



**CITY OF DUBLIN
HUMAN SERVICES COMMISSION
MEETING AGENDA
THURSDAY, JULY 24, 2014, 7:00 PM
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA, CITY COUNCIL CHAMBERS**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

3.1 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 Community Development 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 G.C. 54954.2(b)(1)(2)(3).

3.2 Presentation by Alameda County Sheriff's Office

The Commission shall receive a report from Paul Hess, Emergency Services Supervisor of Alameda County Sheriff's Office, Office of Homeland Security and Emergency Services about how the Sheriff's Office works with local social service agencies in emergency situations.

STAFF RECOMMENDATION: Receive Presentation.

4. MINUTES OF PREVIOUS MEETINGS – April 24, 2014

STAFF RECOMMENDATION: Approve Minutes.

5. WRITTEN COMMUNICATIONS – None

6. PUBLIC HEARING – None

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS

8.1 Joint Dublin, Livermore, and Pleasanton Human Services Commission Workshop held June 10, 2014

The Commission shall discuss the first joint Human Services Commission workshop held with Livermore and Pleasanton on June 10, 2014, including next steps in our regional and local efforts to address human services needs in the Tri-Valley.

STAFF RECOMMENDATION: Receive Report and Discuss Next Steps.

8.2 Human Services Commissioners Term of Office and Reappointment Process

The Commission will be presented with information regarding the term of Commission office and reappointment process.

STAFF RECOMMENDATION: Receive Report.

9. OTHER BUSINESS

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

10. ADJOURNMENT –

Next Meeting Thursday, October 23, 2014

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 the Community Development Department at (925) 833-6610 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 Humans Services Commission Meeting, as soon as it is so delivered. The packet is available in the Community Development Department at the Civic Center.

HUMAN SERVICES COMMISSION

Mission

The City of Dublin Human Services Commission is dedicated to outreach, education, and collaboration to address the community's human service needs as represented in the adopted needs assessment.

Vision

The Human Services Commission seeks solutions to the needs identified in the adopted needs assessment. The Commission will make recommendations to the Council on priorities for efforts that are consistent with the City Council's adopted mission, vision and values.

The Commission evaluates, encourages and advocates for the provision of human services in the community by making recommendations for organizational grant funding, educating residents on human services needs and promoting available services, supporting citizen awareness, engagement and volunteerism in addressing human service needs, and by collaborating with neighboring cities on regional human services solutions.



**AGENDA STATEMENT
HUMAN SERVICES COMMISSION**

DATE: July 24, 2014

TO: Human Services Commission

SUBJECT: Presentation by Alameda County Sheriff's Office, Office of Homeland Security and Emergency Services
Prepared by Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: The Commission shall receive a report from Paul Hess, Emergency Services Supervisor of Alameda County Sheriff's Office, Office of Homeland Security and Emergency Services about how the organization works with local social service agencies in emergency situations.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive Presentation.

DESCRIPTION:

Paul Hess, Emergency Services Supervisor of Alameda County Sheriff's Office (ACSO), will make a presentation about how the organization works with local social service agencies in emergency situations. At the April 24, 2014, Human Services Commission (HSC) meeting, Commissioners heard a presentation from Alison DeJung of Eden I&R, Inc. (Alameda County 2-1-1) about the services 2-1-1 provides to residents. Ms. DeJung indicated that 2-1-1 has a cooperative agreement with ACSO for emergency events. Commissioners expressed interest in learning more about the other social service organizations ACSO supports in the Tri-Valley and greater region. ACSO personnel will share information about how they work cooperatively with local jurisdictions and regional social service agencies to support human service needs in emergency situations.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



**HUMAN SERVICES COMMISSION
REGULAR MEETING
DRAFT Minutes
CITY OF DUBLIN
April 24, 2014**

The April 24, 2014 Human Services Commission (HSC) was called to order at 7:05:36 PM at the Dublin Civic Center, Dublin, California, by Chair Lockhart.

CALL TO ORDER/ROLL CALL

Commissioners (Cm.) Present: Lockhart, McCormick, Muetterties, Wakamoto-Lee
Commissioners Absent: Brown

PLEDGE OF ALLEGIANCE

Chair Lockhart led the Pledge of Allegiance.

ORAL COMMUNICATIONS

3.1 Public Comments – None

3.2 Presentation by Eden I&R, Inc. (Alameda County 211)

Alison DeJung, Deputy Director of Eden I&R, Inc. presented an overview of 211 services.

Ms. DeJung informed the HSC that 211 is set up to perform a key role during a disaster, shifting services from 211 to Operation Emergency Services, working along with the Alameda County Sheriff's Office.

Chair Lockhart asked how 211 will handle the volume of calls received during a disaster.

Ms. DeJung related that emergency calls should be initiated through 911. However, Alameda County's 211 has a memorandum of understanding with Los Angeles County's 211 call center to assist with calls if the phone lines are inoperable in Alameda County. Also, practice drills prepare staff for emergency situations and staff is aware they may be required to work 24-hour shifts during this time to keep the phones lines up-and-running.

Chair Lockhart asked Ms. DeJung if she is aware of how the fairgrounds in Pleasanton might be used in an emergency, since the venue has a water source, bathrooms and facilities for housing people.

Ms. DeJung was not aware of how the venue will be used in an emergency, but is sure that it has been discussed.

Amy Cunningham suggested having representatives from the Office of Emergency Services come in to speak with the HSC about Tri-Valley emergency issues as it relates to human services.

Ms. DeJung explained that 211 has a partnership with Covered California and was one of the first certified enrollment entities in the County, with two trained staff as enrollment counselors. From late November 2013 through April 2014, staff met with 140 individuals to help them enroll in Covered California and expanded Medi-Cal.

Chair Lockhart asked if 211 could have handled a higher volume.

Ms. DeJung explained that the amount of people assisted was the maximum 211 could have helped because reimbursement from Covered California was minimal and did not compensate for staff time. She further explained that it takes multiple appointments to get an individual enrolled, and as a result many individuals were referred to other agencies who could aid with enrollment.

Cm. Wakamoto-Lee asked if 211 had considered partnering with certified agents, who are willing to work pro-bono.

Ms. DeJung explained that no volunteers have been recruited.

Cm. Wakamoto-Lee mentioned that the next open enrollment is October 2014.

Ms. DeJung stated that she will be preparing a full analysis of the prior enrollment process to evaluate whether 211 will be participating in the next enrollment period.

Cm. Wakamoto-Lee suggested that 211 refer individuals to agents in close proximity who can provide free enrollment services.

Ms. DeJung agreed and explained that individuals are referred to other entities or to the Covered California website to search for local agencies.

Ms. Cunningham mentioned that Axis Community Health was very active in the Tri-Valley, helping individuals to enroll. They have staff available once a week at the Dublin Library to assist with enrollment.

Cm. McCormick asked what the budget is for 211.

Ms. DeJung responded that for fiscal year 2014, \$1.5 million is budgeted for 211 and \$1.9 million is budgeted for the agency with eight-five percent of the money funding staff salaries, explaining that the operation is very staff intensive.

At 7:31:30 PM Cm. Muetteties arrived at the HSC meeting.

Ms. Cunningham informed the HSC that she can provide them with the monthly statistics for 211.

The HSC agreed they would like to receive monthly statistics.

Chair Lockhart asked if 211 would like to make a presentation to the Dublin school board.

Ms. DeJung stated that presenting to the student services staff would be the ideal audience, since they interact directly with students and parents, and can provide awareness of the program.

Chair Lockhart advised that she can provide the information for Ms. DeJung.

Chair Lockhart asked how elderly callers or others who find it difficult to make multiple calls are assisted.

Ms. DeJung explained that the role of 211 is to provide referrals, but individuals are referred to agencies that provide case management. However, in many instances staff has made three-way

calls or followed up with citizens to ensure help was provided. Additional outreach is made to a certain percentage of callers to verify their customer service experience and referral accuracy.

Chair Lockhart mentioned an up-and-coming transportation measure. If passed, Livermore Amador Valley Transit Authority, will pilot a program in Dublin that offers discounted bus passes to students in need. She asked if there is an organization that can provide assistance with this need.

Ms. DeJung stated that this is a frequent inquiry and that no resource is available for discounted bus passes for students. However, another role of 211 is to identify the gaps at the City and County level to inform organizations of any unmet needs.

Chair Lockhart believes the transportation measure is on the November ballot and can share this information with 211.

Ms. DeJung mentioned that 211 will follow up. She also stated that resources can be shared with 211 on the administrative telephone line at (510) 537-2710, extension 8.

Cm. McCormick asked about tenant rights resources.

Ms. DeJung explained that referrals are based on the type of tenant right and location of the caller.

Cm. McCormick clarified that there may be an issue in one of the affordable complexes in Dublin.

Ms. DeJung mentioned a couple of agencies that may be of assistance: Bay Area Legal Aid and Echo Housing, and then stated that a Resource Specialist at 211 is more familiar with the programs and can identify a specific agency to provide assistance.

Cm. Muetterties asked if there is a similar program in Contra Costa County.

Ms. DeJung stated yes, 211 is a national number and each county is responsible for organizing and funding the program.

MINUTES OF PREVIOUS MEETINGS

4. January 23, 2014

On a motion by Cm. McCormick and seconded by Cm. Wakamoto-Lee, on a vote of 4-0, the HSC unanimously approved the minutes of the January 23, 2014 meeting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 Review of City of Dublin Community Grants Program

Lynette Darensburg presented the review of the City of Dublin Community Grants Program as outlined in the Staff Report.

Ms. Darensburg asked the HSC for input on changes they would like to see in the grant guidelines.

Cm. McCormick stated that she would like a complete financial statement outlining the overall health of the organization, currently only a program budget is provided.

Ms. Cunningham clarified that if the organization is nationwide, like the Young Men's Christian Association, the organizational budget would be for the Tri-Valley chapter of the organization.

Cm. McCormick replied yes, that would be fine.

Chair Lockhart added that this will help the HSC better understand how the money granted will impact the organization as a whole and which organization would have a greater need for funding.

Chair Lockhart asked how the funding minimum of \$3,500 was determined.

Ms. Cunningham explained that the minimum and maximum funding limits were determined in two ways: 1. Reviewing the historical funding averages and; 2. Making the parameters consistent with all three funding programs: Community Support Grant, Housing In-Lieu and Community Development Block Grant (CDBG). The CDBG portion requires onerous administrative requirements and \$3,500 was determined to be appropriate in view of the amount of grant administration required, however \$5,000 might be a more fitting minimum level now.

The HSC agreed that \$3,500 is an acceptable minimum for grant funding.

Ms. Cunningham stated that the HSC have the option to recommend an amount less than \$3,500 to the City Council as an exception, however to apply for grant funding the organization would need to request a minimum of \$3,500.

Cm. McCormick asked for a list of the local board of directors for the applicant organizations.

Ms. Cunningham stated that the list of the board of directors is submitted by the applicant and can be added to the application packets, next fiscal year.

Cm. Wakamoto-Lee asked if the grant applicants are surveyed for their opinion of the grant application process.

Ms. Cunningham responded yes; the most recent survey was completed after the implementation of Zoomgrants. She then stated that now that the HSC is established, next year may be an appropriate time to invite feedback from the grant applicants through another community meeting.

Ms. Cunningham stated that Vice Chair (Vc.) Brown submitted comments regarding the grant process by email, since he is unable to attend in person. Vc. Brown felt the term "unduplicated" needed to be defined more specifically when used to describe clients or persons who are receiving services. Ms. Cunningham mentioned that unduplicated is a CDBG term and is a required question on the application. Upon discussion, the HSC agreed with Ms. Cunningham's suggestion that unduplicated could be defined in parenthesis to clarify what is meant (serving clients one time).

Ms. Darensburg initiated the discussion of the grant application questions and asked the HSC if they had any feedback:

Cm. McCormick stated that she appreciated the questions and presentations and stated they are a great guide in providing an overall picture of the organization.

Ms. Cunningham added Vc. Brown's comments that fiscal year should be clarified for question 22; "Does your agency anticipate having any unspent grant funds at the end of the fiscal year?" And then asked if the HSC felt the question was ambiguous and needed explanation.

After discussion, the HSC agreed to change *fiscal year* to *grant year*.

Ms. Cunningham mentioned Vc. Brown's additional comment to delete questions 28, 29, and 30, which refer to the City of Dublin's mission, vision and values, because the questions do not seem relevant to the requestor. Ms. Cunningham then explained that the questions were added to ensure that grant funding focuses on City Council priorities, but that it may be applicable to have a more broad perspective, instead of looking so closely at the strategies.

After a discussion, the HSC agreed to remove question 30 pertaining to strategies, because a program does not always fall in line with a particular strategy, and to leave questions 28 and 29 regarding the City's vision, mission and values.

Ms. Cunningham confirmed that the HSC wants to ask the City Council to remove question 30 from the grant application questions.

The HSC agreed.

Cm. McCormick asked if question 27 was also up for discussion.

Ms. Cunningham explained that question 27 would need to remain because it is a CDBG required question.

Chair Lockhart asked if the Davis-Bacon/Fair Labor Standards Act would also apply to a local project that has a capital component.

Ms. Darensburg explained that the use of municipal funds for a local project would fall under prevailing wage.

Chair Lockhart asked if an organization, such as Kaleidoscope, who is getting volunteer labor to put in a play area, and needs funding for materials, would fall under prevailing wage.

Ms. Darensburg explained that materials and volunteer help do not fall under prevailing wage, but hiring labor does.

Ms. Darensburg next reviewed the rating criteria with the HSC and opened it up for discussion.

Ms. Cunningham stated that Vc. Brown questioned whether it is a useful tool to differentiate between grant requests. Ms. Cunningham went on to explain that it does help to see how the applicant is qualifying in multiple areas and if they have met prior grant requirements by submitting annual and quarterly reports, showing accountability.

The HSC had no questions regarding the rating criteria.

Ms. Darensburg discussed the recommendation process and asked the HSC for feedback to make the process more seamless.

The HSC all agreed the recommendation process and rating criteria in Zoomgrants was extremely helpful in providing pertinent information.

Cm. McCormick would like to see a change to the way the HSC handles the funding deliberations.

The HSC agreed the funding deliberations should be conducted in public view, but would like a more structured feel with less debating in the public arena.

Ms. Cunningham suggested taking a break after the presentations and giving the HSC time to fill in funding recommendations individually on a spreadsheet, and then Staff could display the HSC recommendations as a group in public view and then begin funding deliberations.

The HSC agreed that this is a good solution.

Ms. Cunningham stated that Staff can also look to see how other agencies handle the process and provide suggestions. She also clarified with the HSC that it is preferential to make funding recommendations during the same meeting as the applicant presentations.

The HSC agreed they would like to make funding recommendations during the same meeting as the applicant presentations.

Ms. Cunningham stated that a worksheet to note funding recommendations will be given to the HSC before the Community Grants meeting next year. This will assist Commissioners with making preliminary funding recommendations prior to the meeting and provide an opportunity for Commissioners to modify their recommendations once they have heard the applicant presentations.

Chair Lockhart asked for an update on the Parks and Community Services Department's work with their Commissions to establish a budget and grant process recommendation for funding of cultural arts programs.

Ms. Cunningham stated that she would report the findings to the HSC. Additionally, the budget hearing to finalize the Community Grant awards will be on May 20, 2014.

8.2 HSC Proposed Mission and Vision Statements

Ms. Cunningham presented the HSC proposed mission and vision statements as outlined in the staff report.

Chair Lockhart wanted to clarify that when the mission statement addresses human service needs, if the human services needs should be defined.

Ms. Cunningham stated that the needs are identified in the needs assessment.

Chair Lockhart suggested the mission statement indicate the needs assessment.

Cm. Wakamoto-Lee stated that since the needs continuously evolve, to modify the statement to read the current needs assessment.

Ms. Cunningham suggested *adopted* needs assessment.

Ms. Darensburg shared Vc. Brown's proposed mission statement: The City of Dublin Human Services Commission will review, evaluate and recommend human services which serve the needs of Dublin residents and of the Tri-Valley.

Chair Lockhart stated that the focus should be on the gaps outlined in an adopted document, otherwise the interpretation of human service needs will be too broad.

Cm. Wakamoto-Lee suggested leaving "collaboration" and removing "with others," due to redundancy.

Ms. Cunningham restated the new mission statement as proposed by the HSC:
The City of Dublin Human Services Commission is dedicated to outreach, education, and collaboration to address the community's human service needs as represented in the adopted needs assessment.

The HSC now discussed the proposed vision statement.

Cm. Wakamoto-Lee noted that human service needs is stated eight times and suggested removing the duplications, when it makes sense to do so.

Ms. Darensburg suggested making the vision statement consistent with the mission statement by changing Eastern Alameda County Human Services Needs Assessment to the adopted needs assessment.

Cm. Wakamoto-Lee stated that she would like the word "awareness" in the mission statement, since community awareness relates not just to needs, but services available; this helps the other part of the community who become aware of the opportunity to volunteer.

Cm. McCormick noted that the word "outreach" only appears in the mission statement and asked if it should also be in the vision statement. She stated the word "responsive" or the idea that the HSC responds and is a forum for the public to voice needs, should be represented in the vision statement.

After discussion the HSC decided to add the word "*advocates*" to the first sentence.

Ms. Cunningham restated the new vision statement as proposed by the HSC:
The Human Services Commission seeks solutions to the needs identified in the adopted needs assessment. The Commission will make recommendations to the Council on priorities for efforts that are consistent with the City Council's adopted mission, vision and values.

The Commission evaluates, encourages and advocates for the provision of human services in the community by making recommendations for organizational grant funding, educating residents on human services needs and promoting available services, supporting citizen awareness, engagement and volunteerism in addressing human service needs, and by collaborating with neighboring cities on regional human services solutions.

Ms. Cunningham stated that Vc. Brown has an additional suggestion to broaden the Bylaws. She clarified that the Bylaw attachment is an excerpt and not the full Bylaws.

Next, Ms. Cunningham explained that the language statements for the vision and mission statement will be presented to the City Council for adoption and that she will advise the HSC of the meeting date prior to adoption.

Chair Lockhart suggested developing work goals to focus on future issues and feels that this effort may encourage the public to attend the HSC meetings, being aware in advance, of future topics of discussion.

Ms. Cunningham stated that a joint HSC meeting with Pleasanton and Livermore is tentatively scheduled for June 10, 2014, being hosted by the City of Dublin.

8.3 City of Dublin Below Market Rate (BMR) Rental Monitoring Report

Ms. Darensburg presented the BMR Rental Monitoring Report as outlined in the Staff Report.

Chair Lockhart asked about the minor issues found in the BMR rental monitoring.

Ms. Darensburg responded that there were two issues: 1. Overcrowding: a one bedroom unit was occupied by three people, with an allowable maximum of two persons per bedroom. And stated that the tenants will not be evicted, however the apartment community was made aware of the standard; 2. A tenant renting an affordable unit also owned property, which conflicts with the City's Inclusionary Guidelines.

Cm. McCormick commented on The Groves, senior community, stating that she is hearing complaints about grandparents keeping grandchildren for weeks at a time and that some of the people living there are under the age of 40.

Ms. Darensburg replied that as long as one person is at least 55 years of age, a second person living in the household can be 45 years old or so.

Ms. Cunningham shared with the Commission a Housing and Human Services Division event scheduled for May 14, 2014, a Senior Resource Open House, to be held at the Dublin Senior Center. Outreach efforts have included a direct mailing to all units within the affordable senior communities and the distribution of marketing materials to the property management of all the apartment communities that have BMR units with the intent to capture seniors in all affordable communities.

Ms. Darensburg confirmed the organizations that will be at the Senior Resource Open House: Echo Housing, Meals on Wheels, Senior Support, Open Heart Kitchen, HICAP (Medicare) and Social Security Administration.

Chair Lockhart asked if transportation will be provided.

Ms. Darensburg confirmed that transportation will be provided for The Grove's community and Carlow Court senior community and that the event is from 10:30 AM - 1:30 PM.

Chair Lockhart asked if The Groves provides van service on a regular basis.

Ms. Darensburg confirmed that The Groves does provide transportation five days per week.

9. OTHER BUSINESS

Ms. Cunningham announced current events going on that are related to the HSC:

- Dublin City Council Meeting - May 6th
 - Axis Community Health – Joint Funding Agreement
 - Proclamation for Affordable Housing Week
- Mayor Sbranti’s Faith Leaders Breakfast
May 15th, Dublin Library
- Farmers’ Market - Volunteer Fair
May 1st
- Dublin Crossing Community Park – Task Force
Deadline May 14th
- Dublin Pride Week “Our City, Our Home”
Sat. April 26th – May 3rd
- Next Regular HSC Meeting
Thursday, July 24th

ADJOURNMENT

Being no further business, the meeting adjourned at 9:27:01 PM.

Respectfully Submitted,

Anastasia Nelson, Recording Secretary

APPROVED:

Chair Chairperson, Chair Lockhart



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: July 24, 2014

TO: Human Services Commission

SUBJECT: Joint Dublin, Livermore, and Pleasanton Human Services Commission Workshop held June 10, 2014
Prepared by Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: The Commission shall discuss the first joint Human Services Commission workshop held with Livermore and Pleasanton on June 10, 2014, including next steps in our regional and local efforts to address human services needs in the Tri-Valley.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive Report and Discuss Next Steps.

DESCRIPTION:

On June 10, 2014, the Commission met for the first time with the Livermore and Pleasanton Human Services Commissions. The Commissions had the opportunity to learn more about each other's interests, share information about their recent activities, and identify priorities for future regional work.

Regional Priority Human Services Needs

At the meeting, the Commissioners reviewed and discussed (Attachment 1 – Meeting Notes) the 2011 East Alameda County Humans Services Needs Assessment (Needs Assessment). Commissioners then participated in a ranking process to identify which of the fourteen needs identified in the Needs Assessment they felt were priorities for future regional work. At the conclusion of the ranking process, the Commissioners jointly identified three specific regional human services needs for future focus:

- Behavioral Health;
- Health Care (including Dental); and
- Senior Services.

To identify methods in addressing these needs, the Commissioners formed a joint subcommittee with two to three representatives from each City Commission. The subcommittee will meet and discuss the three needs, brainstorm opportunities to address the needs (either programmatic or systematic), and jointly engage in agreed upon efforts in the hope of making a positive impact on these needs.

COPIES TO: N/A

ITEM NO: 8.1

Regional Subcommittee

The appointed subcommittee representatives from Dublin's Human Services Commission are Janet Lockhart and Sue Wakamoto-Lee. Livermore's subcommittee representatives are Joanne Horgan, Julie Schnitter, and Diana Carey. Pleasanton's Commissioners opted to wait until their next Commission meeting to identify representatives. They expressed a desire to first receive input from the Commissioners that were absent from the joint workshop. Pleasanton's next Human Services Commission meeting is scheduled for August 20, 2014. Staff anticipates that once Pleasanton's Commission has appointed representatives, a meeting will be scheduled with the joint subcommittee to discuss future steps.

Next Steps for Dublin's Human Services Commission

As a new commission, the joint workshop was a valuable way for Dublin's Commissioners to hear first-hand about Human Services Commission activities in Livermore and Pleasanton. Similar to Dublin, Livermore and Pleasanton's Commissions play an active role in their respective grant recommendation processes. In the past, the two cities have participated in joint projects such as the creation and periodic update of the Human Services Pocket Guide and the Regional Food Storage Project. Livermore's Commission has established annual programming including fundraising efforts and work to provide warm clothing to the homeless each winter. Commissioners are currently focused on the outcomes on the Livermore Mayor's Homeless Summit. Pleasanton's Commission has created a strategic plan and work plan focusing on education and outreach around human service needs. In particular, the Commission is working to produce a white paper on dental service needs for their City Council's consideration.

The July 24th meeting represents the Dublin Human Services Commission's fourth meeting (excluding the joint workshop). Much of the foundational work to create a functioning commission has been completed. In addition to receiving a general overview of the Commission's responsibilities and regulations, the Commission has provided funding recommendations for the Community Grants Program to the City Council, and has crafted a mission and vision statement to help guide future work (included at end of agenda).

At this time, Staff is recommending that the Commission discuss next steps in Dublin's efforts to address human service needs. Potential options may include: identifying one or two priorities from the Needs Assessment for further study, discussion, and action (the needs could be the same as the regional priorities); engage in strategic planning efforts; or seek additional information and education about the emerging human service needs of Dublin residents and identify potential solutions.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Joint Human Services Commission Workshop - June 10, 2014 Meeting Notes
2. 2011 East Alameda County Humans Services Needs Assessment – 14 Needs

COPIES TO: N/A



**JOINT HUMAN SERVICES COMMISSION WORKSHOP
CITY OF DUBLIN, CITY OF LIVERMORE, AND CITY OF PLEASANTON
DRAFT Workshop Meeting Notes
June 10, 2014**

CALL TO ORDER

The June 10, 2014 Joint Human Services Commission (Joint HSC) Workshop was called to order at 7:04 PM at the Dublin Civic Center, Dublin, California, by Chair Janet Lockhart.

PLEDGE OF ALLEGIANCE

Chair Lockhart led the Pledge of Allegiance.

COMMISSIONER INTRODUCTIONS

Introductions commenced with the Commissioners and Staff from the cities of Pleasanton, Livermore and Dublin.

ROLL CALL

Commissioners (Cm.) Present: Dublin: Chair Janet Lockhart, Claudia McCormick, Angela Muetterties, Sue Wakamoto-Lee

Livermore: Vice Chair (Vc.) Rob Durrant, Diana Carey, Joanne Horgan, Helen Meier, Julie Schnitter, Chair Wendy Weathers

Pleasanton: Chair Joyce Berger, Prashant Jhanwar, David Nagler, Brock Roby, Susan Hayes, Theresa Rowland, Vc. Rosiland Wright

Commissioners Absent: Dublin: Vc. Alan Brown

Livermore: Barbara Bianchi Kai, Donette Phillips, Sherry Ramirez

Pleasanton: Alison Boswell, Varsha Clare

Staff Present: Dublin: Amy Cunningham, Assistant to the City Manager; Lynette Darensburg, Administrative Analyst II; Anastasia Nelson, Recording Secretary

Livermore: Jean Prasher, Human Services Program Manager

Pleasanton: Becky Hopkins, Community Services Manager

PUBLIC COMMENT

Kenny Altenburg, Branch Operation Director, of the Tri-Valley YMCA gave an update on the Y-Camp, Kids with Special Needs program. He stated that they were able to lower ratios (8 to 1) of children to licensed child care personnel because of funding from the Commissions, an impressive number in comparison with other camps. He next directed attention to the Emerald Vista Apartment Community as they are requesting more services for resident parents. With the help of grant funding through Kaiser, YMCA is looking to offer a holistic health program. He then introduced YMCA's Case Manager, Susan, who is providing valuable one-on-one counseling and case management to residents at Emerald Vista.

AXIS COMMUNITY HEALTH – FUTURE COMMUNITY HEALTH CENTER PRESENTATION

Sue Compton, CEO, of Axis Community Health (Axis) shared information about the community capital campaign to build a new community health center. She explained that Axis is the sole provider of primary care medical services to the uninsured and low income residing in the Tri-Valley with clinics in Pleasanton and Livermore (including mental health). They serve 14,000 people and project an estimated 20,000 by the year 2016. Their current clinic sites are bursting at the seams even with 22 exam rooms, an estimated 50 exam rooms are needed to cover anticipated growth. She explained that the next phase of the project is construction. It is estimated to start November 1, 2014 with a target opening date of August 1, 2015.

She then answered questions from the Commissioners, explaining the community capital campaign goal is \$1.7 million dollars. The current clinics will not close because the exam rooms are needed and the patients expected to use the new clinic are residents of the Tri-Valley, with 60% of the patients living in Livermore.

Ms. Hopkins introduced the M & M game. Commissioners answered a question of choice (from the list provided), corresponding to the M & M color. This exercise encouraged relationship building and familiarity among Commissioners; a lively discussion ensued.

COMMISSIONS ROUNDTABLE

Chair Lockhart opened up the floor to each Commission to share information about recent activities and accomplishments.

Chair Weathers of Livermore related that their total grant funding of \$703,901 dollars was disbursed among capital projects, public service and program administration. She explained the difficulty of only funding 20 of the 33 applicants. She next spoke of the Livermore Human Services Commission's (HSC) involvement in the Housing First Program and the City of Livermore's Homeless Summit.

Ms. Prasher explained that 203 people attended the Homeless Summit and (for the first time) the City of Livermore will be funding a homeless outreach team with the aide of Abode Services (Abode). She then explained that the City of Livermore is participating in Housing First. This is a pilot program in Alameda County, in collaboration with other cities, where

grant money is used to put the chronically homeless directly into a home instead of a shelter, which contributes to a reduction of overall medical and emergency service costs.

Chair Weathers also mentioned that December is a dynamic month of fund raising with efforts to provide warm clothing to the homeless and concluded by inviting fellow Commissioners to participate in these events.

Ms. Prasher answered additional questions about the Housing First program. She explained that Alameda County provides an Emergency Solutions Grant for permanent housing vouchers and that the City of Livermore gives Abode \$25,000 dollars for case management. Abode also provides other sources of funding with the goal of getting those housed stabilized and off the housing voucher, so it can be used to assist others in need.

Chair Berger informed fellow Commissioners that the City of Pleasanton HSC put together a strategic plan (with the help of a consultant), a work plan and a timeline to promote education and outreach, focusing on dental services with the goal of producing a white paper for their City Council.

The Joint HSC discussed dental services further clarifying the need to find willing providers to deliver services to low income families and the uninsured in the Tri-Valley with the current reimbursements that are available. In the discussion the Joint HSC identified program funding sources through the school district (awarded \$5,000 from the City of Livermore), Medi-Cal (covering foster children until the age of 26), but noted the additional out-of-pocket co-pay would make it difficult for these income groups.

Cm. McCormick asked the Commissions how often they meet. Livermore and Pleasanton Commissions confirmed they meet once a month.

Chair Lockhart stated that the Dublin HSC meets quarterly and although newly formed jumped right into Community Grant funding and directing funds to organizations that provide services as identified in the needs assessment. The HSC set a precedent in requesting that arts programs be referred to a different funding source. She stated that \$120,000 dollars was allocated from the City's General Fund, and additional CDBG funding through Alameda County. She then mentioned that the HSC created a mission and vision statement. She also mentioned a noteworthy event, the "Senior Resource Open House." This event was held in Dublin to bring seniors together with service providers that are able to offer targeted human services resources.

Chair Weathers asked how many homeless are in Dublin.

Ms. Cunningham stated that Alameda County issued numbers, but concerns arose as to the accuracy of the numbers.

Chair Lockhart stated that the homeless in Dublin are primarily those living on the edge or "couch surfing."

Cm. Roby asked if Dublin would have to wait until the next census to know if the population has reached 50,000.

Ms. Darensburg responded that HUD looks at the American Community Survey annually, even though the numbers come out every 2-3 years, and it is anticipated that as of July 1, 2014, the City will know if it has become an entitlement City.

Ms. Prasher stated that a homeless count is coming up January 2015 and volunteers will be needed to interview the homeless. The interviews are usually conducted at feeding sites or locations where the homeless congregate.

Ms. Cunningham stated that information can be sent to the Commissioners when available regarding volunteer opportunities for the up-and-coming homeless count.

TRI-VALLEY HUMAN SERVICES NEEDS – DISCUSSION AND PRIORITIZATION

Chair Lockhart opened the floor for a discussion on the Tri-Valley human service needs, suggesting the formation of a subcommittee of the three Commissions focusing on the group's top priority needs.

Ms. Prasher gave a brief overview of the 2011 Eastern Alameda County Human Services Needs Assessment (needs assessment), highlighting the top 14 needs.

Ms. Cunningham next had the Commissioners identify the top five needs out of the fourteen, and then explained that two from the top five will be further identified.

Chair Lockhart recessed the Joint HSC at 8:31 PM for a break.

Chair Lockhart called the meeting back to order at 8:43 PM.

The Joint HSC choose six human service needs, instead of five (due to a tie), and then out of the top six, chose their top three. The top three human services needs are: 1. behavioral health; 2. health care (including dental); and 3. senior services.

Chair Lockhart opened up a discussion on how the Commissions could deal with the top priorities either through forming a subcommittee or by some other means. One idea was to communicate between Commissions to keep all informed of progress.

Ms. Cunningham commented that the agendas from each Commission's meeting can be shared with the other Commissions.

Chair Lockhart reminded the Commissioners of the Brown Act and the responsibility of notifying the public when meeting together.

Additional thoughts from the HSC were to tackle projects that affect all three Cities. All Commissioners were in agreement of forming a subcommittee to address the identified three priorities.

Chair Rowland mentioned the issue of families in poverty and suggested holding a summit and including City leadership, HSC, and school districts to problem solve, explaining that visibility would show concern in the eyes of the community.

Chair Lockhart stated that as neighboring communities, one of the biggest powers is to speak with one voice. She continued that the Joint HSC offering findings to Alameda County on what needs the cities have in common carries weight.

Com. Nagler suggested a systemic approach versus programmatic. He gave an example of a work group with ongoing discussions between the HSC and the school districts. He mentioned the need to create a way for the HSC to know of evolving changes and what individual jurisdictions can do to respond to them.

Ms. Prasher spoke of an initial convening meeting at Axis's new center regarding poverty in the Tri-Valley. She stated that Kaiser handed out a book, "Poverty in Suburbia," which talks about poverty seeping into suburban areas. These areas have no infrastructure to handle the poverty issues and it leads to people getting overlooked and hiding because they feel stigmatized. She mentioned that the next meeting is September 30, 2014. She also stated that the East Bay Community Foundation would like to expand their focus to the Tri-Valley.

The Joint HSC discussed this important step in acknowledging poverty in the Tri-Valley. Available data provides evidence of the needs. Concern was noted not to duplicate efforts, but to liaison and to get involved with tangible, doable ideas that can fill an unmet needs.

Chair Lockhart expressed concern about holding a summit and suggested supporting local city councils that have the power to make things happen and encouraged a tangible project of supporting summits without initiating them.

The Joint HSC discussed agencies with surplus supplies (i.e. vans, food) and how the Commissioners can use this information to relate needs and solutions to elected officials.

Ms. Cunningham explained the reason for the meeting today is to identify regional priorities, rather than distinguishing between strategy or tangibility. She encouraged the HSC to talk with elected officials and community members about the identified priorities and reminded the Joint HSC that dental care is under the umbrella of health care.

Ms. Hopkins talked about the idea of a joint platform to educate the community and Alameda County on the Joint HSC priorities.

Chair Lockhart asked if each Commission should work on one priority each.

Ms. Prasher stated the Joint HSC should work jointly to have a Tri-Valley voice directing attention to priorities affecting all three cities.

Ms. Hopkins emphasized that a joint voice is tangible and recommended a smaller work group to come up with a statement and objectives that would create a communication piece around the needs assessment.

Ms. Cunningham explained that Staff was hoping the Joint HSC Subcommittee could brainstorm ideas, bringing concepts back to their respective Commissions who could further identify solutions.

Ms. Prasher reminded the Joint HSC that according to the City of Livermore attorney, if there is one person from each Commission meeting together, the Brown Act applies.

Representatives for the Joint HSC Subcommittee from the Dublin and Livermore Commissions were decided upon: Chair Lockhart and Cm. Wakamoto-Lee from Dublin, Cm. Horgan, Cm. Schnitter and Cm. Carey from Livermore; and Pleasanton will decide next week at their Commission meeting.

OTHER BUSINESS

The Tri-Valley Health Fair, Carnaval de la Salud, August 23, 2014, 10 AM - 4 PM, is funded through Measure A dollars. The health fair will focus on Spanish speaking and low income families, providing health screening, and free transportation to and from the event. Outreach is provided through the schools and a speaker series was conducted in all three communities targeting specific language groups. Volunteers are needed and can sign up through the website at trivalleyhealth.org.

ADJOURNMENT

Being no further business, the meeting adjourned at 9:39 PM.

Respectfully Submitted,

Anastasia Nelson, Recording Secretary

APPROVED:

Chairperson, Janet Lockhart



14 AREAS OF CONCERN

as Identified in the Needs Assessment

2011 Tri-Valley Needs Assessment Findings by Area of Concern *

1	Behavioral health (mental health and substance abuse)	8	Disabilities
2	Affordable housing	9	Food and nutrition
3	Health care	10	Senior services
4	Workforce development	11	Youth services
5	Homelessness	12	Child care, early childhood development and education
6	Transportation services and access	13	Changing demographics and growing diversity
7	Domestic violence and child abuse	14	Financial assistance

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AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: July 24, 2014

TO: Human Services Commission

SUBJECT: Commissioner Term of Office and Reappointment Process
Prepared by Lynette Darensburg, Administrative Analyst II

EXECUTIVE SUMMARY: The Commission will be presented with information regarding the term of Commission office and reappointment process.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive the report.

DESCRIPTION:

As a provision of the Human Service Commission Bylaws and Rules of Procedures, Commission members are appointed for terms which run four (4) years beginning in December of even numbered election years and end in December of even numbered election years. At the end of a Commissioner's term, the Commissioner may be reappointed to the Commission in the same manner as the initial appointment. Commissioners are eligible to serve a maximum of eight years with two (2) 4-year terms.

On October 1, 2013, Mayor Sbranti appointed the first members to the Human Service Commission. As mentioned, typically appointments are completed in December of even-numbered election years. However, the Human Service Commission started in the middle of the regular appointment cycle and there was a need to stagger Commissioner terms. Two commissioners were appointed to approximately one-year terms and three commissioners were appointed to three-year terms. The staggered timeline will allow for all City Commission appointments to occur on the same cycle as other City Commissions beginning in December 2014. The table below depicts the current commissioners, position and term expiration:

Commission Member	Position	Term Expiration
Janet Lockhart	Chairperson	December 2016
Alan Brown	Vice Chairperson	December 2016
Claudia McCormick	Commissioner	December 2016
Angela Muetteries	Commissioner	December 2014
Sue Wakamoto-Lee	Commissioner	December 2014

As described in the table above, appointments for two Commissioners will expire in December 2014. Commissioners assigned to positions that will expire this December can reapply for reappointment during the upcoming process

COPIES TO: N/A

ITEM NO: 8.2

through the City Clerk's Office. The City Clerk's Office will conduct advertising and recruitment efforts associated with Commission vacancies. Additionally, Staff will advise the Human Services Commission when the application process has opened.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Human Service Commission Bylaws and Rules of Procedures

**CITY OF DUBLIN
HUMAN SERVICES COMMISSION
BYLAWS AND RULES OF PROCEDURE**

I. **GENERAL PROVISIONS**

A. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Human Services Commission of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

B. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Commission.

II. **COMMISSION COMPOSITION AND METHOD OF APPOINTMENT**

A. The Human Services Commission shall be composed of five (5) members.

B. The Mayor shall make all appointments to the Commission, with the approval of the City Council.

C. Commission members may resign at any time giving written notice to the Mayor and City Clerk.

III. **TERM OF OFFICE AND REMOVAL**

A. Commission members shall be appointed for terms which run four (4) years beginning in December of even numbered election years and ending in December of an even numbered election year. At the end of a Commissioner member's term, the Commission member may be reappointed to the Commission in the same manner as the initial appointment. Commission members shall be eligible to serve a maximum of eight (8) years with tow (2) 4-year terms.

B. Any member of the Commission may be removed from office by the Mayor, with the approval of a majority of the City Council. Removal and appointment of Commissioners shall be made only at a regularly scheduled meeting of the City Council.

C. Commission members must attend 75% of all regular and special meetings in a 12 month period. The Secretary to the Commission shall provide the Mayor with quarterly attendance reports and an annual overview of attendance by Commission members. The Secretary to the Commission shall notify the Mayor if a Commission member is absent from two consecutive meetings. The Commission member shall also be notified that they may be removed from the Commission.

D. If a Commission member ceases to reside in the City of Dublin, said Commissioner's office shall be declared vacant.

IV. **VACANCIES**

A. Vacancies on the Commission occurring other than by expiration of term shall be filled for the unexpired portion of the term in the same manner as the original appointment.

V. **OFFICERS**

A. Election and Term of Office. The Commission shall elect a Chairperson and Vice Chairperson at the first meeting in January of each year or, if a quorum is not present, at the next meeting at which a quorum is present. The Chairperson and Vice Chairperson shall serve until their successors are elected, or until their terms as members of the Commission expire, whichever is first. The Commission shall, unless no Commissioners meet the criteria, elect Commissioners to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for no more than two consecutive years.

The secretary to the Commission will be the City Manager or his/her designee.

B. Vacancies. In case of any vacancy in the Office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

C. Duties of Officers. The Chairperson performs the following duties:

1. Presides at all meetings of the Commission.
2. Appoints committees and chairpersons of committees as necessary.
3. Signs correspondence on behalf of the Commission.
4. Represents the Commission before the City Council.
5. Performs other duties necessary or customary to the office.

D. The Committees. The Commission or the Chairperson, upon direction of the Commission, may appoint several of its members, but fewer than a quorum, to serve as a Committee. On certain occasions, such as when a particular kind of expertise or public representation is desirable, the Commission may appoint non-members to the Committee. Committees make recommendations directly to the Commission.

A Committee may not represent the Commission before the Council or other bodies unless it has first received the authorization of the Commission to do so.

VI. **MEETINGS**

A. The Commission shall hold regular meetings at least once per quarter at a designated time and place which shall be fixed and determined by the Commission and entered upon its minutes. All meetings of the Commission shall be open to the public. Special meetings of the Commission may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

B. A majority of the voting members of the Commission shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Commission, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

VII. **GENERAL RESPONSIBILITIES OF THE COMMISSION**

A. The Commission shall consider and make recommendations as it deems necessary to the City Council and to City Staff in all matters pertaining to human service needs in the Tri-Valley. Such recommendations would include, but are not limited to the Community Grants Program, the 2011 Tri-Valley Needs Assessment, and the federal Community Development Block Grant Program.

VIII. **DUTIES OF COMMISSION TO BE ADVISORY ONLY**

A. It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions.

IX. **STAFF ASSISTANCE**

A. The City Manager shall provide the Commission with such information and Staff assistance as the Commission may, from time to time request, subject to the limitations imposed by the City Council.

X. **AMENDMENTS**

A. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.