



# City of Santa Rosa

Office of Community  
Engagement  
637 First Street

## Community Advisory Board Special Meeting Minutes - Draft

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Thursday, September 20, 2018

6:00 PM

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### SPECIAL MEETING

6:00 P.M.

#### 1. CALL TO ORDER & ROLL CALL

**Present:** 9 - Chair Cherie Barnett, Vice Chair Vincent Harper, Board Member Linda Adrain, Board Member Daniel Chaparro, Board Member Veronica Cruz, Board Member Tulio Meza, Board Member Tanya Narath, Board Member Xavier Nazario and Board Member Michael Varela

**Excused:** 2 - Board Member Jennielynn Holmes and Board Member Cecile Querubin

**Absent:** 2 - Board Member Victoria Fleming and Board Member Lacinda Moore

#### 2. PUBLIC COMMENTS

NONE.

#### 3. APPROVAL OF MINUTES

August 22, 2018 Regular Meeting Minutes.

**A motion was made by Board Member Nazario, seconded by Vice Chair Harper, to approve the August 22, 2018 minutes as amended:. The motion carried by the following vote:**

**Yes** 8 - Chair Barnett Vice Chair Harper Board Member Adrain Board Member Chaparro Board Member Cruz Board Member Meza Board Member Nazario Board Member Varela

**Excused** 2 - Board Member Holmes Board Member Querubin

**Absent** 2 - Board Member Fleming Board Member Moore

**Abstain** 1 - Board Member Narath

#### 4. CAB ANNOUNCEMENTS

Member Adrain requested CAB Member biographies and photographs from all members.

Member Nazario provided an update regarding the Expertise Subcommittee and requested time on the October and November agendas.

Member Harper announced information about the South Park Day/Night Festival, happening on September 22, 2018 from 10am - 10pm.

Member Chaparro announced that he has to leave by 7:30pm.

Chair Barnett provided three updates:

1. Fountaingrove will have a fire prevention workshop on 9/27.
2. There will be a citywide neighborhood leaders meeting, hosted by Santa Rosa Together, at New Vintage Church on 9/29.
3. The Junior College Neighborhood Association will hold a candidates debate on 10/8 at the Santa Rosa Community Church on Pacific Avenue.

## 5. STAFF UPDATES

**Grant appeals outcome** - denied by Council. Asked to work with various Council members for next budget cycle, but not to use CAB grants as platform for sidewalk repairs.

**2018 Ballot Measures Info** - show website ([www.srcity.org/Measures](http://www.srcity.org/Measures) [<http://www.srcity.org/Measures>](http://www.srcity.org/Measures)). Includes: Fact Sheet, FAQs, and Resolutions for both Measures O and N.

For community meeting requests, email [measures@srcity.org](mailto:measures@srcity.org) [<mailto:measures@srcity.org>](mailto:measures@srcity.org) to request a presentation. Will be available at all other open house events.

### **CAB Open House update**

Finley - had 11 members of the public in attendance. 10 departments and 6 community organizations tabling. DeTurk - had 20 members of the public in attendance. 10 departments and 4 community organizations tabling. Community partners: Red Cross, County Admin. Office, Sonoma County Library, California HOPE, St. Joseph's, ROC Sonoma County.

### **Fire One-Year Anniversary Event**

October 8 from 4-8pm at Courthouse Square:

- Chalk will be handed out for public art expression activity
- Ceremony will be held at 6pm, includes reading by Sonoma County Poet Laureate, Maya Khosla and student poets
- Bell toll of SR Fire Dept's ceremonial bell - one toll for each life lost
- No elected speaking

October 8 from 10am-6pm:

- Chalk art to continue
- City and County shared info booth w/City Council Members, Board of Supervisors, and City/County staff to hand out chalk and speak with people
- California HOPE Trauma Counselors will be on hand at both days
- Not sure about other vendors at this time
- Santa Rosa Strong and Sonoma County Proud bracelets will be given out

## **6. SCHEDULED ITEMS**

### **6.1 CAB COMMUNITY ENGAGEMENT TOOLS FOR PROMOTIONAL ITEM GIVEAWAYS**

The CAB discussed ideas for activities to implement while tabling at events and how residents/event attendees can earn promotional items. Vice Chair Harper suggested a survey to help inform the CAB's work. Member Nazario suggested that CAB grant applicants receive a "swag" kit when they submit an application. Member Cruz suggested engaging people by asking them to identify their new district.

Staff was asked to schedule Recreation and Parks staff to come out to an upcoming meeting to provide a demonstration on the Parks Game Show activity.

Public Comment: NONE.

### **6.2 COMMUNITY IMPROVEMENT GRANT APPLICATION REVIEW**

CAB Members provided staff with feedback and suggested edits on the draft FY 2019-2020 Community Improvement Grant application. Staff will incorporate feedback and changes into the document and send to the Board for final review. Staff will then bring the final document to the Board at the October 2018 meeting for final approval.

Public Comment: NONE.

### **6.3 STRATEGIC PLANNING RETREAT FOLLOW-UP ITEMS**

The CAB made a decision on the former subcommittees and formation of new Ad Hoc Committees to begin working on the work outlined in their strategic plan. Chairs and Vice Chairs of each Ad Hoc will be selected at the October 2018 CAB meeting. New Ad Hoc Members will be assigned at this meeting as well.

The draft strategic plan, with additions from the second CAB Retreat, will be

available by the end of September for CAB review. Staff will bring a final version to the CAB for approval by October 2018 and the CAB will take the final strategic plan to City Council for approval by January 2019.

Public Comment: NONE.

**A motion was made by Board Member Nazario, seconded by Board Member Cruz, to sunset the three existing CAB subcommittees and create three new Ad Hoc Committees based on the CAB strategic categories: empowerment, expertise, and operations; motion approved. The motion carried by the following vote:**

**Yes** 8 - Chair Barnett Vice Chair Harper Board Member Adrain Board Member Cruz Board Member Meza Board Member Narath Board Member Nazario Board Member Varela

**Excused** 3 - Board Member Chaparro Board Member Holmes Board Member Querubin

**Absent** 2 - Board Member Fleming Board Member Moore

## 7. FUTURE AGENDA ITEMS

- A. Strategic Planning (on-going)
- B. Community Improvement Grant Updates (on-going) - final application to be brought to the CAB in October 2018
- C. Get to Know Your District Community Meeting (November 2018)
- D. CAB Orientation and Mentors (November 2018)
- E. Ad Hoc Committee Report Outs (on-going)
- F. Parks Game Show (October 2018)

Staff will follow-up with Human Resources training manager for strengths assessment tools.

Public Comment: NONE.

## 8. ADJOURNMENT

**A motion was made by Board Member Cruz, seconded by Board Member Adrain, to adjourn; meeting adjourned at 7:41pm. The motion carried by the following vote:**

**Yes** 8 - Chair Barnett Vice Chair Harper Board Member Adrain Board Member Cruz Board Member Meza Board Member Narath Board Member Nazario Board Member Varela

**Excused 3** - Board Member Chaparro Board Member Holmes Board Member Querubin

**Absent 2** - Board Member Fleming Board Member Moore

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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.*