



# City of Santa Rosa

Office of Community  
Engagement  
637 First Street

## Community Advisory Board Special Meeting Minutes - Final

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Wednesday, December 19, 2018

6:00 PM

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**6:09 P.M.**

### 1. CALL TO ORDER & ROLL CALL

Member Querubin arrived at 6:10pm.

**Present:** 9 - Chair Cherie Barnett, Board Member Linda Adrain, Board Member Daniel Chaparro, Board Member Veronica Cruz, Board Member Lacinda Moore, Board Member Tanya Narath, Board Member Xavier Nazario, Board Member Cecile Querubin, and Board Member Michael Varela

**Absent:** 2 - Vice Chair Vincent Harper, and Board Member Jennielynn Holmes

### 2. PUBLIC COMMENTS

NONE.

### 3. APPROVAL OF MINUTES

November 28, 2018 Regular Meeting Minutes.

**A motion was made by Board Member Moore, seconded by Board Member Cruz, to approve the November 28, 2018 meeting minutes. The motion carried by the following vote:**

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

**Absent:** 3 - Vice Chair Harper, Board Member Holmes, and Board Member Querubin

### 4. CAB ANNOUNCEMENTS

Member Querubin announced that Santa Rosa Together is pushing for more engagement among Santa Rosa resident in City projects and activities. They are looking for innovative ways for people to get involved.

### 5. STAFF UPDATES

**Open Government Task Force Implementation Subcommittee:**

Next meeting will be held on Wednesday, January 9, 2019 at 6pm. in City Council Chambers. Agenda will include the continuation of the draft Open Gov. ordinance

Articles II and III

**Languages Services RFP:**

Recommendation by the former OGTF is to automatically translate documents if the non-English speaking population is 5% or more of the total population. A Request for Proposals (RFP) was released on December 4, 2018 to look for a contractor that will conduct an assessment of what the City's current translation and interpretation practices are, where the gaps are, what the community would like/how we can better serve them, and recommendations based on best practices. RFP closes on December 19, 2018. Staff will update the CAB on number of bids received soon.

**Neighborfest Follow-Up:**

Timeline includes:

- Dates for neighborhoods and set up of orientation
- Completion of materials
- Recruitment and training of volunteers
- Outreach/media work for pilot phase

**Empowerment Ad-Hoc**

- Toolkit review and input
- Implementation help

CAB Volunteers: Staff requested that CAB members help with events in their CAB areas and that at-large members choose one or two events to help with as well.

**Community Engagement Director Update:**

Director Barnes announced that she will be leaving the City of Santa Rosa to take a new position in the City of Modesto. Her last day with the City will be December 28, 2018.

## **6. SCHEDULED ITEMS**

### **6.1 CAB STRATEGIC PLAN REVIEW AND APPROVAL**

#### **REPORT - COMMUNITY ADVISORY BOARD STRATEGIC PLAN**

BACKGROUND: In February 2018, the Office of Community Engagement and the Community Advisory Board (CAB) began working with CivicMakers to develop a strategic plan for the CAB. The CAB held two strategic planning workshops: the first was held in June 2018 and the second was held in September 2018. During the first workshop, the

CAB developed their mission, vision, three strategic categories, and associated strategic priorities. At the second workshop, the CAB developed one-year works plans for several selected priorities, as well as yearly outcomes and metrics.

**RECOMMENDATION:** The Office of Community Engagement recommends that the Community Advisory Board approve, by motion, their Five Year Strategic Roadmap: Year One Work Plans, dated October 2018 and make a recommendation to City Council to approve, by motion, their Five Year Strategic Roadmap.

Public Comment: NONE.

**RECOMMENDATION**

**The Office of Community Engagement recommends that the Community Advisory Board approve, by motion, their Five Year Strategic Roadmap: Year One Work Plans, dated October 2018 and make a recommendation to City Council to approve, by motion, their Five Year Strategic Roadmap.**

**Yes:** 9 - Chair Barnett, Board Member Adrain, Board Member Chaparro, Board Member Cruz, Board Member Moore, Board Member Narath, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Absent:** 2 - Vice Chair Harper, and Board Member Holmes

## **6.2 EXPERTISE AD-HOC COMMITTEE: STRENGTHS ASSESSMENT SUMMARY AND DISCUSSION**

The Expertise Ad-Hoc Committee led the CAB through a discussion about ideal CAB member qualities. CAB member qualities based on the strengths assessment and additional brainstorming include: Passionate, Committed, Engaged, and Time.

**Passionate:** CAB member has the desire to be on the CAB and the desire to participate and engage with the public.

**Committed:** CAB member is committed and accountable to doing the work in the strategic plan.

**Engaged:** CAB member engages with the public, staff and their appointed Council Member. Two-way ambassadors.

**Time:** CAB member has the time to attend more than one monthly meeting and participate in CAB activities.

Tools to help get us there:

1. Creating asset maps of each CAB area
2. Orientation and training
3. Mentoring program
4. Professional development

CAB Member Input:

Member Varela: Commitment - CAB members need to attend neighborhood meetings and events. To help, we need a calendar of events and a list of meetings ahead of time. We should also have a time bank or time requirement for CAB members.

Member Moore: Passion - How do we get more passionate about government?

Member Nazario: Commitment - in order to be more committed to the CAB there needs to be three things in place: 1. Prioritizing, 2. Pride, 3. Promise

Member Adrain: Engagement - only one representing mobile home parks.

Member Querubin: Passion - Training on engagement and more outreach training needed. Active listening training. How can we incorporate more of what we learn into meetings with others?

Chair Barnett: Passion - Celebrate the milestones and have fun.

Director Barnes: Will send CAB's strategic plan to the Council so they have something to refer to when selecting new CAB members.

Staff (Garduno): Revisit strategic plan in one year and revise one year work plans. Strategic plan is a working document.

VISTA Member Pesqueda: Passion is important. Must communicate with the public and keep the communication going.

Member Cruz: Passion - CAB members need to know what they are committing to. Planning and knowing what's coming down the line ahead of time is important.

Member Chaparro: Passion - Enjoys bringing back what he learns from CAB to the youth he works with.

Member Narath: Commitment - There should be a process where each CAB member publicly commits to a goal for the year. Report out on progress on a regular basis at CAB meetings.

Public Comment: NONE.

### 6.3 CAB MEMBER RECOGNITION

CAB Members and staff thank Member Narath for her 12 years of service with the CAB and presented her with a certificate. Member Narath served as CAB Chair from 2009-2017 and began her time with CAB in 2007.

### 7. FUTURE AGENDA ITEMS

- A. Fiscal Year 2019-2020 Public Services Contract Solicitation and Award Process and Action Plan (Housing and Community Services - Jan. 2019)
- B. Ad-Hoc Committees to Subcommittees (Jan. 2019)
- C. Neighborfest Update (Jan. 2019)
- D. Expertise Ad-Hoc: CAB Member Orientation and Mentors (Feb. 2019)
- E. Ad-Hoc/Subcommittee Report Outs (on-going)
- F. Get to Know Your CAB Members (on-going; Chair Barnett - Jan. 2019)
- G. Roseland Annexation Update (TBD)
- H. Get to Know Your District Community Meetings (TBD)

### 8. ADJOURNMENT

**A motion was made by Board Member Moore, seconded by Board Member Varela, to adjourn the meeting at 7:47pm. The motion carried by the following vote:**

**Yes:** 9 - Chair Barnett, Board Member Adrain, Board Member Chaparro, Board Member Cruz, Board Member Moore, Board Member Narath, Board Member Nazario, Board Member Querubin, and Board Member Varela

**Absent:** 2 - Vice Chair Harper, and 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.*