



**CAB - Expertise Subcommittee  
Meeting Minutes**

---

Wednesday, January 6, 2021

5:30 PM

---

**5:30 P.M.**

**DUE TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDERS N-25-20 AND N-29-20 WHICH SUSPEND CERTAIN REQUIREMENTS OF THE BROWN ACT, AND THE ORDER OF THE HEALTH OFFICER OF THE COUNTY OF SONOMA TO SHELTER IN PLACE TO MINIMIZE THE SPREAD OF COVID-19, THE COMMUNITY ADVISORY BOARD'S EXPERTISE SUBCOMMITTEE MEMBERS WILL BE PARTICIPATING VIA ZOOM WEBINAR. MEMBERS OF THE PUBLIC CAN PARTICIPATE IN THE MEETING BY VISITING:**

**<https://srcity-org.zoom.us/j/92351691843> OR BY DIALING 877 853 5257  
AND ENTERING WEBINAR ID: 923 5169 1843**

**THE MEETING WILL BE LIVE STREAMED AT  
[HTTPS://WWW.YOUTUBE.COM/CITYOFSANTAROSA](https://www.youtube.com/cityofsantarosa)**

**Public Comment may be made live during the meeting via Zoom or submitted by 5:00 pm, the Tuesday (1/5/21) before the Subcommittee Meeting via e-mail at [communityengagement@srcity.org](mailto:communityengagement@srcity.org) or via recorded voice message at 707-543-3080. E-mail comments and recorded voice message comments will be read into record or played (up to 3 minutes each) at the time that Agenda Item is discussed during the Subcommittee meeting.**

**1. CALL TO ORDER AND ROLL CALL**

Meeting called to order at 5:33pm.

**2. PUBLIC COMMENTS**

None.

**3. SCHEDULED ITEMS**

### **3.1 CAB MENTORS: ROLES AND RESPONSIBILITIES**

The Subcommittee brainstormed roles and responsibilities for CAB mentors. The following ideas were shared and agreed upon:

1. Mentor provides time to new CAB member to answer questions they may have about the orientation packet and materials. While the orientation is broad, the mentorship can narrow down into the specifics.
2. Mentor helps new CAB member develop three goals they would like to accomplish during their term as a CAB member. Have a conversation about how these goals link to the strategic plan and how to address concerns. Also discussed was helping new CAB members understand/get familiar with other departments and/or committees in case some of the goals they had in mind could be better worked on there.
3. Mentor provides regular support to the new CAB member to keep them engaged. This can be through regular check-ins via phone (in-person after Shelter in Place is lifted).
4. Mentor provides collegial connections. This can be through introductions to other CAB members and/or to neighborhood and community group contacts. Chair Barnett had brought up a previous discussion about CAB members attending neighborhood groups or other committees, suggesting that part of the introductions could include exploring consideration of attending with the intent to bring back info to CAB.

The Subcommittee also discussed how to address concerns and goals brought up by new CAB members. Co-Vice Chair Moore stated that there needs to be a way to build into the agenda issues of concerns of residents and neighborhoods. Currently, CAB agendas are only focusing on City department presentations, which do not allow the CAB to discuss neighborhood issues and concerns as a group. Chair Barnett suggested that, like the model of City Council, the CAB have a goal setting session as a board to acknowledge completion of established goals, and introduce current priorities for consideration to add to the CAB's work plan. The group recognized that an update to the current strategic plan was necessary, as the pandemic and other events of 2020 have changed the reality for the CAB moving forward with large group gatherings, like Neighborfest. Staff recommended that before any updates to the strategic plan and goal setting takes place, that the CAB receive the Community Empowerment Plan final report. The subcommittee agreed to report back to CAB, the recommendation to develop a process for CAB to consider new or revised goals each year. Aligning the timeline to the City's goal setting should be considered.

The Subcommittee also discussed an "exit survey" for members leaving the CAB. Staff asked the group to send questions for the survey to them and they would put together a draft to bring back to the Subcommittee.

The Subcommittee also touched on the different City departments "running things by the CAB" which is informative, but the question came up, "Then what?" The Subcommittee mentioned that the presentations take up so much of CAB agenda time, that it is a very important question to develop an answer. Co-Vice Chair Moore stated that she would like to see this on future CAB agendas for discussion.

For the next meeting in February, the Subcommittee will work on the strategic plan update and the goal setting session.

Public Comments: None.

### **3.2 NEXT STEPS FOR CAB GRANT PROGRAM**

The Subcommittee discussed how to move forward with the Community Improvement Grant Program without being able to implement Neighborfest for another year. Chair Barnett suggested folding the pandemic response into Neighborfest, similar to what San Francisco is doing with neighborhood hubs. Staff suggested that this idea be brought to the larger CAB as a goal setting item. Co-Vice Chair Moore mentioned that it would help to find out where the gaps are in service in responding to the pandemic and how to bring that down to a neighborhood level. Staff made a recommendation that before deciding where to focus the Grant Program for the next year, the CAB needs to decide what their strategic goals will be moving forward.

The Subcommittee also briefly discussed the City Charter update mentioned by the Mayor. The CAB is defined in the City Charter and updates may be relevant to the future direction of the CAB. Staff will find out what the timeline looks like for the update and bring back to the whole CAB.

Public Comments: None.

## **4. ADJOURNMENT**

Meeting adjourned at 7:40pm.

The City of Santa Rosa does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Disability-related aids or services, including printed information in alternate formats, to enable persons with disabilities to participate in public meetings and programs are available by contacting the Secretary at (707) 543-4676 (TTY Relay at 711) one week prior to the meeting. Meeting information can also be accessed via the internet at <http://srcity.org>.