

CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov



CITY OF
HAYWARD
HEART OF THE BAY

Agenda

Wednesday, May 17, 2023

7:00 PM

Conference Room 2A and Virtual Platform (Zoom)

Community Services Commission

NOTICE: The Community Services Commission will hold a hybrid meeting in Conference Room 2A and virtually via Zoom.

<https://hayward.zoom.us/j/83166767919?pwd=YWRpQ0xWQ3R3WFZ6MU5odXNSWm10Zz09>

Password: ^h@h5May (for link above)

Or join by phone: US: +1 669 900 6833 or +1 646 931 3860

Webinar ID: 831 6676 7919

Password: 46457036 (for dial-in option)

How to submit written Public Comment:

Send an email to Jessica.Lobedan@hayward-ca.gov by 4:00 p.m. the day of the meeting. Please identify the Agenda Item Number in the subject line of your email. Emails will be compiled into one file, distributed to the Community Services Commission and City staff and published on the City's Meeting & Agenda Center under Documents Received After Published Agenda. <https://hayward.legistar.com/Calendar.aspx>

CALL TO ORDER**PLEDGE OF ALLEGIANCE****AB 2449 Teleconference Notifications and Consideration****ROLL CALL****PUBLIC COMMENTS:**

The PUBLIC COMMENTS section provides an opportunity to address the Community Services Commission. The Commission welcomes your comments and requests that speakers present their remarks in a respectful manner, within established time limits and focus on issues which directly affect the City or are within the jurisdiction of the City. As the Commission is prohibited by State law from discussing items not listed on the agenda, your item may be taken under consideration and may be referred to staff for further action.

MINUTES**[MIN 23-053](#)**

Minutes of the February 15, 2023, Community Services Commission Meeting

Attachments:

[Attachment I - CSC Minutes for February 15, 2023](#)

[MIN 23-054](#)

Minutes for the April 3, 2023, Community Services Commission Special Meeting

Attachments:

[Attachment I - April 3, 2023, CSC Special Meeting Minutes](#)

DISCUSSION

1 **Debrief FY 2023 - 2024 Community Agency Funding Process**

2 [ACT 23-045](#) Bylaws Review and Adoption

Attachments: [Attachment I Staff Report Bylaws Adoption](#)
 [Attachment II Proposed Bylaws Amendments](#)
 [Attachment III Proposed Revised Bylaws Eff 51723](#)

3 **CSC Conversations on Racial Equity & Public Safety**

4 **Prep: Meeting with Aisha Knowles, Russell City SC Chair**

5 [RPT 23-053](#) FY 2022 / 2023 Agenda Planning Calendar

Attachments: [Attachment I - Staff Report](#)

Councilmember / Commissioner / Staff Announcements

Future Agenda Items

ADJOURNMENT

NEXT MEETING – Wednesday, June 21, 2023

Assistance will be provided to those requiring accommodations for disabilities in compliance with the Americans Disabilities Act of 1990. Interested persons must request the accommodation at least 48 hours in advance of the meeting by contacting the City Manager at (510) 583-4300 or TDD (510) 247-3340.



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Hayward City Hall
777 B Street
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File #: MIN 23-053

DATE: May 17, 2023

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

Minutes of the February 15, 2023, Community Services Commission Meeting

RECOMMENDATION

That the Community Services Commission review and approve the minutes of the February 15, 2023, meeting

ATTACHMENTS

Attachment I - February 15, 2023, Community Services Commission Meeting Minutes



MINUTES

Community Services Commission Meeting

February 15, 2023 @ 7:00 pm

Hayward City Hall, 777 B Street, Hayward, CA 94541 – Remote Participation

ANNOUNCEMENT OF MEETING AVAILABILITY

Webinar ID: 859 6137 1822 - Passcode: k8*FVFeb – Passcode: 87226113 for "Dial-in Option"

CALL TO ORDER

Meeting called to order at 7:01 pm by Chair Artavia Berry

PLEDGE OF ALLEGIANCE

Led by Commissioner Lenita Wheeler

ROLL CALL

Members Present:

- Artavia Berry, Commissioner / Chairperson
- Austin Bruckner, Commissioner
- Magdalena Cerna, Commissioner
- Emily Chow, Commissioner
- Hazel de Leon, Commissioner
- Pascal Garcia-Montpetit, Commissioner
- Janet Kassouf, Commissioner
- Linda Moore, Commissioner
- Collin Thormoto, Commissioner
- Lenita Wheeler, Commissioner

Members Absent:

- Elaine Alvite, Commissioner
- Crystal Arrizon, Commissioner
- Stan Long, Commissioner
- Jagdeep Singh, Commissioner

Council Liaison:

- Council Member Daniel Goldstein

Staff:

- Jessica Lobedan, Community Services Manager
- Carol Lee, Management Analyst
- Evelyn R. Olivera, Senior Secretary

Public Comment:

Stephanie Penrod with Family Violence Law Center (FVLC) commenting in response to the Community Agency Funding Preliminary Draft Recommendations. She expressed FVLC's gratitude for the City's ongoing support of services provided to Hayward residents that ease the significant burdens carried by Domestic Violence Survivors.

Ms. Penrod acknowledged the grant amount reduction that makes it harder to provide all the services to Hayward residents as well as to pay staff a living wage for providing the services. She thanked the City for acknowledging the continued need service to recipients and urges the City to fully fund FVLC to meet the urgent need.

Carol Morgan with East Bay Youth Orchestra thanked the Commission for the service provided to the community and the funding recommendation.

Approval of the Minutes of the Community Services Commission Meeting on November 16, 2022

- A motion to approve the minutes was moved by Commissioner Pascal Garcia-Montpetit with a second by Commissioner Collin Thormoto. The minutes were approved unanimously. See *Figure 1: Action Item Votes* for roll call vote.

DISCUSSION

FYI: OPEN: Public Comment Period

Ms. Lobedan announced the public comment period for the preliminary draft recommendations is officially opened and will close at the March 15th CSC meeting. Any public comments received during that time are welcomed.

Public Meetings After the End of COVID State of Emergency

Ms. Lobedan provided an update to the lifting of the California State of Emergency on February 28, 2023, and the return to in-person CSC meetings effective March 2023. City Clerk guidance information was not provided in time to include in the published agenda packet.

Ms. Lobedan reminded the Commission that the CSC is a Brown Act governing body that is open and public to all public members and that the Act allows for meeting to occur via teleconference under strict restrictions, for which Ms. Lobedan provided the commission with an overview.

Ms. Lobedan discussed provisions of AB 2449 signed by Governor Newsom on September 13, 2022; effective January 1, 2023; the only two circumstances to allow remote participation are Just Cause and Emergency Circumstances.

FY 2024 Application Review Committee Preliminary Draft Funding Recommendations

Ms. Carol Lee provided an overview of the Community Agency Funding (CAF) process and the ARC preliminary draft funding recommendations for FY 2024. Ms. Lee provided an Application Overview.

Chair Artavia Berry, Parliamentarian Collin Thormoto and Vice Chair Austin Bruckner chaired the Arts and Music / Special Events, Infrastructure & Economic Development and Public &

Social Services ARCs respectively. Each ARC chair provided the Commission with an overview of each committee's funding recommendations as result of interviews with all applying agencies.

The Commission will vote on FY 2024 CAF funding recommendations at the March 2023 CSC meeting.

CSC Conversations on Racial Equity & Public Safety

Ms. Lobedan announced there are no updates from staff on this item.

Commissioner Collin Thormoto stated he and others provided public comment at the city council meeting held on February 7, 2023, regarding the brutalization by Hayward PD of a 16-year-old boy during a traffic stop. He encouraged other commissioners to view the said City Council meeting.

Vice Chair Austin Bruckner requested an update from the Community Advisory Panel (CAP), including status of the CAP, request for data from the CAP, and request for filling vacant seats on the CAP. Ms. Lobedan stated she would communicate the request for an update from the Acting Police Chief regarding the status of the CAP and request to have a CSC Commissioner seat on the CAP in addition to the possibility of the CAP being a Brown Act body.

CSC Agenda Planning Calendar

A motion to 1) add brief history of the CAP, if unable to hold election of CSC appointed Commissioner seat on CAP in March, that a Special CSC meeting be held in April with the only agenda item being the election to seat, 2) add a more extensive CAP item for May, and 3) Invite Aisha Knowles, Chair, of the Russell City Reparative Justice Project attend a future CSC meeting was moved by Vice Chair Austin Bruckner with a second by Commissioner Collin Thormoto. The motion was approved unanimously. See *Figure 1: Action Item Votes* for roll call vote.

Council Liaison / Commissioner / Staff Announcements

- Chair Artavia Berry announced the Jefferson Award's organization has opened nominations for grass roots leaders.
- Vice Chair Austin Bruckner requested bios for new members along with updated list of current members.
- Commissioner Lenita Wheeler requested a CSC updated attendance roster including corresponding photos.
- Ms. Lobedan announced she would email the entire commission with the opportunity to provide updated bios.
- Commissioner Linda Moore thanked staff for all the work and support to the ARCs and providing extensive data to commissioners' requests. Commissioner Moore additionally welcomed new council liaison, Councilmember Daniel Goldstein

- Chair Artavia Berry officially welcomed Councilmember Daniel Goldstein to the CSC.
- Councilmember Daniel Goldstein accepted and thanked commission for their warm welcome. He stated he will do his best to provide the support to the commission and the City.

ADJOURNMENT

Chair Artavia Berry adjourned the meeting at 9:46 pm, 1) in Honor of Black History Month, 2) observed a moment of silence in Honor of District 2, Board of Supervisor of Alameda County Supervisor Richard Valle, and 3) in Honor of Tyre Nichols.

Figure 1: Action Item Votes

Community Services Commission Voting Tally Sheet for February 15, 2023, Meeting				
	Commissioner	Roll Call	Minutes of the November 16, 2022, CSC Meeting	Item 5. FY 2022/2023 Agenda Planning Calendar
1	Chair Artavia Berry	Present	Yay	Yay
2	Vice Chair Austin Bruckner	Present	Yay	First, Yay
3	Parliamentarian Collin Thormoto	Present	Second, Yay	Second, Yay
4	Elaine Alvite	Absent	Absent	Absent
5	Crystal Arrizon	Absent	Absent	Absent
6	Magdalena Cerna	Present	Yay	Absent
7	Emily Chow	Present	Yay	Yay
8	Hazel de Leon	Present	Yay	Yay
9	Pascal Garcia-Montpetit	Present	First, Yay	Yay
10	Janet Kassouf	Present	Yay	Absent
11	Stan Long	Absent	Absent	Absent
12	Linda Moore	Present	Yay	Yay
13	Jagdeep Singh	Absent	Absent	Absent
14	Lenita Wheeler	Present	Yay	Yay



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File #: MIN 23-054

DATE: May 17, 2023

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

Minutes for the April 3, 2023, Community Services Commission Special Meeting

RECOMMENDATION

That the Community Services Commission review and approve the minutes of the April 3, 2023, Special Meeting

ATTACHMENTS

Attachment I - April 3, 2023, Community Services Commission Special Meeting Minutes



MINUTES

Community Services Commission

Special Meeting

April 3, 2023 @ 5:00 pm

Hayward City Hall, 777 B Street, Hayward, CA 94541 – Council Chambers

ANNOUNCEMENT OF MEETING AVAILABILITY

Webinar ID: 854 1498 6192 - Passcode: 7q!GJ3Nz – Passcode: 53432699 for "Dial-in Option"

CALL TO ORDER

Meeting called to order at 5:05 pm by Chair Artavia Berry

PLEDGE OF ALLEGIANCE

Led by Commissioner Jagdeep Singh

ROLL CALL

Members Present:

- Artavia Berry, Chair
- Austin Bruckner, Vice Chair
- Crystal Arrizon, Commissioner
- Emily Chow, Commissioner
- Hazel de Leon, Commissioner
- Linda Moore, Commissioner
- Jagdeep Singh, Commissioner
- Lenita Wheeler, Commissioner

Members Absent:

- Elaine Alvite, Commissioner
- Magdalena Cerna, Commissioner
- Pascal Garcia-Montpetit, Commissioner
- Janet Kassouf, Commissioner
- Collin Thormoto, Parliamentarian

Council Liaison:

- Council Member Daniel Goldstein

Staff:

- Jessica Lobedan, Community Services Manager
- Carol Lee, Management Analyst
- Evelyn R. Olivera, Senior Secretary

Public Comment: None

DISCUSSION

FY 2023 – 2024 Community Agency funding Process – CSC Final Funding Recommendations

Ms. Carol Lee provided an overview of the Community Agency Funding (CAF) process and the CSC's draft funding recommendations for FY 2024. Staff provided responses to commissioner questions.

A public comment was made by Amina Siddiqi, Program Development and Fundraising Manager with Love Never Fails (LNF). Ms. Siddiqi provided the Commission an overview of the services provided by LNF and expressed gratitude for and thanked the City and Commission for their support.

A motion to approve the funding recommendations was moved by Commissioner Linda Moore with a second by Commissioner Emily Chow. The motion was approved unanimously. See *Figure 1: Action Items Votes* for roll call vote.

ADJOURNMENT at 5:27 pm

Figure 1: Action Item Votes

Community Services Commission – Special Meeting Voting Tally Sheet for April 3, 2023, Meeting			
	Commissioner	Roll Call	FY 2023 - 2024 CAF CSC Final Funding Recommendations
1	Chair Artavia Berry	Present	Yay
2	Vice Chair Austin Bruckner	Present	Yay
3	Parliamentarian Collin Thormoto	Absent	Absent
4	Elaine Alvite	Absent	Absent
5	Crystal Arrizon	Present	Yay
6	Magdalena Cerna	Absent	Absent
7	Emily Chow	Present	Second, Yay
8	Hazel de Leon	Present	Yay
9	Pascal Garcia-Montpetit	Absent	Absent
10	Janet Kassouf	Absent	Absent
11	Linda Moore	Present	First, Yay
12	Jagdeep Singh	Present	Yay
13	Lenita Wheeler	Present	Yay



CITY OF HAYWARD

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File #: ACT 23-045

DATE: May 17, 2023

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

Bylaws Review and Adoption

RECOMMENDATION

That the Commission reviews and adopts the proposed amendments to the Community Services Commission bylaws.

SUMMARY

At the September 2021 and September 2022 meetings of the CSC, Commissioners have voted to postpone elections until a later date to allow new members of the Commission to become better acquainted with their peers running for election. Commissioners requested that the bylaws be updated to amend the election date from the September regular meeting to the October regular meeting as it is difficult for new Commissioners to vote for Officers without having worked with them previously. Staff recommend amending the bylaws to postpone elections annually to the October meeting of the CSC and installation of new officers at the November meeting of the CSC.

ATTACHMENTS

Attachment I Staff Report
Attachment II Proposed Bylaws Amendments
Attachment III Proposed Revised Bylaws Eff: 5-17-23



DATE: May 17, 2023

TO: Community Services Commission

FROM: Community Services Manager

SUBJECT Bylaws Review and Adoption

RECOMMENDATION

That the Commission reviews and adopts the proposed amendments to the Community Services Commission bylaws.

BACKGROUND AND DISCUSSION

As is articulated in the Community Services Commission bylaws:

The Commission shall elect from the CSC members the Chairperson, Vice-Chairperson, and Parliamentarian at the September regular meeting and install them at the October meeting of every year to serve a term of one year or until their successors have been elected.

At the September 2021 and September 2022 meetings of the CSC, Commissioners have voted to postpone elections until a later date to allow new members of the Commission to become better acquainted with their peers running for election^{1,2}. Commissioners requested that the bylaws be updated to amend the election date from the September regular meeting to the October regular meeting as it is difficult for new Commissioners to vote for Officers without having worked with them previously.

Staff recommend amending the bylaws as follows:

*The Commission shall elect from the CSC members the Chairperson, Vice-Chairperson, and Parliamentarian at the ~~September~~ **October** regular meeting and install them at the ~~October~~ **November** meeting of every year to serve a term of one year or until their successors have been elected.*

¹ Minutes of the September 15, 2021 CSC meeting:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5183864&GUID=57623108-4031-4B83-8806-A0260E053FE8&Options=&Search=>

² Minutes of the September 21, 2022 CSC meeting:

<https://hayward.legistar.com/LegislationDetail.aspx?ID=5874300&GUID=208D8E58-693F-4A0F-BC20-1915A117A139&Options=&Search=>

Additionally, a standing agenda item could be added to the September regular meeting to review Commission biographies to help acquaint new members in preparation for an October election.

The proposed amendments were reviewed at a March 15th, 2023 subcommittee meeting of the CSC. A final copy with incorporated edits can be found in Attachment II and will be voted on at the May CSC meeting.

NEXT STEPS

The CSC will vote on the amendments at the May CSC meeting. If approved, the Bylaws will be amended with the incorporated changes.

Prepared and Recommended by: Jessica Lobedan, Community Services Manager

Approved by:

_____

Regina Youngblood, Assistant City Manager

CITY OF HAYWARD COMMUNITY SERVICES COMMISSION

APPROVED 11/16/22

ARTICLE I PREAMBLE

SECTION 101. CONFLICTS.

In the event of any conflict between these bylaws and the Hayward City Charter, Hayward Municipal Code, and City Council Resolutions, then the Hayward City Charter, Hayward Municipal Code, and City Council Resolutions shall prevail.

SECTION 102. MISSION.

The Community Services Commission ("CSC" or "Commission") serves as an advisory body to the City Council of the City of Hayward ("COH"). The mission of the CSC is to:

1. Provide advice and consultation to the Hayward City Council regarding the social, economic, and humanitarian aspects of community development issues within the City;
2. Encourage the development of a planned and orderly approach to the development of community services in the City;
3. Identify the needs for community services, for the coordinated delivery of such services to residents and to avoid duplication and conflict of effort;
4. Support City Council priorities to help solve community problems;
5. Serve as the citizen participation mechanism of federally funded, financed or aided projects; and
6. Create and sustain an environment which will encourage and bring about mutual understanding and respect and to discourage and prevent any and all recognized discriminations based upon race, sex, religion, national origin, age, handicap, sexual orientation, and all other protected categories of persons, if any, under federal and state law, and particularly those discriminations in the areas of housing, employment, and education.

ARTICLE II DUTIES AND RESPONSIBILITIES

SECTION 201. GENERAL DUTIES AND RESPONSIBILITIES.

The Community Services Commission ("CSC") and its members shall have the duties and responsibilities to:

1. Regularly attend meetings and vote on items before the Commission.
2. Adopt rules and regulations for the conduct of its business and for the time and place of its meetings.
3. Assist in developing objectives and goals of the Commission.
4. Perform other related duties as directed by City Council.

SECTION 202. FUNDING RECOMMENDATION DUTIES AND RESPONSIBILITIES.

The Community Services Commission ("CSC") and its members shall have the duties and responsibilities to:

1. Accept and review proposals for City-administered funding as directed by City Council, including but not limited to Community Development Block Grant ("CDBG") and Social Services Program funding.
2. Develop criteria for Announcement of the availability of funds.
3. Develop application guidelines.
4. Review criteria used to make funding recommendations.
5. Prepare and submit priority recommendations to City Council.

ARTICLE III MEMBERS

SECTION 301. MEMBERS

The Community Services Commission shall consist of no fewer than seventeen (17) members, who are appointed by City Council.

SECTION 302. QUALIFICATIONS.

In order to be eligible for appointment to the Commission a person shall be a resident of the City of Hayward. The members of the Commission shall be appointed by the City Council.

SECTION 303. TERM LIMITS.

By City Resolution 73-235 C.S. the City Council established a policy of a limitation of not more than two and one-half (2 ½) consecutive full terms of four years apiece on any one board or commission for service thereon by members thereof.

SECTION 304. VACANCIES, ABSENCES, AND ATTENDANCE.

In City Resolution 87-323 C.S. the City Council repeated and implemented Section 905 of the City Charter:

1. **DECLARING VACANCIES.** If a member of a board or commission absents themselves from three consecutive regular meetings of such board or commission, or ceases to be a Hayward resident, their office shall become vacant and shall be so declared by the Council.
2. **EXCUSED ABSENCE.** Boards and commissions shall not excuse or otherwise grant permission to their members to be absent from any regular meeting of the board or commission.
3. **ATTENDANCE** The City Council shall review the attendance records of all board and commission members in May of each year. Unless extraordinary conditions exist, the City Council shall remove all board or commission members who have not attended at least 75 percent of the meetings of the board or commission upon which they serve, which are subject to the Brown Act.

If a Commissioner misses two consecutive meetings, the Community Services Division will notify the City Clerk of said absences. The City Clerk will notify the Commissioner in writing (per Council direction) reminding them of the two consecutive meetings missed and that one more meeting missed will result in automatic removal from the board or commission.

After three consecutive absences or in the event attendance at 75 percent of meetings is not maintained the Office of the City Clerk will notify the Mayor either of the automatic vacancy or recommending the Commissioner office be declared vacant because of attending less than 75 percent of meetings and requesting that an appointment be made to fill the vacant office.

SECTION 305. ROLL CALL.

To be counted as present, a Commissioner shall be in attendance during all action items listed on the agenda.

ARTICLE IV OFFICERS

SECTION 401. OFFICERS.

The Commission shall elect from the CSC members the Chairperson, Vice-Chairperson, and Parliamentarian at the October regular meeting and install them at the November meeting of every year to serve a term of one year or until their successors have been elected. Elected Officers may succeed themselves one or more times, but generally not more than twice.

ARTICLE V DUTIES OF OFFICERS

SECTION 501. CHAIRPERSON.

The Chairperson shall preside at the regular and special called meetings of the Commission. They shall perform all duties incident to their office and such other duties as may be required by the Hayward City Charter, Hayward Municipal Code, City Council Resolutions and these Bylaws. The Chairperson shall appoint all committees and shall be an ex officio member of all committees.

SECTION 502. VICE-CHAIRPERSON.

The Vice-Chairperson shall act in the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act. The Vice-Chairperson shall also serve as the Chairperson of the Public Services Application Review Committee.

SECTION 503. PARLIAMENTARIAN.

The Parliamentarian shall act in the absence of the Chairperson and Vice-Chairperson, or in the event of the Chairperson or Vice-Chairperson refusal to act. The Parliamentarian shall provide expert guidance related to the bylaws and keep order within the CSC meetings.

ARTICLE VI STAFF

SECTION 601. STAFF.

The Community Services Manager or designated staff members shall provide staff support to the CSC and shall plan, organize and direct the activities of the staff in support of the mission of the CSC. As needed, the Community Services Manager shall work in coordination with the CSC Chairperson to prepare the agendas for CSC meetings.

ARTICLE VII MEETINGS

SECTION 701. REGULAR MEETINGS.

The regular meetings of this Commission shall be held on the third (3rd) Wednesday of every month unless the Commission is notified at least seventy-two (72) hours in advance of no meeting. All agendas for the CSC shall be posted at least seventy-two (72) hours before each regular meeting in the manner set forth in the Rules and Regulations of the CSC and in accordance with the Brown Act.

SECTION 702. SPECIAL MEETINGS.

Special meetings may be called at any time by the presiding officer or a majority of the Commission by delivering personally or by mail, a written notice. All members shall be notified at least forty-eight (48) hours prior to the special meeting. The call and notice shall specify the time and place of the special meeting and provide a copy of the agenda. All agendas for special meetings shall be posted at the place designated by City Council.

SECTION 703. QUORUM.

The quorum for a regular or special meeting shall be a majority of the currently seated membership of this Commission.

SECTION 704. VOTING.

Each member of the Commission shall be entitled to one vote and shall have the right to move or second on any agendized matters brought to a vote during a regular or special meeting at which the member is present. The affirmative or negative vote of a simple majority of the seated members shall be necessary for it to take any action.

SECTION 705. PUBLIC COMMENT.

In accordance with the Bagley-Keene Act and the Brown Act, the presiding officer shall make explicit mention of the public's ability to comment on individual agenda items. Public comment shall be limited to 3 minutes.

ARTICLE VIII AMENDMENTS

SECTION 801. AMENDMENTS.

Proposed amendments to these Bylaws may be submitted in writing by any Commission member at a regular or special meeting. A copy of the proposed amendments shall be furnished

to each Commission member at least 28 days prior to adoption or rejection. Approval by a two-thirds (2/3) affirmative vote shall constitute adoption of the amendment.

ARTICLE IX COMMITTEES

SECTION 901. AD HOC COMMITTEES.

The CSC Chairperson may create standing or ad hoc committees from time to time as circumstances warrant. Only CSC members may serve on committees, and the CSC Chairperson shall appoint the members who serve on the committees.

SECTION 902. INFRASTRUCTURE APPLICATION REVIEW COMMITTEE.

The Infrastructure Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Infrastructure ARC are: to review all Economic Development and Facilities applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 903. PUBLIC SERVICES APPLICATION REVIEW COMMITTEE.

The Public Services Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Public Services ARC are: to review the Social Services and CDBG Public Services applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 904. ARTS, MUSIC, AND CULTURAL EVENTS APPLICATION REVIEW COMMITTEE.

The Arts, Music, and Special/Cultural Events Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Arts, Music, and Special/Cultural Events ARC shall be: to review all related applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 905. APPOINTMENT LIMITATIONS.

Commissioners may be assigned to more than one Application Review Committee, however no one Commissioner shall be named to all three (3) Application Review Committees within a funding cycle.

ARTICLE X EFFECTIVE DATE

The foregoing bylaws of the CSC are adopted by the CSC on November 18, 2022 and made effective as of this date.

Drafted 11/16/2011

Updated 12/21/2011

Adopted 3/22/2012

New Draft: 3/18/2015

Revised Draft: 5/20/2015

Adopted: 7/15/2015

Revised Draft: 9/21/22
Adopted: 11/16/22
Revised Draft: 3/15/23

CITY OF HAYWARD COMMUNITY SERVICES COMMISSION

APPROVED 5/17/22

ARTICLE I PREAMBLE

SECTION 101. CONFLICTS.

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4. Support City Council priorities to help solve community problems;
5. Serve as the citizen participation mechanism of federally funded, financed or aided projects; and
6. Create and sustain an environment which will encourage and bring about mutual understanding and respect and to discourage and prevent any and all recognized discriminations based upon race, sex, religion, national origin, age, handicap, sexual orientation, and all other protected categories of persons, if any, under federal and state law, and particularly those discriminations in the areas of housing, employment, and education.

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1. **DECLARING VACANCIES.** If a member of a board or commission absents themselves from three consecutive regular meetings of such board or commission, or ceases to be a Hayward resident, their office shall become vacant and shall be so declared by the Council.
2. **EXCUSED ABSENCE.** Boards and commissions shall not excuse or otherwise grant permission to their members to be absent from any regular meeting of the board or commission.
3. **ATTENDANCE** The City Council shall review the attendance records of all board and commission members in May of each year. Unless extraordinary conditions exist, the City Council shall remove all board or commission members who have not attended at least 75 percent of the meetings of the board or commission upon which they serve, which are subject to the Brown Act.

If a Commissioner misses two consecutive meetings, the Community Services Division will notify the City Clerk of said absences. The City Clerk will notify the Commissioner in writing (per Council direction) reminding them of the two consecutive meetings missed and that one more meeting missed will result in automatic removal from the board or commission.

After three consecutive absences or in the event attendance at 75 percent of meetings is not maintained the Office of the City Clerk will notify the Mayor either of the automatic vacancy or recommending the Commissioner office be declared vacant because of attending less than 75 percent of meetings and requesting that an appointment be made to fill the vacant office.

SECTION 305. ROLL CALL.

To be counted as present, a Commissioner shall be in attendance during all action items listed on the agenda.

ARTICLE IV OFFICERS

SECTION 401. OFFICERS.

The Commission shall elect from the CSC members the Chairperson, Vice-Chairperson, and Parliamentarian at the October regular meeting and install them at the November meeting of every year to serve a term of one year or until their successors have been elected. Elected Officers may succeed themselves one or more times, but generally not more than twice.

ARTICLE V DUTIES OF OFFICERS

SECTION 501. CHAIRPERSON.

The Chairperson shall preside at the regular and special called meetings of the Commission. They shall perform all duties incident to their office and such other duties as may be required by the Hayward City Charter, Hayward Municipal Code, City Council Resolutions and these Bylaws. The Chairperson shall appoint all committees and shall be an ex officio member of all committees.

SECTION 502. VICE-CHAIRPERSON.

The Vice-Chairperson shall act in the absence of the Chairperson or in the event of the Chairperson's inability or refusal to act. The Vice-Chairperson shall also serve as the Chairperson of the Public Services Application Review Committee.

SECTION 503. PARLIAMENTARIAN.

The Parliamentarian shall act in the absence of the Chairperson and Vice-Chairperson, or in the event of the Chairperson or Vice-Chairperson refusal to act. The Parliamentarian shall provide expert guidance related to the bylaws and keep order within the CSC meetings.

ARTICLE VI STAFF

SECTION 601. STAFF.

The Community Services Manager or designated staff members shall provide staff support to the CSC and shall plan, organize and direct the activities of the staff in support of the mission of the CSC. As needed, the Community Services Manager shall work in coordination with the CSC Chairperson to prepare the agendas for CSC meetings.

ARTICLE VII MEETINGS

SECTION 701. REGULAR MEETINGS.

The regular meetings of this Commission shall be held on the third (3rd) Wednesday of every month unless the Commission is notified at least seventy-two (72) hours in advance of no meeting. All agendas for the CSC shall be posted at least seventy-two (72) hours before each regular meeting in the manner set forth in the Rules and Regulations of the CSC and in accordance with the Brown Act.

SECTION 702. SPECIAL MEETINGS.

Special meetings may be called at any time by the presiding officer or a majority of the Commission by delivering personally or by mail, a written notice. All members shall be notified at least forty-eight (48) hours prior to the special meeting. The call and notice shall specify the time and place of the special meeting and provide a copy of the agenda. All agendas for special meetings shall be posted at the place designated by City Council.

SECTION 703. QUORUM.

The quorum for a regular or special meeting shall be a majority of the currently seated membership of this Commission.

SECTION 704. VOTING.

Each member of the Commission shall be entitled to one vote and shall have the right to move or second on any agendized matters brought to a vote during a regular or special meeting at which the member is present. The affirmative or negative vote of a simple majority of the seated members shall be necessary for it to take any action.

SECTION 705. PUBLIC COMMENT.

In accordance with the Bagley-Keene Act and the Brown Act, the presiding officer shall make explicit mention of the public's ability to comment on individual agenda items. Public comment shall be limited to 3 minutes.

ARTICLE VIII AMENDMENTS

SECTION 801. AMENDMENTS.

Proposed amendments to these Bylaws may be submitted in writing by any Commission member at a regular or special meeting. A copy of the proposed amendments shall be furnished

to each Commission member at least 28 days prior to adoption or rejection. Approval by a two-thirds (2/3) affirmative vote shall constitute adoption of the amendment.

ARTICLE IX COMMITTEES

SECTION 901. AD HOC COMMITTEES.

The CSC Chairperson may create standing or ad hoc committees from time to time as circumstances warrant. Only CSC members may serve on committees, and the CSC Chairperson shall appoint the members who serve on the committees.

SECTION 902. INFRASTRUCTURE APPLICATION REVIEW COMMITTEE.

The Infrastructure Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Infrastructure ARC are: to review all Economic Development and Facilities applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 903. PUBLIC SERVICES APPLICATION REVIEW COMMITTEE.

The Public Services Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Public Services ARC are: to review the Social Services and CDBG Public Services applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 904. ARTS, MUSIC, AND CULTURAL EVENTS APPLICATION REVIEW COMMITTEE.

The Arts, Music, and Special/Cultural Events Application Review Committee (ARC) shall consist of no less than five (5) Commissioners appointed by the Commission Chairperson. The duties of the Arts, Music, and Special/Cultural Events ARC shall be: to review all related applications for funding, to interview applicants and to develop recommendations of funding for the CSC.

SECTION 905. APPOINTMENT LIMITATIONS.

Commissioners may be assigned to more than one Application Review Committee, however no one Commissioner shall be named to all three (3) Application Review Committees within a funding cycle.

ARTICLE X EFFECTIVE DATE

The foregoing bylaws of the CSC are adopted by the CSC on November 18, 2022 and made effective as of this date.

Drafted 11/16/2011

Updated 12/21/2011

Adopted 3/22/2012

New Draft: 3/18/2015

Revised Draft: 5/20/2015

Adopted: 7/15/2015

Revised Draft: 9/21/22
Adopted: 11/16/22
Revised Draft: 3/15/23
Adopted: 5/17/23



CITY OF HAYWARD

Hayward City Hall
777 B Street
Hayward, CA 94541
www.Hayward-CA.gov

File #: RPT 23-053

DATE: May 17, 2023

TO: Community Service Commission

FROM: Community Services Manager

SUBJECT

FY 2022 / 2023 Agenda Planning Calendar

RECOMMENDATION

That the Community Services Commission (CSC) reviews and adopts the 2022 / 2023 Agenda Planning Calendar and provides comments.

DISCUSSION

For CSC consideration, staff has revised the proposed Meeting Schedule Calendar for FY 2022/2023 with agenda topics and dates listed below. The agenda topics were compiled based on comments at previous CSC meetings. This calendar will be on each CSC meeting agenda for review and to ensure any updates are incorporated.

ATTACHMENTS

Attachment I - Staff Report



DATE: May 17, 2023
TO: Community Services Commission
FROM: Community Services Manager
SUBJECT: FY 2022 / 2023 Agenda Planning Calendar

RECOMMENDATION

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FY 2022 - 2023
COMMUNITY SERVICES COMMISSION AGENDA PLANNING CALENDAR
JUNE 21, 2023
Community Advisory Panel Report with City Manager McAdoo and Deputy Chief Matthews
CSC Conversations on Racial Equity & Public Safety
Adoption of FY 2023 – 2024 Agenda Planning Calendar

TBD

Meeting with Russell City Steering Committee Chair, Aisha Knowles (staff will work with Ms. Knowles on scheduling)

NEXT STEPS

Upon consideration and approval by the Commission, staff will schedule items accordingly for future CSC meetings.

Prepared and Recommended By: Jessica Lobedan, Community Services Manager

Approved by:

Regina Youngblood, Assistant City Manager