



**CITY OF DUBLIN**  
**HUMAN SERVICES COMMISSION**  
**MEETING AGENDA**  
**THURSDAY, April 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).

**4. MINUTES OF PREVIOUS MEETINGS –January 22, 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 Kidango, Inc.**

The Human Services Commission shall receive a presentation from Kidango, Inc. on the services provided to Dublin residents through their child development programs.

**STAFF RECOMMENDATION: Receive Report and Discuss.**

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

The Human Services Commission shall receive an update on the City's annual Below Market Rate Rental Monitoring Program.

**STAFF RECOMMENDATION: Receive Report.**

**8.3 Community Grants Program Modifications**

The Human Services Commission shall receive a report about modifications to the Community Grants Program. These changes will increase grant applicant/recipient accountability and improve fiscal oversight related to the use of grant funds.

**STAFF RECOMMENDATION: Receive Report.**

**8.4 Human Services Priorities and Initiatives**

The Human Services Commission will receive a report about current human services activities and identify ways to actively engage in regional efforts.

**STAFF RECOMMENDATION: Receive Report, Nominate Subcommittee Members, and Discuss Further Actions.**

**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, July 23, 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.*



**HUMAN SERVICES COMMISSION  
REGULAR MEETING  
DRAFT Minutes  
CITY OF DUBLIN  
January 22, 2015**

The January 22, 2015 Human Services Commission (HSC) was called to order at 6:05:26 PM at the Dublin Civic Center, Dublin, California, by Chair Lockhart.

Administration of Oath of Office by Deputy City Clerk Gloria McCafferty to newly appointed Human Services Commissioners Melissa Sladden and Melissa Strah.

**PLEDGE OF ALLEGIANCE**

Chair Lockhart led the Pledge of Allegiance

**ROLL CALL**

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

Commissioners Absent: None

**ORAL COMMUNICATIONS**

Chair Lockhart opened the floor for public comments with no responders.

**Election of Officers for Chairperson and Vice-Chairperson.**

Amy Cunningham, Assistant to the City Manager, reviewed the Bylaws and Rules of Procedure with the Commissioners specific to the election of the Chairperson and Vice-Chairperson terms.

On a motion by Vc. Brown and seconded by Cm. McCormick, on a vote of 5-0-0, the HSC elected Cm. Lockhart as Chairperson. On a motion by Cm. McCormick and seconded by Chair Lockhart Vc. Brown was elected as Vice Chair Person of the HSC, on a vote of 5-0-0.

**MINUTES OF PREVIOUS MEETINGS**

**4. October 23, 2014**

On a motion by Cm. McCormick and seconded by Vc. Brown, on a vote of 2-0-3, the HSC approved the minutes of the October 23, 2014 meeting. Cm. Sladden and Cm. Strah abstained from voting since their appointments as Commissioners started tonight and they were not present at that meeting. Vc. Brown also abstained as he was not present at the meeting.

**WRITTEN COMMUNICATIONS** – None

**PUBLIC HEARING** – None

**UNFINISHED BUSINESS** – None

**NEW BUSINESS**

**City of Dublin Fiscal Year 2015-2016 Community Grants Program Funding Recommendations**

Chair Lockhart introduced the Staff presentation.

Ms. Cunningham presented the Community Grants Program guidelines and funding recommendations as outlined in the staff report.

Chair Lockhart briefed the organizations of the presentation and meeting process and outlined expectations of the meeting tonight.

Cm. Strah read a statement to the audience: "I wanted to publicly state that I will recuse myself from making and participating in making any decisions involving grant funding to Dublin High Parent Faculty Student Organization (PFSO). I will do so because I currently serve as a board member for this organization. I understand that this organization is seeking grant funding today and the applications may eventually make their way to the City Council. I will remove myself from the room when this organization presents to the Commission and will again remove myself during Commission deliberation relating to this organization. I would ask that my statement is included in the minutes."

Chair Lockhart read a statement to the audience: "I wanted to publicly state that I will recuse myself from making and participating in making any decisions involving grant funding to Dublin Partnerships in Education (DPIE), the School of Imagination, and Valley Children's Museum. I will do so because I currently serve as either staff or as a board member for these organizations. I understand that each of these organizations is seeking grant funding today and some of those applications may eventually make their way to the City Council. I will remove myself from the room when each of these organizations presents to the Commission and will again remove myself during Commission deliberation relating to these organizations. I would ask that my statement is included in the minutes."

Chair Lockhart introduced the organization presentations.

Zach Lupton, representing Easter Seals Bay Area (Easter Seals), presented program services and requested funding for support of the Kaleidoscope Program.

The HSC had no questions.

Cm. Strah recused herself from the meeting for the Dublin High School PFSO (PFSO) presentation.

Jean Josey and Terri Dyer, representing PFSO, presented program services and requested funding for support of the Every 15 Minutes Program.

Chair Lockhart asked if the videography is provided by a private company and if they had thought about using a public foundation like TV30.

Ms. Josey explained that the crash scene is recorded all night long, so there is extensive taping involved.

Ms. Dyer explained that the company that handles the videography was also used in 2008 and 2012 because they have a fast turnaround when videotaping and editing.

Chair Lockhart asked if this video is shown to all high school students in Dublin.

Ms. Josey confirmed that the entire student body is at the assembly and sees the video and confirmed that it is not practical to use TV30.

The discussion for PFSO concluded. Cm. Strah returned to the dais.

Vickie Thompson, representing Tri-Valley Haven (the Haven), presented program services and requested funding for support of the Tri-Valley Haven's Homeless Services Program.

Cm. Strah asked if this is a six month program.

Ms. Thompson explained that the shelter stay is up to six months and negotiated on a week by week basis with the assistance of a case manager who evaluates the situation.

Cm. Strah asked if the Haven follows up on the success rate of those who leave the shelter.

Ms. Thompson explained that follow up is difficult. They have initiated follow up in the past, and clients indicated housing was sustained.

Linda McKeever and Clair Gomes, representing Open Heart Kitchen (OHK), presented program services and requested funding for support of the Dublin Meal Programs.

Cm. Sladden asked how many children's meals are served.

Ms. McKeever responded 37,373 meals were served in the year 2014.

Chair Lockhart recused herself from the meeting for the Valley Children's Museum presentation.

Dawn Benson, representing Valley Children's Museum, presented program services and requested funding for support of the Mobile Museum Children's Activities 15-16.

Vc. Brown asked if the museum is open year round.

Ms. Benson stated that the museum is open the third Saturday of every month and is present at the farmers market every week.

Cm. Sladden verified that four-thousand (4,000) kids are served annually.

Ms. Benson replied yes.

Cm. Strah asked about the fourth grader field trips.

Ms. Benson explained that they are taken to the California Mission History exhibit in the mobile museum.

The discussion for Valley Children's Museum concluded. Chair Lockhart returned to the dais.

Sarah Holtzclaw and Mike Alvarez, representing Chabot-Las Positas Community College District/Tri-Valley One Stop Career Center (Chabot-Las Positas), presented program services and requested funding for support of Project Dublin.

Chair Lockhart asked for Chabot-Las Positas' new address.

Ms. Holtzclaw responded that the address is 6300 Village Parkway, Dublin, CA.

Chair Lockhart asked if Phase One of the workshop includes searching for job listings.

Ms. Holtzclaw explained that Phase One includes the use of computers, fax machines, and printers to enable a job seeker to search for jobs and print out resumes.

Chair Lockhart asked if Chabot-Las Positas offers resume support.

Mr. Alvarez explained that they provide a two-hour workshop called Dynamic Resume where people are assisted in writing customized resumes for specific occupations. A career counselor is available to assist people with selecting a career path and recommend training to help them achieve their goal.

Chair Lockhart asked if people are helped by appointment only.

Mr. Alvarez stated they have an open door policy, but do recommend making an appointment to be assisted by a career counselor.

Vickie Thompson, representing the Haven, presented program services and requested funding for support of Tri-Valley Haven's Domestic Violence Services Program.

Chair Lockhart asked if the Haven uses Alameda County's language line.

Ms. Thompson responded yes. It allows staff to assist other language groups who call in on the crisis line or who come into the shelter to receive case management.

Sue Compton, representing Axis Community Health (ACH), presented program services and requested funding for support of the Improving Patient Care with Facilitated Medication Review Program.

Cm. Strah asked how many patients ACH serves each day.

Ms. Compton explained that each doctor serves twenty-five (25) patients, each day or forty-thousand (40,000) medical visits per year.

Cm. McCormick asked if a medication nurse is preventative or reactive to medication incidents with seniors.

Ms. Compton responded that a medication nurse is needed to alleviate administrative duties from the doctors. This position allows the doctors to assist more patients each day. She explained that the nurse provides medication education, which can prevent medication incidents.

Vc. Brown asked for clarification that the medication nurse follow-up has not been handled this way in the past.

Ms. Compton responded no. The doctors have followed up with medication refills in the past.

Cm. Strah asked if patients are permitted to follow-up with the medication nurse to refresh their memories or if they have further questions.

Ms. Compton stated that a nurse is always available to speak with a patient.

Rick Snowden, representing Children's Emergency Food Bank (Food Bank), presented program services and requested funding for support of a New Building.

Chair Lockhart asked if the building will belong to the Food Bank.

Mr. Snowden explained that the Food Bank is a tenant on the property of John Knox Presbyterian Church (the Church). To obtain discounted insurance, the Food Bank was considering donating the new building to the Church. He explained that if this is a concern, the new building does not have to be given to the Church.

Cm. Sladden asked about other funding sources the Food Bank will receive.

Mr. Snowden replied that they have internal funds, funds from Dublin San Ramon Women's Club annual fund raiser, and corporate donations.

Michael Galvan, representing Community Resources for Independent Living (CRIL), presented program services and requested funding for Independent Living, Housing & Employment Services for People with Disabilities.

The HSC had no questions.

Donnamarie Fuller, representing Child Care Links, presented program services and requested funding for support of Early Childhood Education.

The HSC had no questions.

Kim Sato and Camille Hernandez, representing Kidango, Inc. (Kidango), presented program services and requested funding for support of the Emerald Vista Enrichment Program.

Cm. Strah asked how many hours the subjects are taught and if they are taught weekly or bi-weekly.

Ms. Sato explained it depends on the topic and trainer. The goal is to provide a series of continuous workshops and the City's funding would support eight workshops.

Chair Lockhart clarified that the workshops are for kids ages three-to-five and asked if the information in the workshops is incorporated into the everyday programming.

Ms. Sato stated yes to both questions. She further explained that the funding would supplement activity kits that are taken home to encourage parent involvement. She stated that specialists are brought in to speak with the kids, such as representatives from Lawrence Hall of Science.

Chair Lockhart asked to clarify if the workshop brings visitors into the program.

Ms. Sato stated that specialized trainers are brought to the kids to discuss various topics.

Cm. Sladden asked for clarification on the fifty (50) students who are in the program but not Dublin residents. She asked whether their parents work in Dublin.

Ms. Sato answered that the parents may work in Dublin or reside in the Tri-Valley.

Chair Lockhart asked if the waiting list includes Dublin families.

Ms. Hernandez responded yes.

Cm. Strah asked how many Dublin families are on the waitlist.

Ms. Hernandez explained that she does not have that information, but her enrollment specialist would.

Chair Lockhart asked if residents at Emerald Vista are given preference into the program, since they are located onsite.

Ms. Sato stated she does not believe they receive preference into the program, but they are informed of the program through outreach.

Victoria Gwasda, representing CALICO Center (CALICO), presented program services and requested funding for support of Dublin Child Abuse Intervention.

Cm. Sladden asked why the District Attorney (DA) is not paying for the forensic interviews.

Ms. Gwasda responded that the forensic interviews service both the criminal side of the investigation and the child welfare side. This ensures child safety at home in determining if the child should be taken into custody for their protection. CALICO Staff receive specialized training and serve the entire County. They conduct over one-hundred (100) interviews a year with kids. Dublin detectives may conduct two (2) interviews a year and do not have the specialized training.

Cm. Lockhart reiterated the question as to why the government is not paying for a service used in prosecution.

Ms. Gwasda clarified that CALICO does request a contribution from all law enforcement agencies and receives funding from the DA's office and County Social Services. These contributions cover half of the operating budget.

Cm. McCormick asked where the interviews take place.

Ms. Gwasda explained that the interviews for Dublin families take place in the San Leandro office.

Cm. McCormick asked if the parent is responsible to take the child to the interview.

Ms. Gwasda stated that although it is the parent's responsibility, a police officer or child welfare worker can take them to the interview.

Alison DeJung, representing Eden I & R, Inc. (Eden I & R), presented program services and requested funding for support of 2-1-1 Alameda County Communications System.

The HSC had no questions.

Cm. Lockhart recused herself from the meeting for the DPIE presentation.

Susan Campbell, representing DPIE, presented program services and requested funding for support of the DPIE City of Dublin Community Grant.

The HSC had no questions.

The discussion for DPIE concluded. Chair Lockhart returned to the dais.

Hope Hospice was asked to provide a presentation on their funding request in support of the Grief Support Center and Volunteer Programs. No representative attended the HSC meeting to present on behalf of the organization.

Gloria Gregory, representing CityServe of the Tri-Valley (CityServe), presented program services and requested funding for support of CityServe of the Tri-Valley.

The HSC had no questions.

Collaborating Agencies Responding to Disasters (CARD) was asked to provide a presentation on their funding request in support of Helping Dublin Prepare to Prosper! No representative attended the HSC meeting to present on behalf of the organization.

Marlene Peterson, representing Senior Support Program of the Tri-Valley (Senior Support), presented program services and requested funding for support of Case Management.

Vc. Brown asked if Senior Support provides job training or job assistance.

Ms. Peterson explained that they do not provide direct job training, but do offer counseling that can assist a senior to be in a position to work and use resources within the community to help with job training.

Chair Lockhart stated that Senior Support is the eyes in the community to assist seniors in remaining independent.

Ms. Peterson explained that their programs help service seniors in Dublin's senior housing, providing specialty programs.

Andrew Zeller, representing Partners for Golf Inc. dba The First Tee of the Tri-Valley (First Tee), presented program services and requested funding for support of The First Tee Tri-Valley Expansion into Dublin.

Vc. Brown asked how their service is marketed.

Mr. Zeller stated that marketing is done through connections with the schools' physical education (PE) teachers, word of mouth, media outlets, and banners at all national school sites.

Cm. Strah asked which Dublin schools they have performed outreach at.

Mr. Zeller stated Kolb Elementary School, Murray Elementary School, and Dougherty Elementary School.

Cm. Strah asked if they have reached out to Fredericksen Elementary School or Dublin Elementary School.

Mr. Zeller stated yes and explained that they have a part-time employee and PE teacher who communicates with schools in the Tri-Valley to promote the program.

Chair Lockhart asked if the parent faculty clubs are supporting the program.

Mr. Zeller stated they attend the majority of Parent Faculty Student Association (PFSO) meetings. One-half of the First Tee Staff are volunteers.

Chair Lockhart asked if financial support is received from the parent faculty clubs.

Mr. Zeller stated they do not receive financial support from parent faculty clubs. Students that cannot afford to pay are subsidized through the organization. 30%-35% of students are completely subsidized.

Chair Lockhart asked if the schools contribute financially.

Mr. Zeller stated that the schools do not contribute financially.

Cm. Strah recused herself from the meeting for the Dublin High School PFSO Safe and Sober Grad Night presentation.

Catheryn Grier, representing PFSO, presented program services and requested funding for support of Dublin High Safe and Sober Grad Night.

Chair Lockhart asked if the Disneyland trip planned for this year is a senior trip.

Ms. Grier confirmed that the Disneyland trip is the grad night event for the class of 2015.

Chair Lockhart asked if money was given for the grad night event last year.

Ms. Grier stated that the City did fund them last year and that although the event changed it does have the same parameters of being a safe, secure, and a well supervised evening.

Chair Lockhart reiterated that the plans were changed after the funding was granted.

Ms. Grier explained that Disneyland releases available dates in September and the date requested is not a guarantee or something that can be planned ahead for.

Chair Lockhart asked if that could happen again.

Ms. Grier explained that it could, if the parents choose to do that.

Chair Lockhart asked if the money funded for last year is going towards the Disneyland event of 2015.

Ms. Grier confirmed that yes it is, and reiterated that the event has the same goals of being a safe, secure and a well supervised grad night. She explained that it is a different venue than the one described in the grant application.

Cm. Sladden asked if students from other high schools are allowed to join the event.

Ms. Grier replied no, it is a Dublin High School event.

The discussion for PFSO concluded. Cm. Strah returned to the dais.

Denise Bridges and Catherine Ndugu-Case, representing Livermore Valley Performing Arts Center (LVPAC), presented program services and requested funding for support of Arts in the Schools with Cheza Nami Foundation.

Vc. Brown asked if they had any discussions with the Dublin Unified School District or principals regarding the program.

Ms. Ndugu-Case responded that they have reached out to the Dublin Assistant Superintendent, and are hoping to meet with him before the program is implemented. She mentioned receiving positive feedback from his secretary who stated that programming and diversity is integral to the schools. She stated that typically they outreach to the school districts first to get the message into the individual schools.

MaryJo Schaarschmidt, representing ValleyCare Health Systems (ValleyCare), presented program services and requested funding for support of CPR in Schools.

Cm. Strah asked if the goal is to have all students trained in CPR by the time they are seniors.

Ms. Schaarschmidt stated the program would start with students in the leadership class at Dublin High School.

Cm. Strah asked if the program includes Automated External Defibrillator (AED) training.

Ms. Schaarschmidt stated that the AED training would be included.

Vc. Brown asked if the School Board has approved the program.

Ms. Schaarschmidt stated the program has not been presented to the School Board as of yet.

Chair Lockhart asked if the seventy (70) student volunteers at ValleyCare are from the Tri-Valley.

Ms. Schaarschmidt stated yes.

Chair Lockhart asked what percentage are Dublin students.

Ms. Schaarschmidt responded that she was not sure.

Maureen Byrne, Lennie Velez, Jennifer Angel Diaz, Alexander Torrez, and Sofia Wee, representing Dublin High School, presented program services and requested funding for support of the Dublin High Freshman Mentor Program.

Cm. Sladden asked if the program informs freshman students of the requirements for California colleges and universities.

Ms. Byrne replied that a counselor meets with groups of twenty-five (25) freshman providing this information.

Vc. Brown asked if there is a model the program follows.

Ms. Byrne stated the program is modeled after a program offered by Stevenson High School, located outside of Chicago.

Cm. Strah asked how the upper classman are picked.

Ms. Byrne stated that the students are picked after a review of their applications.

Samantha Finkelstein, representing Spectrum Community Services (Spectrum), presented program services and requested funding for support of Meals on Wheels for Dublin's Homebound Seniors.

The HSC had no questions.

Chair Lockhart announced that Pacific Chamber Symphony (PCS) submitted an application for the Music is Fun! Educational Assemblies for Elementary Schools. She stated that a representative telephoned her prior to the meeting to advise that they are withdrawing their funding request.

Tonya Clenney, representing Center for Community Dispute Settlement, presented program services and requested funding for support of the Tri-Valley Youth Court.

Cm. Sladden asked if they partner with Alameda County District Attorney's Office.

Ms. Clenney responded that the DA's Office is aware of the program, but no partnership has been established.

Cm. Sladden asked what distinguishes their organization from Centerforce.

Ms. Clenney stated that Centerforce is based out of Oakland and provides services to that area. She stated that Center for Community Dispute Settlement serves people in the Tri-Valley, San Lorenzo, Castro Valley, and San Leandro.

Cm. Sladden asked if they are considered a diversion program.

Ms. Clenney explained that they are a diversion program that receives referrals from the police department before they are sent to the juvenile justice system.

Kenny Altenburg, representing YMCA of the East Bay, Tri-Valley Branch (YMCA), presented program services and requested funding for support of the Tri-Valley YMCA Mentoring Program.

Chair Lockhart asked if fifteen (15) Dublin youths will be served by the program.

Mr. Altenburg responded that a minimum of fifteen (15) Dublin youths will be served at a time. He explained that it is a very high cost program and requires members to participate weekly.

Chair Lockhart asked if the fifteen (15) represents those served per year.

Mr. Altenburg stated yes and explained that in subsequent years the number would be higher.

Chair Lockhart asked if the program would need ongoing funding.

Mr. Altenburg stated there are other funding sources and more become available when a program is up-and-running.

Chair Lockhart asked where the fifteen (15) kids are referred from.

Mr. Altenburg explained that the kids are referred from the school districts, other community partners, kids participating in other YMCA programs, and Emerald Vista. He explained that they already have the referrals and the policies in place to start the program.

Chair Lockhart asked if they have sought out any of the funders at Emerald Vista, such as Eden Housing, for financial support.

Mr. Altenburg stated they had not been able to receive funding from that source.

Cm. Strah asked what the time frame is to get a mentor established.

Mr. Altenburg responded that the timeframe is a month for screening and training.

Cm. Strah asked if mentors are in place at the YMCA in Oakland and San Francisco branches.

Mr. Altenburg responded that YMCA has this program running out of San Francisco.

Kenny Altenburg, representing YMCA, presented program services and requested funding for support of Behavioral Health Care Services for Kids with Special Needs.

The HSC had no questions.

Chair Lockhart recused herself from the meeting for the School of Imagination presentation.

Mitch Sigman, representing School of Imagination, presented program services and requested funding for support of the Happy Talkers Screening and Training Project.

Cm. McCormick clarified that they are the only center in North America to provide this particular model of treatment.

Mr. Sigman responded that they provide the Early Start Denver Model (ESDM), which was developed by the UC Davis Mind Institute (Mind Institute). He explained that to be certified in the model a physician, speech therapist, and occupational therapist must attend training as a group with the Mind Institute. He stated that they provide the only ESDM multidisciplinary program in North America.

The discussion for School of Imagination concluded. Chair Lockhart returned to the dais.

Chair Lockhart announced that the organization presentations had concluded and the Commission would take a break to complete their individual funding recommendations and submit them to Staff for input into a cumulative worksheet for discussion later.

Chair Lockhart recessed the meeting for a break at 8:34:48 PM.

Chair Lockhart called the meeting back to order at 9:19:36 PM.

Chair Lockhart opened the floor for public comment with no responders.

Chair Lockhart introduced the HSC's funding options and recommendations. She explained that the Commissioners with conflicts of interest will step out of the meeting while the remaining Commissioners discuss funding recommendations.

Ms. Cunningham stated that the organizations with Commissioner conflicts will be discussed first. She then walked the Commissioners through the worksheet that displayed, by funding source, columns detailing the organization request, staff recommendation, each Commissioner's recommendation, and the Commission's average recommendation. The final column of the worksheet was available to note the cumulative HSC recommendation.

Cm. Strah recused herself from the meeting for the discussion about the PFSO funding recommendations.

The HSC agreed on recommending \$4,000 in funding during Fiscal Year 2015-2016 (FY15-16) to PFSO for the Safe and Sober Grad Night.

**The HSC agreed on recommending \$6,375 from the General Fund in funding during FY 15-16 to PFSO for the Every 15 Minutes Program.**

The recommendations for PFSO concluded. Cm. Strah returned to the dais.

Chair Lockhart recused herself from the meeting for the discussion about the DPIE, School of Imagination, and Valley Children's Museum funding recommendations.

Cm. McCormick suggested funding DPIE in the amount of \$15,000 because they assist other programs applying for grant funding.

Vc. Brown stated he would like to fund DPIE less because other programs need funding and DPIE is successful at fund raising.

The Commission asked to defer the funding recommendation for DPIE to later in the meeting.

Cm. Sladden asked if School of Imagination has a building the program is run out of.

Ms. Cunningham responded that School of Imagination does have a building in the City.

The HSC agreed on recommending \$12,500 in funding during FY 15-16 to School of Imagination for the Happy Talkers Screening and Training Project.

**The HSC agreed on recommending \$5,125 from the General Fund in funding during FY 15-16 to Valley Children's Museum for Mobile Museum Children's Activities.**

The discussion for DPIE, School of Imagination, and Valley Children's Museum concluded. Chair Lockhart returned to the dais.

The HSC began discussions about CDBG eligible organizations.

**The HSC agreed on recommending \$7,530 in CDBG funding during FY 15-16 to Axis Community Health for Patient Care.**

**The HSC agreed on recommending \$7,300 in CDBG funding during FY 15-16 to Calico for Child Abuse Intervention.**

**The HSC agreed on recommending \$12,600 in CDBG funding during FY 15-16 to Open Heart Kitchen for the Dublin Meal Programs.**

Chair Lockhart suggested raising the funding amount for Senior Support because they are the eyes and voice in the community for senior needs.

Cm. Sladden supported the recommendation to fully fund Senior Support acknowledging the growing senior population.

**The HSC agreed on recommending \$11,646 in CDBG funding during FY 15-16 to the Senior Support Program of the Tri-Valley for Case Management.**

**The HSC agreed on recommending \$8,350 in CDBG funding during FY 15-16 to Spectrum for Meals on Wheels for Homebound Seniors.**

Ms. Cunningham stated that CDBG funds are now entirely allocated and that the loan payment obligation for Axis Community Health's Capital Project can be reduced by \$1,176. She indicated that CDBG funding may need to be marginally reduced once final funding amounts are announced.

The HSC began discussions about organizations eligible for the Affordable Housing Fund.

Chair Lockhart suggested funding CRIL at the requested amount because they are the only organization in the Tri-Valley that provides these services to the disabled community. She stated that they never request exorbitant amounts and use the funds wisely. She stated that they have been a source of information to the City of Dublin for new home construction.

Ms. Cunningham explained to the Commissioners that they can fully fund CRIL's request from the Affordable Housing Fund because the services are within the intended use of the fund.

**The HSC agreed on recommending \$5,000 in Affordable Housing funds during FY 15-16 to CRIL for Independent Living, Housing & Employment Services for People with Disabilities.**

Ms. Cunningham stated that the Haven's full funding request for Tri-Valley Haven's Domestic Violence Services Program is divided between the Affordable Housing Fund and General Fund.

**The HSC agreed on recommending \$3,000 in Affordable Housing funds during FY 15-16 to the Haven for Tri-Valley Haven's Domestic Violence Services.**

**Ms. Cunningham stated that CARD is not present as the HSC meeting and is therefore ineligible to receive funding. Attendance at the Commission meeting is mandatory to qualify for the grant program.**

**The HSC agreed on recommending \$3,500 from the General Fund in funding during FY 15-16 to Center for Community Dispute Settlement for the Tri Valley-Youth Court.**

**The HSC agreed on recommending \$9,600 from the General Fund in funding during FY 15-16 to Chabot-Los Positas for Tri-Valley One Stop Career Center.**

The HSC agreed on recommending \$9,700 in funding during FY 15-16 to Child Care Links for Early Childhood Education.

Cm. Sladden suggested increasing the funding amount for the Children's Emergency Food Bank to \$10,000. She noted that the services fill an unmet need and have been established for nearly forty years. She stated that the money will fund a safe building rather than being spent on salary or overhead.

Chair Lockhart stated that if the ownership can be remedied then she would be in agreement with the funding. She explained that she is not comfortable with the idea of giving funds to an organization who would then donate the building, partially purchased with City funds, to a church.

Ms. Cunningham stated that the City of Dublin Attorney is confident there is a legal solution.

Chair Lockhart clarified that the funds would be directed at the Tuff Shed.

Ms. Cunningham stated that the funds would help pay for the Tuff Shed.

Cm. McCormick asked for a contingency that the legal issue be resolved prior to funding.

Ms. Cunningham stated that the condition could be written into the funding contract. She explained that the City Attorney has already identified a funding model that would allow for the City's funds to be used as required by the state constitution.

Cm. McCormick asked if there is a contractual agreement between the Food Bank and the Church and if the Church can ask the Food Bank to leave at any time.

Mr. Snowden explained that the current building has been there since 1969 and the Food Bank pays \$50 a month to use it. He stated that the Food Bank is a separate 501(c)3 from the Church and is not required to get prior approval before replacing it. He stated to maintain the insurance on the bill, donating the building was an option but not a requirement.

Ms. Cunningham stated that calling the Tuff Shed a building is a misnomer. She stated that in the legal sense it should be considered a piece of equipment due to its nominal value.

The HSC agreed on recommending \$10,000 in funding during FY 15-16 to Food Bank for a New Building.

**The HSC agreed on recommending \$10,000 from the General Fund in funding during FY 15-16 to CityServe for CityServe of the Tri-Valley.**

A discussion ensued regarding the Dublin High School, Dublin High Freshman Mentor Program.

Vc. Brown stated he feels strongly about motivating freshmen to stay in school.

Chair Lockhart stated that it is a wonderful program and brilliant idea to work with these students. She stated that traditionally the City has funded organizations that help the schools, without funding school programs directly. She encouraged her fellow Commissioners to consider the HSC priorities when making funding recommendations. She explained that there is an educational foundation that supports the schools and is confident they can get funding through this source.

Cm. Sladden said that she supports funding the program this year because freshman are a delicate population and that a bad decision in this critical first year could affect their future goals and take them off track.

Ms. Cunningham explained that the Staff recommendation of \$0 is not a commentary on the value of the program, but is aligned with the established priorities of the HSC and the City Council's past decisions.

Cm. McCormick stated that she agreed that the City is the wrong source for this funding and that other organizations would love the program and would be in the position to fund it.

Cm. Strah stated that she has a freshmen, but is in agreement to not recommend funding.

The HSC asked to defer the funding recommendation for Dublin High School, Freshman Mentor Program.

The HSC agreed on recommending \$10,000 in funding FY 15-16 to Eden I & R for 2-1-1 Alameda County Communications System.

**The HSC agreed on recommending \$5,000 from the General Fund in funding during FY 15-16 to Easter Seals Bay Area for Kaleidoscope.**

**Ms. Cunningham stated that Hope Hospice is not present as the HSC meeting and is therefore ineligible to receive funding. Attendance at the Commission meeting is required to qualify for the grant program.**

The HSC agreed on recommending \$4,000 in funding during FY 15-16 to Kidango for Emerald Vista Enrichment.

A discussion ensued regarding LVPAC, Arts in the Schools with Cheza Nami Foundation.

Vc. Brown stated art programs are of value, but he thinks they should be funded through Heritage and Cultural Arts.

Chair Lockhart responded that Staff is researching other funding sources. She stated that the schools should agree to provide the program prior to the HSC being asked for funding.

Ms. Cunningham explained that the HSC has maintained a consistent message of funding human services needs. She explained that Staff informed the organizations applying for grant funding of the HSC priorities at the mandatory community workshops.

Cm. Strah explained that she allocated funding towards the art program because she was unable to recommend funding to organizations she had a conflict with.

**The HSC agreed not to recommend funding during FY 15-16 to LVPAC for Arts in the Schools with Cheza Nami Foundation.**

**Ms. Cunningham stated that Pacific Chamber Symphony is not present as the HSC meeting and is therefore ineligible to receive funding. Attendance at the Commission meeting is required to qualify for the grant program. She noted that a representative contacted the Commission Chair to advise that he did not plan to attend the meeting.**

A discussion ensued about the Partners for Golf, First Tee Tri-Valley Expansion into Dublin program.

Cm. Sladden stated that the benefits of the program to the community were unclear.

Ms. Cunningham stated that Mr. Zeller with The First Tee of the Tri-Valley was no longer present at the meeting to comment on behalf of the organization.

Chair Lockhart stated that golf is not a top priority need for underserved kids and recommended community or school sports programs that offer the same valuable lessons. She stated that if kids in the Dublin community are interested in the program, it is offered through other venues.

Cm. McCormick stated that there are funding sources in the private sector that would be a more appropriate funding option.

**The HSC agreed on not recommending funding during FY 15-16 to The First Tee for The First Tee Tri-Valley Expansion into Dublin.**

Ms. Cunningham reminded the Commissioners that the funding for the Haven's Domestic Violence Program was partially funded through the Affordable Housing fund.

**The HSC agreed on recommending an additional \$5,000 from the General Fund in funding during FY15-16 to the Haven for Domestic Violence Program.**

**The HSC agreed on recommending \$10,000 from the General Fund in funding during FY15-16 to the Haven for Homeless Services.**

A discussion ensued regarding ValleyCare Health System, CPR in Schools.

Cm. Sladden asked if the school program could be funded elsewhere.

Chair Lockhart stated that she believes the service clubs would fund the program and suggested the organization confirm the program is approved by the school prior to requesting grant funding.

**The HSC agreed on not recommending funding during FY15-16 to ValleyCare for CPR in Schools.**

Cm. Lockhart suggested increasing funding for YMCA's Behavior Health. She stated that the program serves a special needs group which includes older children and young adults, which is not addressed by any other program.

The HSC agreed on recommending \$10,000 in funding during FY15-16 to YMCA for Behavior Health Care.

A discussion ensued regarding YMCA's Mentoring Program.

Cm. Sladden stated that funding \$3,500 for one year may be counterproductive when the program requires a multi-year commitment. She stated she was unsure what the requested funding was for.

Ms. Cunningham stated that the funding is for staff to administer the mentoring program.

Chair Lockhart stated that the requested \$15,000 is a high cost program.

Ms. Cunningham stated that the reason Staff recommended zero for this program is because YMCA ranked their Behavioral Health Care Services for Kids with Special Needs program application as a priority (ranking is a requirement when an organization submits more than one application). She stated that YMCA's other program provides behavioral health services which is an identified HSC priority.

**The HSC agreed not to recommend funding during FY 15-16 to YMCA for the Mentoring Program.**

Chair Lockhart recused herself from the meeting for the continued discussion about DPIE's funding recommendation.

The HSC decided to discuss the funding recommendation for DPIE after consideration of the other remaining organizations.

Chair Lockhart returned to the dais.

Cm. Strah asked if the freshmen mentoring program will remain at Dublin High School.

Ms. Byrne responded yes.

Chair Lockhart stated that since the program is in place this year, there are not-for-profit organizations that can provide future funding. She reiterated that in the past, the City has stayed away from directly funding school programs through the Community Grants Program and has funded the not-for-profit organizations that help support the school programs.

Vc. Brown asked if the mentoring program is a separate 501(c)3.

Chair Lockhart responded no, it is a school district program.

Cm. McCormick stated that there are other funding sources outside the City to fund this program and she did not recommend funding it.

Ms. Cunningham suggested working with the organization to identify other funding sources.

**The HSC agreed not to recommend funding during FY 15-16 to Dublin High School for the Dublin High Freshman Mentor Program.**

Chair Lockhart recused herself from the meeting for another discussion about DPIE's funding recommendation.

Cm. McCormick suggested funding DPIE at \$15,000 because she is confident they will fund the Dublin High Freshman Mentor Program.

The HSC agreed on recommending \$15,000 in funding during FY 15-16 to DPIE for the DPIE Community Grant.

The discussion for DPIE concluded. Chair Lockhart returned to the dais.

Cm. McCormick stated she would like to reduce the funding for Eden I & R to fund other programs.

Ms. Cunningham suggested the HSC review funding recommendations to programs that are being funded significantly higher than the Commission average to reach their goal of funding more organizations.

**The HSC agreed to change the recommended amount to \$7,000 from the General Fund in funding during FY 15-16 to the Children's Emergency Food Bank for a New Building.**

Cm. Sladden suggested reducing the funding for Child Care Links, Early Childhood Education, to \$8,000 because they have strong partners that can make up the difference.

Chair Lockhart stated that there are organizations offering the same programs in the community and agreed the funding amount should be reduced.

**The HSC agreed to change the recommended amount to \$8,000 from the General Fund in funding during FY 15-16 to Child Care Links for Early Childhood Education.**

Chair Lockhart recused herself from the meeting again for the discussion about the DPIE recommendation.

Vc. Brown explained that DPIE is successful in their fund raising efforts and suggested reducing the funding recommendation to \$12,000.

**The HSC agreed to change the recommended amount to \$12,000 from the General Fund in funding during FY 15-16 to DPIE for the DPIE Community Grant.**

The discussion for DPIE concluded. Chair Lockhart returned to the dais.

Chair Lockhart stated that Eden I & R is a County program that will exist even if the City decides to fund a lesser amount.

Ms. DeJung requested to address the HSC to answer any questions about the 2-1-1 program.

The HSC responded that they would like to ask questions.

Ms. DeJung explained that each City is asked to pay on a per capita amount. Dublin is two percent of Alameda County and is asked to pay \$10,000. The program is supported a third by the cities, a third by various County departments, and a third by the private sector. She explained that if the City reduces funding, other cities will reduce funding, creating a domino effect.

Ms. Cunningham explained that Eden I & R requests a very calculated amount of funding. She also stated that the Commissioners have a limited amount of funding to support organizations.

Ms. DeJung pointed out to the Commissioners that the two percent they request is from the organization's original budget. The budget has increased over the years, but increased amounts have not been requested from the cities.

Chair Lockhart asked how they are able to make up the difference.

Ms. DeJung responded that some years they have had a deficit and have dipped into their reserves. She stated that they are frugal, look for individual and private funding sources, and establish new partnerships. She gave an example of a new partnership started last fiscal year with Alameda County Probation Department. She explained that they track callers who self-report as formerly incarcerated on probation and report their needs to the County which reduces rates of recidivism.

Chair Lockhart stated that this program is important to Alameda County.

Ms. DeJung responded that they have contracts with Health Care Services Agency, Probation, and the Workforce Investment Board because of their Medi-Cal outreach. She explained that they are the gateway to connecting the residents with all the not-for-profit agencies.

Ms. Cunningham explained that most of the programs funded by the City's Community Grants program are required to register with 2-1-1. She explained that they provide services that meet all fourteen needs in the Tri-Valley.

Cm. Sladden recommended funding at the requested amount.

Chair Lockhart asked how many rating points 2-1-1 received.

Ms. Cunningham explained that 2-1-1 received fifteen points in the rating criteria and addressed all fourteen needs.

Chair Lockhart stated that based on the rating criteria they should be funded at the requested amount.

**The HSC agreed as a majority on recommending \$10,000 from the General Fund in funding FY 15-16 to Eden I & R for 2-1-1 Alameda County Communications System.**

Cm. McCormick suggested to her fellow Commissioners that they use the rating criteria to help them narrow down which other organizations to reduce funding to. This approach would help them balance the funding recommendations.

Chair Lockhart recused herself from the meeting for another discussion about the School of Imagination funding recommendation.

The Commissioners reviewed the rating criteria and last fiscal year funding amount.

**The HSC agreed to change the recommended funding to \$11,500 from the General Fund in funding during FY 15-16 to School of Imagination for the Happy Talkers Screening and Training Project.**

The discussion for School of Imagination concluded. Chair Lockhart returned to the dais.

Cm. Strah recused herself from the meeting for another discussion about the PFSO funding recommendations.

Cm. Sladden suggested changing the recommendation amount for Safe and Sober Grad Night because they changed the use of funding after receiving a grant award from the City.

Ms. Cunningham explained that from a Staff perspective if an organization changes what they say they are going to do with grant funding they need to notify the City. She explained that Staff will address this with the organization.

Cm. Sladden suggested reducing funding to \$3,500.

**The HSC agreed to change the recommended funding to \$3,500 from the General Fund in funding during FY 15-16 to PFSO for Dublin High Safe and Sober Grad Night.**

The discussion for PFSO concluded. Cm. Strah returned to the dais.

Ms. Cunningham stated that the HSC has to reduce funding by another \$600 to balance the General Fund allocation. The HSC cannot recommend more than \$120,000.

**After discussion, the HSC agreed to change the recommended funding to \$3,500 from the General Fund in funding during FY 15-16 to Kidango for Emerald Vista Enrichment.**

**After discussion, the HSC agreed to change the recommended funding to \$9,900 from the General Fund in funding during FY15-16 to YMCA for Behavior Health Care.**

## **OTHER BUSINESS**

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

Ms. Cunningham explained that the next HSC meeting will be held Thursday, April 23, 2015 at 7:00 p.m. She encouraged the Commissioners to inform her if they would like any of tonight's organizations to present in more detail at the next HSC meeting. She stated that Open Heart Kitchen, The Tri-Valley Haven, and Kidango seemed to be of interest to the Commissioners this evening.

The Commissioners agreed they would like more information about Kidango's programs at Emerald Vista.

Chair Lockhart inquired about increasing the frequency of the HSC meetings to more than quarterly. She asked if there is something they need to do to make that happen.

Ms. Cunningham explained that this could be done through the strategic planning process. She invited Luke Sims, Community Development Director, to the podium to discuss this further.

Mr. Sims explained that the strategic plan involves a two-step process where the City's agenda is set for the next several years. This helps guide the City Council in the development of the budget. The process will start March 7, 2015 with a work session laying out the strategic initiatives to accomplish the mission vision, and values. He explained that all Commissions will be invited to the second work session, Saturday, March 21, 2015. Each Commissioner will receive the strategic plan initiatives and mission, vision, and values in advance of the work session. Then the Commissioners will have the opportunity to provide input to the City Council.

Chair Lockhart stated that the Commission should consider whether they want to meet more often to gain momentum to accomplish something.

The HSC agreed they would like to consider the idea of meeting more frequently.

Chair Lockhart asked when the next Joint Human Services Commission meeting will be with Pleasanton and Livermore.

Ms. Cunningham stated that the date had not been set, but it typically takes place in the summer. She further reminded the Commission that last summer regional sub-committees were formed and because Livermore and Pleasanton have been busy with CDBG activities the Commissioners have not had time to meet. If they are ready to meet prior to the next HSC meeting she will let the Commissioners know.

Chair Lockhart spoke about the priorities all three Commissions were interested in the Tri-Valley, one being a dental program.

Ms. Cunningham explained that Staff from all three cities spoke with Axis about opportunities for housing a dental clinic in their new facility. She stated they will be meeting with the president of the Southern Alameda County Dental Society to discuss other options for providing dental care, if Axis is not available to provide this care.

Chair Lockhart asked if there was a priority that the Dublin and Livermore Commissions agreed on.

Ms. Cunningham stated that all three cities agreed on the same three priorities: behavior health services, senior services, and medical services (including dental). She also spoke about the Tri-Valley health fair held last August. She stated that there was not significant participation from Pleasanton and Dublin residents. The regional committee is looking to use Alameda County funds this year to specifically address the needs within each respective city.

## **ADJOURNMENT**

Being no further business, the meeting adjourned at 11:03:02 PM.

Respectfully Submitted,

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Anastasia Nelson, Recording Secretary

APPROVED:

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Chairperson, Janet Lockhart



## AGENDA STATEMENT HUMAN SERVICES COMMISSION

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**DATE:** April 23, 2015

**TO:** Human Services Commission

**SUBJECT:** Informational Presentation by Kidango, Inc.  
*Prepared by Amy Cunningham, Assistant to the City Manager*

**EXECUTIVE SUMMARY:** The Commission shall receive a presentation from Kidango, Inc. on the services provided to Dublin residents through their child development programs.

**FINANCIAL STATEMENT:** None.

**RECOMMENDATION:** Receive Report and Discuss.

**DESCRIPTION:**

At the January 22, 2015 meeting, Commissioners expressed interest in learning more about the services Kidango, Inc. provides at the Emerald Vista child development site. Kimberly Sato, Director of Education, will make a presentation about the services Dublin residents receive including educational programming provided, outreach and marketing efforts, and how Kidango measures the success of their programs. Kidango, Inc. is a Fiscal Year 2014-2015 Community Grants Program funding recipient and has been approved for funding in Fiscal Year 2015-2016 (pending final City Council confirmation at the budget adoption hearing).

**NOTICING REQUIREMENTS / PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

None.



## AGENDA STATEMENT HUMAN SERVICES COMMISSION

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**DATE:** April 23, 2015

**TO:** Human Services Commission

**SUBJECT:** City of Dublin Below Market Rate (BMR) Rental Monitoring Program  
*Prepared by Kim Obstfeld, Housing Specialist*

**EXECUTIVE SUMMARY:** The Commission will be presented with an overview of the annual rental monitoring program and the results of this year's monitoring.

**FINANCIAL STATEMENT:** None.

**RECOMMENDATION:** Receive the report.

### DESCRIPTION:

#### Background

As a provision of the inclusionary zoning regulations, the City of Dublin has partnered with the development community to provide BMR rental units to households that meet certain income limits. Before the construction of a new rental project, the City and the developer complete an Affordable Housing Agreement (“housing agreement”). The housing agreement details the number of affordable units, level of affordability (very low, low, and/or moderate, as defined by the State), and occupancy requirements. BMR rental units are typically income restricted for a term of 55 years to ensure that there is a stock of affordable rental housing available into the future. Housing agreements stipulate that City staff will monitor each development for compliance on an annual basis.

Annual monitoring includes a report provided to City staff by the property manager and an on-site review of the unit/tenant files to verify that the units are rented in compliance with the inclusionary zoning regulations and the housing agreement. Housing staff reviews the income and asset information for residents to confirm that the occupants meet all eligibility requirements. Once the monitoring is complete, staff prepares a letter to the property manager stating the outcome of the review. If no compliance issues are identified, the development is provided a letter indicating such. If compliance issues are identified, the letter identifies the concern(s) and a detailed plan of action to cure the concern(s) within a specified time frame.

#### 2014 Monitoring Findings

In calendar year 2014, 11 developments were monitored for rental compliance. There were three developments with administrative compliance issues that were quickly resolved. Overall, the housing developments are compliant with the terms of the agreements and the inclusionary zoning regulations. The below table identifies the developments that were monitored for calendar year 2014:

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**ITEM NO: 8.2**

<b>Rental Complex</b>	<b>Total Units</b>	<b>Total Affordable Units</b>
Avalon at Dublin Station 5200 Iron Horse Parkway	255	25*
Avana Dublin Station 6233 Dougherty Road	177	2
Eclipse at Dublin Station 5300 Iron Horse Parkway	305	30
Camellia Place 5450 DeMarcus Boulevard	112	111
Carlow Court 6880 Mariposa Circle	50	49
Fairway Family - Oak Grove 4161 Keegan Street	304	243
Park Sierra Apartments 6450 Dougherty Road	283	57
The Groves - Dublin Ranch Senior Apartments 3115 Finnian Way	322	292
Tralee Village Apartments 6549 Bantree Way	130	16
Wexford Way Apartments 6900 Mariposa Circle	130	129
Wicklow Square Apartments 7606 Amador Valley Boulevard	53	52
<b>Total Affordable Units</b>		<b>1,006</b>

\* An additional 25 BMR units restricted for occupancy to moderate-income households are currently under construction in the second phase of this development. It is anticipated that they will be available for occupancy in November or December 2015.

Annual reports show that all BMR units are occupied (with the exception of those that were temporarily vacant during the course of a move-out and move-in) and, according to property managers, waitlists range from approximately three months to two or more years, depending on the property, unit size, and level of affordability. Increases to market rate rents in Dublin and throughout the greater Bay Area have contributed to a strong demand for affordable housing. Vacancy is low among market rate units as well. Many managers reported market rate occupancy at approximately 96 percent.

All but one of the properties monitored are currently participating in the City's Crime Free Multi-Housing Program. The only development not already participating is in the process of obtaining necessary approvals. Property managers noted that the representative officer makes frequent visits to the site and keeps them informed regarding any issues or potential issues with units or tenants.

### **Monitoring Process Improvements**

City staff is actively participating in a pilot program for the development of BMR rental property tracking software. The project is sponsored by Cornerstone Partnership, a non-profit organization based in Oakland that advocates for affordable housing development and preservation. The City's work on the rental monitoring software pilot will tie in to a greater City Housing Division initiative to utilize the HomeKeeper online database (a software platform built on

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**ITEM NO: 8.2**

SalesForce) to track the City's inventory of BMR ownership properties, BMR secondary units, and loans issued through the First Time Homebuyer Loan Program.

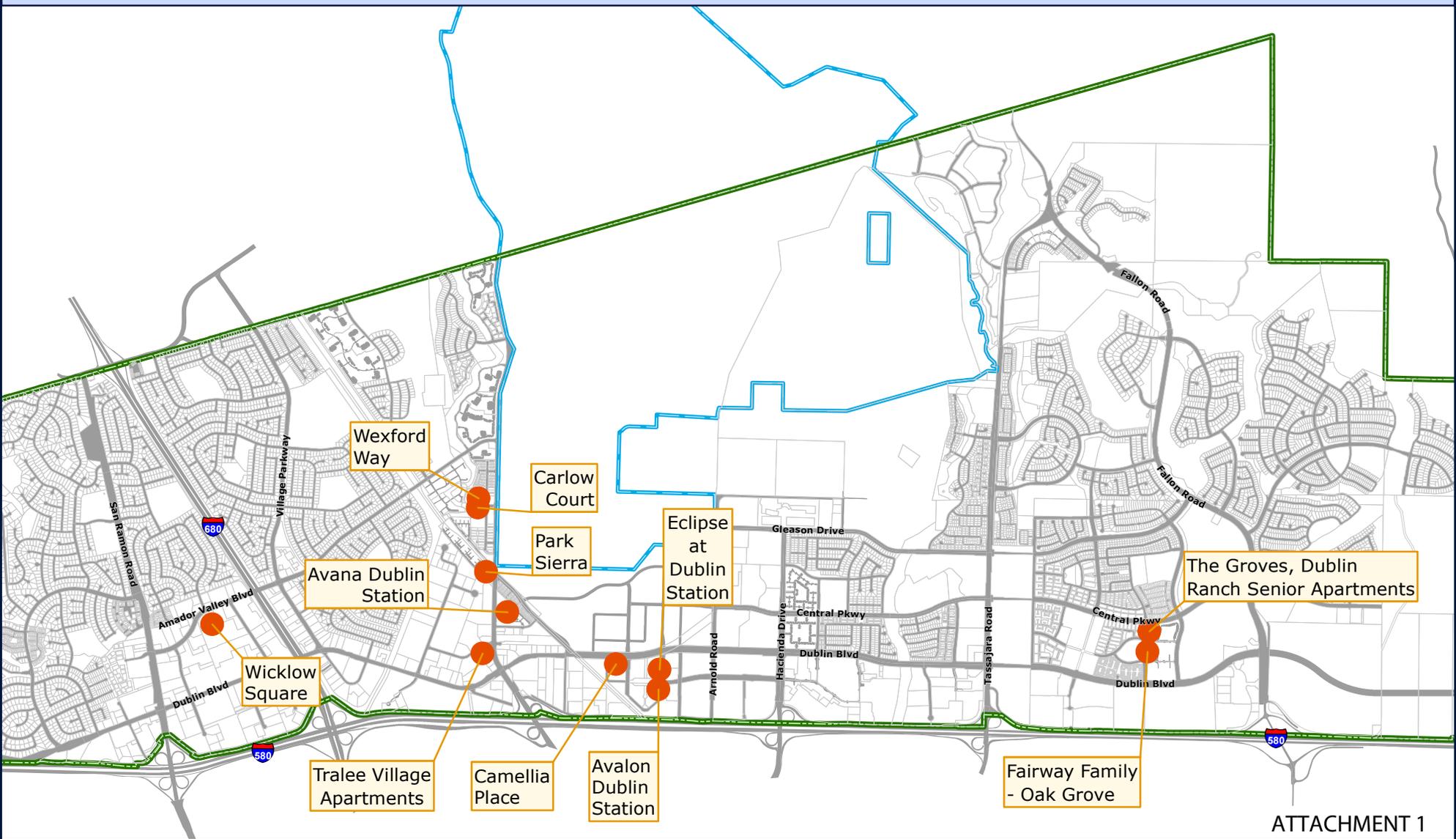
For the 2015 calendar year, property managers will submit reports electronically, providing information in spreadsheets that will be directly uploaded into our rental monitoring software. This will streamline the reporting process and provide City staff with improved analysis capabilities.

**NOTICING REQUIREMENTS / PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

(1) City of Dublin BMR Rental Properties



ATTACHMENT 1

BMR Rental Units

Camp Parks RFTA

City of Dublin

City of Dublin, Sphere of Influence

Streets

March 2015

0 0.5 1 Miles





## AGENDA STATEMENT HUMAN SERVICES COMMISSION

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**DATE:** April 23, 2015

**TO:** Human Services Commission

**SUBJECT:** Community Grants Program Modifications  
*Prepared by Amy Cunningham, Assistant to the City Manager*

**EXECUTIVE SUMMARY:** The Human Services Commission shall receive a report about modifications to the Community Grants Program. These changes will increase grant applicant/recipient accountability and improve fiscal oversight related to the use of grant funds.

**FINANCIAL STATEMENT:** None.

**RECOMMENDATION:** Receive Report.

**DESCRIPTION:**

The City Council's intent in creating the Community Grants Program eleven years ago was to establish a formal funding program to support local nonprofits serving Dublin residents. Their desire was to ensure accountability in the use of public funds while being cautious about unnecessarily creating bureaucracy and red tape for small organizations with limited resources. As the City's Community Grants Program has evolved, periodic modifications have been made to improve the efficiency and effectiveness of the program, increase accountability and transparency, and enhance fiscal oversight.

The competition for funding support through programs such as Dublin's Community Grants Program has increased significantly in the past few years. Much of this is due to the economic downturn and dwindling resources available to community organizations. Because the City is using public funds to provide these grants, it is critical to ensure that grant recipient actions are in alignment with the values of good governance, the City exercises an appropriate level of oversight, and grant funds are used effectively. In support of this philosophy, the administrative modifications listed below are being implemented.

In future years, organizations will be required to comply with the following program changes:

- Submit certified audit and/or certified financial statements at time of application (already a requirement for CDBG funds);
- Provide valid City of Dublin Business Registration number at time of application as required by municipal code;
- Submit mid-year status report (CDBG recipients must continue to complete quarterly reports);
- Request administrative review/approval prior to reallocating grant funds for a purpose not detailed in scope of grant application;
- Expand funding contract language to include clause about forfeiting funds if organization does not adhere to program criteria (already a requirement for CDBG funds).

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**COPIES TO:**

**ITEM NO: 8.3**

**NOTICING REQUIREMENTS / PUBLIC OUTREACH:**

None.

**ATTACHMENTS:**

None.

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**COPIES TO:**



## AGENDA STATEMENT HUMAN SERVICES COMMISSION

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**DATE:** April 23, 2015

**TO:** Human Services Commission

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

**EXECUTIVE SUMMARY:** The Human Services Commission shall receive a report about current human services activities and identify ways to actively engage in these efforts.

**FINANCIAL STATEMENT:** None.

**RECOMMENDATION:** Receive Report, Identify Subcommittee Members, and Discuss Further Actions.

**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 and framework for discussion.

**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's most impactful action in support of these priorities is through the Community Grants Program. At the January 22, 2015 meeting, the HSC allocated approximately 81% (approximately \$160,000 of the \$198,000) of grant program funding to nonprofit organizations that will directly or indirectly support these priorities in Fiscal Year 2015-2016.

Other efforts that are currently underway directly addressing the HSC's priorities include:

- **Axis Community Health Clinic Expansion – Joint Funding Agreement.**  
HUD has approved the City of Pleasanton's \$1.25 million loan application. The Cities of Livermore and Dublin and County of Alameda are working with Pleasanton to negotiate a joint agreement to repay the federal loan. Dublin's total portion of the loan is approximately \$222,000 and will be repaid via annual installments through the Community Grant Program's CDBG fund.
- **SeeDubWell - A local youth health event sponsored by the Tri-Valley Health Initiative.**  
The City and School District are in the preliminary event planning stages. The School District has executed a contract with Alameda County to access Measure A funds in support of the event. The event is expected to take place in late August at a Dublin school site. This event replaces last summer's Carnaval de la Salud held in Livermore and is expected to better meet the health and wellness related needs of Dublin youth.

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**COPIES TO:**

**ITEM NO: 8.4**

- **Dental Clinic Feasibility Study – Fill gap in dental services for uninsured/low-income in community.**

The three Cities and Axis Community Health have engaged in discussions about the feasibility of a future dental clinic at the new Axis Community Health facility in Pleasanton. The group is scheduling a follow up discussion with the Alameda County Dental Association to further explore opportunities and barriers. Future steps may include joint sponsorship of a dental clinic feasibility study, including detailed needs analysis, service delivery options and potential funding models.

### **Regional Human Services**

The Dublin, Livermore and Pleasanton Human Services Commissions have typically met in the June/July timeframe each year. Staff anticipates the date for the next joint meeting will be identified prior to the next Dublin HSC meeting scheduled for July 23, 2015. Agenda topics for the joint meeting will include items of regional interest such as updates on current joint projects, potential new projects, and joint learning/training opportunities. Staff will keep the HSC updated on scheduling for this meeting.

At the Joint Human Services Commission meeting last summer, representatives from each City’s Commission were appointed to serve on a regional subcommittee. The focus of this subcommittee was to engage in discussions about the regional human services priorities and identify actions to address the issues from both policy and programmatic levels. There have been delays in gathering the subcommittee for an initial discussion, however it is expected that the group will be able to meet in the coming weeks. With the recent transition in Dublin Commissioners, there is a need to appoint one new Dublin Commissioner to the subcommittee. Taking this action now, will prevent further delays when the subcommittee is ready to convene. Staff will keep the HSC updated on the status of this subcommittee.

### **Future Steps**

As the HSC is relatively new, there is still much to learn about the human services provided in the Tri-Valley and the emerging needs of our community. Staff recommends that the HSC continue to invite nonprofits or similar organized group to future meetings to share more about their activities and the need they fill in the community. Staff further recommends that the short-term focus for these invitations remain with the HSC’s three identified priorities.

Staff will continue to keep the HSC up-to-date on the initiatives identified in Attachment 1; and will continue to identify appropriate ways for Commissioners to actively engage in these efforts.

### **Requested Actions**

Staff is requesting the Commission provide input and direction on the items outlined below:

1. Identify one Commissioner to fill vacant seat on regional subcommittee;
2. Identify two Commissioners to serve on SeeDubWell Subcommittee;
3. Provide input about existing nonprofits/human service needs to further explore.

### **NOTICING REQUIREMENTS / PUBLIC OUTREACH:**

None.

### **ATTACHMENTS:**

(1) City of Dublin Human Services Commission Priorities/Initiatives

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**COPIES TO:**

**ITEM NO: 8.4**

**DRAFT**  
**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 (pending)			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 April 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.*