

**MEETING MINUTES**

**Wednesday, September 9, 2015**

**City Hall –Wing Rooms 118-119**

**200 East Santa Clara Street**

**San Jose, CA 95113**

**6:30 – 9:00 p.m.**

Gary Cunningham– D1	D1-Joseph Horwedel
Norma Callender– D2	Marie Arnold – D2
Pete Kolstad– D3	Desiree Barragan– D3
Linda Locke– D4	VACANT– D4
Juan Estrada– D5	VACANT– D5
David Dearborn – D6	Larry Ames – D6
Moses C. Ramirez – D7	Robert Sandoval – D7
Matt Whalin – D8	Nichole Edraos – D8
Terry Martin– D9	Dan Keller– D9
Richard Giammona– D10	Nick Labosky– D10

Council Liaison

Councilmember Donald Rocha, District 9

Commission Staff

Michelle McGurk, Senior Executive Analyst, CMO  
(interim)

(a) Call to Order

(b) Approval of Minutes: August 12, 2015

***The Commission approved the minutes.***

(c) Ceremonial Items-None

(d) Open Forum

*Janice Rombeck, staff to Santa Clara County Supervisor Dave Cortese, notified the Commission that the findings of the Housing Task Force would be presented to the Board of Supervisors on September 15, 2015, as well as other issues.*

(e) Consent Calendar-None

(f) Council Liaison Report

***Jacklyn Joanino, staff to Councilmember Don Rocha, presented a verbal update on the impact that the letters the Neighborhoods Commission sent to Council in FY 2014-2015 had on policy discussions. Topics of those letters were: Amendments to Council Policy 0-4; Future BART Alum Rock Station; SJPD Unmanned Aerial Systems Policy (drones); Budget; and Fireworks.***

(g) Discussion and Action Items

1. City Attorney's Office presentation on the Brown Act, conflicts of interest, and other legal requirements for City Commissions – Elizabeth Klotz, Deputy City Attorney – ***TO BE HEARD FIRST, AFTER ITEM (A)***

***The Neighborhoods Commission heard the presentation and asked several questions. Commissioners Pete Kolstad and Joe Horwedel volunteered to compile follow up questions and compile information about issues/scenarios the Neighborhoods Commission had faced or might face with respect to the Brown Act and open meeting requirements.***

2. Discussion and Action on the 2015-16 Neighborhoods Commission Work Plan – Chair Ames

***The Neighborhoods Commission approved the workplan items and authorized the Chair and Staff to format and finalize the plan for submission to the Rules and Open Government Committee for review and approval.***

3. Discussion and Action on the Neighborhoods Commission's Work Process.

- a. Defining the Work Process for establishing subcommittees, including a discussion of roles, protocols and report-out procedures.
- b. Considering formation of and direction to an ad-hoc subcommittee to create documentation of the Commission's Work Processes.

***The Neighborhoods Commission voted to accept the draft report on Work Processes as a "Working Paper," to be reviewed and finalized in 4 to 5 months.***

***The Commission appointed Commissioners David Dearborn, Nichole Edraos, and Pete Kolstad to an Ad Hoc Committee to coordinate the future review.***

***Staff was requested to research translating the report into Spanish and Vietnamese.***

4. Preliminary discussion on issue of homelessness, including the option of forming and providing direction to a subcommittee of the Neighborhoods Commission.

***The Neighborhoods Commission appointed an Ad Hoc Committee comprised of Commissioners Norma Callendar (lead), Richard Giammona, Nick Labosky, Moses C. Ramirez, and Linda Locke.***

5. Topics for the October meeting:
  - a. Work Plan items
  - b. Update from the subcommittees
  - c. Items from Commissioners

***Based on the outcome of Item G3, the Commission deleted the updated on Work Processes from the October agenda.***

***The Commission asked for a possible follow-up on the Brown Act pending the outcome of work of Commissioners Kolstad and Horwedel (Item G1).***

(h) Announcements

***Commissioner Desiree Barragan shared that the City's Large Item trash pick-up program will be offering free pick-up once-yearly for up to 3 items (single pickup). Usual cost is \$27.***

(i) Commission Staff Report

***New interim staff: Michelle McGurk, introduced herself and asked Commissioners to get the word out regarding final community meeting on outdoor vending on September 28 at Mayfair Community Center.***

(j) Adjournment

Next Meeting – Wednesday, October 14, 2015

To request accommodation or alternative format for City-sponsored meetings or printed materials, please call (408) 794-6575 or (408) 294-9337 (TTY) as soon as possible, but at least three business days before the meeting.

For questions, please contact Michelle McGurk, Senior Executive Analyst, City Manager's Office at (408) 535-8254.

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