



# City of Santa Rosa

Manzanita Room, Finley  
Community Center  
2060 W. College Avenue,  
Santa Rosa

## Community Advisory Board Meeting Minutes

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Wednesday, June 28, 2017

5:30 PM

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**5:34 P.M.**

### 1. CALL TO ORDER & ROLE CALL

The meeting was called to order at 5:34 PM. In the absence of Chair Barnett, Vice Chair Moore ran the meeting.

**Present:** 9 - Vice Chair Lacinda Moore, Board Member Linda Adrain, Board Member Vincent Harper, Board Member Cecile Querubin, Board Member Calum Weeks, Board Member Jennielynn Holmes, Board Member Veronica Cruz, Board Member Xavier Nazario and Board Member Jazmin Gudino Mendoza

**Excused:** 1 - Board Member Tiffani Montgomery

**Absent:** 3 - Chair Cherie Barnett, Board Member Tanya Narath and Board Member Victoria Fleming

### 2. PUBLIC COMMENTS

Duane DeWitt made public comment about the Community Action Team. He also spoke about closing the loop on community feedback. Finally, Mr. DeWitt spoke about Bayer Farm.

### 3. APPROVAL OF MINUTES

April 26, 2017 Regular Meeting Minutes.

**A motion was made by Member Querubin, seconded by Member Adrain, to approve as amended the meeting minutes of April 26, 2017. The motion carried by the following vote:**

**Yes** 8 - Vice Chair Moore Board Member Adrain Board Member Harper Board Member Querubin Board Member Weeks Board Member Holmes Board Member Nazario Board Member Gudino Mendoza

**Excused** 1 - Board Member Montgomery

**Absent** 3 - Chair Barnett Board Member Narath Board Member Fleming

**Abstain** 1 - Board Member Cruz

June 7, 2017. Special Meeting Minutes.

**A motion was made by Member Adrain, seconded by Member Querubin, to approve as amended the June 7, 2017 Special Meeting Minutes. The motion carried by the following vote:**

**Yes** 9 - Vice Chair Moore Board Member Adrain Board Member Harper Board Member Querubin Board Member Weeks Board Member Holmes Board Member Cruz Board Member Nazario Board Member Gudino Mendoza

**Excused** 1 - Board Member Montgomery

**Absent** 3 - Chair Barnett Board Member Narath Board Member Fleming

#### **4. CAB MEMBER ANNOUNCEMENTS**

Member Cruz announced that she would have to leave at 7:15PM.

Member Gudino announced the Oaxaca in the Wine Country event on July 9, 2017 at 11AM in Courthouse Square.

#### **5. STAFF UPDATES**

Danielle Ronshausen, Community Engagement Coordinator, provided the CAB with a brief update on the CAB Strategic Planning Statement of Work, including estimated timeline. Staff will bring the Statement of Work to the CAB at the July 2017 meeting.

Ms. Ronshausen also provided the CAB with an overview of the 2017 CAB Town Halls format and answered questions from the CAB. Ms. Ronshausen also asked CAB Members to sign-up for tabling and assistance at at least one of the town hall meetings.

#### **6. SCHEDULED ITEMS**

##### **6.1 PROGRESSIVE PARKING POLICY PRESENTATION**

Rescheduled for October 2017.

##### **6.2 SANTA ROSA HOMELESS ENCAMPMENT PILOT PROJECT**

Kelli Kuykendall, City of Santa Rosa Acting Homeless Services Manager, and Jennielynn Holmes, Senior Director of Housing and Shelter at Catholic Charities, provided the CAB with an overview of the Homeless Encampment Cleanup Pilot Program and upcoming community meeting. Staff asked the CAB for volunteers to help with door-to-door outreach for the meeting.

[Public Comment](#)

Gregory Fearon made a comment about outreach to the encampment occupants regarding the program and the community meeting.

Martin Umholtz made comment about his support for the program and his concern for the encampment occupants moving to other locations in the city.

### **6.3 CAB 2016/17 WORK PLAN REVIEW AND DEBRIEF**

The CAB spent time during the meeting working in their subcommittees to answer the following questions regarding their portion of the 2016/17 Work Plan:

1. What has been accomplished?
2. What is still in progress?
3. Are there any challenges that have emerged?

Each subcommittee then reported out their findings to the larger group.

#### Housing for All

##### **Accomplishments**

1. Fostering an inclusive environment - sharing real concerns.
2. Identified talking points on homelessness in Santa Rosa.
3. Discussed marketing materials we would like to design for outreach.

##### **In Progress**

1. Creating literature for town halls.
2. Homeless Talk
3. Ask, "what does success look like?" as much as possible.
4. Updating talking points
5. Door-to-door outreach around encampment at Farmers Ln Extension & Bennett Valley Rd

##### **Challenges**

1. Always changing info - understanding and sharing from City.
2. Checking with appointing Council Members to see where they are at with housing and what we can tell them
3. Defining how we measure success

#### CIP Town Halls

##### **Accomplishments**

1. Conducted 8 town halls in Sept/Oct 2016.
2. Set the dates for 5 meetings in 2017.
3. Structure and sites established.
4. Fliers in progress

##### **In Progress**

1. Names of meetings

2. Possibility - additional meetings
3. Dispersing information
4. Logistics

**Challenges**

1. Determining number of meetings
2. Gap in outreach and marketing
3. Determining style and structure

Note: Suggestions from member of the public - Hand people note cards to ask questions they didn't have a chance to ask.

Community Improvement Grants

**Accomplishments**

1. Board member review of grants post award (liaison to projects)
2. Increased to \$5,000 after recession
3. Editing and approving by deadline - 4 days for staff to edit and publish

**In Progress**

1. 2017/18 Grants
2. Increase of \$5,000 grants

**Challenges**

1. Number of applicants due to increase in amount of grant
2. 14% reimbursement historically
3. Having consistent marketing year to year
4. Length of editing of grant program and application year to year

Public Involvement

**Accomplishments**

None

**In Progress**

N/A

**Challenges**

1. No work done on Sunshine/Open Government Ordinance review.
2. Subcommittee never met during 2016/17 due to competing priorities

Note: Chair will meet with Staff to get ball rolling on subcommittee meetings and activities.

Public Comment - None.

**PARKING LOT**

This space is a place holder for possible upcoming agenda items.

- A. Update on town hall meeting planning
- B. Update on Community Improvement Grants
- C. Update on Santa Rosa Homeless Encampment Pilot Project
- D. Community Improvement Grant Approval Proecess Review
- E. Community Improvement Grant Application Presentations
- F. Strategic Planning Process
- G. Police Auditor Presentation (July 2017)
- H. Progressive Parking Presentation (October 2017)
- I. CAB/other Boards/Council Dance-Off at Wednesday Night Market (next year)
- J. Move CAB meetings downtown or other location

## **ADJOURNMENT**

Vice Chair Moore adjourned the meeting at 7:36PM.

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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.*