



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
Hayward City Hall, Room 2A
777 B Street, Hayward
November 17, 2016

I. Call to Order:

Meeting called to order by Chair Hogan at 7:00 p.m.

II. Pledge of Allegiance:

Pledge of Allegiance led by Task Force Member Gayle

III. Roll Call:

City Council & Staff: Rodney Affonso Jr., Streets Division Manager; Brianne Elizarrey, Administrative Clerk II

Task Force Members Present: Angela Andrews, Alegra Angelo, Blytha Bowers, Lynne Clifton, Linda Dobb, Sharon Eva, Arti Garg, Suzanne Gayle, Jillian Hogan, Chuck Horner, Janet Livingston, Stephen Ochoa, Megha Salpekar, Dwight Turner, Wandra Williams, Allen Zagar

Task Force Members Absent: Darrelle Demps, Hasieb Lemar, Angelica Moore, Tim Romano-Pugh, Lauren Vance, Anjani Varma

Youth Commission Liaison: None

Guests (Visitor Sign-In): None

IV. Public Comments:

None at this time

V. Approval of Summary Notes from October 20, 2016 Meeting:

It was motioned/seconded (Clifton/Livingston) and passed by majority vote to approve the October 20, 2016 meeting notes. (15:0:0 abstain) (7 absent - TF Member Andrews was late)

VI. Financial Report:

a. Discretionary Expenses (under \$500)
None at this time

VII. Action Items

- a. CA Crosspoint Academy Cleanup (Dec. 2 9:30 a.m. – 11:30 a.m.)
 - i. Cleanup Location Suggestion from Task Force
Hesperian Blvd. A Street to Depot Rd. – staging location Toys R us
 - ii. Cleanup Supplies for 10-15 students

The Task Force will provide supplies – Task Force Member Horner will deliver.

iii. Maintenance Services to pick up litter bags afterwards

Rodney will have Maintenance Services go by the location afterwards to remove the bags of trash.

iv. Task Force Member to help support cleanup – Signup sheet

TF Members Horner and Dobbs volunteer to staff the event

b. Keep Hayward Clean and Green Task Force Bylaws as approved by the City Attorney's Office

Task Force Member's made suggestions for edits and asked that staff re-submit to City Attorney's Office for approval.

c. Outreach/Social Media Plan 2017

i. Staff Presentation of Social Media Schedule for 2017

Staff asked that those members with social media please follow the City of Hayward's social media accounts and help by liking, sharing, tagging, and retweeting the City.

Staff will consider the possibility of identifying and using one specific hashtag for all KHCG activities. Will report back to the group

ii. Task Force Discussion / Suggestions

The Task Force would like new name tags, window clings, and printed materials to use for the Outreach and Marketing. Staff is looking into cost and vendors.

iii. Food Trucks or food at events

Due to cost and potential issues with the possible use of Food Trucks the Task Force has decided to forego that option.

TF Member Selpekar asked if it were possible to have businesses donate items.

Vice Chair Clifton suggested contacting the Breakfast Club to help provide breakfast.

Chair Hogan asked that the TF consider a budget for water, coffee, and food.

The Task Force will be picking up small breakfast items instead. Not going over \$50.

TF Member Garg mentioned that she feared that the inclusion of breakfast would distract from the goal of the Cleanup.

VIII. Community Cleanups and Upcoming Events

a. November 19, 2016: Mt Eden High School, 2300 Panama Street

Rodney and Vice Chair Clifton will assist TF Member Gayle in scouting the area prior to the Cleanup.

Farmers to Pioneers will be volunteering during the cleanup – there are 60 + volunteers expected.

i. Assignments – Signup Sheet

The new signup sheet created by Chair Hogan will organize the TF cleanup not only by task but also by shift. Task Force members will be required to sign up for shifts and activities during the Thursday meeting prior to the cleanup.

Task Force Members were asked to sign up to be team leaders for the 2017 cleanup schedule. The list was passed around and every month has a leader except for November 2017.

Task Force Member Bowers spoke about the Freshman Day of Service Breakfast. She has passed all information onto Chair Hogan. The TF will have to attend and sign up to have volunteers to help during an April or March cleanup.

IX. Announcements/Updates:

a. Chair Report

Chair Hogan asked Maintenance Services to please return their recycling bin

i. Adopt-a-Block Update

The program audit has been completed and will start to accept applications in January 2017

b. Staff Report/Updates

None at this time

X. Adjournment (8:29 pm)