



City of Santa Rosa

Office of Community
Engagement
637 First Street

Community Advisory Board Regular Meeting Minutes - Draft

Wednesday, June 26, 2019

6:00 PM

6:00 P.M.

1. CALL TO ORDER & ROLL CALL

Meeting called to order at 6:00PM. Member Holmes arrived at 6:15PM. Member Roberts was in attendance, but only as an observer of the meeting.

Present: 11 - Chair Cherie Barnett, Vice Chair Vincent Harper, Board Member Miles Burgin, Board Member Veronica Cruz, Board Member Danielle Divine, Board Member Michelle Escobar-McGarry, Board Member Jennielynn Holmes, Board Member Carley C. Moore, Board Member Cecile Querubin, Board Member Keith Roberts, and Board Member Michael Varela

Excused: 2 - Board Member Daniel Chaparro, and Board Member Laney Rooks

Absent: 1 - Board Member Lacinda L. Moore

2. OATH OF OFFICE

None.

3. PUBLIC COMMENTS

None.

4. APPROVAL OF MINUTES

April 24, 2019 Regular Meeting Minutes.

A motion was made by Board Member Burgin, seconded by Board Member Querubin, to approve the April 24, 2019 meeting minutes. The motion carried by the following vote:

Yes: 7 - Chair Barnett, Board Member Burgin, Board Member Cruz, Board Member Escobar-McGarry, Board Member Holmes, Board Member C. Moore, and Board Member Varela

Excused: 2 - Board Member Chaparro, and Board Member Rooks

Absent: 1 - Board Member L. Moore

Abstain: 4 - Vice Chair Harper, Board Member Divine, Board Member Querubin, and Board Member Roberts

5. CAB ANNOUNCEMENTS

None.

6. STAFF UPDATES

1. Jason Carter, Interim Director for the Office of Community Engagement, announced that the City Council approved the proposed reorganization presented to them earlier this year. This reorganization included the merging of the Office of Community Engagement with Recreation and Parks. The new department will be called Community Programs and Engagement. This change will take place July 1, 2019.
2. The CAB strategic plan will be presented to the City Council on August 6, 2019 and Council will be asked to formally approve of the strategic plan. Staff recommended that the CAB revisit the work plans in December 2019 to update the strategic plan, as needed.
3. All reimbursements for the FY 2017-18 Community Improvement Grant (CIG) cycle have been made. Eight out of nine projects were completed, with \$23,738.91 spent out of the \$31,483.37 awarded. The current balance for the CIG Program is \$47,661.34.
4. Staff asked that CAB members identify vacation dates that could impact their attendance during the remaining summer months and report to staff as soon as possible.

7. SCHEDULED ITEMS

7.1 NEIGHBORFEST UPDATE AND ASSET MAPPING ACTIVITY

Danielle Garduno, Community Engagement Coordinator, provided an overview of the Neighborfest Pilot Program and the two events that have already taken place to the CAB. She then reviewed the instructions for the Map Your Resilientville asset mapping activity with the CAB and walked the CAB through an example of how the mapping activity worked. Each member present received the instructions and asked questions regarding the activity.

Public Comment:

Thomas Ells asked about how the CAB grant program related to the Neighborfest Program. Staff responded that the CAB would take their strategic plan to Council for approval in August and that the proposal to have the Community Improvement Grant Program fund only Neighborfest event would be included in the recommendations to Council.

PRESENTATION - Map Your Resilientville Instructions

PRESENTATION - Map Your Resilientville Spanish Instructions

7.2 CAB SUBCOMMITTEE REPORT OUTS AND ACTIVITIES

Each Subcommittee reported out progress made towards their objectives listed in the work plans.

Expertise - Member Cruz reported that the Expertise Subcommittee chose a regular meeting date and Subcommittee Chair. She then asked CAB members to brainstorm what they would like to see in a new CAB member toolkit.

Operations - Chair Barnett reported out that the Operations Subcommittee discussed CAB meeting rules and guidelines at their last meeting and also came up with a list of community events tabling protocols for members to follow while they table at events.

Empowerment - Members Querubin and Divine presented the groups list to the CAB and asked CAB members to add missing information to the list. There was some confusion about what the list would be used for and why the list was not going to be prioritized first. CAB members asked the Empowerment Subcommittee to prioritize what groups members would be visiting before adding missing information. The Empowerment Subcommittee will take the list back to their next meeting and figure out which groups to remove.

Public Comment: None.

7.3 GET TO KNOW YOUR CAB MEMBERS

Members Burgin and Varela both presented information on themselves including their personal, education and career backgrounds, and the skills that they each bring to the CAB.

Public Comment: None.

8. FUTURE AGENDA ITEMS

- A. Subcommittee Report Outs (on-going)
- B. Get to Know Your CAB Members (on-going)
- C. Roseland Annexation Update from SRPD (TBD)
- D. Santa Rosa General Plan Update Presentation from PED Staff (TBD)
- E. Strategic Plan Review & Update (July 2019)
- F. Emergency Alerts & Notifications Presentation (TBD)

9. ADJOURNMENT

Meeting adjourned at 7:30PM.

A motion was made by Board Member Burgin, seconded by Board Member Querubin, to adjourn the meeting. The motion carried by the following vote:

Yes: 10 - Chair Barnett, Vice Chair Harper, Board Member Burgin, Board Member Cruz, Board Member Divine, Board Member Escobar-McGarry, Board Member Holmes, Board Member C. Moore, Board Member Querubin, and Board Member Varela

Excused: 2 - Board Member Chaparro, and Board Member Rooks

Absent: 1 - Board Member L. Moore

Abstain: 1 - Board Member Roberts

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Any writings or documents provided to a majority of this meeting body prior to this meeting regarding any item on this agenda are available for public review in the City Clerk's Office, Room 10, City Hall, 100 Santa Rosa Ave, during normal business hours.