



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

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Wednesday, July 24, 2019

6:00 PM

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**6:01 P.M.**

**1. CALL TO ORDER & ROLL CALL**

Meeting called to order at 6:01PM.

Member Holmes arrived at 6:05PM. Member Cruz arrived at 6:34PM.

Due to a recorder issue, the first few items on the agenda were not recorded.

**Present:** 13 - Chair Cherie Barnett, Vice Chair Vincent Harper, Board Member Miles Burgin, Board Member Daniel Chaparro, 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, Board Member Laney Rooks, and Board Member Michael Varela

**Absent:** 1 - Board Member Lacinda L. Moore

**2. OATH OF OFFICE**

Members Chaparro and Roberts were given their Oaths of Office.

**3. PUBLIC COMMENTS**

None.

**4. APPROVAL OF MINUTES**

June 26, 2019 Regular Meeting Minutes.

**A motion was made by Board Member Varela, seconded by Vice Chair Harper, to approve the June 26, 2019 meeting minutes. 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

**Absent:** 1 - Board Member L. Moore

**Abstain:** 3 - Board Member Chaparro, Board Member Roberts, and Board Member Rooks

## 5. CAB ANNOUNCEMENTS

None.

## 6. STAFF UPDATES

1. Neighborfest - staff provided a brief update on the progress of the Neighborfest Pilot Program. Five events have now been completed and all events have been very successful. Three events remain: Roseland on August 3rd, South Park on August 17th and Ridgway on August 24th.

2. Merit Awards Update - nomination period is open until September 3, 2019. Anyone can nominate a person or group who has done volunteer work that has benefitted the Santa Rosa community. Nomination forms can be found online at [www.srcity.org/meritawards](http://www.srcity.org/meritawards). Staff has hard copy nomination forms available in English and Spanish at the office. The awards ceremony will take place on Monday, October 21, 2019 in City Council Chambers. Staff recognized Vice Chair Harper and Members Cruz, McGarry, and C. Moore for volunteering to be part of the award selection committee.

3. Staff announced that VISTA Member, Elizabeth Pesqueda, would be ending her service with the department on August 9, 2019. Staff and CAB members thanked Ms. Pesqueda for her service and all of her hard work and assistance with the CAB. New VISTA Member, Alexandria Anderson, will begin her service the week of August 5th.

## 7. SCHEDULED ITEMS

### 7.1 EMERGENCY ALERTS & NOTIFICATIONS PRESENTATION

Adriane Mertens, Chief Communications & Intergovernmental Relations Officer, provided the CAB information on emergency alerts and notifications systems used by the City of Santa Rosa during an emergency. Ms. Mertens reviewed the Emergency Alert System (EAS), Wireless Emergency Alerts (WEAs), SoCo Alert, Nixle, and local news stations. Particular emphasis was given to the differences between SoCo Alert and Nixle:

SoCo Alert: an emergency notification service providing Sonoma County first responders the ability to alert residents about imminent threats to life and property in specific impacted areas. This service allows Sonoma County first responders to alert residents by landline or mobile phone, text message and email. Residents can register all addresses they'd like to receive alerts for, including home, businesses, schools and other frequented locations. Residents can register for SoCo Alert online at [SoCoAlert.com](http://SoCoAlert.com) or by calling (866)

939-0911.

Nixle: a community information service managed by the Santa Rosa Police and Fire departments to send email and/or text message notifications related to public safety. Nixle will not call you. There are three kind of Nixle notifications: alert, advisory and community. To register for Nixle and to customize your settings, go to Nixle.com or text your zipcode to 888-777.

Public Comment: None.

## **7.2 SUBCOMMITTEE REPORT OUTS**

Each Subcommittee provided a brief report out on progress made since the last CAB meeting:

Operations - did not meet in July.

Empowerment - neighborhood groups list is not yet ready. Member Querubin mentioned that she spoke with Mayor Schwedhelm and Vice Mayor Rogers about what the subcommittee is working on and they would both like to see the list when it is completed. The subcommittee used the last meeting to talk about the list and prioritized groups on the list. The subcommittee also discussed creating talking points to use when attending neighborhood group meetings and a form to fill out that will be helpful to use when reporting out information at CAB meetings. The subcommittee also continues to work on exploring the citizen leadership academy objective.

Expertise - still in need of members. Members Burgin and Rooks volunteered to join the subcommittee. The subcommittee continued to work on the contents of the toolkit, using the list brainstormed by the CAB in June. In addition, the subcommittee also discussed mentor responsibilities. The subcommittee asked the CAB to use meeting time to complete their biographies if they had not already done so.

Public Comment: None.

## **7.3 GET TO KNOW YOUR CAB MEMBER**

Item tabled until next month. Staff will reach out to the CAB and ask for two volunteers to present in August.

## **8. FUTURE AGENDA ITEMS**

- A. Subcommittee Report Outs (on-going)
- B. Get to Know Your CAB Members (on-going)
- C. CAB Budget and Promotional Item Discussion (TBD)
- D. Roseland Annexation Update from SRPD (TBD)

- E. Santa Rosa General Plan Update Presentation from PED (TBD)
- F. Strategic Plan Review and Update (December 2019)
- G. Mandatory Training Deadlines - staff report (August 2019)
- H. Homeless Count Results
- I. Bennett Valley Senior Center
- J. New Community Programs and Engagement Department
- K. Recreation Programs
- L. CIP Feedback Information

## 9. ADJOURNMENT

Meeting adjourned at 7:13PM.

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

**Yes:** 13 - Chair Barnett, Vice Chair Harper, Board Member Burgin, Board Member Chaparro, Board Member Cruz, Board Member Divine, Board Member Escobar-McGarry, Board Member Holmes, Board Member C. Moore, Board Member Querubin, Board Member Roberts, Board Member Rooks, and Board Member Varela

**Absent:** 1 - Board Member L. 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.*