



# City of Santa Rosa

Office of Community  
Engagement  
637 First Street

## Community Advisory Board Regular Meeting Minutes - Final

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Wednesday, February 27, 2019

6:00 PM

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**6:00 P.M.**

### 1. CALL TO ORDER & ROLL CALL

**Present:** 10 - Chair Cherie Barnett, Vice Chair Vincent Harper, Board Member Daniel Chaparro, Board Member Veronica Cruz, Board Member Danielle Divine, Board Member Lacinda L. Moore, Board Member Carley C. Moore, Board Member Xavier Nazario, Board Member Cecile Querubin, and Board Member Michael Varela

**Absent:** 1 - Board Member Jennielynn Holmes

### 2. OATHS OF OFFICE

Carley Moore and Danielle Divine were given their Oaths of Office.

Cecile Querubin, Daniel Chaparro, and Vince Harper were all given their Oaths of Office for their reappointment to the CAB.

### 3. PUBLIC COMMENTS

None.

### 4. APPROVAL OF MINUTES

Public Comment: None.

December 19, 2018 Special Meeting Minutes.

**A motion was made by Board Member Querubin, seconded by Chair Barnett, to approve the December 19, 2018 special meeting minutes. The motion carried by the following vote:**

**Yes:** 8 - Chair Barnett, Vice Chair Harper, Board Member Chaparro, Board Member Cruz, Board Member L. Moore, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Absent:** 1 - Board Member Holmes

**Abstain:** 2 - Board Member Divine, and Board Member C. Moore

### 5. CAB ANNOUNCEMENTS

Member Cruz announced that the Roseland Cinco de Mayo Festival planning has

begun. The event will be held in the same location as other years, but may be moved to the street.

Member Querubin announced that Santa Rosa Together held their quarterly neighborhood leaders meeting, with 25 attendees, including two City Council Members and City staff. They are looking for more people to participate in planning these meetings. Contact Member Querubin if interested.

Member Nazario announced that Cesar Chavez and Cook Middle Schools are merging and will be on the same campus next school year.

Member Harper announced Pozole Night, happening on March 8, 2019 from 5-8pm at Roseland Elementary School.

Chair Barnett handed out the Sonoma County Bike Coalition's event flyer to CAB Members and staff.

Public Comment: None.

## **6. STAFF UPDATES**

1. Community Engagement Director Update - Staff announced that Jason Carter is now the Interim Director for the Office of Community Engagement.

2. Open Government Task Force Implementation Subcommittee Update and Next Meeting - Staff announced that the next meeting of the Subcommittee will be held on Saturday, March 2, 2019 at the Oakmont West Rec Room, located at 6470 Meadowridge Drive. The agenda includes completing the review and discussion of the draft Open Government Ordinance.

3. Neighborfest Update - Staff provided the CAB with a brief overview of the Neighborfest website, including the new program logo. Staff also provided an update on next steps for the Pilot Program, including an orientation and completing mini-grant agreements with each neighborhood.

4. 2019 Community Events Schedule - Staff passed around a schedule for upcoming 2019 events happening in Santa Rosa for CAB's participation. Staff asked that CAB Members sign up for several events and that the sign-up sheet would also be sent via email.

Public Comment: None.

## **7. SCHEDULED ITEMS**

### **7.1 FISCAL YEAR 2019-2020 PUBLIC SERVICES CONTRACT SOLICITATION AND AWARD PROCESS AND ACTION PLAN**

Nancy Manchester, Program Specialist II from the Housing and Community Services Department, reviewed the Public Services Contract process and how the public can participating in the public comment process. The public is given an opportunity to provide feedback on the use of federal dollars for housing in the Action Plan. The plan will be published March 15, 2019 and will be open for public comment for one month. Comments received will be included in the final plan. The plan will be taken to City Council on May 7, 2019 and the final plan is due to HUD by May 15, 2019.

Public Comment: None.

**PRESENTATION - FISCAL YEAR 2019-2020 PUBLIC SERVICES CONTRACT SOLICITATION AND AWARD PROCESS AND ACTION PLAN.**

## **7.2 AD-HOC COMMITTEE UPDATES AND ACTIONS**

Each Ad-Hoc Committee was provided an opportunity to give an update on the status of their work. The Empowerment Ad-Hoc Committee is requesting time on the March agenda to present on developing a list of neighborhood and community groups. Chair Barnett requested Staff resend the Wingfinder Assessment to all CAB Members who have not taken it yet.

Staff provided information to the CAB about the difference between Ad-Hoc Committees and standing Subcommittees. There was some concern among CAB Members about making committees more formal, particularly around formal agendas and set meeting schedule.

Public Comment: None.

**A motion was made by Board Member Moore, seconded by Vice Chair Harper, to formalize Ad-Hoc Committees from the action plan and make them standing subcommittees with formalized dates and agendas. The motion carried by the following vote:**

**Yes:** 10 - Chair Barnett, Vice Chair Harper, Board Member Chaparro, Board Member Cruz, Board Member Divine, Board Member L. Moore, Board Member C. Moore, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Absent:** 1 - Board Member Holmes

## **7.3 GET TO KNOW YOUR CAB MEMBERS: CHAIR BARNETT**

Chair Barnett presented information about her background, including career path, volunteer activities, and skills.

Public Comment: None.

## 8. FUTURE AGENDA ITEMS

- A. Subcommittee Report Outs (on-going)
- B. Get to Know Your CAB Members - All CAB Members Present (March 2019)
- C. CAB Orientation and Mentors (TBD)
- D. Neighborfest Presentation (April 2019)
- E. Roseland Annexation Update from SRPD (TBD)
- F. Get to Know Your District Community Meetings (TBD)
- G. Downtown Station Area Plan Update (Staff Update - March 2019)
- H. Neighborhood and Community Groups Activity (Empowerment Subcommittee - March 2019)

## 9. ADJOURNMENT

Meeting adjourned at 7:30pm.

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

**Yes:** 10 - Chair Barnett, Vice Chair Harper, Board Member Chaparro, Board Member Cruz, Board Member Divine, Board Member L. Moore, Board Member C. Moore, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Absent:** 1 - Board Member Holmes

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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.*