

MEETING MINUTES

MILPITAS COMMUNITY ADVISORY COMMISSION Milpitas City Hall, Committee Meeting Room Wednesday, December 7, 2016

- I. **Call to Order & Roll Call** Chair Mohsin called the meeting to order at 7:01 PM
Present: Chair Mohsin, Vice Chair Leon, Commissioners Batilo, Bilbao, Kathapurkar, Manassau, Rosario, Sharma, Truong

Alternate Commissioners Present: Bell, Chen, Gandhi

Absent: Lee
- II. **Seating of Alternates** – none
- III. **Pledge of Allegiance** – Chair Mohsin led the Pledge of Allegiance
- IV. **Approval of Agenda** – Commissioner Truong motioned, and Commissioner Manassau seconded, for approval of the agenda. Motion carried unanimously.
- V. **Approval of Minutes – Minutes of November 2, 2016** – Commissioner Bilbao motioned, and Vice Chair Leon seconded, for approval of the meeting minutes. Motion carried unanimously.
- VI. **Public Forum** – No speakers
- VII. **Announcements** – Staff Liaison Tim Wong heard from staff at Milpitas Cares, who would like to get an early start to see if there are any sites where they can participate with a cleanup. The annual Spring Cleaning Day is on the work plan to be discussed in January. Commissioner Batilo said Milpitas Cares is available to assist from March 24 – April 2. Mr. Wong congratulated Vice Chair Leon and Commissioner Truong on the approval of their nomination to the GPAC.
- VIII. **Liaison Report** – Vice Mayor Montano said the City Council last night approved two condominium projects which will include some retail space. She also said this is her last meeting with the CAC and thanked the Commissioners for their dedication and hard work.
- IX. **Business Items**

A. CDBG Update

Staff has proposed changes to the CDBG review process. The Commissioners will no longer receive binders of information but will receive electronic copies of the CDBG applications and accompanying information. It will also be mandatory that applicants attend the CAC hearings, and this information will be clearly stated on the applications.

Mr. Wong asked if there is more information the Commissioners would like included about the applicants. Vice Chair Leon would like to know about their public outreach efforts and how they notify the public of their services.

Chair Mohsin requested that staff hold a CDBG training session, as they usually do.

B. Annual Work Plan

There were no additional items added to the work plan.

C. Town Hall Meeting

The next Town Hall meeting will be held in 2018.

D. CAC Budget

\$400 remains in the CAC budget, and Mr. Wong recommended that the Commissioners think about how they wish to expend the funds.

- X. Commissioners Round Table** – Vice Chair Leon attended the 3rd GPAC workshop. There were approximately 40 people in attendance and the discussion was centered on transportation and circulation and associated challenges.

The commission took a break at 7:35 for its annual potluck and resumed at 8:10.

Chair Mohsin said 2016 was a busy year for the CAC and he thanked the Commissioners for their service, and the Commissioners thanked Vice Mayor Montano for her assistance on the commission.

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, Leon (A)
Spring Cleanup Day:	Sharma, Manassau, Bell, Batilo (A)
Town Hall Meeting:	Bell, Gandhi, Leon, Sharma (A)
Tree Planting:	Kathapurkar, Bilbao, Rosario, Mohsin (A)

- XI. Adjournment** – The meeting was adjourned at 8:26 PM to the next meeting of January 4, 2017.