



City of Santa Rosa

Communications &
Intergovernmental
Relations Office
637 First Street
Santa Rosa, CA 95404

Community Advisory Board Special Meeting Minutes - Draft

Wednesday, February 12, 2025

6:00 PM

SPECIAL MEETING

1. CALL TO ORDER

Vice Chair Rodriguez called the meeting to order at 6:00pm.

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

NONE

3. ROLL CALL

Present: 4 - Vice Chair Andrea Rodriguez, Board Member Ana M. Diaz, Board Member Jude Frates, and Board Member Derek Knowles

4. SCHEDULED ITEMS

4.1 MOTION - COMMUNITY IMPROVEMENT GRANTS

BACKGROUND: The Community Advisory Board (CAB) reviews and approves the 2024 Community Improvement Grant Applications. The Board shall award grants to the applicants whose projects best meet the criteria. There are three grants from Q3 and one from Q4 2024, bringing the total to 4 applications eligible for funding, totaling \$8,500. The current balance is \$16,553.08; if all grants are awarded the remainder balance for the current fiscal year will be \$8,053.08.

RECOMMENDATION: It is recommended by the Communications and Intergovernmental Relations Department that the Community Advisory Board, by motion, determine the dispersing of Community Advisory Board Q3 and Q4 2024 Grants.

Ana Horta, Community Engagement Manager, provided information and answered CAB Member questions.

Jason Nutt, Acting CIRO Director, assisted with answering CAB

Member questions.

Public Comments:
None

A motion was made by Board Member Knowles, seconded by Board Member Diaz, to approve awarding \$1000.00 for each grant application.

The motion failed by the following vote:

Yes: 1 - Board Member Diaz

No: 3 - Vice Chair Rodriguez, Board Member Frates, and Board Member Knowles

A motion was made by Board Member Frates, seconded by Vice Chair Rodriguez, to conduct a vote on each grant individually.

The motion carried by the following vote:

Yes: 4 - Vice Chair Rodriguez, Board Member Diaz, Board Member Frates, and Board Member Knowles

A motion was made by Board Member Frates, seconded by Board Member Knowles, to recommend for disapproval the grant application for the Redwood Empire Chinese Association's Lunar New Year Celebration at Finley Center.

The motion carried by the following vote:

Yes: 3 - Board Member Diaz, Board Member Frates, and Board Member Knowles

No: 1 - Vice Chair Rodriguez

A motion was made by Board Member Frates, seconded by Board Member Diaz, to approve the grant application for Latino Service Providers Winter Celebration for \$2500.00.

The motion carried by the following vote:

Yes: 3 - Vice Chair Rodriguez, Board Member Diaz, and Board Member Frates

No: 1 - Board Member Knowles

A motion was made by Board Member Frates, to disapprove the grant application for the Visitor's, Guest's and Resident's Appreciation Day.

The motion did not receive a second and was lost.

A motion was made by Vice Chair Rodriguez, seconded by Board Member Diaz, to approve the Greater Cherry Spring Fling grant application for \$2500.00.

The motion failed by the following vote:

Yes: 2 - Vice Chair Rodriguez, and Board Member Diaz

No: 2 - Board Member Frates, and Board Member Knowles

A motion was made by Board Member Knowles, to approve the grant application for the Greater Cherry Spring Fling for \$2000.00.

The motion did not receive a second and was lost.

A motion was made by Board Member Frates, to approve the grant application for the Greater Cherry Spring Fling for \$1250.00.

The motion did not receive a second and was lost.

A motion was made by Board Member Knowles, seconded by Vice Chair Rodriguez, to approve the grant application for Greater Cherry Spring Fling for \$2000.00.

The motion carried by the following vote:

Yes: 4 - Vice Chair Rodriguez, Board Member Diaz, Board Member Frates, and Board Member Knowles

A motion was made by Board Member Frates, seconded by Board Member Knowles, to recommend for disapproval the grant application for Visitor's, Guest's and Resident's Appreciation Day.

The motion carried by the following vote:

Yes: 3 - Board Member Diaz, Board Member Frates, and Board Member Knowles

No: 1 - Vice Chair Rodriguez

4.2 MOTION - ADOPTION OF 2025 CAB MEETING SCHEDULE

The Community Advisory Board (CAB) connects city government and residents so the public can have a voice in decisions that impact their lives and build a stronger community. The CAB currently meets on 4th Wednesday of every month, except when otherwise noticed. Meetings begin at 6:00 p.m. and are held in the City's Chamber Building, located at 637 1st Street, Santa Rosa. City Charter requires that CAB meets at least quarterly. Staff recommends the adoption of every other month meeting schedule as follows:

January 22

March 26

May 28

July 23

September 24

November 19*

*Due to the CAB meetings being close to the holiday in November, staff recommend holding the meeting on the 3rd Wednesday in November.

RECOMMENDATION: It is recommended by staff that the CAB, by motion, approve the 2025 meeting schedule as proposed.

Ana Horta, Community Engagement Manager, provided information and answered CAB Member questions.

Public Comments:

None

A motion was made by Board Member Diaz, seconded by Vice Chair Rodriguez, to approve as amended the 2025 meeting schedule with November 12, 2025, substituted for November 19, 2025.

The motion carried by the following vote:

Yes: 4 - Vice Chair Rodriguez, Board Member Diaz, Board Member Frates, and Board Member Knowles

5. ADJOURNMENT

Seeing no further business, Vice Chair Rodriguez adjourned the meeting at 7:10pm.

Approved on:

**Steven V. Brown,
Recording Secretary**