



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 1C  
777 B Street, Hayward  
March 21, 2019

**I. Call to Order**

Meeting called to order by Chair Divine at 7:01 p.m.

**II. Pledge of Allegiance:**

Pledge of Allegiance led by Task Force Member Patterson.

**III. Roll Call:**

*City Council & Staff:* Council Member Márquez; Todd Rullman, Director of Maintenance Services; Rod Affonso, Streets Maintenance Manager; Kimberly DeLand, Administrative Supervisor; and Cecilia Melero, Senior Secretary

*Task Force Members Present:* Ginny Delaney, Alison Divine, Suzanne Gayle, Jeffrey Haman, Chuck Horner, Sarah Low, Bert Manzo, Anika Patterson, Tim Romano-Pugh, Scott Schroder, Lenora Taylor, and Jacquelyn Young

*Task Force Members Absent:* Blytha Bowers, Sharon Eva, Hasieb Lemar, Adithya Naresh, Megha Salpekar, and Tawana Smith

*Youth Commission Liaison:* None

*Guest (Visitor Sign-In):* None

**IV. Public Comments:**

- A. **Task Force Member Gayle:** I will have back surgery the first week of May and I will be out for eight weeks. I can partner with other members to show them how to do the maps.
- B. **Task Force Member Horner:** Tennyson Road looking great. I will have surgery April 2<sup>nd</sup> and I will be out for couple weeks.
- C. **Task Force Member Romano-Pugh:** The Hayward Coalition for Healthy Youth will have their first coalition on April 1<sup>st</sup> from 6:00 PM – 7:30 PM at the Eden Youth & Family Center, 680 W. Tennyson Rd., Building B, Hayward. The coalitions are the first Monday of each month. The coalition will primarily focus on two substances: Opioids and Cannabis. I would like to invite Keep Hayward Clean & Green to the coalition meetings. If anyone is interested in becoming a member, please contact me.

**V. Approval of Meeting Minutes from February 21, 2019**

It was motioned/seconded by Task Force Member Manzo and Vice Chair Haman and passed by majority vote to approve the February 21, 2018 meeting minutes with spelling correction of Task Force Member Patterson's name 10:0:2 (6 absent).

## **VI. Presentations**

### **a. Financial Report**

**Kimberly DeLand:** The most recent purchases since the last meeting were the canopy bag for the new 10 x 20 canopy and a food purchase for the last meeting.

### **b. Hayward Recognition & Award Dinner 10/08/19 at 6 PM**

**Chair Divine:** The Hayward Recognition & Award Dinner will be on October 8, 2019 at 6:00 PM at St. Rose Hospital. I wanted to let you know about the dinner so you can add it to your calendar. For those who are unfamiliar with this dinner, the various organizations nominate a volunteer who will be honored at the reception dinner. I want to let the group know about this event, so we will have enough members at the KHCG table to support our nominee.

How many are at a table? 10.

Later in the meeting KHCG will nominate someone to honor him/her at the dinner.

### **c. Ad Hoc Committees**

#### **i. Community Engagement Ad Hoc Committee**

**Chair Divine:** The Community Engagement Ad Hoc Committee was established to come up with ideas on how to engage the community for our events. Task Force Member Bowers and Vice Chair Delaney are the leads for this committee. They work with the City to figure out the best way to advertise our events, recruit volunteers, and get our name out into the community.

Is there anyone else who is interested in joining this committee? Task Force Member Low volunteered for this committee.

#### **ii. Policy – Data Ad Hoc Committee**

**Chair Divine:** The Policy -Data Ad Hoc Committee will speak at Council meetings or write a letter to Council to support certain policies. For example, KHCG supported the plastic straw ban.

We will also look at our data. For example, we look at the number of volunteers registered for our events vs. number of volunteers who attended the event; the volume of trash we pick up at each event. Based on the Access Hayward requests, we created a map that plotted the locations and number of trash & debris requests throughout Hayward.

Vice Chair Delaney and I are the leads for this committee. Task Force Members Manzo, Taylor, and Vice Chair Haman joined this committee.

#### **iii. Spring-Summer Ad Hoc Committee**

**Chair Divine:** The Spring-Summer Ad Hoc Committee will decide which events KHCG will participate in during the spring and summer. Last year we participated in the Downtown Street Parties and decided on give-away items for these events.

Task Force Member Gayle and I are leads for this committee. Task Force Member Romano-Pugh joined this committee.

## VII. Action Items

### a. Hayward Recognition & Award Dinner Nomination

**Vice Chair Delaney:** I would like to nominate Al Thompson who has an Instagram account called AdoptAWalkHayward and she spoke at one of our meetings. She walks past the courthouse to BART and she will pick up trash and post the pictures on her Instagram account.

**Task Force Member Romano-Pugh:** I would like to nominate Vice Chair Haman. He always jumps in to help outside of regular hours and he oversees the Adopt A Block program.

**Vice Chair Haman:** I am honored to be nominated, but I would like to honor someone from the community.

It was motioned/seconded by Vice Chair Delaney and Chair Divine and passed by majority vote to nominate Al Thompson as the Hayward Recognition & Award Dinner Nominee 12:0:0 (6 absent).

### b. Citywide Garage Sale 08/10/19 and Purchases for Garage Sale Participants

**Director Rullman:** The Citywide Garage Sale has been run by KHCG. We allow the community to sign up for this event. Before the day of the event, the City will have a map available showing all the garage sale participants. KHCG usually provides a swag bag to the garage sale participants. Last year was the first year we offered a coupon that allowed the garage sale participants to dump their remaining garage sale items at our Enterprise site the following day.

**Vice Chair Haman:** Any suggestions for the bags?

**Kimberly DeLand:** Some of the items we discussed placing in the swag bag are water bottle, wild flowers seeds, vegetable seeds, poppy flower seeds, metal straws.

**Discussion:** The event is in the new fiscal year so we will have a new budget starting in July, right?

**Director Rullman:** Yes, the event is in the new fiscal year, but we want to give Kimberly some ideas on what to purchase so she can get quotes and get approval from the group at the next meeting.

**Discussion:** Is this the first year we have given out bags? We have given out bags in the past and filled them with a pen, pencil, window cling, bumper sticker, color book, leaf logo, plant and vegetable seeds.

How many bags do we need? We had about 150 participants last year.

Maybe we can provide visors for the garage sale participants.

It was motioned/seconded by Task Force Member Taylor and Vice Chair Haman and passed by majority vote to participate in the Citywide Garage Sale on 08/10/19 and to seek quotes to purchase give-away items 12:0:0 (6 absent).

**c. Drawing for Gift Cards at Beautification Events**

**Chair Divine:** After we use the pre-purchased gift card, do we want to continue giving out a gift card at the beautification events? If we continue with the drawing, we can promote “Shop Hayward” by purchasing gift cards from local businesses. We have pre-purchased cards through the October event. We have time to establish a relationship with the local businesses and we can promote “Shop Hayward.”

**Discussion:** At the last event, we had a group that picked up lots of trash. It would have been nice to have extra gift cards to give to the volunteers to acknowledge their hard work. We can have a contest to see who picks up the most bags and give the contest winner a gift card. This can be done through observation. We can have a drawing and have extras gift cards to give away. We can have multiple gift cards; one for a drawing and the others are discretionary.

We should have a standard way of completing the drawing form. Maybe we can have the volunteer provide his/her name and phone number so we can contact the person if they are unable to stay for the drawing. The drawing tickets currently have the event date and a space for the volunteer name. We should make the drawing ticket more generic, do not have the event date, and have a space to write the name and phone number so we can use the drawing tickets at any event. Let’s wrap the drawing slip with the gift card, return it to Kimberly, and she can contact the volunteer to mail the gift card.

It was motioned/seconded by Task Force Member Low and Horner and passed by majority vote to continue to have gift card drawings at the Beautification Events 12:0:0 (6 absent).

**VIII. Community Cleanups and Upcoming Events**

**a. Longwood Elementary 02/23/19– Vice Chair Haman and Task Force Member Bowers**

**Vice Chair Haman:** The event at Longwood Elementary went well and we had a good turnout of volunteers. I would like to see more cleanup on Hesperian Boulevard.

**b. Mt. Eden High School 03/23/19 – Task Force Members Schroder and Patterson**

**Discussion:** Did anyone contact the school to ask if the students will participate at the event? If we have a contact at the school, we can reach out to the school. We can utilize the officers assigned to the school to help promote the event.

**Vice Chair Delaney:** The event in November will be at a school. We have some time to reach out to the HUSD.

**Vice Chair Haman:** Did any of the Adopt-A-Block group we reached out to return our call?

**Kimberly DeLand:** No.

**Discussion:** We can reach out to the leadership teachers, PTA, or parent groups to connect with the students. We can have the Community Engagement Ad Hoc Committee discuss further. We can go door-to-door to drop to encourage neighborhood participates.

We can contact the HOA's for our events, send an email blast to invite the HOA and the community.

**Task Force Member Gayle:** I can help with the school contacts. We can create a challenge for the students. For example, we can give double community service hours if the student brings a parent to the event.

**c.      Community Engagement Fair 04/27/19 – Utilities & Environmental Services**

**Nicole Grucky, Utilities & Environmental Services:** The Community Engagement Fair will be at Weekes Park on 04/27/19 and it will have an Earth Day theme. We will have local non-profit groups: Stop Waste, Cal State East Bay, Chabot College, and other organization at the event. Does KHCG want a booth at the event from 11:00 AM – 1:00 PM? We will have a DJ and he/she can do announcements.

**Chair Divine:** If we have a booth, will it be inside the community center as part of the Board & Commission Fair?

**Nicole Grucky:** The fair will be an Earth Day event and the organization will be set up outside. We are using the community center as a gallery to display the Earth Day posters and essays.

**Discussion:** We can use our new canopy and stage like an event with two tables, advertise KHCG events, recruit new members, have swag bags, and have a scavenger hunt.

**IX.    Announcements/Updates**

**a.      Council Member Updates**

**Council Member Márquez:** I want to thank KHCG for all that you do, you have amazing ideas, it is exciting and refreshing. Thank you for your positivity and focusing on our community.

I am on the HSLAC Committee. If there is anything you want me to work with Hayward Unified School District, please let me know. We tabled the topic of using HUSD's restroom when we are at their sites for events.

I am on the Sustainability Committee. We are looking at drafting the ordinance on the single use straw and condiment packets. The ordinance will come back in a draft format so we can get public comment. This ordinance will be rolled out over time to allow business to phase in the adopted ordinance.

There may be an opportunity to add a representative from KHCG to the Sustainability Committee. We can collaborate on policy and data items. We meet 4:30 PM on the second Monday, every other month on the odd months. The last meeting earlier this month.

**Vice Chair Delaney:** I received an email from Council Member Márquez from Greg Galati who lives in the Huntwood Corridor/Leidig Area and asked if he can get more grabbers. I suggested maybe a more sustainable means of addressing the issue by having more garbage cans installed. The other idea was around street cleaning.

**Council Member Márquez:** One proposal for Measure T funds that I support is setting aside \$1 million for Maintenance Services and extending the Library hours. Greg Galaiti's ideas have been discussed.

East Bay Clean Energy is holding a "Understand Your Bill" meeting at Matt Jimenez Community Center on 03/28/19. The English presentation is from 5:30 – 6:30 PM and the Spanish presentation is 7:00 – 8:00 PM.

**b. Staff Update**

**Director Rullman:** We are looking at purchasing an enclosed trailer for KHCG and have it wrapped with your logo. We want to have your event items stored in the trailer, so we are not loading and unloading the items each month. I would like the lead to check supplies in the trailer.

I also want to thank Council Member Márquez for all you do.

**c. Chair Updates:**

**Chair Divine:** The Tennyson All American Festival will be 06/29/19. I will give the information to the Community Engagement and Spring/Summer Ad Hoc Committees to discuss if we want to participate at this event and engage the community.

**Task Force Member Romano-Pugh:** Reach for a Better Community, non-profit, focuses on healthy environment strategies to reduce stress for High School/Middle School students. There will be performers, workshops, and resource area. I want to invite KHCG on 05/18/19 at Matt Jimenez Community Center from 12:00 PM – 3:00 PM.

**Vice Chair Delaney:** Kimberly sent an email to the Chair and Vice Chairs that a journalist student from San Francisco State University will be at our event on Saturday to feature KHCG's event.

**X. Adjournment (8:23 PM)**