



City of East Palo Alto ACTION MINUTES

By: *Minette Warren*

JOINT SPECIAL CITY COUNCIL/REDEVELOPMENT AGENCY MEASURE "C" PARCEL TAX MEETING

MONDAY, APRIL 21, 2008

Time: 6:30pm-8:30pm

2415 UNIVERSITY AVENUE - COUNCIL CHAMBER

6:30 PM Joint Special City Council/Redevelopment Agency Measure "C" Parcel Tax Meeting

Joint Call to Order: 6:30P.M.

Roll Call

Present: Evans, Abrica, Woods, Rutherford, Foster

1. APPROVAL OF AGENDA

Action: Motion/Second: Abrica/Woods Vote: 5-0

2. Confirm formation of Ad Hoc committee

Council discussed the committee's formation and its purpose
Doctor Maria Hernandez facilitated the meeting

3. Interview Ad Hoc Committee applicants

Council interviewed applicants, took votes, the Clerk's office has attached the results of the votes and the list of appointees to this document.

4. Charge Committee

Charges were given to the newly formed Ad Hoc Committee with a report back to Council from the committee (see timelines below on page 4 of the Minutes in document titled "Framework for Ad Hoc Committee and Oversight Committee").

Its was also decided that the Committee would meet with facilitation handled by Doctor Hernandez for these meetings, Mayor Foster was scheduled to attend the first ad hoc advisory committee to welcome the committee members.

5. Adjournment: 8:45p.m.

Attachments:

04-21-08 Special City Council Meeting (Measure "C" Parcel Tax) Ad Hoc Committee Applicant Interviews Appointment Results					
	Applicant	Mayor Foster	Vice Mayor Rutherford	Councilmember Woods	Councilmember Abrica
1	Armando Arroyo	Yes Regular	Yes Regular	Yes Regular	Yes Regular
2	John Bostic Not Present				
3	Edward Burns	Yes (for Alternate)	Yes Regular	Yes Regular	Yes Regular
4	Carlota Calvillo	Yes Regular	Yes (for Alternate)	Yes Regular	Yes Regular
5	Patricia Finau	Yes Regular	Yes Regular	Yes Regular	Yes Regular
6	Teresa Fernandez	Yes Regular	Yes Regular		Yes Regular
7	April Ferri	Yes Regular	Yes Regular	Yes Regular	Yes Regular
8	James Gardley	Yes (for Alternate)	Yes Regular		
9	Bernardo Huerta	Yes Regular		Yes Regular	Yes Regular
10	Cruz Hyland	Yes Regular	Yes Regular	Yes Regular	Yes Regular
11	Stewart Hyland Not Present				
12	Charles King	Yes Regular	Yes Regular	Yes Regular	Yes (for Alternate)
04-21-08 Special City Council Meeting (Measure "C" Parcel Tax) Ad Hoc Committee Applicant Interviews Appointment Vote Results					
13	John Liotti Not Present				
14	Faye McNair Knox	Yes Regular	Yes Regular	Yes Regular	
15	Erma Moore	Yes Regular		Yes Regular	Yes Regular
16	Ysedra Mustiful	Yes Regular	Yes Regular	Yes Regular	Yes (For Alternate)
17	Bob Nand Not Present				
18	Dorothy Romes		Yes Regular	Yes Alternate	Yes Regular
19	David Tschang		Yes (For Alternate)	Yes (For Alternate)	

20	Dee Uhila	Yes Regular	Yes Regular	Yes Regular	Yes Regular
21	San DuWamio Not Present				
22	Bishop Wethington				
23	Sharifa Wilson	Yes Regular	Yes Regular	Yes Regular	Yes Regular
24	Keisha Woods Withdrew prior to meeting				

**MEASURE "C" *AD HOC ADVISORY COMMITTEE MEMBERS
APPOINTED AS OF 04/21/08**

***Council approved a 14-member Committee (All Regular – no Alternates)**

	Name	Contact Information	
1	Armando Arroyo	Union City, CA 94587	
2	Edward Burns	East Palo Alto, CA 94303	
3	Carlota Calvillo	East Palo Alto, CA 94303	
4	Patricia Finau	East Palo Alto, CA 94303	
5	April Ferri	East Palo Alto, CA 94303	
6	Teresa Fernandez	East Palo Alto, CA 94303	
7.	Bernardo Huerta	East Palo Alto, CA 94303	
8	Cruz Hyland	East Palo Alto, CA 94303	
9	Charles King	East Palo Alto, CA 94303	
10	Dr. Faye McNair Knox	East Palo Alto, Ca 94303	
11	Erma Moore	East Palo Alto, CA 94303	
12	Ysedra Mustiful	East Palo Alto, CA 94303	
13	Dee Uhila	East Palo Alto, CA 94303	
14	Sharifa Wilson	East Palo Alto, CA 94303	

Framework for Ad Hoc Advisory Committee and Oversight Committee

Ad Hoc Advisory Committee	City Council	Oversight Committee
<ul style="list-style-type: none"> • Solicits input from community on preferred use of Measure C funds • Creates suggestions for Measure C funded project criteria for selection using Measure C's stated expected outcomes as a guide • Creates suggestions for Measure C funded project evaluation (used to determine funding renewal) • Disseminates information on Measure C funds available 	<ul style="list-style-type: none"> • Reviews suggestions of project selection criteria and evaluation criteria to either adopt, modify or reject • Solicits additional suggestions from, the Chief of Police recommendations, and other relevant city staff • Instructs City staff to create plans for grant project application and interview process • Oversees awards of grants 	<ul style="list-style-type: none"> • Conducts audit on use of funds • Provides oversight of program evaluation to determine the extent to which Measure C funds achieved stated objectives • Reports out to community the results of Measure C funds
Time Frame: April 21 -----Jun 1, 2008	Jun 1 -----Aug 31, 2008	January 2009 -----March 2009

**Work Plan for Operational Support for
Measure C Ad Hoc Advisory Committee
City of East Palo Alto**

Overview. In order to support the best use of Measure C funds, the City of East Palo Alto has appointed an Ad Hoc Advisory Committee with the three key responsibilities: [1] solicit input from residents and merchants in East Palo Alto on the use of Measure C funds; [2] create suggestions for program criteria that will be eligible for grant funds; [3] create suggestions for how to evaluate programs (to determine if targeted outcomes of Measure C have been met). MGH CONSULTING, LLC has facilitated several meetings for the City regarding the use of Measure C funds and has been asked to support the Committee and city staff who will serve as the city's liaison to the Committee.

Tasks to Support Committee. The following activities are anticipated in an effort to support the Committee's effective functioning and fulfillment of its key responsibilities:

April 2008

1. Secure a meeting date and finalize agenda for the Committee's first meeting.
2. Secure meeting location and appropriate refreshments
3. Support Mayor and Chief of Police in planning key message points for the first meeting with the Committee
4. Create Committee orientation packet containing—member directory, measure C documentation, key information related to research on juvenile diversion, crime prevention, and community safety and best practices on meeting protocols.

May 2008

1. Facilitate first meeting of Committee with the following objectives:
 - a. Assist with identifying core team of lead members of the committee
 - b. Help the committee identify operating principles or processes to support their completion of tasks
 - c. Provide an orientation to the difference between their role and that of the Oversight Committee
 - d. Set meeting schedule
 - e. Introduce key expected outcomes of Measure C from Mayor and Chief of Police perspectives
 - f. Identify what if any needed information they may require regarding Measure C funds
2. Identify for the Mayor and Chief of Police any key concerns with the Committee's capacity to fulfill its role and responsibility and make recommendations accordingly
3. Facilitate, as requested or as needed, Committee's subsequent meetings.
4. Provide on going technical support to Committee: meeting summaries, information searches or assistance with liaisons to city staff

June 2008

1. Assist Committee with formalizing final set of recommendations and assist with preparing for presentation to City Council as needed.
2. Assist the Committee and Council with a final formalized set of criteria that can be used by the City staff to solicit program grant applications.

Investment. MGH CONSULTING, LLC will complete the above tasks using an hourly rate of \$125.00 and it is estimated that approximately 50 consulting hours will be used during the three month span of activities listed above. A bi-monthly accounting of hours will be invoiced to the City of East Palo Alto with payment expected net 15 days. MGH CONSULTING, LLC will not bill in excess of \$7,000 without notifying the City and seeking approval to extend the contract to a mutual agreed upon revised amount and/or time frame.

Consultant and Client Relationship: The success of all our consultations hinges on an effective relationship with clients that allows for candor, collegiality and continuous learning. In order to complete the tasks defined above in a timely manner, we specifically ask that the client:

1. Complete all contracting documents in a timely manner in order to proceed with the consultation.
2. Provide requested prior reading material, if requested, no later than March 20, 2008.
3. Allow staff to meet with consultants in confidential settings.
4. Respond to email and voicemail correspondence in a timely manner.
5. Understand that any changes in this scope of work after the consultation begins may create additional costs or alter the timeline agreed upon in our final contract.
6. Keep the consultant aware at all times of sudden changes in the organizational structure, key staffing or board during the course of this work.
7. Inform MGH CONSULTING of any other consulting activity taking place at the same time which may relate to or impact the nature of work proposed here.

In order to fulfill client expectations, we commit ourselves to:

1. Complete all requested documents for contracting in a timely manner so as to proceed with this project promptly.
2. Respond to email and voicemail correspondence in a timely manner.
3. Keep the client contact aware of our progress and whether we encounter any unforeseen conditions that may require a change in the scope of work.
4. Alert the client of any workplace conditions uncovered in the course of this consultation that may expose the organization to unforeseen risks in its human resource management processes.
5. Recuse ourselves from continuing with our consultation should we suddenly encounter any unforeseen conflict of interest or factor that can limit the effectiveness of our consultation.