



**Community Advisory Board
Regular Meeting Minutes - Final**

Wednesday, November 19, 2025

5:30 PM

1. CALL TO ORDER

Chair Rodriguez called the meeting to order at 5:30PM.

2. REMOTE PARTICIPATION UNDER AB 2449 (IF NEEDED)

NONE

3. ROLL CALL

Present: 4 - Chair Andrea Rodriguez, Board Member Clay Daulton, Board Member Joshua Hamzehee, and Board Member Douglas Mondell

Absent: 3 - Vice Chair Jude Frates, Board Member Ana M. Diaz, and Board Member Derek Knowles

4. PUBLIC COMMENTS

Janice Karrman made comments regarding the City Council meeting on November 18, 2025, and the positivity she witnessed during the proceedings.

Duane DeWitt made comments regarding public attendance at CAB meetings, that City boards have become overly politicized, and stated that the CAB has not achieved its foundational goals.

5. APPROVAL OF MINUTES

Public Comments:

None

5.1 Draft Minutes - September 24, 2025

Approved as submitted.

6. SCHEDULED ITEMS

6.1 PRESENTATION - PUBLIC ART PROGRAM OVERVIEW

Staff will provide an overview on the Public Art Program, related documents, policies and procedures.

Meredith Knudsen, Art and Culture Coordinator, gave a presentation and answered Member questions.

Public Comments:

Duane DeWitt made comments regarding City murals that need to be updated, recommended the creation of a Gold Star Veteran's Memorial, and identified the need for the City to create community creative zones.

6.2 MOTION - COMMUNITY IMPROVEMENT GRANTS

BACKGROUND: The Community Advisory Board (CAB) reviews and approves the 2025 Community Improvement Grant Applications. The Board shall award grants to the applicants whose projects best meet the criteria. The three grants submitted for the October-November 2025 period total \$7,000. The current balance is \$28,673.50; if all grants are awarded the remainder balance for the current fiscal year will be \$21,673.50.

- The Makeshift Traveler Backpack grant application from The HomeMore Project requests \$2,000 to distribute 20 solar-powered Makeshift Traveler backpacks to individuals experiencing homelessness in Santa Rosa, California, specifically targeting older adults and seniors. The objective of this project is to provide practical, portable, and dignified support to those living unsheltered by equipping them with essential survival and connectivity tools. Each Makeshift Traveler backpack includes a solar-powered battery bank, sleeping bag, rain poncho, hygiene kit, flashlight, radio, and water bottle-all designed to enhance safety, health, and stability. The goal is to meet immediate needs while empowering recipients with tools for communication and self-sufficiency.

•The Skyhawk Neighborhood Day from Skyhawk United requests \$2,500 to host their annual event that promotes community, culture, and fun, where neighbors gather and meet one another; enjoy an afternoon of food, entertainment, arts and culture; and share resources on common needs and interests. The goal is to build and create community bonds through offering an afternoon of music, food, vendors, and words from a diverse showing of cultures represented in our neighborhood. The vent will be hosted on August 15, 2026.

•The AAPIC General Meeting grant application from AAPIC request \$2,500 to support their 2026 Asian American & Pacific Islander Annual Community Gathering. The event's goal is to instill connection, pride, and confidence within their diverse Asian & Pacific Islander community. People of all backgrounds are welcome to meet, connect, and collaborate with AAPIC, fostering unity across communities.

RECOMMENDATION: It is recommended by the Communications and Intergovernmental Relations Department that the Community Advisory Board, by motion, determine the dispersing of the Community Improvement Grants Application for the October-November 2025 period.

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

Misti Wood, CIRO Officer, assisted in answering Member questions.

Public Comments:

Janice Karrman made comments regarding her inability to find an event date in the AAPIC grant application.

A motion was made by Board Member Mondell, seconded by Board Member Hamzehee, to approve the Makeshift Traveler Backpack grant application from the HomeMore Project.

The motion carried by the following vote:

Yes: 4 - Chair Rodriguez, Board Member Daulton, Board Member Hamzehee, and Board Member Mondell

Absent: 3 - Vice Chair Frates, Board Member Diaz, and Board Member Knowles

A motion was made by Board Member Mondell, seconded by Board Member Hamzehee, recommending disapproval of the grant application from Skyhawk United.

The motion carried by the following vote:

Yes: 4 - Chair Rodriguez, Board Member Daulton, Board Member Hamzehee, and Board Member Mondell

Absent: 3 - Vice Chair Frates, Board Member Diaz, and Board Member Knowles

A motion was made by Chair Rodriguez, seconded by Board Member Mondell, to approve the Asian American & Pacific Islander grant application.

The motion carried by the following vote:

Yes: 4 - Chair Rodriguez, Board Member Daulton, Board Member Hamzehee, and Board Member Mondell

Absent: 3 - Vice Chair Frates, Board Member Diaz, and Board Member Knowles

6.3 MOTION - COMMUNITY IMPROVEMENT GRANT EXTENSION-THE WELLNESS AND CULTURAL ARTS WORKSHOP

BACKGROUND:

On October 30, 2024, the Community Advisory Board (CAB) approved a grant of \$2,500 for The Wellness & Cultural Arts Workshop proposed by BIPOC Collective. The project aimed to host a two-day workshop offering free, inclusive social-emotional engagement and wellness activities for the Santa Rosa community.

Due to unforeseen challenges with contractor availability, BIPOC Collective is requesting a six-month extension. This additional time will allow them to secure new contractors and submit a revised application that includes contractor details for CAB review.

RECOMMENDATION: The Communications and Intergovernmental

Relations Office recommends that the Community Advisory Board, by motion, determine whether to approve the six-month extension for The Wellness & Cultural Arts Workshop grant application from BIPOC Collective.

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

Public Comments:

Tina Rogers made comments regarding the difficulties that have been experienced with the availability of the event's contractors and her goals for obtaining new contractors and holding the event within the next six months.

A motion was made by Board Member Hamzehee, seconded by Board Member Daulton, to approve the BIPOC request for a six month extension.

The motion carried by the following vote:

Yes: 4 - Chair Rodriguez, Board Member Daulton, Board Member Hamzehee, and Board Member Mondell

Absent: 3 - Vice Chair Frates, Board Member Diaz, and Board Member Knowles

6.4 MOTION - ADOPTION OF 2026 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 other month, except when otherwise noticed. Meetings begin at 5:30 p.m. and are held in the City's Chamber Building, located at 637 1st Street, Santa Rosa. City Charter requires that the CAB meet at least quarterly. Staff recommends the adoption of every other month meeting schedule as follows:

January 28
March 25
May 27

July 22
September 23
November 18*

*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 2026 meeting schedule as proposed.

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

Misti Wood, CIRO Officer, assisted with answering Member questions.

Public Comment:

Janice Karrman made comments regarding board and committee meetings that regularly get cancelled, the lack of promotion for City meetings, the confusion many community members experience when trying to gain information about meetings, and recommended that the City use media outlets for additional promotion.

A motion was made by Chair Rodriguez, seconded by Board Member Daulton, to approve as amended the adoption of the 2026 CAB meeting schedule with an amendment for the May meeting occur on the third Wednesday.

The motion carried by the following vote:

Yes: 4 - Chair Rodriguez, Board Member Daulton, Board Member Hamzehee, and Board Member Mondell

Absent: 3 - Vice Chair Frates, Board Member Diaz, and Board Member Knowles

6.5 MOTION - EXTENSION OF THE 2025 CAB WORK PLAN

BACKGROUND: In June of 2024, the Community Engagement

Manager, City Council, and the Community Advisory Board (CAB) began working to develop an annual work plan for the CAB. City Council members met with their respective CAB appointees to increase communication and collaboration between Council Members and their CAB appointees, and to discuss the creation of an annual work plan for the CAB. The work plan was adopted by CAB during the March 26, 2025, meeting.

RECOMMENDATION: It is recommended by the Communications and Intergovernmental Relations Office that the Community Advisory Board approves, by motion, the extension of their work plan until 2027 to align with Council's goal setting cycle.

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

Misti Wood, CIRO Officer, assisted in answering Member questions.

Public Comments:

Janice Karrman made comments regarding the abundance of board and committee meetings, the difficulty for members of the public to attend, and recommended the City look for ways to make the meetings more public friendly.

A motion was made by Board Member Hamzehee, seconded by Chair Rodriguez, to approve the extension of the 2025 CAB Work Plan.

The motion carried by the following vote:

Yes: 4 - Chair Rodriguez, Board Member Daulton, Board Member Hamzehee, and Board Member Mondell

Absent: 3 - Vice Chair Frates, Board Member Diaz, and Board Member Knowles

7. CAB ANNOUNCEMENTS AND ISSUES OF CONCERN TO CITY RESIDENTS

Member Mondell attended the West End Neighborhood Association meeting on November 15, 2025, where an issue was discussed

concerning the economic development of downtown and Courthouse Square.

Member Daulton expressed concern about the long-term plan for attracting downtown development, citing the loss of two prominent downtown businesses.

Chair Rodriguez commented upon the impact of the recent CAB community meetings and how successful they have been.

Public Comments:
None

8. STAFF UPDATES

Ana Horta, Community Engagement Manager, provided information and answered Member questions regarding the following events and updates:

November 6 until December 12, the Santa Rosa Police Department (SRPD) is holding their Holiday Toy Drive to benefit Catholic Charities.

November 13 to December 18 to support Redwood Empire Food Bank and our neighbors in need, the City is hosting a citywide food drive.

November 27, Santa Rosa Turkey Trot, from 8 to 11 a.m., 600 4th St. Old Courthouse Square.

November 28, Downtown Santa Rosa Tree Lighting Celebration, from 4 to 7 p.m., 600 4th St. Old Courthouse Square.

December 5 and 6, Handmade Holiday Craft Fair, from 10 a.m. to 4 p.m. Finley Community Center, 2060 W College Ave.

December 6, Volunteer Planting Day #1 on Colgan Creek Restoration Area, from 9 a.m. to 12 p.m. Location details will be sent upon registration.

December 6 and 20, Creek Cleanup on the Greenway, from 10 a.m. to 12 p.m., Olive Park Footbridge, 1698 Hazel St.

December 6, Stuff the Bus Toy Drive, from 9 a.m. to 3 p.m.,

location TBD. Donations will benefit Toys for Tots Marine Corps Reserve program.

December 13, Holiday Pajama Party with Santa, from 9 a.m. to 12 p.m. Finley Community Center, 2060 W College Ave.

December 13, Park-A-Month at Franklin Community Park, 2095 Franklin Ave.

April 25, Earth Day.

District-based meetings: meetings were successful with a total of 84 attendees. Some of the highlights will be share during the CAB's Annual Report to Council on 12/16.

CAB Annual Presentation to Council on 12/16 will include CAB's 2025-2027 Work Plan and 2025 Achievements.

West Ave Mural Project, the two designs have been by approved the Arts in Public Places Committee (APPC).

CAB to consider adding CIG Reports as a standing agenda item. Discussion could be held during the January meeting.

Public Comments:

Janice Karrman made comments regarding how information is being distributed to the public and stated that not enough is being done to promote City meetings.

9. FUTURE AGENDA ITEMS

Chair Rodriguez recommended future agenda items pertaining to adding a permanent agenda item for presentations regarding completed CIG events, exploring a return to monthly CAB meetings with the possibility of holding them at various locations, and a presentation from City staff regarding long-term plans for downtown economic development.

Public Comments:

None

10. ADJOURNMENT

Seeing no further business, Chair Rodriguez adjourned the meeting

at 7:15PM.

Approved on:

Steven V. Brown, Recording Secretary