



Keep Hayward Clean and Green (KHCG)  
Task Force (TF) Meeting Notes  
Hayward City Hall, Room 2A  
777 B Street, Hayward  
October 24, 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 Scott Schroder.

**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 Elizabeth Scott, Sr. Secretary

*Task Force Members Present:* Blytha Bowers, Carrie Conover, Alison Divine, Jeffrey Haman, Patrick Kariuki, Esther Lopez, Ly Mac, Bert Manzo, Adam Murphy, Adithya Naresh, Chiemeka Okoronkwo, Debra Patton, Scott Schroder, Jessica Stanley, Lenora Taylor, and Jacquelyn Young

*Task Force Members Absent:* Christina Cabrera, Ginny Delaney, Suzanne Gayle, Rodney Hankins, Chuck Horner, Christopher Lopez, and Kenny Wong Many

*Youth Commission Liaison:* Kimberly Babasa

*Guest (Visitor Sign-In):* Jessica Lang, Jack Steinmann, Ayana

**IV. Public Comments:**

**Kimberly DeLand:** For the new members, please pick up your name tag from the front of the room. After the meeting please see me and I will provide you with a vest and t-shirt.

**Task Force Member Manzo:** I attended the Board of Directors meeting for BART this morning. BART is expanding their services down to San Jose and Santa Clara area.

**V. Approval of Meeting Minutes from September 19, 2019**

It was motioned/seconded by Task Force Member Manzo and Vice Chair Haman and passed by majority vote to approve the September 19, 2019 meeting minutes 16:00 (7 absent).

**VI. Presentations**

**a. Brown Act & Parliamentary Procedures**

**Ankush Agarwal**, from the City Attorney's Office, discussed the Ralph M. Brown Act and provided a hand-out for the Task Force Members to reference. Some of the highlights of the handout are:

- The Brown Act requires California governments to have public meetings
- The Brown Act applies to legislative bodies such as City Council, Planning Commission, and Youth Commission
- Meetings must have posted agendas and public meeting spaces that are ADA accessible
- No secret meetings. Secret meetings are misnomer because the Brown allows 'closed' sessions if correctly agenzized
- Do not text, email, or discuss the commission's business outside of public meeting – communicate with staff
- Quorum (majority of commission's members) must be present to start and continue meetings
- Meeting should allow for full discussion by all members and member of the public are entitled to speak on issues
- Commission should select a chairperson and vice-chairperson to lead meetings
- The commission 'acts' by the making and seconding of motions, followed by vote to carry or defeat the motion – a motion must be carried by majority of those members voting on it
- Commission should have a secretary to maintain record of the actions taken, known as minutes and the minutes of a prior meeting should be available at the subsequent meeting
- There are consequences for violating the Brown Act, which is considered a misdemeanor and can result in a civil action
- Attendance of 100% of Task Force Member is desirable; however, the City Clerk's office requires 75% - 85% attendance of regular meetings. This policy is strictly enforced. Members have been removed for failure to meet this requirement.
- **Public Records Act (PRA):** require public access to most records generated by public agencies. Emails, texts, and reports are considered public records if they discuss public business. No reason or justification needs be given in order to make a public records request.

**Discussion:** We have ad hoc committees to discuss items and bring back information/item to the group if we don't have a quorum. Is that correct? Yes, the quorum makes a difference if the gathering is an official meeting vs. an ad hoc committee. Once you have a quorum, you must discuss only items on the agenda.

## **b. Community Engagement**

**Task Force Member Bowers:** We started a "Tell A Friend" campaign to encourage Task Force Members to 'tell a friend' about our upcoming events. How many have told a friend about our next event?

## **c. Sub-Committees**

**Chair Divine:** We provided a copy of the sub-committee description that we discussed at the last meeting. Jeff and I tried to include all the duties that the sub-committee will be responsible for overseeing; however, feel free to explore other ideas for your committee.

When we assigned members to the sub-committees, we want to make sure that none of them have over eleven members; otherwise, it will violate the brown act. The seven sub-committees we have are: Event Planning; Community Engagement; Adopt-A-Block; Policy; Community Event; Beautification; and Education.

**Discussion:** How and when will the sub-committees meet? That will up to each sub-committee to decide. We tried to keep the committees small to coordinate easier. Will we have any time during the regular meeting? We will have time for announcements and to provide updates on the business you conducted. The goal of the regular meeting is for the Task Force to conduct business. The sub-committees will conduct business behind the scenes.

	7	3	4	3	3	4	4
	Event Planning	Community Engagement	Adopt A Block	Policy	Community Events	Beautification	Education
1	Ginny	Blytha	Jeff	Lenora	Esther	Jessica	Patrick
2	Ly	Chuck	Scott	Bubba	Suzanne	Christina	Carrie
3	A.J.	Debra	Jacquelyn	Ali	Jeff	Ali	Chiemeka
4	Rodney		Bubba	Jeff		Suzanne	Lenora
5	Kenny						
6	Christopher						
7	Adam						

Red = Chair for Sub-Committee

We do not have enough members from the Event Planning sub-committee present to select a Chair, so we will table this until next meeting.

**Discussion:** For some committees there are members who are on two committees. How did you select the two for committees for those members? If you are on a smaller committee you can be on a second committee. For example, the Policy Committee will not run continuously throughout the year, so those members can be on a second committee. The Policy Committee will not make the sole decision on items that are presented to Council. This committee will bring items back to the Task Force for input and approval before presenting to Council.

Is there an expectation of how often each committee should meet? As often as needed to get the work done. The groups do not have to meet in person. The committees are welcome to communicate via phone conference, email, or whatever works best for the group.

Will the sub-committee groups get emailed to each of the members? Yes, we will email the sub-committee information to the Task Force Members. The City Clerk's office sent out with the Task Force contact information.

#### **d. Financial Report**

**Kimberly DeLand:** We arranged to have a portable restroom and wash station at your upcoming event for Saturday. I order eco cups and compostable bags for the recycle bins. I place the order for the water bill inserts and I just finalized them with the vendor today. I will bring the extra to the next meeting. We ordered another plexiglass for your maps.

## **VII. Action Items**

### **a. Downtown Streets Team Donations for 2020**

**Chair Divine:** I will recuse myself from this action item, because I am in the recruitment process with the Downtown Streets Team.

**Julia Lang:** The Downtown Streets Team (DST) is a non-profit organization and we have been in Hayward the past three years. Hayward was the first city in the Eastbay to adopt our model. Julia provide background on the (DST). The highlights of the presentation are:

- Homelessness is a growing crisis: Alameda County has over 8,000 unhoused persons and Hayward has 487 unhoused neighbors
- Homelessness affects everyone: community; police; environment, public health and hospitals; taxpayers, tourism, small business
- Worst Part About Being Homeless: the way people look down at me
- Homelessness is an experience, not an identity
- DST Model: Unhoused and people at-risk of homelessness volunteer to beautify their community
- Team Members Beautify the Community in downtown, Tennyson, Cherryland/Ashland, and Special Events by removing debris, cigarette butts, needles, and waste sorting
- When Team Members volunteer, they get basic needs support: food, storage, transportation, housing, communication
- Ladder to Success: the team members with a yellow t-shirt is a regular team member. If you see a green t-shirt the team member stepped up into a leadership role.
- Peer to Peer: peers can provide encouragement to others in a similar situation and this goes a long way
- League of California Cities recognized DST as the Best Practices in the State of California
- DST is in 14 cities
- DST Partners with service providers, employers, contract holders, and other supporters
- DST programs have increased the number of individuals who have been housed and held jobs; and has improved the environment
- 2018 Team Member Survey Results: 96% stated an overall increase in their self-worth
- Community Benefit: cleaner streets with immediate results, address negative street behavior (i.e., pan handling and loitering), changing perceptions
- Get Involved: say hi to the team members, come to a meeting, donate if you can, come to a team meeting

**Discussion:** What support structure is available once your team member receives housing? We are developing a committee for transition services where we can offer extended stipends until they get their first paycheck, case manager will still meet with the team members and they will still have access to DST services.

What are the key skills your team members acquire through your program to market themselves in the job market? Leadership and communication skills. Accountability - when team members sign up for a shift, they are expected to meet expectation like a workplace. Team members are expected to call in if they are unable to make a shift and they are expected to be punctual.

I have seen the Downtown Street Team in the community and have seen the team members go from a yellow t-shirt to a green t-shirt. They are an awesome group. It's okay to interact with team members and say 'hi'. We should try to support this group and encourage other organizations to support them as well.

**Council Member Márquez:** I share the same sentiments. I enjoyed seeing the team members approach the Mayor to say hello. I had a friend who contributed to purchase sweater for the DST,

but he has recently passed, and I want to find another donor to contribute sweaters. Task Force Member Lopez offered to help find a sweater contributor.

**Vice Chair Haman:** In the past we donated \$1,000 to the Downtown Streets Team and in return the DST members came to our events. Next year we will have fewer events. Do we want to donate to DST?

**Discussion:** Did we specify the number of events with the previous donations? For this year, they did not attend January, but they have attended all the other events. There seems to be three or four members at the events and they usually stay for the whole event. Kimberly, do we have a number for the events?

**Kimberly DeLand:** In November 2017 the group approved \$1,000 to have three to four members for six events in 2018. January of this year we approved \$1,000, there was no number specified. However, since we approved the donation in January, I believe the DST started attending the events in February.

**Director Rullman:** For those who were not here to approve the previous donations...the donation was not specifically tied to the number of events or specific number of team members. The donation was for (1) the cause and (2) for members to attend the events. Just because we have fewer events, we do not have to reduce the donation amount.

**Council Member Márquez:** They are using the donation to do the service throughout the community.

It was motioned/seconded by Task Force Members Schroder and Taylor and passed by majority vote to approve the \$1,000 donation to the Downtown Streets Team 15:0:0 (7 absent) (1 recusal).

#### **b. Purchase of Eco Pens**

**Kimberly DeLand:** Last month I presented several pens options from a local vendor in Hayward and one option from an out-of-state vendor. I was asked to contact the local vendor to see if they can match the price of out-of-state vendor for an eco-friendly pen imprinted with two line in one color.

The local vendor provided a new option where we can purchase 500 pens for \$353.68 or 1,000 pens for \$609.95. There was a review of the pen options that were presented at the previously meeting.

It was motioned/seconded by Task Force Members Taylor and Schroder and passed by majority vote purchase Eco-Friendly Pens in the amount of \$609.95 from Abacus Products (qty = 1,000) 16:0:0 (7 absent).

#### **c. Election Ad-Hoc Committee**

**Chair Divine:** Ginny Delaney stepped down as Vice Chair. She is still a member of the Task Force, but we will be electing another Vice Chair.

**Director Rullman:** I received several inquiries about Chair and Vice Chair terms. After reading the bylaws, the term of these positions is two years and runs from January to January.

Two chairs ago, we had a Chair who had family illness issues and some personal issues. We transitioned into another chair and it was a bit messy because it was not January to January. When the person stepped away and we elected Chair Andrews, we should have elected her for the duration of that term. Angela stepped into that position under the premise that she will have a two-year term. Angela made it to the Planning Commission, but she did not serve her two-year term.

Ali, Jeff, and Ginny were elected in September 2018 under the premise they will serve a two-year term. After consulting the City Attorney, the City Clerk, and the KHCG leadership, we agreed they should get a two-year term, especially with the recent changes to the number of events. But we want to clean this up and get back to the January date. They served one year, so this time next year we will do an Election Ad-Hoc Committee for Chair and both Vice Chairs.

Tonight, we are going to create an Ad-Hoc Committee to take nomination next month the Vice Chair vacancy that will begin at the time of the election to next January.

**Discussion:** What is the function of the Election Ad Hoc Committee? To nominate and bring names to the Task Force to elect a new Vice Chair. How do they go about determining nominations? They will talk to Task Force Members over the next month about who we want to bring forward as our nominee(s) for Vice Chair. We can also take nominees from the floor. The Election Ad Hoc Committee can, also, defer nominations to the floor.

Can we take nomination from the floor without the Election Ad Hoc Committee?

**Director Rullman:** The Election Ad Hoc Committee is written in the bylaws. The bylaws for the other commission states that the elected individual will complete the duration of the term. The Task Force bylaws do not say that though, but it is inferred. When we clean up the bylaws, we may want to clean up the language for this item. If the Ad Hoc Committee wants to hear nomination from the floor, they can state that at the next meeting.

**Chair Divine:** Do we have anyone who wants to sit on the Ad Hoc Committee?

**Discussion:** If you are on the Ad Hoc Committee, does it exclude you from getting nominated? No, since we are taking nomination from the floor.

What is the function of the Ad Hoc Committee? This group will come up with name to nominate for Vice Chair. If the group wants to defer and take nomination from the floor, that is fine.

What are the duties of the Vice Chair? The Vice Chair will supplement the Chair's roles and fill in when the Chair is unavailable. Historically there have been two Vice Chair roles. Once Vice Chair will back up the Chair to step in if the Chair is unavailable. The second Vice Chair fills in if both the Chair and Vice Chair are unavailable and to oversee the Adopt-A-Block program.

**Council Member Márquez:** The Vice Chair is also preparing for the Chair position.

Members of the Election Ad Hoc Committee are: Vice Chair Haman, Task Force Members Bowers, Conover, Kariuki, and Young.

## **VIII. Community Cleanups and Upcoming Events**

### **a. Hayward Shoreline Interpretive Center 09/21/19 –Task Force Member Manzo**

**Task Force Member Manzo:** The event at the Hayward Shoreline went well and it was nice to work with other organizations. Based on H.A.R.D. numbers:

- 219 volunteers
- 250 lbs. of trash
- 150 lbs. of recyclable
- 2,000 lbs. of thistle

**Discussion:** KHCG members were able to step in and help the Shoreline staff to check in the volunteers and keep the event organized. We were able to provide grabbers and trash bags.

**Council Member Márquez:** I recommend that you have a debriefing meeting with H.A.R.D. to recap the event. KHCG may want to get involved with the pre-planning meetings prior to next year's meeting.

**b. Annabelle's Candy Company (Industrial Bl.) 10/26/19 –Task Force Members Conover & Mac**

**Chair Divine:** our event on Saturday is at Annabelle's Candy Company on Industrial Blvd and this is our Make A Difference Day event with CSUEB. Task Force Members Conover and Mac are the leads for this event.

**Discussion:** CSUEB advertised the start time at 9:00 AM, so we may get a wave of volunteers arriving at 9 AM. How many students registered for Make a Difference Day? It is unknown how many volunteers registered.

**Chair Divine:** CSUEB will complete the registration forms before arriving at the event and volunteers will turn in the form at the event. There will be food for the CSUEB students, and we can offer it to other community members only if there are leftovers. There will be a portable restroom and wash station. I made a new staging area map and it will be in the packet and one in the trailer. (Review of the staging map).

**Discussion:** We should set up a separate table to CSUEB registration to help with the check-in process.

**Chair Divine:** CSUEB has their own setup map. CSUEB students were instructed to check in at the CSUEB registration table and bring the registration form to the KHCG grabber table.

**Discussion:** How do we handle grabbers? The same as our other events, enter their name and phone number. We should look for shortcuts and set aside grabbers designated for CSUEB students. It is difficult to set aside grabbers at this point since our grabbers are out of order. Since we are planning for larger events, we should think about reorganizing our grabbers and have shortcuts in place for our events. We can write the grabber number on the registration form.

**Chair Divine:** We went over the staging map. I also created a schedule to outline what we do from the start to the end of the event.

**Discussion:** We were transitioning from the bottle water to the Igloo of water. Are we continuing with the igloo and do we have cups? Yes.

**Chair Divine:** I updated some of our forms in the Google drive and combined the Collection Sheet, Individual Collection, Grabber & Beautification Assignment, and Info. Roles & Responsibilities.

The collection sheet is used to calculate the items we pick up at each event. The grabber check-out is part of this document. We will go through the Info, Roles & Responsibilities at the meeting. The Event Sub-Committee may want to assign these tasks before the meeting.

**c. Tennyson Road (Panjon & Huntwood) 11/23/19 – Task Force Member Bowers & Young**

**Discussion:** There was discussion that Tennyson Park is under construction and may not be available to use for this event. There were suggestions to use Bay Hill Church, the parking area by the clinic, or the parking area at Tennyson and Huntwood by the donut shop. Task Force Member Lopez will check Tennyson Park to see if any section of Tennyson Park is available for this event.

**IX. Announcements/Updates**

**a. Council Member Updates**

**Council Member Márquez:** The second Annual Report was sent out. Thanks to Measure T, no reserves will be used. There are updates on housing, access, and stability.

On October 15<sup>th</sup> we had our second Council meeting at the Matt Jimenez Community Center. This was a Work Session on increasing minimum wage.

The Council Retreat was October 7<sup>th</sup>. You can go to the City's website to view the video. We have not adopted our Strategic Plan yet.

We have a new Police Chief.

**Discussion:** Any thoughts on the Kmart site, since they will be closing? It is too early to know what will happen to the site.

How many apartments will be at the Lincoln Landing site? There will 497 upscale apartments and 80,500 sq. ft. of retail.

With the new housing, has there been discussion on traffic? All new major developments must submit a Traffic Plan. Lincoln Landing will have shuttle service. We want high density close to BART.

**b. Staff Update**

**Director Rullman:** The Navigation Center will be open soon. The soft launch is November 4<sup>th</sup> and the Grand Opening is November 18<sup>th</sup>.

**Streets Maintenance Manager Afonso:** For you event on Saturday on Industrial Blvd., there is limited crosswalk and sidewalk. I advise using pedestrian cross walks and traffic control if needed.

**c. Chair Updates:**

**Chair Divine:** The business cards with the 2020 events arrived and you may take some to distribute. We also have the January 2020 flyers for distribution.

**X. Adjournment (8:48 PM)**