

MEETING MINUTES

MILPITAS COMMUNITY ADVISORY COMMISSION Milpitas City Hall, Committee Meeting Room Wednesday, May 4, 2016

- I. **Call to Order & Roll Call** Chair Mohsin called the meeting to order at 7:03 PM
Present: Chair Mohsin, Vice Chair Leon, Commissioners Batilo, Bilbao, Kathapurkar, Rosario, Sharma, Truong

Alternate Commissioners Present: Bell, Chen, Gandhi

Absent: Manassau, Lee
- II. **Seating of Alternates** – Gandhi
- III. **Pledge of Allegiance** – Chair Mohsin led the Pledge of Allegiance
- IV. **Approval of Agenda** – Staff liaison Tim Wong made minor revisions to the agenda to correct that National Night Out is sponsored by the Milpitas Police Department not the Fire Department, and correcting the CAC budget amount to be \$1,000.

Commissioner Bilbao motioned, and Commissioner Batilo seconded, for approval of the agenda with revisions. Motion carried unanimously.
- V. **Approval of Minutes – Minutes of April 6, 2016** – Commissioner Rosario motioned, and Commissioner Bilbao seconded, for approval of the meeting minutes. Motion carried unanimously.
- VI. **Public Forum** – Monica de la Cruz was at the meeting representing Reading Partners Silicon Valley, a non-profit organization with a mission to improve the reading skills of elementary school children across Silicon Valley. They work with Alexander Rose Elementary School and bring volunteers in to work with students for one hour a week for a semester. They have volunteer opportunities available and provide training and the curriculum, and she hopes the commission will consider partnering with them for Make a Difference Day.
- VII. **Announcements** – Mr. Wong announced that Commissioner Chen's term was renewed. He explained that when a commissioner's term ends it reverts to month-to-month until the Mayor ends it, and commissioners should contact the Mayor if they wish to continue on the commission.
- VIII. **Liaison Report** – Vice Mayor Montano was not present.
- IX. **Commissioners Round Table** – Chair Mohsin said the two April 23rd events went well. There were 25 volunteers at the Amalfi tree planting and 12 trees were planted, and approximately 20 volunteers did a great job at the clean-up event at Pinewood Park.
- X. **Unfinished Business**

A. Town Hall Meeting

Vice Chair Leon said there are two conflicting positions on the school districts involvement in the Town Hall meeting. Bob Nunez was present at a recent meeting and said they would like to participate, however he heard from the director of student services said that they do not

wish to be involved. Vice Chair Leon will send an email invitation to the school district letting them know the commission would like them to co-sponsor the event and see how they respond. He suggested reconsidering Education as the topic of the meeting since there may not be school participation.

The CAC suggested the subcommittee clarify the school district's position and the topic of the meeting and make recommendations to the full commission at the next meeting.

XI. New Business

A. National Night Out

Chair Mohsin said there were 41 block parties in Milpitas last year for National Night Out. He will provide information to the commission regarding where this year's events will be located. Vice Chair Leon suggested mapping event locations to see where they are held and where they are lacking and encourage the City's Recreation or Police department to sponsor events to fill the gaps.

The CAC directed the subcommittee to put together a proposal and return to the commission for discussion.

B. Make a Difference Day

Commissioner Batilo said this event is held on the 4th Saturday in October. Last year this was held at Seafood City but she would like to find another location with more foot traffic, possible the assembly room in the library. Mr. Wong said the Library Advisory Commission (LAC) showed interest in participating in the event and it might be possible to use the library. He will place this item on the May 16 LAC meeting agenda with a member of the subcommittee to give a presentation to the LAC about the event.

C. CAC Budget/Donations Strategy

Chair Mohsin said there is an \$820 balance remaining in the CAC FY15-16 budget that must be expended by June 30, 2016. He will order 20 jackets for commissioners, for a cost of \$650 and distributed a sheet for each commissioner to add their name and jacket size. The remaining funds will be discussed at the next meeting.

There was discussion regarding ways to show appreciation to volunteers and Chair Mohsin will bring a sample certificate to the next meeting.

D. July Meeting

Chair Mohsin polled the commissioners to see if they want to hold a meeting in July. Several said they will be out of town. Commissioner Batilo noted that National Night Out is held in August and if there is no meeting in July then the commission will need to discuss this subject in June.

The commission voted not to hold a meeting in July.

E. Meeting Protocol

Commissioners received a copy of a Parliamentary Procedures booklet at the last meeting and Chair Mohsin requested they all read it as it reviews meeting processes and protocol.

Review Subcommittee Member Assignments and Update as Needed

Make a Difference Day:	Batilo, Mohsin, Lee, Sharma (A)
National Night Out:	Mohsin, Manassau, Truong, Chen (A)
NBO Awards:	Chen, Manassau, Rosario, Bilbao, Leon (A)
Spring Cleanup Day:	Sharma, Manassau, Bell, Batilo (A)
Town Hall Meeting:	Batilo , Bell, Gandhi, Leon, Kathapurkar, Sharma (A)
Tree Planting:	Kathapurkar, Bilbao, Rosario, Mohsin (A)

XII. Adjournment – The meeting was adjourned at 8:20 PM to the next meeting of June 1, 2016.