



**CITY OF DUBLIN
HUMAN SERVICES COMMISSION
MEETING AGENDA**

**THURSDAY, July 23, 2015, 7:00 PM
DUBLIN CIVIC CENTER, 100 CIVIC PLAZA, CITY COUNCIL CHAMBERS**

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ORAL COMMUNICATIONS

3.1 Public Comments

At this time, the public is permitted to address the Human Services Commission on non-agendized items. The Commission must, however, comply with all State Laws in regard to items not appearing on the posted agenda. The Commission may respond to statements made or questions asked, or may request Staff to report back at a future meeting concerning the matter. Any member of the public may contact the Office of the Community Development Department related to the proper procedure to place an item on a future Human Services Commission agenda. The exceptions under which the Human Services Commission MAY discuss and/or take action on items not appearing on the agenda are contained in G.C. 54954.2(b)(1)(2)(3).

3.2 Administration of Oath of Office by City Clerk to newly appointed Human Services Commissioner

3.3 Election of Officer for new Chairperson of the Human Services Commission

4. MINUTES OF PREVIOUS MEETINGS – April 23, 2015

STAFF RECOMMENDATION: Approve Minutes

5. WRITTEN COMMUNICATIONS – None

6. PUBLIC HEARING – None

7. UNFINISHED BUSINESS – None

8. NEW BUSINESS

8.1 Informational Presentation by Senior Support Program of the Tri-Valley

The Human Services Commission shall receive a presentation from Senior Support Program of the Tri-Valley on the services provided to Dublin residents through their programs for seniors.

STAFF RECOMMENDATION: Receive Report and Discuss

8.2 Review of Joint Human Services Commission Meeting

The Human Services Commission shall review the joint meeting and discuss potential next steps for regional human services activities.

STAFF RECOMMENDATION: Receive Report and Discuss

8.3 Human Services Priorities and Initiatives Update

The Human Services Commission shall receive an update on current human services activities.

STAFF RECOMMENDATION: Receive Report

8.4 Increasing Human Services Commission Meeting Frequency

Contingent upon City Council approval of amendments to Human Services Commission Bylaws on July 21, 2015, the Commission shall establish a new meeting schedule.

STAFF RECOMMENDATION: If Required, Establish New Meeting Schedule

9. OTHER BUSINESS

Brief INFORMATION ONLY reports from the Human Services Commission and / or Staff related to meetings attended at City Expense (AB 1234).

10. ADJOURNMENT –

Next Meeting Thursday, October 22, 2015

This AGENDA is posted in accordance with Government Code Section 54954.2(a)

If requested, pursuant to Government Code Section 54953.2, this agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 U.S.C. Section 12132), and the federal rules and regulations adopted in implementation thereof. To make a request for disability-related modification or accommodation, please contact the Office of the Community Development Department at (925) 833-6610 at least 72 hours in advance of the meeting.

A complete packet of information containing Staff Reports (Agenda Statements) and attachments related to each item is available for public review at least 72 hours prior to a Human Services Commission Meeting or, in the event that it is delivered to the Commission less than 72 hours prior to a Humans Services Commission Meeting, as soon as it is so delivered. The packet is available in the Community Development Department at the Civic Center.

HUMAN SERVICES COMMISSION

Mission

The City of Dublin Human Services Commission is dedicated to outreach, education, and collaboration to address the community’s human service needs as represented in the adopted needs assessment.

Vision

The Human Services Commission seeks solutions to the needs identified in the adopted needs assessment. The Commission will make recommendations to the Council on priorities for efforts that are consistent with the City Council’s adopted mission, vision and values.

The Commission evaluates, encourages and advocates for the provision of human services in the community by making recommendations for organizational grant funding, educating residents on human services needs and promoting available services, supporting citizen awareness, engagement and volunteerism in addressing human service needs, and by collaborating with neighboring cities on regional human services solutions.



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: July 23, 2015

TO: Human Services Commission

SUBJECT: Election of Officer for new Chairperson of the Human Services Commission
Prepared by Ellen Keating, Community Development Intern

EXECUTIVE SUMMARY: The Human Services Commission will select a Chairperson to fill the current vacancy on the Commission per the bylaw requirements.

FINANCIAL STATEMENT: None

RECOMMENDATION: Staff requests that the Human Services Commission appoint a new Chairperson per Section V Part B. of the Human Services Commission bylaws (adopted in 2013).

DESCRIPTION:

Janet Lockhart, Chairperson of the Human Services Commission, resigned from this position on June 1, 2015, resulting in an unscheduled vacancy. Ms. Lockhart's term as Chairperson would have ended in December 2015. According to section V., Part B. of the City of Dublin's Human Services Commission Bylaws and Rules of Procedure, vacancies within the Office of Chairperson "shall be filled by an election held at the first regular meeting after the occurrence of such vacancy." As such, Staff is requesting the Human Services Commission select a new Chairperson to complete the remainder of Chairperson Lockhart's appointment.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

ATTACHMENTS:

1. 2015 HSC Bylaws

COPIES TO:

ITEM NO: 3.3

**CITY OF DUBLIN
HUMAN SERVICES COMMISSION
BYLAWS AND RULES OF PROCEDURE**

I. GENERAL PROVISIONS

A. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Human Services Commission of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

B. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Commission.

II. COMMISSION COMPOSITION AND METHOD OF APPOINTMENT

A. The Human Services Commission shall be composed of five (5) members.

B. The Mayor shall make all appointments to the Commission, with the approval of the City Council.

C. Commission members may resign at any time giving written notice to the Mayor and City Clerk.

III. TERM OF OFFICE AND REMOVAL

A. Commission members shall be appointed for terms which run four (4) years beginning in December of even numbered election years and ending in December of an even numbered election year. At the end of a Commissioner member's term, the Commission member may be reappointed to the Commission in the same manner as the initial appointment. Commission members shall be eligible to serve a maximum of eight (8) years with two (2) 4-year terms.

B. Any member of the Commission may be removed from office by the Mayor, with the approval of a majority of the City Council. Removal and appointment of Commissioners shall be made only at a regularly scheduled meeting of the City Council.

C. Commission members must attend 75% of all regular and special meetings in a 12 month period. The Secretary to the Commission shall provide the Mayor with six attendance reports per year, and an annual overview of attendance by Commission members. The Secretary to the Commission shall notify the Mayor if a Commission member is absent from two consecutive meetings. The Commission member shall also be notified that they may be removed from the Commission.

D. If a Commission member ceases to reside in the City of Dublin, said Commissioner's office shall be declared vacant.

IV. **VACANCIES**

A. Vacancies on the Commission occurring other than by expiration of term shall be filled for the unexpired portion of the term in the same manner as the original appointment.

V. **OFFICERS**

A. Election and Term of Office. The Commission shall elect a Chairperson and Vice Chairperson at the first meeting in January of each year or, if a quorum is not present, at the next meeting at which a quorum is present. The Chairperson and Vice Chairperson shall serve until their successors are elected, or until their terms as members of the Commission expire, whichever is first. The Commission shall, unless no Commissioners meet the criteria, elect Commissioners to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for no more than two consecutive years.

The secretary to the Commission will be the City Manager or his/her designee.

B. Vacancies. In case of any vacancy in the Office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

C. Duties of Officers. The Chairperson performs the following duties:

1. Presides at all meetings of the Commission.
2. Appoints committees and chairpersons of committees as necessary.
3. Signs correspondence on behalf of the Commission.
4. Represents the Commission before the City Council.
5. Performs other duties necessary or customary to the office.

D. The Committees. The Commission or the Chairperson, upon direction of the Commission, may appoint several of its members, but fewer than a quorum, to serve as a Committee. On certain occasions, such as when a particular kind of expertise or public representation is desirable, the Commission may appoint non-members to the Committee. Committees make recommendations directly to the Commission. A Committee may not represent the Commission before the Council or other bodies unless it has first received the authorization of the Commission to do so.

VI. **MEETINGS**

A. The Commission shall hold regular meetings at least six (6) times per year at a designated time and place which shall be fixed and determined by the Commission and entered upon its minutes. All meetings of the Commission shall be open to the public. Special meetings of the Commission may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

B. A majority of the voting members of the Commission shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Commission, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

VII. **GENERAL RESPONSIBILITIES OF THE COMMISSION**

A. The Commission shall consider and make recommendations as it deems necessary to the City Council and to City Staff in all matters pertaining to human service needs in the Tri-Valley. Such recommendations would include, but are not limited to the Community Grants Program, the 2011 Tri-Valley Needs Assessment, and the federal Community Development Block Grant Program.

VIII. **DUTIES OF COMMISSION TO BE ADVISORY ONLY**

A. It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions.

IX. **STAFF ASSISTANCE**

A. The City Manager shall provide the Commission with such information and Staff assistance as the Commission may, from time to time request, subject to the limitations imposed by the City Council.

X. **AMENDMENTS**

A. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.



**HUMAN SERVICES COMMISSION
REGULAR MEETING
DRAFT Minutes
CITY OF DUBLIN
April 23, 2015**

The April 23, 2015 Human Services Commission (HSC) was called to order at [7:06:23 PM](#) at the Dublin Civic Center, Dublin, California, by Vice Chair (Vc.) Alan Brown.

ROLL CALL

Commissioners (Cm.) Present: Vc. Brown, McCormick, Sladden, Strah

Commissioners Absent: Chair Lockhart

PLEDGE OF ALLEGIANCE

Vc. Brown led the Pledge of Allegiance.

ORAL COMMUNICATIONS

3.1 Public Comments – None

MINUTES OF PREVIOUS MEETINGS

4. January 22, 2015

On a motion by Cm. McCormick and seconded by Cm. Sladden, on a vote of 4-0-1, the HSC approved the minutes of the January 22, 2015 meeting.

WRITTEN COMMUNICATIONS – None

PUBLIC HEARING – None

UNFINISHED BUSINESS – None

NEW BUSINESS

8.1 Informational Presentation by Kidango, Inc. (Kidango)

Kimberly Sato, Director of Education, with Kidango presented information on Kidango's services.

Vc. Brown asked how many of the eighty (80) students attending Kidango at the Emerald Vista site reside in the Emerald Vista community.

Ms. Sato responded that eleven (11) students attending the program live in the Emerald Vista development.

Cm. Strah asked if the majority of students attending the Dublin Kidango site reside in Dublin.

Ms. Sato responded that one-half of the students in the program live in Dublin and the remaining live in the Tri-Valley area.

Cm. Sladden asked if Kidango made commitments to the City of Dublin in order to secure the space at Emerald Vista and if Kidango is in compliance with those obligations.

Ms. Sato stated she is not aware of commitments made between the City of Dublin and Kidango. She did not work for Kidango when the program started at Emerald Vista.

Cm. Sladden asked if Dublin residents receive prioritization for program enrollment.

Ms. Sato stated that priority is given to income eligible students per state mandates. She explained that Dublin residents do receive higher priority into the program over residents from other cities.

Amy Cunningham, Assistant to the City Manager, explained that the City provided funding through a loan to Eden Housing for the Emerald Vista development. The agreement requires Eden Housing to provide onsite daycare. Eden currently contracts with Kidango to satisfy this obligation.

Vc. Brown asked if any attendees in the program reside in Camp Parks.

Ms. Sato stated she is unaware of how many program participants reside at Camp Parks and will obtain the information from Kidango's enrollment and development department.

Cm. McCormick asked how many private pay students are enrolled in the program.

Ms. Sato stated that the mission of the program is to support low income students and believes private pay student enrollment is low. She stated that she will follow up with the exact figures.

Cm. McCormick asked if the State requires a percentage of students admitted to be low-income.

Ms. Sato replied that the State does require a minimum, but she is unsure of the exact percentage of student enrollment required to be low-income. She provided a document to the HSC detailing the State subsidized funding eligibility and needs regulations.

Cm. Strah asked how much the monthly fee is for private pay.

Ms. Sato stated the monthly cost for a full day is approximately \$900.

Cm. McCormick asked if the program accepts children with special needs.

Ms. Sato stated yes and explained that Kidango has a mental health department which collaborates with special needs children and families using the Center on the Social and Emotional Foundations for Early Learning (CSEFEL) approach.

Cm. McCormick asked if there is a waiting list to get into the program.

Ms. Sato stated that there is no waiting list, but all classrooms are at full capacity. She also explained that they recently expanded classroom size from 24 to 32 children. She concluded by stating that she would email Ms. Cunningham information in response to the outstanding questions from the Commission

8.2 City of Dublin Below Market Rate (BMR) Rental Monitoring Program

Kim Obstfeld, Housing Specialist, presented information on the results of Dublin's recent BMR rental monitoring.

Cm. McCormick asked if BMR rental monitoring includes tenant customer satisfaction surveys.

Ms. Obstfeld explained that the Affordable Housing Agreement defines the scope of BMR rental monitoring for each project and it does not include tenant satisfaction as a component.

Cm. Sladden asked if BMR communities are required to publicize themselves as income restricted properties.

Ms. Obstfeld stated that affordable housing properties are required to execute a City approved management and marketing plan, prior to occupancy. She explained that Staff is researching ways to require periodic marketing plan updates for BMR communities.

Ms. Cunningham added that the Tri-Valley Rental Housing Opportunities Guide advertises BMR communities within the Tri-Valley, and Staff frequently refers inquirers to this resource.

Ms. Obstfeld stated that the City's BMR and market rate apartment communities are also listed on the City's website.

Vc. Brown asked if affordable housing units are mandated.

Ms. Obstfeld responded that the Housing Element, a component of the General Plan, is required to be reviewed and certified by the Department of Housing and Community Development (HCD). She explained that the Regional Housing Needs Assessment establishes a target number of affordable units the jurisdiction is to provide and defines income limits from extremely low to moderate. The Housing Element requires that zoning for affordable units is identified in the plan.

Vc. Brown asked how many affordable properties in Dublin house extremely low income families.

Ms. Obstfeld replied that the properties in Dublin accommodating extremely low income categories are run by not-for-profit housing organizations; the properties are Camellia Place, Wexford Way, Carlow Court, and Wicklow Square.

Vc. Brown asked what the income level is for the extremely low category.

Ms. Obstfeld stated that the extremely low category is thirty-percent or less of the area median income. This is \$28,050 or less per year for a four person household, using the 2014 state income limits.

Vc. Brown asked if a household will qualify for affordable housing if the family is earning less than the maximum for the extremely low income category.

Ms. Obstfeld explained that many families coming in below the extremely low income level have a project or tenant-based Housing Choice Voucher, keeping the rent at 30% of their household income.

Vc. Brown asked how households in the extremely low category are informed about available BMR units.

Ms. Obstfeld explained that there are a variety of organizations providing this information including: The City of Dublin, Housing Authority of the County of Alameda, Eden I&R Inc., Tri-Valley Opportunity Center and other not-for-profit housing providers.

Cm. Strah asked how often Officer Rhodes frequents the properties who participate in the Crime Free Multi-Housing Program.

Ms. Obstfeld stated he visits each site at least once a week, depending on the level of activity at the development.

Cm. Strah asked about how many calls Officer Rhodes receives from the affordable housing developments.

Ms. Cunningham explained that Officer Rhodes initiates these visits and is not necessarily responding to calls for service. He provides a service in support of the local neighborhood watch concept; he develops relationships with property managers and residents and in turn becomes familiar with issues affecting the property.

Cm. McCormick asked if crime statistics are available by property.

Ms. Cunningham stated that crime statistics are categorized by geographical area and identify calls for service and/or arrests for a specific area.

Cm. McCormick asked if there are waiting lists for affordable housing communities.

Ms. Obstfeld stated that not-for-profit properties that cater to lower income households' average a two-to-three year wait period.

Vc. Brown asked where people live while waiting for affordable housing to become available.

Ms. Cunningham informed the Commission that not all the people on these waiting lists are Dublin residents and that one family may be signed up on multiple waiting lists.

Vc. Brown asked if the City is requiring developers to provide more affordable housing in view of the need.

Ms. Cunningham stated that the City requires twelve and one-half percent of affordable housing per development project consisting of twenty or more residential units. She explained that the Veterans housing project will provide sixty-five more affordable units and acknowledged the City's investment of funds and efforts to provide more affordable housing.

Vc. Brown asked if the newly constructed Esprit townhomes offer affordable housing.

Ms. Obstfeld explained that the transit center project has already satisfied its affordable housing requirement. She explained that Camellia Place fulfilled the very-low and low income category and the other properties within the transit center offer moderate-income affordable units.

Cm. Sladden asked if all senior housing in Dublin is tied to income.

Ms. Cunningham explained that the three (3) affordable senior communities are tied to income, and the universal design guidelines ensure new construction can be adapted to a senior life style.

Cm. Strah asked who the responsible party is for the maintenance of affordable housing communities.

Ms. Cunningham stated that the City requires the property management company/owner to provide for the ongoing repair and maintenance of the affordable housing communities.

8.3 Community Grants Program Modifications

Ms. Cunningham presented on Community Grants program modifications.

Vc. Brown asked if not-for-profit organizations are required to have a business license.

Ms. Cunningham explained that not-for-profit organizations serving Dublin residents in the City are required to have a business license. The business license registration for not-for-profit organizations is free.

Cm. Sladden asked if Community Grant recipients receive funding in one disbursement.

Ms. Cunningham stated that General Fund and Housing Fund recipients can request funding up-front in one disbursement. She explained Community Development Block Grant recipients operate on a reimbursement basis per HUD guidelines.

Cm. Sladden asked when the mid-year grant recipient reporting would be due.

Ms. Cunningham stated mid-year reporting would be due in December. The goal is to have the information prior to the Community Grants Program meeting. The information will allow the Commission to review a funded organization's progress, prior to making recommendations for future funding.

8.4 Human Services Priorities and Initiatives

Ms. Cunningham presented on Human Services priorities and initiatives.

Cm. Strah asked if outreach for SeeDubWell includes recruiting doctors and/or nurses.

Ms. Cunningham responded that the school nurses are focusing on recruitment of doctors and nurses for the event. Ms. Cunningham further stated that outreach is targeted at uninsured participants who may be unaware of available services such as those through Axis Community Health.

Cm. Sladden asked how close in proximity is August 22, 2015 to the start of the school year.

Ms. Cunningham stated the SeeDubWell event will be held a few days before school starts. The goal is to prevent school registration delays resulting from a lack of student immunizations.

Vc. Brown asked if the planning committee for SeeDubWell is seeking pro-bono services from health care workers.

Ms. Cunningham explained that the planning committee is working with Axis Community Health, Kaiser Permanente, ValleyCare, John Muir, and Alameda County Public Health Department to provide collaborative services. They will assist with medical and health services as well as with the needed medical record reporting and insurance requirements.

Vc. Brown asked when a flyer will be available advertising the event.

Ms. Cunningham stated the marketing materials will be available in about one-month. She then asked for two volunteers from the Commission to be on the SeeDubWell subcommittee to assist with participant outreach.

Cm. Strah and Cm. Sladden volunteered to be on the SeeDubWell subcommittee.

Cm. McCormick asked if the Tri-Valley cities need funding for the dental study.

Ms. Cunningham confirmed funding is needed and explained the joint dental clinic study will identify needs, advantages and obstacles associated with providing a dental clinic.

Vc. Brown asked how much the dental clinic study will cost.

Ms. Cunningham replied that a dental clinic study and implementation will cost between forty and sixty thousand dollars. She then asked for a volunteer to be on the Regional Human Services subcommittee comprised of members from the three Tri-Valley Human Services Commissions.

Vc. Brown volunteered to be on the Regional Human Services subcommittee.

Ms. Cunningham suggested having not-for-profit organizations who focus on Commission priorities present program services to the HSC at future meetings. She then suggested Senior Support Program of the Tri-Valley (Senior Support) be the next presenter as senior services are one of the HSC's identified priorities.

The HSC agreed they would like to have Senior Support present program services to the Commission.

Vc. Brown asked if the HSC will meet more often.

Ms. Cunningham explained that the proposal will need to be adopted as part of the strategic plan and budget process. The thought is that the HSC would meet every other month starting sometime after July, perhaps beginning later than September due to staffing constraints during the summer and early fall.

Ms. Cunningham then explained that there may be future volunteer opportunities through a poverty awareness subcommittee and the SeeDubWell event. She stated that at each HSC meeting one or two organizations of interest will present program services.

OTHER BUSINESS

9. Brief INFORMATION ONLY reports from the Human Services Commission and / or Staff related to meetings attended at City Expense (AB 1234).

Cm. Strah visited Tri-Valley Haven and was very impressed with the organization.

Cm. Sladden stated she recently joined the Board of Dublin Partners in Education.

Ms. Cunningham stated that the First Tee of the Tri -Valley asked for feedback about their grant application and outreach opportunities for funding.

The HSC recommended potential private funding from local PFSO's (Parent, Faculty, Student Organizations at the schools), local adult/youth sports associations, local services organizations golf course for private business or other local resources involved with golf activities. They asked staff to contact the organization and provide their suggestions.

ADJOURNMENT

Being no further business, the meeting adjourned at [8:38:57 PM](#) .

Respectfully Submitted,

Anastasia Nelson, Recording Secretary

APPROVED:

Vice Chairperson, Alan Brown



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: July 23, 2015

TO: Human Services Commission

SUBJECT: Informational Presentation by Senior Support Program of the Tri-Valley
Prepared by Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: The Commission shall receive a presentation from Senior Support Program of the Tri-Valley on the services provided to Dublin residents through their programs for seniors.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive Report and Discuss.

DESCRIPTION:

The Human Services Commission has ranked supporting seniors, senior services and senior programming as one of the top three (3) human service needs in Dublin. At the April 23, 2015 meeting, Commissioners expressed interest in learning more about the services Senior Support Program of the Tri-Valley provides to Dublin residents. Marlene Petersen, Executive Director, will make a presentation about the services Dublin residents receive and how the community can help support the organization's efforts in maintaining quality of life for our seniors. Senior Support Program of the Tri-Valley is a Fiscal Year 2015-2016 Community Grants Program funding recipient.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

None.



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: July 23, 2015

TO: Human Services Commission

SUBJECT: Review of Joint Human Services Commission Meeting
Prepared by Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: The Commission shall review the meeting and discuss potential next steps for regional human services activities.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive Report and Discuss.

DESCRIPTION:

The annual Joint Human Services Commission meeting was held with the Cities of Dublin, Livermore and Pleasanton on June 23, 2015, hosted by the City of Livermore. Several human services items of regional interest were presented and discussed at the meeting as outlined on the attached agenda (Attachment 1). Staff is seeking feedback on the meeting, presentations from the non-profit organizations, and proposed future activities.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. June 23, 2015 Joint Human Services Commission Agenda

COPIES TO:

ITEM NO: 8.2

**CITY OF LIVERMORE, CITY OF DUBLIN AND CITY OF PLEASANTON
JOINT HUMAN SERVICES COMMISSION**

Special Meeting Agenda

Tuesday, June 23, 2015 at 7:00 p.m.
*Civic Center Library, Community Room A
1188 South Livermore Avenue*

- 1) **Call to Order**
Wendy Weathers, Chairperson, Livermore Human Services Commission
- 2) **Roll Call**
*Wendy Weathers, Chairperson, Livermore Human Services Commission
Alan Brown, Vice Chairperson, Dublin Human Services Commission
Prashant Jhanwar, Vice Chairperson, Pleasanton Human Services Commission*
- 3) **Commissioners Introductions**
- 4) **Open Forum**
Opportunity for members of the audience to speak to the Commission regarding matters not included on the agenda (3 minutes per speaker).
Chairperson Weathers
- 5) **New Business**
 - 5.1 Axis Community Health – progress report on new community clinic
 - 5.2 United Way of the Bay Area – presentation on Spark Point centers
 - 5.3 Discussion regarding equity and inclusion training for the three Commissions
 - 5.4 Joint Commission Field Trip
 - 5.5 Commission Roundtable
- 6) **Matters Initiated/Agenda Building by Commissioners and Staff**
This is an opportunity for the Human Services Commission and Staff to make brief announcements and place items on future agendas. The Commission cannot take action on these items.
Chairperson Weathers
- 7) **Adjournment**

THE PUBLIC IS WELCOME TO ATTEND

Pursuant to Title II of the Americans with Disabilities Act (codified at 42 United States Code Section 12101 and 28 Code of Federal Regulations Part 35), and Section 504 of the Rehabilitation Act of 1973, the City of Livermore does not discriminate on the basis of race, color, religion, national origin, ancestry, sex, disability, age or sexual orientation in the provision of any services, programs, or activities. To arrange an accommodation in order to participate in this public meeting, please email the City at housing@cityoflivermore.net or make the request at City Hall, 1052 S. Livermore Avenue

at least 72 hours in advance of the meeting.

The Human Services Commission Agenda and Agenda Reports are prepared by City staff and are available for public review on the Thursday evening prior to the Human Services Commission meeting at the Multi-Service Center located at 3311 Pacific Avenue. Copies will be made available at the Multi-Service Center prior to the meeting. The agenda is also available on the city's website, <http://www.cityoflivermore.net>.

Under Government Code §54957.5, any supplemental material distributed to the members of the Human Services Commission after the posting of this agenda will be available for public review in the Multi-Service Center at 3311 Pacific Avenue, Livermore.

If supplemental materials are made available to the members of the Human Services Commission at the meeting, a copy will be available for public review at the meeting location.



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: July 23, 2015

TO: Human Services Commission

SUBJECT: Human Services Priorities and Initiatives Update
Prepared by Amy Cunningham, Assistant to the City Manager

EXECUTIVE SUMMARY: The Human Services Commission shall receive an update on current human services activities.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Receive Report.

DESCRIPTION:

Since the Human Services Commission's (HSC) creation in November 2013, significant human services work has been undertaken and/or accomplished. Attachment 1 of this report summarizes the human services priorities identified for focus and the major initiatives that have been undertaken since the Commission was formed. This information is provided as a reference for discussion. This chart will be updated and presented to the HSC periodically as an informational item.

HSC Priorities

Of the fourteen needs identified in the Eastern Alameda County 2011 Human Services Needs Assessment, the Human Services Commission identified three areas for focused local and regional work: (1) Behavioral Health; (2) Health Care, including dental; and (3) Senior Services. The HSC has agreed to target efforts primarily on these areas of need.

Regional Human Services

The Dublin, Livermore and Pleasanton Human Services Commissions have typically met in the June/July timeframe each year. This year the Joint Commission meeting was held on June 23, 2015. A discussion of the joint meeting is agendaized as a separate item for discussion this evening.

Significant Initiative/Priority Updates

Community Grants Program:

- FY 14-15 Year End Reports Due by 08/31/15
- FY 15-16 Funding Agreements Distributed for Signatures
- CDBG Site Monitoring Underway
- CDBG Quarterly Reporting Complete

COPIES TO:

ITEM NO: 8.3

Axis Community Health Clinic Expansion:

- Final Funding Award Notification Received from HUD
- Cities of Dublin, Livermore, Pleasanton finalizing joint funding agreement

Dublin Health Event – SeeDubWell:

- Event Coordination Underway
- Event Outreach/Marketing Underway
- Volunteer Recruitment Underway

Dental Clinic Feasibility Study:

- Study Launch Meeting being Planned (Pleasanton lead agency)

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. City of Dublin Human Services Commission Priorities/Initiatives

**City of Dublin Human Services Commission
Priorities / Initiatives**

Human Services Commission Priorities *

- Health Care (including dental)
- Behavioral Health
- Senior Services

* Identified as regional priorities June 2014; confirmed as local priorities October 2015.

Human Services Initiative	Strategy			Status			
	Outreach	Education	Collaboration	Current	Ongoing	Future	Complete
Community Grants Program (annual)	X	X	X	X	X		
Non-Profit Registration with 2-1-1 when receiving City grant funding	X	X	X	X	X		
Axis Community Health Clinic Expansion – Joint Funding			X	X	X		
Regional Health Event – Carnaval de la Salud	X	X	X				X
Dublin Health Event – SeeDubWell	X	X	X	X			
Dental Clinic Feasibility Study			X			X	
Tri-Valley Poverty Awareness Initiative	X	X	X	X	X		
CDBG Entitlement Study			X	X			
Human Services Pocket Guide Update (including Mandarin)	X	X	X			X	
Joint Human Services Commission Meetings (annual)			X		X		X
Joint Regional Human Services Subcommittee(s)	X	X	X			X	

As of July 23, 2015

HUMAN SERVICES COMMISSION

Mission

The City of Dublin Human Services Commission is dedicated to outreach, education, and collaboration to address the community's human service needs as represented in the adopted needs assessment.

Vision

The Human Services Commission seeks solutions to the needs identified in the adopted needs assessment. The Commission will make recommendations to the Council on priorities for efforts that are consistent with the City Council's adopted mission, vision and values.

The Commission evaluates, encourages and advocates for the provision of human services in the community by making recommendations for organizational grant funding, educating residents on human services needs and promoting available services, supporting citizen awareness, engagement and volunteerism in addressing human service needs, and by collaborating with neighboring cities on regional human services solutions.



AGENDA STATEMENT HUMAN SERVICES COMMISSION

DATE: July 23, 2015

TO: Human Services Commission

SUBJECT: Increasing Human Services Commission Meeting Frequency
Prepared by Ellen Keating, Community Development Intern

EXECUTIVE SUMMARY: At the July 21, 2015 meeting, the City Council will consider an amendment to the Human Services Commission bylaws which increases the frequency of meetings from four (4) to six (6) times per year. If approved, the Human Services Commission will be required to establish a new meeting schedule to comply with the amended bylaws.

FINANCIAL STATEMENT: None.

RECOMMENDATION: Contingent upon City Council approval, July 21, 2015, the Commission shall establish a new meeting schedule conforming to the amended bylaws.

DESCRIPTION:

The City Council formed the Human Services Commission in 2013 as an outcome of the Human Services Task Force. As a result of their work, the Task Force had recommended development of an advisory body aimed at evaluating, encouraging, and advocating for the provision of human services in the Dublin community. These services include but are not limited to health, workforce development, and social assistance programs that directly benefit Dublin residents and families.

The Human Services Commission is responsible for providing recommendations to the City Council on funding for the Community Grants Program and the Federal Community Development Block Grants program. These grants are awarded to local not-for-profit organizations that fulfill human services needs and directly serve Dublin residents. The Commission also spearheads awareness and volunteer campaigns that promote available services, educate residents on community needs, and engage the community. Finally, the Commission collaborates with the Livermore and Pleasanton Human Services Commissions in order to provide more synthesized and cohesive regional human services based on unmet needs identified in the 2011 Tri-Valley Human Services Needs Assessment. As such, the City Council has recognized the importance of the Human Services Commission's work in Dublin and the Tri-Valley region, and the need to increase engagement in human services efforts.

Initially, the Commission bylaws specified that four (4) regularly scheduled meetings occur each year. As part of their strategic planning discussions this year the City Council recognized a greater need for the work of the Commission, and is expected to amend the Commission Bylaws and Rules of Procedure at the meeting on July 21, 2015. The proposed bylaw amendment increases the Commission's regularly scheduled meetings from four (4) to six (6) times per year. This will allow the Commission to more effectively meet its goals and realize its mission each calendar year.

COPIES TO:

ITEM NO: 8.4

Staff is recommending the Human Services Commission begin meeting the fourth Thursday of every odd numbered month beginning in November 2015; *however* the November meeting would be held on the third Thursday each year to avoid holiday conflicts. Establishing a meeting schedule based on this timeframe will ensure that all Community Grant Program timelines will be met as required.

NOTICING REQUIREMENTS / PUBLIC OUTREACH:

None.

ATTACHMENTS:

1. Human Services Commissions Redlined Bylaws, 2013
2. Proposed Human Services Commission Bylaws, 2015

**CITY OF DUBLIN
HUMAN SERVICES COMMISSION
BYLAWS AND RULES OF PROCEDURE**

I. **GENERAL PROVISIONS**

A. These Rules of Procedure shall be known as the Bylaws and Rules of Procedure of the Human Services Commission of the City of Dublin. A copy of these Rules and amendments thereto, shall be filed in the offices of the City Clerk for examination by the public.

B. These Rules and any amendments hereto shall be effective on the date of the adoption hereof, and shall govern the meetings and activities of the Commission.

II. **COMMISSION COMPOSITION AND METHOD OF APPOINTMENT**

A. The Human Services Commission shall be composed of five (5) members.

B. The Mayor shall make all appointments to the Commission, with the approval of the City Council.

C. Commission members may resign at any time giving written notice to the Mayor and City Clerk.

III. **TERM OF OFFICE AND REMOVAL**

A. Commission members shall be appointed for terms which run four (4) years beginning in December of even numbered election years and ending in December of an even numbered election year. At the end of a Commissioner member's term, the Commission member may be reappointed to the Commission in the same manner as the initial appointment. Commission members shall be eligible to serve a maximum of eight (8) years with tow (2) 4-year terms.

B. Any member of the Commission may be removed from office by the Mayor, with the approval of a majority of the City Council. Removal and appointment of Commissioners shall be made only at a regularly scheduled meeting of the City Council.

C. Commission members must attend 75% of all regular and special meetings in a 12 month period. The Secretary to the Commission shall provide the Mayor with ~~quarterly six~~ attendance reports per year, and an annual overview of attendance by Commission members. The Secretary to the Commission shall notify the Mayor if a Commission member is absent from two consecutive meetings. The Commission member shall also be notified that they may be removed from the Commission.

D. If a Commission member ceases to reside in the City of Dublin, said Commissioner's office shall be declared vacant.

IV. **VACANCIES**

A. Vacancies on the Commission occurring other than by expiration of term shall be filled for the unexpired portion of the term in the same manner as the original appointment.

V. **OFFICERS**

A. Election and Term of Office. The Commission shall elect a Chairperson and Vice Chairperson at the first meeting in January of each year or, if a quorum is not present, at the next meeting at which a quorum is present. The Chairperson and Vice Chairperson shall serve until their successors are elected, or until their terms as members of the Commission expire, whichever is first. The Commission shall, unless no Commissioners meet the criteria, elect Commissioners to the positions that have not previously served in the position and that have not declined the appointment, with the intent that no one should serve in the position for no more than two consecutive years.

The secretary to the Commission will be the City Manager or his/her designee.

B. Vacancies. In case of any vacancy in the Office of Chairperson or Vice Chairperson, the vacancy shall be filled by an election held at the first regular meeting after the occurrence of such vacancy. The person so elected shall serve the balance of the term.

C. Duties of Officers. The Chairperson performs the following duties:

1. Presides at all meetings of the Commission.
2. Appoints committees and chairpersons of committees as necessary.
3. Signs correspondence on behalf of the Commission.
4. Represents the Commission before the City Council.
5. Performs other duties necessary or customary to the office.

D. The Committees. The Commission or the Chairperson, upon direction of the Commission, may appoint several of its members, but fewer than a quorum, to serve as a Committee. On certain occasions, such as when a particular kind of expertise or public representation is desirable, the Commission may appoint non-members to the Committee. Committees make recommendations directly to the Commission.

A Committee may not represent the Commission before the Council or other bodies unless it has first received the authorization of the Commission to do so.

VI. **MEETINGS**

A. The Commission shall hold regular meetings at least ~~once per quarter~~ six (6) times per year at a designated time and place which shall be fixed and determined by the Commission and entered upon its minutes. All meetings of the Commission shall be open to the public. Special meetings of the Commission may be called by a majority of the members thereof, or by the Chairperson thereof. Notice of any such special meeting shall be given as required by law.

B. A majority of the voting members of the Commission shall constitute a quorum for the purpose of transacting business. The secretary shall keep minutes of all regular and special meetings of the Commission, and these shall be sent to all members and administrative officers in advance of the meeting in which they are to be approved.

VII. **GENERAL RESPONSIBILITIES OF THE COMMISSION**

A. The Commission shall consider and make recommendations as it deems necessary to the City Council and to City Staff in all matters pertaining to human service needs in the Tri-Valley. Such recommendations would include, but are not limited to the Community Grants Program, the 2011 Tri-Valley Needs Assessment, and the federal Community Development Block Grant Program.

VIII. **DUTIES OF COMMISSION TO BE ADVISORY ONLY**

A. It is intended that the Commission shall be an advisory body to the City Council. Nothing herein contained shall be construed as a limitation on the power of the City Council or the Administrative Staff of the City or any other agency in their supervision, or authority over property or personnel which are under their respective jurisdictions.

IX. **STAFF ASSISTANCE**

A. The City Manager shall provide the Commission with such information and Staff assistance as the Commission may, from time to time request, subject to the limitations imposed by the City Council.

X. **AMENDMENTS**

A. These Bylaws and Rules of Procedure may be amended in the same manner as originally adopted.

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