HAMPTON NEIGHBORHOOD COMMISSION

Neighborhood Commission
Monday, Aug 10, 2015— 5:00-6:30PM
Community Development Conference Room

BE A GREAT NEIGHBOR - ENGAGE OUR NEIGHBORHOODS - ENCOURAGE NEIGHBORHOODS TO BE GREAT PLACES - BE A CONDUIT BETWEEN OUR NEIGHBORHOODS AND OUR CITY - KEEP NEIGHBORHOOD LEADERS INFORMED - HELP GUIDE NEIGHBORHOOD LEADERS IN REACHING THEIR GOALS - ENCOURAGE NEIGHBOR ENGAGEMENT WITHIN THEIR NEIGHBORHOODS AND CITY

District Representatives:

District One
David Duxbury
District Two
Pam Croom
District Three
Vacant
District Four
Sandra Medina
District Five
Patricia Parker
District Six
Alice Callahan
District Seven
Sally Lazorchak
District Eight
Brandy Marteney
District Nine
Vacant
District Ten
Vacant

School Representative:

Ann Bane

City Representatives:

Anthony Reyes
Maj. Ronald Davis
Steve Bond

Institutional Representatives:

Henry Mills
Kathy Johnson
Steven Edwards, Chair

At-Large Representatives:

Peggy Todd, Chair-Elect
Barbara Franklin

Youth Representatives:

Sonya Medina

Executive Director:

Jonathan E. McBride

c/o Housing & Neighborhood Services Division
22 Lincoln Street
Hampton, VA 23669-3591

Phone (757) 727-6140
Fax (757) 728-2449

www.hampton.gov/neighborhoods

I. **Opening**

A. Roll Call and Verification of Quorum
B. Pledge of Allegiance
C. Review and Approve minutes of the July 13, 2015 Meeting
D. Chair Announcements

II. **Director's Report**

III. **Items to be Presented by Public**

IV. **Briefings**

V **Action Items (Voting items)**

VI. **Dialogue (Ongoing/Old Business)**

A. Strategic Issues Update
1. Hampton Neighborhood College
   a. Hampton 201 (Oct 29)
   b. Hampton 101 (Sept/Oct)
2. Meet & Greet (Nov) - CivCom
3. Home Repair Blitz (Oct 10) - CAPI

B. Committee Status Reports on Work Plan Progress
1. Nominating Committee
2. Community Appearance, Pride & Image Committee
3. Youth Committee
4. Civic Communications Committee
   a. Safety Fair (Aug 1) Debrief
5. Neighborhood-School Partnerships Committee
   b. Phoebus Community's On-Time Graduation Initiative

VII. **Items by Commissioners**

The next Hampton Neighborhood Commission meeting will be held on September 14, 2015, at 5 pm in the Community Development Conference Room, 5th Floor - 22 Lincoln Street

Protocol for Public Input at Neighborhood Commission Meetings:

Hampton Neighborhood Commission meetings are open to the public. The public is invited to attend meetings and to observe the work and deliberations of the Neighborhood Commission. The public may also address the Neighborhood Commission during the agenda item "Items to be Presented by the Public" by signing up to speak. The sign-up sheet will be available to the public until the agenda item "Items to be Presented by the Public" is reached in the course of the meeting. Speakers will be recognized in the order in which they sign up and are asked to limit their comments to 5 minutes.

MINUTES
Hampton Neighborhood Commission Meeting
Community Development Department
July 13, 2015
Time 5:00 – 6:15PM

Present

Ann Bane, School Rep.
Alice Callahan, District 6
David Duxbury, District 1
Steven Edwards, Chair
Barbara Franklin, Public Relations Rep.
Sally Lazorchak, District 7
Brandy Marteney, District 8
Sandra Medina, District 4
Henry Mills, Institutional Rep.
Anthony Reyes, City Rep.

Jonathan McBride, Executive Director
Jasmine Bryson, Coordinator
Dorinda Weeks, Recording Secretary

Absent

Steve Bond, City Rep.
Pamela Croom, District 2
Ron Davis, City Rep.
Kathy Johnson, Institutional Rep.
Sonya Medina, Youth Rep
Patricia Parker, District 5
Peggy Todd, Chair-Elect, At-Large Rep.

Guest

I. Opening

Call to Order
The meeting was called to order at 5:00pm.

A. Roll Call and Verification of Quorum
Quorum verified.

B. Pledge of Allegiance

C. Review and Approve minutes of the June 8, 2015 Meeting

The Chair asked for consideration of the minutes for the June 8, 2015 Neighborhood Commission meeting. David Duxbury made a motion to approve the minutes. Sandra Medina seconded the motion. The Chair called for a vote.

Chair voiced, "All in favor please say aye." Response, "aye."

Chair voiced, "Opposed?" Response – none.

Minutes approved.

D. Chair Announcements

- Neighborhood Commission has voted that the retreat will be an annual event in January.
- Kathy Johnson, Non-Profit Institutional Rep., will be leaving the area as well as Anthony Reyes, City Rep. and Rhonda Woods has resigned from District 9.

II. Director's Report

The Director reported:

- VA Statewide Neighborhood Conference will be in September. Neighborhood Commission registration will be paid by the City Manager's Office and possibly expanding to the Youth Commission & Registered Neighborhood Leaders. If you know of any advocates within your neighborhoods and organizations, please contact Jasmine by July 31st as well as letting here know if you are interested in attending the conference.
- Introduction of Dan McCormick as Housing Reinvestment Specialist.

III. Items to be Presented by Public –

- Ministers Coalition, Registered Neighborhood Association - Charles Cheek and Bishop Samuel Cutler- Citywide Back to School Celebration, August 15, 9am-2pm in the parking lot of Memorial Baptist Church. There will be different groups and agencies participating to get children ready for back to school and workshops on Bullying. After the workshop, there will be school supply giveaways.
- Families Overcoming Obstacles Together (FOOT) Presentation - Ali & Stephanie Afonja and Ciera - FOOT, a nonprofit organization was established to build and strengthen families throughout the community and is connected to Family Restoration Services which provides mental health services to young people.
- Out of School Time Symposium – Daryle Rodgers, HSC – Symposium is geared toward anyone in the community that has out of school time before and afterschool programs, daycares, private schools, as well as anyone who wants to learn how to give programing during out of school

time. The focus will be on STEM learning and educational gaining. There is no charge for the program on September 18, 8:00am-12:30pm.

IV. Briefings

A. Special Event Update – Alison Alexander, City Planner

- Alison is working with a small group addressing the issues that the Neighborhood Commission is having with the Special Event process. They are looking at the process and has identified some of the larger issues that will be revamped such as:
  - Clarifying temporary event process
  - Entire process is very long and confusing
  - Currently Special Events have to be on the city park and has had request for events on other lots that maybe city owned but not identified as a park.
  - Seasonal Sales – had request for sale items such as Christmas trees, watermelons on vacant lots which is not currently allowed
  - Looking into allowing Food trucks under Special Event Permit

Special Events may have two categories: small category for example- neighborhood event and larger category for example - Pirate Festival.

There will be more discussion on insurance requirements with Risk Management.

B. 20TH Anniversary of the Hampton Youth Commission – Terry O'Neill

- The Hampton Youth Commission is celebrating a 20 year legacy of youth civic engagement and leadership in Hampton city government. The event target date is December 27th, 2016 at the Hampton Roads Convention Center and they are inviting all former Youth Planners, NYAB members and Hampton Youth Commissioners. If you are interested in helping the committee, please contact Shanel.

V. Action Items (Voting Items)

None

VI. Dialogue (Ongoing/Old Business)

A. Strategic Issues Update

1. Hampton Neighborhood College
   a. Hampton 201 (June/July)- Ann
   Hampton 201 kickoff is July 30 and postcard has been provided.
   b. Hampton 101 - will be in October or November and currently is working with Langley Air Force Base to do a Hampton 101 for the military community.
2. Neighborhood Commission Meet & Greets - Barbara
   a. Will be in November and still working on the details.
3. Home Repair Blitz – Shanel

a. Blitz will be on October 10th and will start doing outreach soon as well as sending out the dates. More details to follow.

B. Committee Status Reports on Work Plan Progress

1. Nominating Community – Alice
   Commissioners are still needed.
2. Community Appearance, Pride & Image Committee – Meets Wednesday.
   a. Grants Approved:
      1. NICC Founder's Day CAP Grant
3. Youth Committee – Shanel
   - Retreat is in August
4. Civic Communications – Barbara
   - Interactive Crime Prevention and Safety Fair is August 1st Neighborhood Commission will have a table.
   - Working on Facebook page and will be presented at the next meeting.
5. Neighborhood-School Partnerships Committee- Ann
   - Updated the Neighborhood Commission on the pilot project on time graduation initiative Richard Goll, Executive Director of the Hampton Roads Center for Civic Engagement (HRCCE) is proposing for Phoebus High School. The goal is to create community ownership of increasing on time graduation rates. It will be a two-year process and will include stakeholders in Neighborhood Districts 6, 7 and 8.

Items by Commissioners

- Free breakfast from 9am-10am and lunch 12:00 noon-1:30pm is being served to kids ages 1-18 years old, Monday-Friday in the months of July and August at Empowered Believers CLC, 2096 Nickerson Blvd.
- How much money is left in the funds?
  Answer: Approximately $50,000 left and this year will get $100,000 in Capital Funds.
- Safe and Clean Annual Report went to council.
  - Afterwards the Youth Violence Prevention Coordinator presented the Hampton United Program; July 16th is the deadline for the proposals. City of Hampton is giving $10,000 grants to organizations who submit proposals and they are funded for youth violence prevention programs.

The meeting adjourned at 6:15pm.

Next Meeting Date: August 10, 2015.

MINUTES
Hampton Neighborhood Commission Meeting
Community Development Conference Room
Executive Committee
July 27, 2015
Time 5:00-5:53pm

Present
Ann Bane – Chair of Neighborhood - School Partnership Committee
Steve Bond – City Rep.
Steven Edwards – Chair
Sandra Medina – District 4
Peggy Todd – Chair-Elect

Absent
Alice Callahan – Chair of Nominating Committee
Barbara Franklin – Chair of Civic Communications Committee
Henry L. Mills, Institutional Rep.

Staff
Dorinda Weeks - Recording Secretary
Jasmine Bryson - Coordinator
Shanel Lewis - Housing & Neighborhood Services Staff
Darren Robinson – Housing & Neighborhood Services Staff

Guests
None

Item #1

VA Statewide Neighborhood Conference - Jasmine

- Jasmine will send out an email blast as a reminder to register for the conference on September 24-25, 2015 in Norfolk and will be reaching out to the RNO's, so please continue to spread the word to the RNO's in your district.

Item #2

Nominating Strategy - Jasmine

- Suggestions are needed for Districts 2, 3, 8, 9 & 10 and it is time to start implementing some of the ideas.
- The Chair made known the Nominating Committee is looking into modifying the interview questions.

Item #3

Strategic Project Updates:

A. Hampton Neighborhood College – NSP - Darren
    - Hampton 201- was originally schedule to start this Thursday, however, an issue has come up where those who had committed are not able to commit to the entire weeks due to vacation. If attendance does not increase by Wednesday, Hampton 201 will be delayed until the fall.
    - Hampton 101- geared toward the military and military spouses especially those that are new to the area to and will include the amenities Hampton has to offer such as Hampton Parks and Recreation, golf courses, community centers and Healthy Families Partnership. Target date is late October or early November.
    - Looking at starting Hampton 111 which will be geared toward schools and city employees to be better ambassadors for the community.
B. Neighborhood Commission Meet & Greets – CivCom - Sandra
    - Will be targeting an area were commissioners are needed. Date will be November 9th.
C. Home Repair Blitz Update – CAPI – Shanel / Darren
    - Target area will be Briarfield Court and will be doing some work at Lindsay Middle School before the Blitz and day of. Canvassing will start this Friday.

Item #4

Committee Status Reports:

A. Civic Communications Committee – Sandra
    - Facebook Group is complete and will be reviewed for any changes. Sandra will send this out to all Neighborhood Commissioners.
    - Other ideas: Neighborhood Commission calendar of events for Commissioners and an electronic newsletter to go out to neighborhoods on behalf of the Neighborhood Commission on committee projects. Another suggestion was giving welcome bags to RNO's.
B. Community Appearance, Pride and Image Committee - Peggy
    No other reports.
C. Neighborhood School Partnership - Ann
    - Finalizing back to school letter that goes out to neighborhoods.
    - Working on key message tips to share throughout the year from NSP. Suggestions are welcomed.
D. Nominating Committee –
    - No other updates.
E. Youth Committee – Shanel
    - Still on break until late August. They have selected the new Youth Commissioners and will be working on the Youth Master Plan update and the retreat.

Item #5

Review and approve draft agenda for August 10th Neighborhood Commission Meeting

Item #6

Other Business

- When there are land use, zoning and new construction changes notifications are sent out to the neighborhoods letting them know of these changes. If you are a Commissioner in one of those areas, you will get this notification as well.

Item #7

Solicit Remarks for Chair Announcements

None

Next Meeting Date: August 24, 2015. Location TBD.

Civic Communications Committee
Meeting Results
July 8, 2015- Michael Canty Conference Room- 5:00 PM

Present:
Barbara Franklin Chair - At-Large Commissioner
Sandra Medina - District 4 Neighborhood Commissioner
Brandy Marteney - District 8 Neighborhood Commissioner
Shanel Lewis - Neighborhood Development Associate

Absent:
Pam Croom – District 2 Neighborhood Commissioner
Major Ron Davis – Hampton Police Department
Alice Callahan - District 6 Neighborhood Commissioner

I. Chair Remarks

- Community Calendar – Neighborhood Commission and Registered Neighborhood Organizations- Shanel Lewis and Barbara Franklin
  Discussed and agreed- will be presented to Executive Committee July 27, 2015
- Newsletter – Neighborhood Commission and Registered Neighborhood Organizations – Barbara Franklin will take lead and be in charge of putting the Newsletter together

II. Old Business

1. **Neighborhood Commission page – Hampton.gov**
   - Explore other city's pages for ideas and suggestions
   - Update wording flow and content
   - Make neighborhood friendly and easy to use
2. **Hampton Neighborhood-Serving Organizations Facebook Group**
   - Sandra Medina is presently putting together the Facebook group
   - Timeline - August 1, 2015
3. **Safety Fair – Aug. 1st, 2015**

- Barbara Franklin requests Hampton Neighborhood Commission tablecloths
- Signup sheet for commissioner's – two hours slots with minimum two commissioner's present
- Opportunity to recruit for new Neighborhood Commissioners
- Contents on tables- Neighborhood Commission brochures, Choose Hampton stickers, RNSO's, grant applications

4. **Welcome bags for new and old Registered Neighborhood-Serving Organizations- Contents**
   - Neighborhood Commission – Purpose and benefits
   - Resource Sheets – Grants, Neighborhood Commission brochure
   - 311, city contacts
   - Hampton 101, 201
   - Youth Commission
   - Citizen's Unity Commission
   - Youth Coalition
   - Choose Hampton sticker

- Letter from Neighborhood Commissioner Chair, District representative
- Hampton Clean City Commission

III. RNSO's for Review

-Boys Scouts of America, Troop 99 –approved
-Families Overcoming Obstacles - Approved
-Newtown Improvement and Civic Club, Inc. - Approved
-Beauty for Ashes- Pending

The next meeting will be held at 5:00 PM on August 12, 2015.
The meeting was adjourned at 6:10PM by Barbara Franklin. Minutes Submitted by Sandra Medina.

Nominating Committee
Meeting Results
July 13 – Canty Conference Room – 6:30 PM

Present:
- Alice Callahan
- Steve Edwards
- Barbara Franklin
- Henry Mills

Absent:
- Pam Croom

Staff:
- Jasmine Bryson
- Darren Robinson

I. Old Business

a. Reviewing Nominating Process Ideas included:
- Jasmine will review the nominating process to determine the proper procedure for transferring commissioners to a different position within the Commission.

II. New Business

a. Reassign Neighborhood Institutional Representatives to Neighborhood District
- Discussion around asking Henry Mills to take the District 2 position and the Commission would find a new Business Institutional Representative.
- Pam Croom agreed to be reassigned to the District 5 Commissioner due to her recent move to the area.
  - Discussion: A new procedure needs to be added to the nominating procedures in the Bylaws regarding reassignments of commissioners.

b. Upcoming Reappointments
- All Sandra's information has been received and ready to submit to City Council for reappointment
- Pat Parker has been asked for her letter of resignation stating she does not wish to be reappointed to the District 5 Commissioner. She wishes to remain on the C.A.P.I Committee.

c. Update - Recruitment
- There are two possibilities for Non-Profits Institutional Representative from organization FOOT, Ali Afonja or Stephanie Afonja to take Kathy's place.
  - Alice will approach them regarding this for update
- Cheryl Brannon submitted an incomplete application – awaiting status
  - Jasmine will follow-up and give update next meeting.
- Edward Robinson submitted incomplete application - awaiting status
  - Jasmine will follow-up and give update next meeting.
  - *Both will be approached with the possibility of joining a committee*

d. Other Business
- **None**

Meeting Adjourned: *7:15pm*

Meeting Schedule: *Every 2nd and 4th Monday of the month (after the Neighborhood Commission and Executive Meetings) until all positions are filled***.**

Next Meeting Date: *Monday, Aug. 10, 2015 after Neighborhood Commission Meeting*

Neighborhood Commission Calendar

July

August

September

**Grant Due Date (9/30 for NIF)

Neighborhood Awards Outreach

VA Statewide Neighborhood Conference (Sept. 24-25)

October

*Home Repair Blitz

*Hampton 101

*Hampton 201

November

*Meet & Greet

Governor Conference (Nov. 18-20)

December

**Grant Due Date (12/31 for NIF)

January

*Commissioner Annual Retreat

Consideration of Pool Proposal

*Neighborhood Award Deadline

February

Curb Appeal Program (Districts 6,7, 8)

March

*Hampton 101

*You Make A Difference Event

**Grant Due Date (3/31)

April

*Fair Housing Workshop

May

*Meet & Greet

*Home Repair Blitz

June

**Grant Due Date (6/30 for NIF)

***Community Action Project Grants – Due Sept. to May*
**Event Date To Be Determined*