



# City of San Leandro

Civic Center  
835 East 14th Street  
San Leandro, California

## Minutes

### Human Services Commission

*Chair Zachary James Borja, District 6*

*Vice Chair Tiare G. Peña, District 2*

*Jessi A. Bailey, District 5*

*Beatrice C. Cardenas-Duncan, At Large (5)*

*Moir Fry, At Large (1)*

*Arlene T. Lum, District 4*

*Erin Ouborg, District 1*

*James M. Reed, At Large (4)*

*Vacancy, District 3*

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Wednesday, May 24, 2023

7:00 PM

City Hall, Sister Cities Gallery

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#### 1. ROLL CALL

The meeting was called to order at 7:00PM

Present 6: Peña, Snell, Fry, Reed, Bailey, Ouborg

Absent 2: Borja (excused), Cardenas-Duncan (excused)

#### 1.A. Introductions - Newly Appointed Commissioners

Commissioner Bailey introduced herself, giving a brief history of her background. The Commission welcomed her.

#### 2. APPROVAL OF AGENDA OF MAY 24, 2023

Motion: Snell

Second: Ouborg

Ayes: 6

Nays: 0

Abstentions: 0

#### 3. APPROVAL OF MINUTES OF APRIL 26, 2023

Motion: Snell

Second: Reed

Ayes: 6

Nays: 0

Abstentions: 0

#### 3.A. Draft Minutes of the Human Services Commission Meeting of April 26, 2023

Attachments: [Draft Minutes 4-26-23](#)

#### 4. PUBLIC COMMENTS

Naranjo informed the Commission that no public comments were received via

eComment; the Commission was advised by email this afternoon.

## **5. CORRESPONDENCE**

None.

## **6. GUEST PRESENTATIONS**

None.

## **7. ORAL REPORT OF SECRETARY**

Naranjo reported that Commissioner Daevu resigned from her position as Health and Human Services Commissioner on May 3, 2023. Commissioner Daevu's replacement was nominated at the May 15th City Council Meeting. The nominee will be appointed at the June 5th council meeting and sworn in that night or soon thereafter depending on the nominee's availability.

Regarding staffing, Naranjo announced that the Human Services Department welcomed Miko Yoshikawa-Baker to the Team on May 1st. Miko brings with her experience in the private and public sector. In the Human Services field, she has experience in community organizing, working with at-risk youth, case management, project management, contracts, and budgeting. Some of her key responsibilities include contracting, homeless coordination, and intra-agency collaboration. We look forward to her contributions in the Human Services Department as the City continues to address human service needs.

Regarding the Human Services Director position, it is understood that the position has been offered to one individual; anticipated onboarding is July.

To conclude his report, Naranjo offered a reminder that the city's annual Cherry Festival is soon approaching and looks forward to Commission and community involvement.

## **8. UNFINISHED BUSINESS**

### **8.A. Clarity on "Unfinished Business" agenda item**

Naranjo informed the Commission that the "Unfinished Business" agenda item is reserved for items of business that the Commission will need to work on or deal with that have not been previously completed. As well as previous agenda items that have yet to be finalized.

### **8.B. Revisions to score sheet section of CAP/CDBG application**

Naranjo recommended several options to review and improve the score sheet section of the CAP/CDBG. The first being that staff go back to review applications, log and correct errors, and report back to the Commission regarding their findings. A second option being to bring the application to the next meeting and reviewing it and make corrections as a Commission.

The Commission decided on reviewing the application together at the next meeting.

Motion: Snell  
Second: Fry

#### 8.C. Ethics parameters by board and non-profits

Additional guidance was requested by Commissioner Snell. Naranjo will provide previously circulated training material to Commissioner Snell. "Ethics parameters by board and non-profits" will remain under "Unfinished Business."

### 9. NEW BUSINESS

Request made by Commissioner Ouborg for Commission to research local non-profits that service the LGBTQIA+ community and to make information and resources available on the Human Services website.

Motion: Ouborg  
Second: Bailey  
Ayes: 6  
Nays: 0

#### 9.A. Volunteering opportunities

Commissioner Reed offered information on a volunteering opportunity for the event "Kids Against Hunger" planned by the Grant Avenue Foundation in July. Reed also recommended looking into upcoming STEM kit and backpack distribution events being held in the city in the approaching months. Commissioner Bailey recommended taking to social media to expand the reach of volunteer opportunity announcements and calls to action. Snell advised using the San Leandro Times as a resource.

Naranjo will reach out to the CMO and gather information on the potential Volunteer Manager position and bring it to the next meeting.

"Volunteering opportunities" will move to "Unfinished Business".

#### 9.B. Funding needs

The Commission discussed potentially increasing the CAP/CDBG grant fund. The Commission inquired about how long the allocation has been \$160k, what is the process for making a request to increase funds, and how does the San Leandro CAP/CDBG grant program compare to similar programs in Hayward, Alameda, and Vallejo? This item will move to "Unfinished Business" for further discussion.

#### 9.C. Human Services Commission participation in Cherry Festival Parade

Commissioners discussed availability and determined interest but low capacity this year.

### 10. REPORT OF CHAIR

None.

### 11. COMMISSION COMMENTS

Comment made by Commissioner Ouborg expressing gratitude and her excused absence from the upcoming June meeting but will return for July meeting.

Bailey expressed her thanks for the warm welcome and her excitement for future endeavors.

Reed appreciated the discussion regarding volunteering opportunities and is excited for current and future opportunities.

Fry reinforced Snell's advice on utilizing the San Leandro Times as a resource.

## **12. ADJOURNMENT**

Motion: Snell

Second: Fry

Ayes: 6

Nays: 0

Adjournment: 8:00PM