ms. Quint suggested having all the recusals at the beginning of the meeting.

Cm. Brown asked if organizations can answer questions prior to the HSC meeting. Ms. Cunningham noted how thorough the applications are in capturing the essence of the organization and emphasized that a discussion should happen in a public forum. Ms. Cunningham also explained that the order of presenters is determined by the application submittal date and time.

Cm. Brown asked if the organizations applying for a grant would benefit by staying to the end of the HSC meeting. Ms. Cunningham replied that the funding recommendations are decided at the end of the meeting, however all applicants will be notified of the funding recommendations.

Cm. Muetterties inquired as to when the January meeting would be held. Ms. Cunningham responded the week of January the 20<sup>th</sup>.

### **8.3 Establish Future Human Services Commission Quarterly Regular Meeting Schedule and Appointment of Officers**

Ms. Cunningham held a group discussion regarding a regular meeting date. All Commissioners agreed on Monday or Thursday for a regular meeting date.

Mr. Sims opened the discussion to the Commissioners to select a HSC Chair and Vice Chair representative.

On a motion by Cm. McCormick, seconded by Cm. Muetteties, on a vote of 5-0, the Commission voted Janet Lockhart as Chair of the HSC. On a motion by Cm. McCormick, seconded by Chair Lockhart and on a vote of 5-0, the Commission voted Alan Brown as Vice Chair of the HSC.

**OTHER BUSINESS**

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

Chair Lockhart thanked Ms. Pattillo on behalf of all the Commissioners for the exciting opportunity to serve the community through the HSC.

Ms. Pattillo recognized the City Council, including Mayor Sbranti and the commitment of Staff, for bringing the Commission to fruition and for major accomplishments in housing developments, such as Emerald Vista. Ms. Pattillo highlighted the partnerships with the faith based communities as a key component to making the community better and complemented the HSC in seeing a need to compose a vision and mission statement. The Commissioners agreed with Ms. Pattillo's suggestion to have Staff lay the groundwork in preparing a vision and mission statement. Ms. Pattillo concluded by stating she sees a great future for the HSC.


Ms. Cunningham reminded the HSC that she and Mr. Sims will meet one on one with each Commissioner over the next couple of months. Ms. Cunningham also mentioned some up-and-coming events: 2013 Tri-Valley Community Outreach, Thanksgiving Dinner at St. Raymond's Catholic Church, November 28, 2013; First Annual Tri-Valley Prayer Breakfast, November 25, 2013, sponsored by CityServe. Additionally, Ms. Cunningham spoke about a pilot program in Livermore coordinated by Tri-Valley Haven and supported by non-profit organizations to direct community needs through Tri-Valley Haven.

Chair Lockhart acknowledged Tri-Valley Haven as being known for providing services for battered women. Ms. Cunningham elaborated that Tri-Valley Haven does provide services for domestic violence and homelessness and is also partnering with other non-profit organizations in an effort to meet a full series of needs for individuals/families and also to prevent a duplication of efforts for the same individual/family that could deplete resources for others in need and if successful, this program will be expanded to the entire Tri-Valley.


**ADJOURNMENT**

Being no further business, the meeting adjourned at 8:18 PM

Respectfully Submitted,

  
Anastasia Nelson, Recording Secretary

APPROVED:

  
Janet Lockhart, Chairperson