



# Human Services Commission Minutes

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City Council Chamber - 200 Old Bernal Avenue, Pleasanton, CA  
April 3, 2019 – 7 p.m.

## CALL TO ORDER / PLEDGE OF ALLEGIANCE

Chairperson Parikh called the meeting to order at 7 p.m. The Pledge of Allegiance to the flag was recited.

### **Roll Call**

Commissioners Present: Joe Carlucci, Janeen Rubino-Brumm, Varsha Clare, Susan Hayes, Mike Sedlak, Janeen Rubino-Brumm, Rosiland Wright, and Chairperson Meera Parikh

Commissioners Absent: Rajesh Perekh, and Kavya Subramaniam.

Staff Present: Jay Ingram, Recreation Manager; Zack Silva, Recreation Supervisor; and Edith Caponigro, Recording Secretary.

## AGENDA AMENDMENTS

None

## MINUTES

### **1. Approve minutes from regular meeting on March 6, 2019**

Correction: Item 4, page 4 – Sunflower Hill – Pamela ~~Bielke~~ Zielske

Motion made by Commissioner Wright, seconded by Commissioner Hayes, to approve the March 6, 2019 meeting minutes as corrected. **The motion was approved unanimously.**

## MEETING OPEN TO THE PUBLIC

### **2. Introductions/Awards/Recognitions**

None

### **3. Public Comment from the audience regarding items not listed on the agenda.**

Alex Guidice – Z-Cares Foundation – talked about the movie “Angst” that deals with depression issues that teens are suffering, enabling a proactive community that will reach out to the community, helping to share ways to learn more about what the Human Services Commission does, and what more can be done within the community.

Commissioner Sedlak advised that he had met Mr. Guidice at the screening of Angst and had suggested he attend one of the commissions meetings to better understand the process and be informed on grant application procedures for the next year funding cycle.

Commissioner Wright commented on the recent joint meeting with members of the Youth Commission and the presentation they had received from the Pleasanton Unified School District and questioned whether Mr. Guidice was familiar with this. Mr. Guidice indicated that Z-Cares was trying to be complimentary with other groups that are doing work in the same area. He discussed the need for getting information out early to both youth and adults to let them know about resources that are available.

Commissioner Wright noted that members of the Youth Commission had spoken quite well on the PUSD program and Commissioner Sedlak questioned whether Z-Cares had been in contact with CityServe.

Commissioner Hayes thanked Mr. Guidice for attending the meeting and for the services Z-Cares is providing that will have positive impacts. She commented on the funding PUSD has received for the PBIS Program and being once of a very few school districts to receive such.

### **MATTERS BEFORE THE COMMISSION**

#### **4. Review and Discuss Library and Recreation Department Inclusion Services Program Evaluation and Enhancements**

Mr. Ingram provided information about the process to improve inclusion services and accessibility in Library and Recreation programs that began in July 2016. He advised that Inclusion is a value of the Library and Recreation Department and ensures that every member of the community has an opportunity to enjoy programs and facilities that are offered in the City of Pleasanton. Additionally, Mr. Ingram provided details on how Zach Silva has taken over responsibility for the Inclusion Services Program.

Mr. Silva reviewed with commissioners a PowerPoint presentation outlining aspects of the Inclusion Services Program and changes. He discussed the Eight-Step Process provided by the WT Group and identified steps that have been completed and others that are in-progress.

Commissioners were advised that in June and November 2017, employees from the Library and Recreation Department and City Attorney’s Office participated in inclusion training provided by the WT Group. Training included the eight-step inclusion process, defining reasonable accommodations and trends, and group discussion on scenarios and problem

solving. An Ad-Hoc Inclusion Committee was formed in January 2018 that comprised of Library and Recreation and City Attorney employees.

Section 2 of the WT Group Report addressed some specific department processes and materials with most changes having now been implemented or changes in the process of being implemented.

Commissioner Janeen Brumm likes the language changes and felt the plan will help people to be safe and have fun. She asked Mr. Ingram to explain what is meant in the report when it states, "pending assessment". He advised that this indicates additional information is being collected.

Commissioners were advised that staff is also tracking everything on a spreadsheet so they will be able to look at things in the future and make informed decisions.

Commissioner Clare discussed with Mr. Silva the number of accommodation requests staff has received to date for this year.

Commissioner Janeen Brumm asked if the software for accommodations was available for all programs.

Commissioner Hayes felt this was a good policy and very excited for the changes made.

## **5. Debrief the March 2019 Human Services Commission Meeting – Housing and Human Services Grants Process**

Mr. Ingram advised that annually the Human Services Commission provides a recommendation to fund the Housing and Human Services Grants (HHSG) Program applicants. He suggested the commission discuss possible process improvements for the grant program and advised that based upon questions from the commission and feedback staff has reviewed the process and provided a number of improvement suggestions for commissioners to consider.

Commissioners were asked by Mr. Ingram to consider the following:

Statement of Priorities – this is built into the grant application and staff feels this should be prioritized.

Verbal Presentations – do these work for the commission and should the practice continue.

Application Length – should there be a reduction in the number of questions.

Commission Deliberation Process – would it be helpful to standardize this process.

Additional Items – should additional items be considered to improve the annual grant process

### Statement of Priorities:

Commissioner Wright indicated that with the Statement of Priorities she initially took things in alphabetical order but had taken them out of alphabetical order to show no specific process. Mr. Ingram indicated that ranking of priorities could be done during the summer.

Commissioner Clare questioned whether staff was wanting the commission to prioritize the priorities. Commissioner Wright felt the commission should be careful in doing this and when would they decide when something should become a priority.

Commissioner Carlucci indicated that he found the priority list to be comprehensive and priorities should be on effects within the city. He wondered what other priorities had been put in place by the commission. Commissioner Clare advised they had not been much different but had been worded differently.

Commissioner Wright noted that transportation was not on the list of priorities but had been included on previous lists. Commissioner Hayes felt this was being incorporated in other ways in the application.

Commissioner Carlucci suggested that using the word 'Priorities' is incorrect. Commissioner Hayes suggested changing the word to 'Challenges'.

Mr. Ingram suggested agendaizing this matter for further discussion during the summer, noting the intent was to prioritize the priorities.

### Verbal Presentation:

Mr. Ingram questioned if the commission was okay with asking new agencies to make presentations. Commissioners Sedlak and Carlucci felt the presentations had been okay but were unsure on how they worked. Mr. Ingram provided details on the process.

### Application Length:

Commissioners agreed that the number of questions should be reduced.

### Commission Deliberation Process:

Commissioner Wright felt efficiency was not the goal during deliberations and was unsure about the statement in the Staff Report to 'standardize the deliberation process'.

Commissioner Hayes commented on commission deliberation discussions and there not always being an agency representative available to answer questions that commissioners might have. She felt agencies should be asked to have a representative attend the meeting in case the commission has questions. Commissioner Sedlak suggested this be made a criteria. Mr. Ingram agreed that agencies could be strongly encouraged to attend the meeting and Commissioner Clare questioned what the commission would do if they an agency did not have a representative attend the meeting. Commissioner Wright noted that the commission always makes last minute decisions when making funding recommendations and agencies aware of this will always make sure someone attends.

Commissioner Carlucci indicated that he would be in favor of the commission having a pre-conversation before the funding allocation meeting. Staff provided information about the Brown Act.

Additional Items:

Commissioner Carlucci stated that he had been uncomfortable when an agency had been asked what would happen if they did not receive full funding and wondered if this could be worded differently, i.e. Would 50% of request be helpful? Commissioner Wright noted that many of the groups apply for funding from other cities as well. Commissioner Sedlak agreed and stated that agencies often ask for more funding that they need.

Commissioner Hayes discussed the writing of grants and whether agencies have experience. She felt everyone needed to be as thorough as possible when filling in grants. She felt that how they used the funds is more important than the actual numbers.

Commissioner Carlucci commented on whether “funding of some or none” was something that should be in the application and Commissioner Wright stated that some people are more sophisticated than others when completing applications.

Commissioner Carlucci asked about Capital funding for projects and the Capital funds that are currently tied-up and not being used. He questioned whether some criteria for these funds should be put in place. Commissioner Clare indicated that the commission had discussed this and there had not been any competing requests for these funds. Commissioner Wright advised that staff is also working on this with staff from other cities.

Mr. Ingram provided information about capital funds and the funding request received from Tri-Valley Haven and Commissioner Clare commented on previous years CIP funding request made by REACH.

**COMMUNICATIONS**

**6. Eden I&R Inc 2-1-1 Alameda County Monthly Narrative Report: February 2019.**

Reviewed. Commissioner Sedlak commented on the format of the report.

**COMMISSION REPORTS**

**7. Brief reports on meetings, conferences, and/or seminars attended by commission members**

A. Senior Program Advisory Committee – no report.

B. Pleasanton Paratransit Task Force – no report.

C. Ptownlife Resource Network – no report

D. Alameda County Advisory Commission on Aging – no report.

E. Tri-Valley Anti-Poverty Collaborative – no report.

F. All in Alameda County – no report.

### **COMMISSION COMMENTS**

A. Commissioner Wright indicated she was feeling very melancholy with this being her last meeting as a member of the commission. She stated she has enjoyed her time on the Commission working with the other commissioners and staff members.

Commissioner Clare thanked Commissioner Wright for all her hard work and compassion and stated she would miss working with her.

Commissioner Hayes also stated she had very much enjoyed having the opportunity to work on the Commission with Commissioner Wright.

### **STAFF COMMENTS**

Mr. Ingram thanked Commissioner Wright for her wisdom and the sharing of information. He indicated he has enjoyed working with her.

Commissioners were provided information about 1) the well-attended Transit Fair that was hosted at the Senior Center on March 15, 2019, 2) City grants going to City Council for their consideration on May 7, 2019, and 3) Senior Center Volunteer Recognition event on April 25, 2019.

### **FUTURE AGENDA TOPICS**

Presentation at the next meeting on 'Fostering Pets' from Girl Scouts wanting to achieve their Silver Awards.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:38 p.m.

### **NEXT MEETING**

May 1, 2019