

Sandra Coats	D1	VACANT	D5	Tayesa Knight	D9	Tracy Fowler	SS
Nicholas Raisch	D2	Shannon Waas	D6	Thomas Estrada	D10		
Rich Dotson	D3	Kimberly Carvallison	D7	Angie Lopez	MAY		
Visar Jahiu	D4	Saeed Chaudry	D8	Tiffany Maciel	SS		

CMO Staff: Sabrina Parra-García
Council Liaison: Johanna Rodriguez

Minutes

prepared by: Sabrina Parra-García

Thursday, May 18, 2017

I. Call to Order & Orders of the Day

The Human Services Commission of the City of San José convened for a regular meeting at 6:22 p.m. in Wing Room 120 at City Hall.

Absent Commissioners: Coats, Raisch, Lopez (excused), and Jahiu.

II. Consent Calendar

- A. Approve the Minutes for April 20, 2017
- B. Approve Agenda for May 18, 2017

Document Filed: (1) [Minutes for April 20, 2017](#).

Action: October 20, 2016 minutes removed from Consent because action information could not be provided by staff. Upon motion by Commissioner Fowler, to approve the amended consent calendar, seconded by Commissioner Wass, the motion carried unanimously. The Commission approved the Consent Calendar.

III. Public Record - None

IV. Open Forum - None

V. Reports and Informational Only

- A. Council Liaison; Johanna Rodriguez, Office of Council Member Tam Nguyen, provided a verbal report on the following:
 - Diversity Day at the Seven Trees Community Center has been pushed to 2018 due to circumstances following the flooding
 - Peace Walk on Monterey Road, done in conjunction with District 3, Wednesday, June 14 from 6 – 8 p.m.
- B. Staff; Sabrina Parra-García, Office of the City Manager, provided a verbal report on the following:
 - Up-coming New Commissioner trainings: Wednesday, July 19 and Friday, July 21
 - Executive Analyst role in supporting the Commission
 - Summary of currently scheduled activities for Welcoming Week: Sept 17-23, 2017

Commissioner Dotson arrived

VI. Action and Discussion Items

A. Change Commission Meeting Time – Presentation by Chair Estrada

Action: Move Commission start time to be 6:15 p.m. instead of 6:00 p.m. Motion by Commissioner Wass, seconded by Commissioner Carvallison, unanimous approval.

B. [Model Employer Letter](#) – Presentation by Chair Estrada

Action: Vote to finalize and approve Model Employer letter to be submitted through Commission Secretary to the Rules and Open Government Committee. Motion by Commissioner Wass, seconded by Commissioner Carvallison, motion carried 6 to 1 (Maciel).

Commissioner Maciel left meeting at 7:19 p.m.

C. City of San José ADA Coordinator Position

Review [memo](#) from Office of Equality Assurance to update the Commission on the hiring of the City’s ADA Coordinator position.

Discussion (no action).

VII. New Business

A. Create a Work Plan Ad Hoc in June meeting

VIII. Next Meeting

A. Thursday, June 15, 2017

B. Future Agenda Items:

- 1. Commission 2017-18 Work Plan**
- 2. Commission By-laws**

IX. Adjournment

Action: Upon motion by Commissioner Fowler to adjourn the meeting, seconded by Commissioner Wass, the motion carried unanimously. The meeting adjourned at 8:11 p.m.

The City of San José is committed to open and honest government and strives to consistently meet the community's expectations by providing excellent service, in a positive and timely manner, and in the full view of the public.

You may speak to the Commission about any discussion item that is on the agenda, and you may also speak during Public Comments on items that are not on the agenda and are within the subject matter jurisdiction of the Commission. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during Public Comments. Pursuant to Government Code Section 54954.2, no matter shall be acted upon by the Commission unless listed on the agenda, which has been posted not less than 72 hours prior to meeting.

Agendas, Staff Reports and some associated documents for the Commission items may be viewed on the Internet at <http://www.sanjoseca.gov/index.aspx?nid=371>.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at the Office of the City Clerk, 200 East Santa Clara Street, 14th Floor, San José, California 95113, at the same time that the public records are distributed or made available to the legislative body. Any draft resolutions or other items posted on the Internet site or distributed in advance of the commission meeting may not be the final documents approved by the commission. Contact the Office of the City Clerk for the final document.

On occasion the Commission may consider agenda items out of order.

The Human Services Commission meets every third Thursday of the month at 6 p.m., with special meetings as necessary. If you have any questions, please direct them to the Commission staff. Thank you for taking the time to attend today's meeting. We look forward to seeing you at future meetings.

To request an accommodation or alternative format under the Americans with Disabilities Act for City-sponsored meetings, events or printed materials, please call (408) 535-1260 as soon as possible, but at least three business days before the meeting.

Please direct correspondence and questions to:

City of San José
Attn: Sabrina Parra-García
200 East Santa Clara Street, T17
San José, California 95113
Tel: (408) 535-8171
Email: [Sabrina.Parra-Garcia@sanjoseca.gov](mailto: Sabrina.Parra-Garcia@sanjoseca.gov)