



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

The July 24, 2014 Human Services Commission (HSC) was called to order at 6:59:00 PM at the Dublin Civic Center, Dublin, California, by Chairperson (Chair) Lockhart.

ROLL CALL

Commissioners (Cm.) Present: Vice Chair (Vc.) Brown, Lockhart, McCormick, Muetterties, Wakamoto-Lee

Commissioners Absent: None

PLEDGE OF ALLEGIANCE

Chair Lockhart led the Pledge of Allegiance.

ORAL COMMUNICATIONS

3.1 Public Comments – None

3.2 Presentation by Alameda County Sheriff's Office

Paul Hess, Emergency Services Supervisor of Alameda County Sheriff's Office, with the Office of Homeland Security and Emergency Services presented information about how the Sheriff's Office collaborates with local social service agencies in emergency situations.

Mr. Hess mentioned that most cities have established emergency volunteer centers with an organized group of people, trained to help at the time of an incident.

Chair Lockhart stated that these volunteers are referred to as disaster relief volunteers.

Amy Cunningham, Assistant to the City Manager, stated that the Neighborhood Resources Unit in conjunction with Roger Bradley, Assistant to the City Manager, is coordinating that function for the City of Dublin.

Chair Lockhart asked if block captains and the Neighborhood Watch Program is involved.

Mr. Hess confirmed the Neighborhood Watch Program is involved. He further stated that a grant received this year is helping to establish a website for the emergency volunteer centers. He added that the website has information for the public and for the volunteer centers to provide continuing training and mentoring.

Chair Lockhart asked if Collaborating Agencies Responding to Disasters (CARD) is reaching out to people where English is their second language. She explained that Dublin includes many people in this demographic and expressed concern about the lack of disaster preparedness information provided to these residents.

Mr. Hess stated that he was not sure if CARD is reaching out to other language groups, but will check on that.

Vc. Brown asked what services the emergency volunteer centers provide.

Mr. Hess explained that the centers collect, analyze and categorize the skill level of each volunteer and assign them to functions that best match their skill set.

Cm. McCormick asked if CARD is a government agency.

Mr. Hess explained that CARD is a not-for-profit organization that provides educational services to people throughout Alameda County.

Cm. McCormick asked if Voluntary Organizations Active in Disaster (VOAD) is similar to CARD.

Mr. Hess explained that VOAD is a nationwide program comprised of various agencies that respond post disaster. VOAD volunteers have specific skills and functions. One, such group, the Mennonite Church, rebuilds homes after a disaster. He also explained another function of CARD is to train people that are economically challenged and agencies that can assist these groups.

Ms. Cunningham explained that CARD spoke at the recent Faith Leaders Breakfast about disaster preparedness and provided faith leaders with information about how their congregations could prepare for disasters.

Terry Langdon with the Office of Emergency Services explained that VOAD is a national program. Alameda County has had its own VOAD program for three years. She added that the Alameda County VOAD is currently identifying church and volunteer organizations that can be used post disaster. She encouraged any group to contact them to be added to the VOAD list.

Vc. Brown asked how the HSC and other Commissions can help with pre/post disaster needs.

Mr. Hess suggested the Commission identify the top ten human services needs that could surface in Dublin post disaster. He then recommended the Commissioners support the City through information and preparedness. He encouraged the Commissioners to think about people with special needs including single moms and the elderly who may need extra assistance post disaster.

Chair Lockhart asked who determines if an organization's facility, whether public or privately owned, can be used for feeding or shelter post disaster.

Mr. Hess explained that in emergencies the Operations group, those staff working in the field (fire, police, public works, emergency services), will advise the Logistics staff that a facility is needed.

Chair Lockhart suggested that the HSC put together a plan to identify facilities that might be needed. She felt that, if possible, organizations should be consulted prior to a disaster about the use of their facilities.

Ms. Cunningham explained that Roger Bradley has a data base that includes organizations and businesses the City works with in the event of an emergency.

Chair Lockhart asked if the Shannon Center is the only volunteer center and voiced concern that it may be problematic getting across town in a post disaster situation.

Ms. Cunningham explained that multiple sites throughout the City have been identified for use as volunteer centers and shelters, including the Office of Emergency Services, which is located by the Santa Rita Jail.

Chair Lockhart asked how Camp Parks military base will be used during a disaster.

Vc. Brown explained that Camp Parks practices various scenarios for preparedness, such as setting up a shelter and a morgue unit. He explained that Camp Parks responds and reports to the Department of Defense about how the facility will be used. He then mentioned that education and communication is the most important role the HSC can have. He suggested the core focus be on the Neighborhood Watch program.

Ms. Langdon reminded the HSC that a shelter in place during criminal activity or during explosions is also a type of mini-disaster. She then added that neighborhood training is paramount to successfully handling the smaller disasters. These events prepare neighborhoods for larger disasters.

Ms. Cunningham stated that Dublin's police officers and fire department are contracted through Alameda County. These relationships provide for greater support in disasters. When faced with a disaster Dublin has many amenities available.

Chair Lockhart stated that the HSC should establish priorities as to whether the Commission will be more effective focusing on everyday human service needs or disasters. She emphasized education as the common denominator for both.

MINUTES OF PREVIOUS MEETINGS

4. April 24, 2014

On a motion by Cm. McCormick and seconded by Cm. Muetterties, on a vote of 4-1, the HSC approved the minutes of the April 24, 2014 meeting. Vc. Brown was absent from the meeting and abstained from voting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

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

Ms. Cunningham opened the discussion by summarizing the joint Human Services Commission workshop as presented in the staff report. She stated that Pleasanton was unable to pick their representatives for the subcommittee due to a lack of a quorum for their last meeting. She added that they expect to choose two or three representatives at their next meeting in late August.

Cm. McCormick thought the joint meeting was a valuable exercise in learning how other commissions approach the needs in their communities. She noted that some commissions take a hands-on approach by raising money, designing a community plan and identifying agencies to fund that fill their priority needs.

Ms. Cunningham highlighted that the other two cities have a much larger population and are eligible for Community Development Block Grant (CDBG) funding as entitlement cities, whereas Dublin mainly uses General Fund money in granting funds.

Cm. Wakamoto Lee noted that Livermore is collaborative within the region.

Ms. Cunningham stated that Livermore and Pleasanton commissions are excited that Dublin has a formal HSC as this creates opportunities for more regional collaboration.

Vc. Brown suggested establishing a HSC task force to assist in the recruitment of volunteers to help with the HSC's educational piece. He explained that task forces have been used by other commissions and may provide the hands-on approach the HSC is looking for.

Cm. McCormick stated she would also like to see a more proactive approach either through a task force or through a design plan with the assistance of a consultant who can identify funding needs.

Ms. Cunningham explained that grant funding centers on the City Council's priorities. She then outlined progressive steps taken regionally and locally addressing human services needs in the Tri-Valley.

Vc. Brown emphasized the importance of knowing the demographics of those in need, including: age, gender, race and economic status. He explained that this would assist in targeting services to existing and emerging needs.

Cm. McCormick asked if demographic statistics appear in Eastern Alameda County Human Services Needs Assessment (Needs Assessment).

Ms. Cunningham stated that the Needs Assessment does contain some demographic data, but it may be too dated and general to use. She suggested getting more current data.

Chair Lockhart elaborated that Scott Haggerty of Alameda County Board of Supervisors may have this information. She suggested having Josh Thurman, Deputy Chief of Staff, from Scott Haggerty's Office speak to the HSC regarding the demographics of Dublin residents and their needs.

Vc. Brown suggested obtaining demographics from Eden I & R.

Ms. Cunningham explained that the demographics obtained from Eden I & R are provided voluntarily by the participants and may not be conclusive.

Chair Lockhart suggested obtaining a broader range of demographics: age, number of children and single parent households. She stated these statistics may be obtained through The Young Men's Christian Association, Eden Housing or the Groves at Dublin Ranch.

Cm. Wakamoto-Lee stated that Axis Community Health may be able to provide statistics. She also suggested capturing English as a second language data. She noted that Eden I & R may record this statistic when translation services are used.

Ms. Cunningham asked if the HSC would prefer: 1. Staff to compile data; or 2. to have service providers come in and speak; or 3. Staff can compile a list and the Commission can choose a few providers from the list to come in and speak.

Chair Lockhart stated choosing from a list would be helpful.

Cm. Muetterties asked if the HSC can make a request from the City Council to meet monthly.

Ms. Cunningham explained the process to increase the frequency of meetings would be initiated through the strategic planning process. It would require additional funding and staff resources.

Chair Lockhart stated that for the HSC to be effective, they would need to meet more often. She further explained that to educate the public it would be easier for them to remember a monthly meeting, rather than quarterly.

Cm. Wakamoto-Lee added that the HSC should identify an effective way to provide communication, either through a meeting or reading materials.

Chair Lockhart stated that some education can be provided through the Neighborhood Watch captains.

Cm. Muetterties asked how often block captains meet.

Ms. Cunningham answered that it is up to each neighborhood to decide how often they would like or need to meet.

Cm. Muetterties suggested the HSC represent at National Night Out.

Chair Lockhart stated that it is up to the City Council to decide if the HSC should attend National Night Out.

Ms. Cunningham clarified, as individuals the Commissioners could attend National Night Out gatherings and discuss regional priorities with community members.

Chair Lockhart suggested the HSC focus on the local need of mental health. She explained this regional priority does not get addressed often. Understanding and acceptance must exist for organizations to effectively assist these people in successfully living on their own in the community.

Ms. Cunningham suggested the Commissioners focus on what the majority of residents need.

Vc. Brown stated that behavioral health is a recognized need and suggested bringing in organizations that can discuss the topic with the HSC.

Chair Lockhart suggested seeking data to determine if Dublin residents have unmet mental health needs.

Cm. Wakamoto-Lee explained that behavioral health is hard to identify and unless you see a person in a particular behavior, it may go unnoticed.

Ms. Cunningham suggested having Josh Thurman speak at the next HSC meeting to identify behavioral health and other County services provided to residents in Dublin.

Cm. Wakamoto-Lee stated that Dublin broke the barrier with what low income housing looks like. She would like to see Dublin do the same with mental health, by taking out the stigma and adding compassion.

Chair Lockhart stated that mental health has been silently calling for help but the HSC would need City leadership support before it can be tackled. She related to her fellow Commissioners that as a Commission, their role is to advise the Council.

Ms. Cunningham suggested that the HSC could identify the top needs and recommended actions for the City Council to consider through the strategic planning process.

The HSC discussed whether to focus on the top three regional issues as decided upon at the joint HSC workshop.

Cm. Muetterties asked if Josh Thurman could help the HSC identify the most critical need out of the top three.

Ms. Cunningham stated that Josh can pull data relating to the top three needs. She asked for consensus from the Commissioners that they want to focus on the top three regional needs and not any of the other eleven needs identified in the Needs Assessment.

The HSC agreed to focus on the top three needs decided upon at the joint Human Services Commission workshop: 1. behavioral health; 2. health care (including dental care); and 3. senior services.

Ms. Cunningham stated that all three cities are currently doing a lot to help meet the need for medical services through the joint funding agreement with Axis Community Health (Axis). The funding will assist with construction of the new facility.

Vc. Brown asked if Axis has a behavior health unit.

Ms. Cunningham stated yes. She explained counseling services are provided in addition to referrals to other agencies that might have resources to address mental health needs.

Vc. Brown reiterated how the Commission can go forward with a plan: 1. get data; and 2. review the data to determine a priority; and 3. write it down.

The HSC discussed how they can write it down through a work session, an identified timeline, and a work plan.

Ms. Cunningham reiterated that at the next HSC meeting Josh Thurman from Scott Haggerty's Office will be invited to speak. He could provide the County's perspective on what the needs are as it relates to the three regional priorities and suggest ways the HSC can move forward locally. Once the information is presented the HSC can discuss the results and draft a work plan.

Chair Lockhart asked if the HSC can be informed of the new strategic planning process so that more meeting opportunities for the Commission can be requested.

Ms. Cunningham explained that the strategic planning process starts after the new City Council is seated.

8.2 Human Services Commissioners Term of Office and Reappointment Process

Ms. Darensburg presented the term of office for each Commissioner and explained the reappointment process. She advised that the process will begin in the latter part of October or beginning of November.

Ms. Cunningham encouraged the Commissioners to outreach to residents interested in human services and encourage them to apply. She explained that the HSC appointment process will be aligned with the other commissions starting next year.

OTHER BUSINESS

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

Cm. Muetterties shared information about an event in Pleasanton, Kids Against Hunger. Volunteers packed food that was then shipped to Haiti.

Cm. McCormick invited the Commissioners to the McCormick Rose Garden dedication ceremony at Emerald Glen Park on August 7, 2014, 5:30 PM.

Ms. Darensburg stated that the City of Dublin received notification from the U.S. Department of Housing and Urban Development (HUD) that the City has reached the population threshold to become an entitlement City. She explained that the City has already entered into a cooperative agreement with Alameda County for the next three-year cycle and that will remain in place. Over the next several months, the City will evaluate whether to become an entitlement City as of June 2018.

Chair Lockhart asked if HUD requires a three-year agreement.

Ms. Darensburg confirmed that HUD does mandate a three-year agreement.

Ms. Cunningham explained that this will give the City time to study and determine if it makes sense to become an entitlement City or stay with the County.

Ms. Darensburg explained that one of the big concerns is funding. Currently the City is able to use approximately 55 percent of its CDBG funding for public services. She explained that as an entitlement City, that amount would be reduced to 15 percent.

Chair Lockhart asked if contract services for fire and police services are paid out of the General Fund.

Ms. Cunningham confirmed that public services for fire and police services are primarily paid out of the General Fund.

Ms. Darensburg clarified that in this case not-for-profit organizations/grant recipients are referred to as public services.

Ms. Cunningham further explained that public services is a CDBG funding category and includes the not-for-profit programming.

Ms. Darensburg explained that as an entitlement city, the City is eligible to receive more CDBG funding, however specific funding categories are capped. She explained that currently CDBG

public services are funded at \$46,000 and as an entitlement city only \$18,000-\$20,000 could be used towards public services.

Chair Lockhart stated that the City would receive additional funds in other areas.

Ms. Darensburg agreed that other funds would be received; however the use of those funds is limited because of stringent requirements, such as providing curb cuts in low income areas. She further explained that HUD allocates money according to factors including population, age of housing, low income census tracts, and community income.

Ms. Cunningham explained that HUD estimates the City would receive \$155,000 in CDBG funding with \$15,000 to \$18,000 available to not-for-profit organizations for program and operational purposes.

Chair Lockhart asked how the not-for-profit organizations get served by Dublin's neighboring cities.

Ms. Darensburg explained that other cities receive more CDBG funding than Dublin and are also limited in the way they can spend monies received from HUD.

Ms. Cunningham reiterated neighboring cities are capped at 15 percent also; however they receive more money so the actual dollar figure they are able to allocate to public services is higher. She also stated that entitlement would require more administrative work and staff time. She explained that it is Staff's perception that the HSC and City Council are interested in retaining the ability to give as much funding as possible directly to not-for-profit programming. Currently the City gives more than the 15 percent cap because some of the agencies in the County's pool do not use their funding for public services. This allows the City of Dublin to access more funds for public services.

Ms. Darensburg stated that Staff will ask the City Council to reactivate the Ad Hoc CDBG Subcommittee to re-evaluate the CDBG program. She stated that the grant process is starting again and post cards will be sent to the grant recipients informing them of the mandatory grant workshop.

Ms. Cunningham explained that funding for the arts programs has been reviewed by the Parks and Heritage and Cultural Arts Commissions as suggested by the HSC. In August/September Staff will present recommendations to the City Council about how to allocate funding to arts in the future.

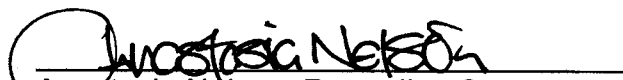
Up-and-coming events:

1. Scott Haggerty's Office, a public meeting through the public health department, August 4, 2014, 5:30-7:30 PM, Livermore Library;
2. Tri-Valley Health Fair, Carnaval de la Salud, August 23, 2014, 10 AM - 4 PM (in need of volunteers);
3. Tri-Valley Poverty Awareness Initiative, a new grassroots effort to educate the community on poverty in the region; and
4. HSC meeting, Thursday, October 23, 2014

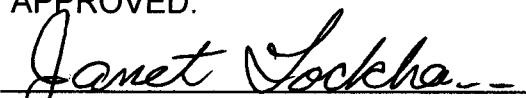
ADJOURNMENT

Being no further business, the meeting adjourned at 9:00:47 PM.

Respectfully Submitted,


Anastasia Nelson, Recording Secretary

APPROVED:


Chairperson, Janet Lockhart