



# City of Santa Rosa

Office of Community  
Engagement  
637 First Street

## Community Advisory Board Regular Meeting Minutes - Draft

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Wednesday, October 24, 2018

6:00 PM

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**6:10 P.M.**

### 1. CALL TO ORDER & ROLL CALL

**Present:** 8 - Chair Cherie Barnett, Board Member Linda Adrain, Board Member Daniel Chaparro, Board Member Veronica Cruz, Board Member Jennielynn Holmes, Board Member Xavier Nazario, Board Member Cecile Querubin, and Board Member Michael Varela

**Excused:** 2 - Board Member Victoria Fleming, and Board Member Tulio Meza

**Absent:** 3 - Vice Chair Vincent Harper, Board Member Lacinda Moore, and Board Member Tanya Narath

### 2. PUBLIC COMMENTS

Duane DeWitt made public comment regarding recognition of people in Roseland who are doing a lot for their community through volunteering. Encourages others to recognize those volunteers.

### 3. APPROVAL OF MINUTES

September 20, 2018 Special Meeting Minutes.

**A motion was made by Board Member Cruz, seconded by Board Member Adrain, to approve the September 20, 2018 special meeting minutes. The motion carried by the following vote:**

**Yes:** 6 - Chair Barnett, Board Member Adrain, Board Member Chaparro, Board Member Cruz, Board Member Nazario, and Board Member Varela

**Excused:** 2 - Board Member Fleming, and Board Member Meza

**Absent:** 3 - Vice Chair Harper, Board Member Moore, and Board Member Narath

**Abstain:** 2 - Board Member Holmes, and Board Member Querubin

### 4. CAB ANNOUNCEMENTS

Member Chaparro has to leave by 7:30pm. Member Chaparro also announced an upcoming event: Make a Difference Day event in Roseland happening on Saturday, October 27, 2018 at 10:00am. Will meet at Bayer Farm.

## 5. STAFF UPDATES

### **CAB Membership and Strategic Plan Update**

- 2 current vacancies - northwest (Sawyer) and southeast (Olivares)
- 1 leave of absence - Member Fleming
- 5 additional seats expire December 31, 2018
  - o Southwest
  - o North
  - o 3 At-Large

### **Parks Game Show Update**

- Geared towards children
- Each spot on the wheel has a questions w/multiple choice answers. Participant asked to choose correct answer. Make it easy for kids to select correct answers.
- Each question is parks and recreation related. Ex: how many parks does Santa Rosa have?

### **FY17-18 CIG Program Update**

- Two more projects submitted for reimbursement
- African American Youth Summit
- Unshackled - Staff needs help from a CAB Member to work with group to get receipts and to get W-9 completed
- 44% submitted for reimbursement
- Deadline is October 31, 2018 - 1 asked for extension and 3 have not responded to emails:
  - o Sam Jones Memorial Garden
  - o Binkley Garden Improvement Project
  - o Growing our Garden Project (Piner-Olivet School District)

### **Emergency alerts and fire detection camera community meetings**

- Held first meeting last week
- Three more meetings:
  - o 10/25 at Binkley Elementary; 5:30 - 7
  - o 11/7 at RAMS Gym; 5:30 - 7
  - o 11/14 at Oakmont Berger Center; 1-2:30
- Know Your Alerts Flyer

### **OGTFI Subcommittee Meetings**

- Hand over to Caluha
- Monthly meetings, 6-8pm:
  - o 11/1 at Finley, Room 1 Person Senior Wing
  - o 12/9 at Roseland SD Community Room
  - o 1/9 location TBD (BV or RV)
  - o 2/7 location TBD (BV or RV)
  - o 3/7 at Finley, Room 1 Person Senior Wing

### **November 28, 2018 meeting update**

- Neighborfest
- Daniel Homsey from San Francisco will be in town all day and will join the CAB for an overview of Neighborfest and a demonstration of "Map Your Resilientville"

## 6. SCHEDULED ITEMS

### 6.1 COMMUNITY IMPROVEMENT GRANT APPLICATION REVIEW AND APPROVAL

The CAB received a presentation from Community Engagement staff on the updated Community Improvement Grant application, based on feedback provided at an earlier CAB meeting. The CAB discussed these updates and voted to approve the application.

#### REPORT - COMMUNITY IMPROVEMENT GRANT APPLICATION

**BACKGROUND:** In September 2018, staff brought a draft of the Community Improvement Grant application to the Board for review and feedback. The Board provided feedback and asked staff to bring the application back with the incorporated feedback.

**RECOMMENDATION:** The Office of Community Engagement recommends that the Community Advisory Board approve the Community Improvement Grant Application and make a recommendation to City Council to accept the application and approve its use in the next grant program cycle.

**A motion was made by Board Member Nazario, seconded by Board Member Holmes, to approve the Community Improvement Grant Application and recommend that the City Council to accept the application and approve its use in the next grant program cycle.**

**Yes:** 8 - Chair Barnett, Board Member Adrain, Board Member Chaparro, Board Member Cruz, Board Member Holmes, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Excused:** 2 - Board Member Fleming, and Board Member Meza

**Absent:** 3 - Vice Chair Harper, Board Member Moore, and Board Member Narath

### 6.2 AD-HOC COMMITTEE REPORT OUTS & ESTABLISHMENT OF SUBCOMMITTEES

Member Nazario provided the CAB with an update on the work completed by the Expertise Ad-Hoc Committee. Member Nazario reviewed the strengths assessment selected by the Expertise Ad-Hoc Committee and other members

of the Committee spoke about their experience completing the assessment. The CAB agreed to complete the assessment by November 9, 2018. Staff will send the link out to the CAB again with instructions.

The other two Ad-Hoc Committees had no report outs.

**A motion was made by Board Member Cruz, seconded by Board Member Holmes, to convert all Ad-Hoc Committees to formal Subcommittees and choose Chairs and Vice Chairs. This motion was amended to formalize the switch to Subcommittees by or at the January 2019 CAB meeting. The motion carried by the following vote:**

**Yes:** 8 - Chair Barnett, Board Member Adrain, Board Member Chaparro, Board Member Cruz, Board Member Holmes, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Excused:** 2 - Board Member Fleming, and Board Member Meza

**Absent:** 3 - Vice Chair Harper, Board Member Moore, and Board Member Narath

### 6.3 DECEMBER CAB MEETING

The CAB decided to cancel their December 26, 2018 meeting and reschedule the meeting to take place on December 19, 2018. This meeting will also include a potluck. Staff will send out a potluck sign-up sheet.

## 7. FUTURE AGENDA ITEMS

- A. City and County of San Francisco's Neighborfest Program (Nov. 2018)
- B. Strategic Planning (Dec. 2018)
- C. Get the Know Your District Community Meeting (TBD)
- D. CAB Orientation and Mentors (TBD)
- E. Ad-Hoc Committee Report-Outs (on-going)
- F. Expertise Ad-Hoc Committee: Strengths Based Discussion (Dec. 2018)

## 8. ADJOURNMENT

Meeting adjourned at 7:25pm.

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

**Yes:** 8 - Chair Barnett, Board Member Adrain, Board Member Chaparro, Board Member Cruz, Board Member Holmes, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Excused:** 2 - Board Member Fleming, and Board Member Meza

**Absent:** 3 - Vice Chair Harper, Board Member Moore, and Board Member Narath

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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.*