



Human Services Special Meeting Commission Minutes

December 6, 2023 - 7 p.m.

CALL TO ORDER

Chair Powers called to order the special meeting of the Human Services Commission at 7:01 p.m. from the Operation Services Center located at 3333 Busch Rd., Pleasanton.

Chair Powers led the Pledge of Allegiance and provided opening remarks.

ROLL CALL

Present: Commissioners Bedegi, Carlucci, Cook, Dmitriev, Hayes, Rubino-Brumm, Chair Powers

Absent: Commissioner Litz (arrived at 7:03 pm)

AGENDA AMENDMENTS

No amendments to the agenda.

MINUTES

1. Approve special meeting minutes of October 4, 2023

MOTION: It was m/s by Rubino-Brumm/Bedegi to approve the regular meeting minutes of October 4, 2023. Motion passed by the following vote:

Ayes: Commissioners Bedegi, Carlucci, Cook, Dmitriev, Hayes, Litz, Rubino-Brumm, Chair Powers

Noes: None

Absent: None

2. Approve Joint Commission Special Meeting Workshop minutes of November 14, 2023

MOTION: It was m/s by commissioners Cook/Dmitriev to approve the Joint Commission Special Meeting Workshop minutes of November 14, 2023. Motion passed by the following vote:

Ayes: Commissioners Bedegi, Carlucci, Cook, Dmitriev, Hayes, Litz, Rubino-Brumm,
Chair Powers
Noes: None
Absent: None

MEETING OPEN TO THE PUBLIC

3. Introductions/Awards/Recognitions/Presentations

None

4. Public comment from the audience regarding items not listed on the agenda.

Chair Powers opened public comment. There being no speakers Chair Powers closed the public comment.

MATTERS FOR THE COMMISSION'S REVIEW/ACTION/INFORMATION

5. Review and Approve the 2024 Human Services Commission Meeting Schedule

- Zack Silva, Recreation Supervisor presented the item and answered questions from commissioners.

Recommendation: Review and approve the 2024 Human Services Commission meeting schedule.

MOTION: It was m/s by Powers/Cook to approve the 2024 Human Services Commission Meeting Schedule.

Motion passed by the following vote:

Ayes: Commissioners Bedegi, Carlucci, Cook, Dmitriev, Hayes, Litz, Rubino-Brumm,
Chair Powers
Noes: None
Absent: None

6. Select Commission Chair and Vice Chair for 2024

- Zack Silva, Recreation Supervisor presented the item and answered questions from commissioners

Recommendation: Select Commission Chair and Vice Chair for 2024

MOTION: It was m/s by Powers/Rubino-Brumm to nominate Commissioner Bedegi as a Chair for 2024.

Motion passed by the following vote:

Ayes: Commissioners Bedegi, Carlucci, Cook, Dmitriev, Hayes, Litz, Rubino-Brumm, Chair Powers

Noes: None

Absent: None

MOTION: It was m/s by Rubino-Brumm/Powers to nominate Commissioner Litz as a Vice Chair for 2024.

Motion passed by the following vote:

Ayes: Commissioners Bedegi, Carlucci, Cook, Dmitriev, Hayes, Litz, Rubino-Brumm, Chair Powers

Noes: None

Absent: None

7. Review and comment on the FY 2022/23 Library and Recreation Department Annual Report

- Zack Silva, Recreation Supervisor presented the item and answered commissioner questions.

MATTERS INITIATED BY THE COMMISSION

FUTURE AGENDA TOPICS

Joint meeting debrief to deploy topics discussed for the grant process.

ADJOURNMENT

There being no further business, Chair Powers adjourned the meeting at 7:41 p.m.

February 7, 2024
Item 4

**TITLE: DISCUSS EVALUATION PROCESS AND MEETING FORMAT FOR FISCAL
YEAR 2024/25 HOUSING AND HUMAN SERVICES GRANT PROGRAM
REVIEW**

SUMMARY

The Human Services Commission will be reviewing the Fiscal Year (FY) 2024/25 Housing and Human Services Grant (HHSG) applications at its March 6, 2024 meeting. To streamline the review and funding recommendation process, the commission should discuss the evaluation process and meeting format. Staff will answer any technical questions commissioners may have related to the use of the ZoomGrants Online Application Management System, the cloud-based grant management platform.

RECOMMENDATION

Discuss the evaluation process and meeting format for the FY 2024/25 Housing and Human Services Grant program review.

BACKGROUND

Annually the Human Services Commission utilizes its February and March meetings to discuss, deliberate, and recommend funding for the Housing and Human Services Grants (HHSG) Program. The Human Services Commission reviews grant requests related to human services while the Housing Commission reviews grant requests related to housing. Most years the Human Services and Housing Commissions are required to review/rate between 25 and 35 applications from Tri-Valley human service and housing providers.

DISCUSSION

This year, the commission will again be reviewing the FY 2024/25 HHSG applications online with the ZoomGrants program that was first implemented for the FY 2011/12 allocation process. In March, the commission will deliberate and provide funding recommendations for City Council consideration.

HHSG applications for FY 2024/25 were due Friday, January 19, 2024, by 11:59 p.m. and 27 applications were received. Attachment 1 lists the 19 human services-related applications. Applications for consideration by the Housing and Human Services Commissions have an aggregate funding request of just over \$1,022,000. Applications to be reviewed by the Human Services Commission total \$760,186.37.

Commissioners were sent an email after the application deadline indicating they could access the applications on ZoomGrants to start the review process. Applications will remain available for review/rating until Sunday, February 4, 2024, at 11:59 p.m. Applications will still be viewable on ZoomGrants after that time; however, commissioners will not be able to modify their scores and/or comments.

At the February meeting, the commission should determine the meeting format for the March commission meeting where the FY 2024/25 HHSG funding recommendations will be discussed. During the February meeting, commissioners will:

- Be able to ask questions regarding specific grant applications
- Discuss the new question number 12, *“For this grant request, please list the agencies you will collaborate with, providing specifics on your collaboration efforts.”* During the November 14, 2023, Joint Human Services Commission meeting in Livermore, discussions were shared on how important it was for prospective grantees to collaborate with one another. The intent for this question is to offer a more critical evaluation based on an agency’s collaborative efforts with other agencies
- Confirm which agencies will be required to present their grant applications during the March meeting
- Further discuss the estimated amount of General Funds and Community Development Block Grant (CDBG) funds available for the FY 2024/25 grant cycle.

At the March 6, 2024 meeting, staff will provide recommendations and a summary of the commissioners’ review in an agenda report for the commission’s consideration. A change for this year will be the minimum grant amount provided. The December 6, 2023 virtual mandatory grant application workshop shared that the minimum request will be \$5,000, and that amounts less than that will not be recommended for approval.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is an administrative matter of City business.

OUTREACH

Past grant recipients were notified of the annual grant cycle through direct emails. Notification of the grant cycle was advertised on the new City website and published in the Pleasanton Weekly.

STRATEGIC PLAN ALIGNMENT

This action advances the following Citywide goals and strategies:

ONE Pleasanton Citywide Strategic Plan (Attachment 2)

- Building A Community Where Everyone Belongs, Strategy 12 – Implement the results of the Human Services Needs Assessment and streamline housing, human services, and community services grant programs to increase program participation and access.

- Library and Recreation Department Strategic Plan 2019-2024 (Attachment 3)
 - Goal A. Programs, Plans, and Services – deliver exceptional programs and services that meet the needs and interests of the community, Strategy 1 - Implement Council-approved plans, including f) Human Services Needs Assessment.

FISCAL IMPACT

There are no immediate costs associated with this process until funding requests are approved by City Council action.

Submitted by:



Jay Ingram
Recreation Manager

Attachments:

1. Fiscal Year 2024/25 Human Services Grant Applications received through ZoomGrants – Summary
2. [ONE Pleasanton Citywide Strategic Plan \(online\)](#)
3. [Library and Recreation Department Strategic Plan \(online\)](#)

Fiscal Year 2024/2025 Human Services Grant Applications Received through ZoomGrants - Summary

Organization	Grant Name	\$ Request
Assistance League of Amador Valley	Operation School Bell	\$5,000
Axis Community Health	Enrollment Specialist	\$9,637.37
CALICO Center	Pleasanton Child Abuse Prevention	\$11,000
Chabot-Las Positas Community College District/TVCC	Pleasanton Pathways to Employment	\$31,635
Chabot-Las Positas Community College District/TVCC	Pleasanton VITA Services	\$16,914
CityServe of the Tri-Valley	At-Risk Family Stabilization and Homeless Prevention Program	\$80,000
Hively	Hively Family Resource Center and Navigation Services	\$36,000
Legal Assistance for Seniors	Legal and Supportive Services, Medicare Counseling and Education for Pleasanton Seniors	\$10,000
Lions Center for the Visually Impaired	Pleasanton Senior Vision Health	\$7,500
One Nation Dream Makers	One Nation Dream Makers Last Mile Delivery and Food Recovery Program	\$25,000
Open Heart Kitchen	Senior Meal Program	\$50,000
Partners for Change Tri-Valley	Alleviating Poverty and Homelessness in the Tri-Valley	\$15,000
Spectrum Community Services	Meals on Wheels, More Than a Meal	\$55,000
Sunflower Hill	Sunflower Hill Program Support at Irby Ranch	\$16,250
Sunflower Hill	Sunflower Hill Program Support for Adults with Developmental Disabilities	\$16,250
Tri-Valley Haven	Domestic Violence Services	\$60,000
Tri-Valley Haven	Homeless and Family Support Services	\$60,000
Tri-Valley Haven	Shelter Rebuild (Capital)	\$250,000
Wishing Well Inc.	No one should sleep hungry	\$5,000
	Total	\$760,186.37

February 7, 2024
Item 5

TITLE: SELECT COMMISSION REPRESENTATIVES TO ATTEND LOCAL HUMAN SERVICES RELATED MEETINGS

SUMMARY

Prior to the pandemic, the Human Services Commission annually selected commissioners to attend local human services related meetings. Many of these meetings were put on hold during the pandemic but have since reconvened. It is important to select commission representatives to reengage with these organizational meetings.

RECOMMENDATION

Select commission representatives to attend local human services related meetings.

BACKGROUND

Historically, the Human Services Commission had representatives attend various local human services related meetings. Time was allocated on regular agendas for commission representatives to report on updates and items discussed at the various local human services related community meetings.

During the pandemic, the subcommittee reports section of the regular agenda was removed as commissions were tasked to discuss items that required City Council action. During this time most of the local human services agencies did not host community meetings.

DISCUSSION

Human services related meetings have started again and it is important that the Human Services Commission have representation on the following:

- *Pleasanton Rides Task Force* – These meetings are currently virtual but have been hosted at the Pleasanton Senior Center and take place quarterly, typically on a Monday afternoon. Meetings involve service updates and include representatives from Livermore Amador Valley Transit Authority, CityServe of the Tri-Valley, and Community Resources for Independent Living
- *Tri-Valley Nonprofit Alliance* – These meetings are hosted monthly on the second Thursday at 10:30 am, locations vary. Meetings provide regular opportunities to meet and collaborate with peers to enhance and grow the skills and talents of the dedicated people who work and volunteer in the nonprofit sector

- *CityServe of the Tri-Valley* – These meetings are hosted quarterly at the Pleasanton Senior Center. January 23, April 23, July 23 and October 22. The meetings are a forum to network, share current/upcoming Tri-Valley human services, discuss special events or programs, learn best practices, identify gaps in services, and find ways to collaborate.

Commissioners are asked to appoint a primary and alternate commissioner to attend each of the meetings listed above.

EQUITY AND SUSTAINABILITY

Not applicable, as this item is an administrative matter of City business.

OUTREACH

No outreach was conducted, as this item is an administrative matter of City business.

STRATEGIC PLAN ALIGNMENT

Not applicable, as this item is a routine matter of City business.

FISCAL IMPACT

None.

Submitted by:



Jay Ingram
Recreation Manager