



Keep Hayward Clean and Green (KHCG)
Task Force (TF) Meeting Notes
City Hall, 2A Conference Room
September 28, 2023

I. Call to Order

The meeting was called to order by Jeff Haman at 7:00 p.m.

II. Pledge of Allegiance

The Pledge of Allegiance led by Rod Affonso.

III. AB 2449 Teleconference Notifications and Consideration: TF Member Melissa Millman, requested to participate via AB 2449 under “Just Cause”; however, she experienced issues with her video equipment. Per AB 2449 The member must have both video and audio when they appear remotely. Due to experiencing video equipment issues, TF Member Millman was marked absent.

IV. Roll Call

City Council & Staff: Todd Rullman, Director of Maintenance Services; Rod Affonso Deputy Director of Maintenance Services; John Sanders, Acting Streets Maintenance Manager; Colleen Kamai Administrative Supervisor; Elizabeth Scott, Senior Secretary, Fleet; Cecilia Melero, Senior Secretary, Landscape Maintenance; Rosy Torres, Senior Secretary, Facilities.

Task Force Members Present: Lucas Banks; Margaret Barton; Byltha Bowers; Celia Ching Chung; Gwenda Dossey; Mohaned Elwali; Tom Ferriera; Sandra Frost; Vikram Gautham; Jeffrey Haman; Douglas Mansel; Leah Martinez; Sergey Melnikov; Shingo Nagae; Debra Patton; Chandra Siramdas; George Villamil; Jean-Yee Yu.

Task Force Members Remote per AB2449: None

Task Force Members Absent: Melissa Milleman; Jessica Staley

Youth Commission Liaison: None

At this time those in attendance introduced themselves.

V. Public Comments:

Deputy Director Rod Affonso welcomed all new and returning members. He acknowledged Jean-Yee Yu on her resignation from the task force and expressed his gratitude for her service and dedication to the task force. Rod acknowledged the passing of long-time Task Force Member Chuck Horner. Rod paid tribute to Chuck, as a man of faith, his love and pride for this Country, and his unwavering commitment to Keep Hayward Clean & Green and the City of Hayward. He mentioned

that Chuck was one of the original KHCG members and was one of the most called upon members to lead the group in the Pledge of Allegiance. Rod asked everyone to think of Chuck at future meetings during the Pledge of Allegiance.

Director Todd Rullman talked about the Golden Grabber Award, created by Maintenance Services as a legacy award named after Chuck Horner, to acknowledge and give gratitude to individuals who go above and beyond to cleanup the Hayward community. In 2022, staff presented Chuck Horner with the first ever Golden Grabber Award, for his unwavering dedication to the betterment of the Hayward community. Todd announced the 2023 award is being presented to Jean Yee-Yu in recognition of her years of service; Jean goes above and beyond facilitating the Beautification Subcommittee and taking a lead role organizing the Beautiful Yard Contest, the Adopt-a-Block program, and assisting TF Member Leah Martinez with the Senior Front Yard Assistance Program. Jean also took a lead role in facilitating a letter to the City Council in support of and recommending a new Welcome to Hayward gateway sign, in addition to increasing Public Art. Jean also spends countless hours organizing the KHCG trailer and shed and maintaining equipment and supply inventories. Jean is recognized for going above and beyond.

Chair, Jeff Haman presented Jean Yee-Yu with an Adopt-a-Block sign in her name, for her dedication and service to the KHCG Task Force. Chair Haman invited members to write farewell messages to Jean, as the sign is passed around the room throughout the meeting.

Council Member Angela Andrews thanked Jean for her dedication and service, specifically, for taking the lead role in facilitating the Hayward Beautiful Yard contest.

Vice Chair Jean-Yee Yu thanked everyone for their support and expressed gratitude for the encouragement she's received and is grateful for the friendships she's made.

Chair Jeff Haman suggested the KHCG truck be named the "Chuck Truck" in honor of Chuck Horner. Director Rullman agreed and will have staff work on it.

VI. Presentations:

Deputy City Attorney, Vadim Sidelnikov reviewed the Brown Act, California Public Records Act, and Attendance requirements. He answered task force member questions. Members were reminded to email staff, Colleen Kamai, and copy Chair Haman to report absences, request to be excused, or to request remote participation under AB 2449. Task force members can let Colleen know if they have any further questions for Deputy City Attorney Sidelnikov.

VII. Action Items:

Approval of Meeting Minutes: It was motioned/seconded by Task Force Members Blytha Bowers and Doug Mansel and passed by majority vote, to approve the June 22, 2023, meeting minutes. 17:21, noting one correction that member Melissa Milleman was marked present; however, she was absent.

Special Officer Nominations and Election for Vice Chair: Chair Jeff Haman and Administrative Supervisor Colleen Kamai presented the item. It was noted that task force members were originally advised at the June 22, 2023, meeting a vacancy. The Special Nominations and Elections were originally scheduled for the July 20, 2023, meeting, however the meeting was cancelled due to no quorum. On September 15, 2023, members were advised of the vacancy again and of the Special

Officer Nominations and Elections being held on September 26, 2023. Members interested in being nominated were asked to notify staff via email. Staff received two notifications of interest. Chair Haman reviewed the vice chair descriptions, roles, and responsibilities.

After discussion and comments, the nomination period was open. Leah Martinez accepted the nomination for Vice Chair (Adopt-a-Block). Tom Ferreira and Shingo Nagai accepted the nomination for Vice Chair (Event Planning).

At this time member Leah Martinez addressed the group. Leah talked about her path to joining the task force, starting as an Adopt-a-Block participant, which led her to become a task force member. She talked about her family and wanting to be involved in keeping the community clean and how passionate she is about taking on the role of Vice Chair.

Seeing no further nominations for the Vice Chair seat (Adopt-a-Block) Chair Haman opened the floor to a nomination and second to accept the nominee and elect Leah Martinez for Vice Chair (Adopt-a-Block).

Approval of Nomination and Election of Leah Martinez for Vice Chair (Adopt a Block): It was motioned/seconded by Task Force Members Debra Patton and Mohammed Elwali and passed by majority vote to accept the nomination and elect Leah Martinez for Vice Chair (Adopt-a-Block). 18:2:0

At this time Vice Chair Jean-Yee Yu spoke on behalf of nominee Shingo Nagae. Jean nominated Shingo because of his dedicated involvement since he joined the task force two years ago. He has attended every event and has been very involved and is familiar with organizing the trailer and shed and maintaining inventories and would be a great candidate for Vice Chair.

Nominee Tom Ferreira talked about his experience being a task force member for the past three years; has been an Adopt-a-Block participant for the past five years, and is very involved in keeping the community clean, joining other groups such as Council members Zermenio and former Council member Marquez. He appreciates and enjoys engaging with the community to keep the city clean.

Seeing no further nominations for the Vice Chair seat (Event Planning,) Chair Haman opened the floor to a nomination and second to accept the list of nominees Shingo Nagae and Tom Ferreira for Vice Chair (Event Planning).

At this time members were reminded that there would be two actions; the first, to accept the list of nominees, followed by a second action to elect one nominee. They were also reminded during the roll call vote, members can vote yes, no, or abstain if they do not feel comfortable voting one way or the other.

Approval of Nomination for Tom Ferreira and Shingo Nagae for Vice Chair (Event Planning): It was motioned/seconded by Task Force Members Sanda Frost and Debra Patton and passed by majority vote. 18:2:0

At this time staff advised that before Chair Haman calls for a motion and a second it is important to note that the motion/second process would be taken for a nominee in order as received, followed by a roll call vote. The process would repeat if needed, until one nominee received a majority vote.

Chair Haman called for a motion.

Approval of Election for Vice Chair (Event Planning): It was motioned/seconded by Task Force Members Debra Patton and Margaret Barton and passed by majority vote to elect Tom Ferreira for Vice Chair (Event Planning.) 17:2:1

Chair Haman congratulated Leah Martinez and Tom Ferreira on their new Vice Chair roles. He added that he would appreciate member Shingo Nagae continuing to take an active role in the Event Planning subcommittee given his extensive experience and knowledge assisting Vice Chair Jean-Yee Yu.

2024 Meeting Schedule; Cleanup & Beautification Event Calendar; and Community Engagement & Education Event Calendar: Chair Haman presented the item and reviewed the proposed 2024 schedule and cleanup locations, and staff reviewed the meeting schedule and community event calendar.

It was motioned/seconded by Task Force Members Blytha Bowers and Mohammed Elwali and passed by majority votes to adopt the 2024 Meeting Schedule: Cleanup & Beautification Event Calendar and Community Engagement & Education Event Calendar. 17:2:1

Keep Hayward Clean and Green Task Force Fiscal Year 2024 Budget and Financial Report: Chair Jeff Haman presented the item and advised that an in-depth budget discussion to review the proposed allocation items will be scheduled at the October 26, 2023, meeting. It was noted by Deputy Director Rod Affonso that Maintenance Services Streets division will not seek reimbursement for the \$3,000-\$3,500 purchase of equipment and supplies related to the Senior Front Yard Assistance Program. The line item for \$1,500 will be removed from the proposed allocations.

It was motioned/seconded by Task Force Members Tom Ferreira and Lucas Banks and passed by majority votes to adopt the FY 2024 Budget. 17:2:1

VIII. Informational Items:

Financial Report: The Financial Report dated July 20, 2023, was reviewed. There were no public comments or questions on this item.

Attendance Report: Staff reviewed the attendance log and reminded task force members to advise staff via email of any discrepancies. Members were reminded they can email staff and copy Chair Haman ahead of time if they planned to be absent or request to be excused from any meeting or cleanup.

Subcommittee Reports/ Updates:

Event Planning- Vice Chair Jean-Yee Yu talked about creating event maps, coordinating with staff to identify staging areas at events, cleaning and organizing the trailer and shed, and maintaining inventories. She talked about supplies and equipment and how things are organized.

Community Engagement- Jean talked about collaborating and building connections with other organizations. She recently volunteered as a speaker at a student leader training day at CSUEB.

She enjoyed speaking with students about KHCG and what they can do to get involved in the community.

Beautification Subcommittee- Vice Chair Jean-Yee Yu talked about the Hayward Beautiful Yard Contest and the Senior Yard Assistance Program. She mentioned out of twenty-one nominated yards, six have accepted the nomination. The TF will be voting on their favorite yard at the October KHCG meeting. Jean talked about the success of the Senior Front Yard Assistance program. Members shared their experiences volunteering in the program. Overall, it was a very positive experience and homeowners were extremely grateful and provided positive feedback about the work the KHCG TF members and volunteers did for them.

Community Events Subcommittee - Vice Chair Jean-Yee Yu talked about coordinating logistics for community events and ensuring there are enough giveaways. She mentioned the recently purchased inventory of giveaway items is running low. The items were popular at the last few community events.

Policy Subcommittee & Education Subcommittee – Vice Chair Jean-Yee Yu talked about policy items the subcommittee is focusing on. Member Doug Mansel added the group is in the research stage around illegal dumping, shopping cart ordinance and other policy areas. Chair Haman added he's working with Alameda County Nate Miley's office to schedule a presentation about how the County addresses illegal dumping. Director Todd Rullman added that the task force, through its Policy Subcommittee, was actively involved supporting and recommending an ordinance to hold private property owners responsible for illegal dumping fronting their property. The City ultimately adopted an illegal dumping ordinance, which holds private property owners financially responsible. It is an example of how the Policy Sub-committee can contribute to making a difference. Member Sandra Frost inquired about KHCG involvement in the Climate Action Plan and Environmental issues. Council Member Andrews encouraged members to attend the Sustainability Committee and other committee meetings to hear about various issues and ordinances. As the council liaison to KHCG, she brings updates to the task force throughout the year. Chair Haman encouraged new members interested in specific policy items to consider joining the subcommittee.

Adopt a block subcommittee- There were no updates given.

IX. KHCG CLEANUP & BEAUTIFICATION EVENTS (TF Member Attendance Required)

07-22-23 Clean Up Debrief - Vice Chair Jean-Yee Yu reported the July meeting was very successful with a total of about 68 participants of which about 50 were students from California Crosspoint School.

10/28/23 Cleanup & Beautification Event (Tennyson/Alguire Neighborhood Staging @ Tennyson Park, 28377 Huntwood Ave.): Chair Haman reminded the group October 28th is Make a Difference Day. He passed around the assignment sign-up. Event logistics and assignments will be reviewed at the October meeting. Chair Haman talked about connecting with community organizations and schools to encourage participation.

X. COMMUNITY EVENTS & ACTIVITIES (TF Member Volunteer Attendance & Makeup Opportunities)

08/17/23 Downtown Hayward Street Party - Vice Chair Jean-Yee Yu reported that the August 17 Downtown Street Party was well attended. Another successful event, the giveaway items were very popular.

08/19/23 Senior Front Yard Assistance Program -Vice Chair Jean-Yee Yu and Member Leah Martinez talked about the success of the program. She shared several testimonials from homeowners that were grateful for the program. and showed before and after photos of the yards.

09/23/23 California Coastal Cleanup Day (Coastal.ca.gov) – Vice Chair Jean-Yee Yu reported he and several other task force members volunteered. It was a great day, and she was impressed that there was a minimal amount of trash.

09/24/23 Hayward Executive Airport Open House – Vice Chair Jan-Yee Yu reported it was a very successful event. Chair Haman added that members talked with a lot of participants about KHCH and the Adopt-a-Block program. They estimated over 9,000 people attended. The giveaway items were very popular.

XI. Announcements/Updates:

Council Member Updates: Council Member Angela Andrews congratulated newly appointed Task Force members and newly appointed Vice Chairs and thanked returning members. She talked about contacting Caltrans about trash and debris along the freeway on and off ramps within Hayward. She reminded members the on and off ramps are Caltrans jurisdiction, members are encouraged to submit abatement requests to Caltrans. She talked about the 2024 KHCG Cleanup calendar and was happy to see Longwood is listed, she encouraged members to reach out to the Longwood principal to collaborate and reminded members it's always a good idea to connect with schools to participate in cleanup events. CM Andrews talked about the Side Show Ordinance and how greenhouse gases are affected by side show activities. She mentioned there are many policies that are being revisited such as plastic straws and single use plastic. She talked about the library's seed lending library and encouraged the task force to engage with the library on community ideas. She gave kudos to Member Leah Martinez for facilitating the Senior Front Yard Assistance Program and its success. She mentioned trash collection devices are being installed along Tennyson Road. She reminded members to continue to use Access Hayward to report blight including public property and on private property.

Staff Update: Director Todd Rullman announced that Rod Affonso was promoted to Deputy Director of Maintenance Services. He recommends Adjourning the meeting in memory of Chuck Horner.

Deputy Director Rod Affonso thanked the new and returning members. He also acknowledged and thanked the city staff for the behind-the-scenes work related to KHCG meetings, events, and programs.

Chair Updates: Chair Haman talked about the important work that sub-committees do and encouraged members to consider volunteering on one or more. He plans on reaching out to members who can take on specific responsibilities, he's looking for someone to assist with mapping QR codes and for volunteers to help with community outreach. Members were asked to email Chair Haman if they are interested in joining a sub-committee.

Adjournment: Chair Haman adjourned the meeting at 9:04p.m. and observed a moment of silence in memory of Chuck Horner.