

# SAN BRUNO

## Community Foundation

### *Board of Directors*

Emily Roberts, *President* • Jim Ruane, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*  
Raul Gomez • Nancy A. Kraus • Malissa Netane-Jones  
Leslie Hatamiya, *Executive Director*

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**GOVERNOR'S EXECUTIVE ORDER N-25-20\*\*\*\*  
CORONAVIRUS COVID-19  
AND SAN MATEO COUNTY HEALTH DIRECTIVE  
FROM MARCH 14, 2020**

*On March 17, 2020, the Governor of California issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the current Shelter-In-Place Order issued by the San Mateo County Health Officer which became effective on March 17, 2020, and which was updated and extended on April 29, 2020; the statewide Shelter-In-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020; and the CDC's social distancing guidelines which discourage large public gatherings, the San Bruno Senior Center is no longer open to the public for meetings of the San Bruno Community Foundation Board of Directors.*

*If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, please email us at [info@sbcf.org](mailto:info@sbcf.org). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total. Emails received before the special or regular meeting start time will be forwarded to the Foundation Board of Directors and will become part of the public record for that meeting. If emailed comments are received after the meeting start time, or after the meeting ends, they will be forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting.*

*Individuals who require special assistance of a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, agenda packet or other writings that may be distributed at the meeting, should contact Melissa Thurman, City Clerk by 12:00 p.m. the day of the meeting at (650) 619-7070 or by email at [mthurman@sanbruno.ca.gov](mailto:mthurman@sanbruno.ca.gov). Notification in advance of the meeting will enable the San Bruno Community Foundation to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.*

## AGENDA

### SAN BRUNO COMMUNITY FOUNDATION

### Regular Meeting of the Board of Directors

January 6, 2021

7:00 p.m.

#### **Zoom Meeting Details:**

<https://us02web.zoom.us/j/85627542520?pwd=cXZvc1NLeHV0ZGVVRWxhLdjFkRzJSUT09>

**Webinar or Meeting ID:** 856 2754 2520

**Webinar or Meeting Password:** 863492

**Zoom Phone Line:** (669) 900-6833 (same webinar ID and password as above)

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1. **Call to Order/Welcome**
2. **Roll Call**
3. **Public Comment:** Individuals are allowed three minutes. It is the Board's policy to refer matters raised in this forum to staff for research and/or action where appropriate. The Brown Act prohibits the Board from discussing or acting upon any matter not agendaized pursuant to State Law.
4. **Approval of Minutes:** December 2, 2020, Regular Board Meeting
5. **Consent Calendar:** All items are considered routine or implement an earlier Board action and may be enacted by one motion; there will be no separate discussion unless requested by a Board Member or staff.
  - a. Adopt Resolution Scheduling Special Board Meeting on February 3, 2021
  - b. Receive and Approve Treasurer's Report (November 2020 Financial Statements)
6. **Study Session:** Diversity, Equity, and Inclusion Primer, led by Dr. Rona Halualani, Halualani & Associates
7. **Board Member Comments**
8. **Adjourn:** The next regular meeting of the Board of Directors is scheduled for Wednesday, February 3, 2021, at 7:00 p.m., preceded by a special meeting on the same day at 6:00 p.m.

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## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION

#### Regular Meeting of the Board of Directors

**December 2, 2020**

**7:00 p.m.**

**Meeting Conducted via Zoom**

- 1. Call to Order/Welcome:** President Roberts called the meeting to order at 7:00 p.m. She acknowledged the challenges of 2020 as well as the many things for which she is thankful, including the impact of SBCF's programs, its partners, and the community spirit that fuels San Bruno.
- 2. Roll Call:** Board Members Roberts, Ruane, McGlothlin, Ross, Gomez, Kraus, and Netane-Jones, present.
- 3. Public Comment:** None.
- 4. Presentations:**
  - a. Recognition of San Bruno City Councilmember Laura Davis for her service to the San Bruno community and her support of the San Bruno Community Foundation

On behalf of the Board, President Roberts honored outgoing San Bruno City Councilmember Laura Davis, who did not seek reelection in November. She read a proclamation acknowledging Councilmember Davis' contributions to the Foundation and the San Bruno community, a framed copy of which Councilmember Davis received from the Foundation. Other Board members, including Vice President Ruane and Board Member Kraus, also thanked Councilmember Davis' efforts to support San Bruno over the years. Councilmember Davis addressed the Board, thanking Board members for the recognition and the Foundation's work in the community.

- 5. Approval of Minutes:** November 4, 2020, Regular Board Meeting: Board Member Kraus moved to approve the minutes of the November 4, 2020, Regular Board Meeting, seconded by Board Member Gomez, approved unanimously by roll call vote.

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## **6. Executive Director's Report**

Executive Director Leslie Hatamiya gave a brief report, referencing her written report in the Board meeting packet. She reported that the San Bruno City Council, at its regular meeting on November 24, 2020, approved the Foundation's slate of 2021 officers that were elected on November 4, 2020. She also reported that under her authority as Executive Director, she executed a new one-year contract with Accounting Consultant Frank Bittner that commenced on December 1, 2020, and will terminate on November 30, 2021.

Finally, Ms. Hatamiya reported on transfers from the Strategic Pool to the Liquidity Pool. She explained that because the start of construction on the Recreation and Aquatic Center project will likely be pushed out several months, the full amount of the \$15.25 million transferred from the Strategic Pool to the Liquidity Pool in July, per Board recommendation, will likely not be needed for RAC grant payments this fiscal year. She said that as a result, under the discretion the Board explicitly granted her, she decided, in consultation with Treasurer Ross, to suspend any further Strategic-to-Liquidity transfers for the remainder of the fiscal year and to use part of the \$15.25 million already transferred to cover non-RAC strategic grant payments and operating expenses.

## **7. Consent Calendar**

- a. Adopt Resolution Ratifying Election of 2021 Officers
- b. Receive and Approve Treasurer's Report (October 2020 Financial Statements)

Secretary McGlothlin moved to accept the Consent Calendar as presented, seconded by Treasurer Ross, approved unanimously by roll call vote.

## **8. Conduct of Business**

- a. Receive Recommendation from Community Grants Fund Review Panel and Adopt Resolutions Awarding 2019-2020 Community Grants Totaling \$300,000

President Roberts reminded the Board that YouTube and Google.org donated \$100,000 to this year's Community Grants Fund, allowing the Foundation to increase the total funds available for disbursement to \$300,000, and expressed the Foundation's gratitude to YouTube and Google.org for their support of the Foundation and the local organizations that are doing such important work in San Bruno. Representing Google and YouTube, Rebecca Prozan thanked all of the recommended grantees for their efforts in the community.

President Roberts called on Mayor Rico Medina, who made brief remarks about the Community Grants Fund awards that the Board would consider and approve at this meeting. He commended the Foundation on this use of the restitution funds to benefit the community and thanked those

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organizations that would receive funding for their contributions to San Bruno, especially in these challenging times.

Executive Director Hatamiya then presented to the Board the recommendations of the Community Grants Fund Review Panel. She explained the application and review process and said that the Review Panel evaluated the applications based on five established program criteria: benefits of the proposed program to the San Bruno community; proposal's alignment with one of the Foundation's focus areas; program methodology and budget; requested grant amount in relation to anticipated community benefit; and organization's track record, stability, and financial health. She reported that the Panel recommended that the Board approve grant awards totaling \$300,000 for 23 projects that it concluded sufficiently satisfied the five criteria. She said these projects serve a broad cross-section of the San Bruno community, including low-income and marginalized families, youth, teachers, students, and seniors. She said the recommended grant awards range from \$1,500 to \$24,451 and that 12 of the grants are for at least \$15,000. In addition, she said 12 of the recommended grant awards are for specific programs that also received Community Grants funding in past cycles and four are to receive their third consecutive year of funding and will not be eligible to receive funding next year for the same program.

She reported that the competition was stiff this year due to the large number of applications received (42). She also noted that given the struggles so many in our community are having with basic needs in the face of COVID-19, many of the programs recommended for funding are social service programs, such as food delivery for seniors, food bank services for families, rental assistance for those at risk of homelessness, legal assistance for those facing eviction, transitional housing for victims of domestic violence, and dental care for low-income children. She said other recommended programs are education-related, to supplement curriculum for K-12, to provide for the mental health needs of middle school students, and to help those attending community college in order to gain the skills needed to secure employment in this fragile economy.

With so many community needs, she noted that many projects are being funded at a level below the requested amount, and many worthy projects will not be funded. She reported that the Review Panel declined to recommend 18 applications for funding, for a variety of reasons, including some worthwhile programs found not to be as compelling, based on the five criteria, as those being recommended for funding; others failed to make a strong enough case for need in and/or benefit to San Bruno; other proposals were premature, failed to provide sufficient details and supporting documentation, and/or failed to clearly explain how the funds would be used; and for others the Panel had questions about the organization's ability to successfully implement the program, including in the context of coronavirus restrictions.

Representatives of the organizations being recommended to receive grant funding briefly spoke about their organizations and the projects to be funded and thanked the Board for considering their grant applications. These speakers included: Jesse Boise, Capuchino High School Principal; San Bruno Fire Chief Ari Delay; Tim Wallace and Barbara Bruxvoort of the San Bruno Library; Lynn Schuette of CORA

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(Community Overcoming Relationship Abuse); Sara Townsend of County of San Mateo Jobs for Youth; Ana Pereda of Fresh Approach; Katie Sandoval-Clark of Fresh Lifelines for Youth; Kate Trevelyan-Hall of Junior Achievement of Northern California; Mari Chatterjee of Legal Aid Society of San Mateo County; Rebecca Hernandez of LifeMoves; Amilie Fernandez of the Lowen Soccer Club; Jenna Nguyen of Marine Science Institute; Mark Eschen of Parent Boosters of 72; Diana Conti of Partners and Advocates for Remarkable Children and Adults; Becky Flanagan of Peninsula Volunteers; Kathleen Harris of the San Mateo County Community Colleges Foundation; Tarryl Jackson of Second Harvest of Silicon Valley; Ginny Marans of the Society of St. Vincent de Paul, Particular Council of San Mateo County; Bonnie Jue of Sonrisas Dental Health; Karol Markowitz of StarVista; Linda Prieto of Upward Scholars; Liz Lazar-Johnson of Via Heart Project; and Carol Eggers and Evelyn Daskalakis of the YMCA of San Francisco.

President Roberts thanked the representatives for the work their organizations do to benefit the San Bruno community. Two community members, San Bruno City Councilmember Linda Mason and Pcyeta Stroud, Director of the Bay Area Entrepreneur Center of Skyline College, also thanked the organizations for their work in the community.

The Board considered the grant awards in three groups, as two Board members recused themselves from one or more of the grant recommendations.

President Roberts presented the first resolution to approve 18 grants totaling \$223,049:

- \$10,000 to the City of San Bruno to purchase more than 100 titles of popular e-book and e-audio materials available for San Bruno residents and to provide curriculum support to San Bruno Park School District teachers through a three-year Tumblebooks subscription;
- \$15,000 to the City of San Bruno to support a Fireline Paramedic Program through the purchase of lifesaving tools and equipment to outfit two fireline paramedic kits and the implementation of training for San Bruno Fire Department personnel;
- \$1,500 to the County of San Mateo to support one San Bruno under-served student pursuing a college education or vocational training through the Al Tegli Jobs for Youth Scholarship Program;
- \$14,840 to Fresh Approach to increase food security and improve health outcomes among low-income San Bruno residents through online VeggieRX nutrition and cooking workshops;
- \$10,000 to Fresh Lifelines for Youth to provide law-related education, leadership training, mentorship, and case management for juvenile high-need San Bruno youth to help them thrive and build civic and educational engagement;
- \$5,000 to Junior Achievement of Northern California to provide financial literacy, workforce readiness, and entrepreneurship programming to San Bruno high school students through the Inspiring Tomorrows for San Bruno Youth program;
- \$20,000 to LifeMoves to provide shelter and comprehensive supportive services to homeless families from San Bruno at the Family Crossroads facility;

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- \$20,000 to the Lowen Soccer Club for maintenance of and improvements to San Bruno's widely used soccer fields at Monte Verde Park, Parkside Intermediate School, and the former Crestmoor High School site;
- \$5,000 to Marine Science Institute to provide students from San Bruno schools with engaging and interactive marine science instruction through the Discover Our Bay program;
- \$2,800 to Parent Boosters of 72 to support the Scout-led construction of a storage unit for the preservation of Troops 72 and 4172's outdoor and training equipment;
- \$10,000 to Partners and Advocates for Remarkable Children and Adults to support program operating costs and enhance summer camp programming for REACH, an inclusive, licensed day-and after-school program for children with and without developmental disabilities based at John Muir Elementary School;
- \$20,000 to Peninsula Volunteers to increase food security and alleviate hunger of older adults and those with disabilities in San Bruno through proper nutritional support and home-delivered meals;
- \$15,000 to the San Mateo County Community Colleges Foundation to provide critical financial and academic support to full-time Skyline College students through the Promise Scholars Program;
- \$15,000 to Second Harvest of Silicon Valley to serve San Bruno families and individuals at risk for hunger through the distribution of healthy food;
- \$20,000 to the Society of St. Vincent de Paul, Particular Council of San Mateo County, to provide rental assistance to San Bruno families and individuals at risk of homelessness through the Peninsula Family Resource Center;
- \$6,000 to Upward Scholars to provide language skills, financial assistance, and mentoring to low-income students, many of them adult immigrants, enrolled in college/vocational classes at Skyline College through the Upward Scholars program;
- \$15,909 to Via Heart Project to outfit the Skyline College campus with automated external defibrillators (AEDs) in order to reduce the rate of death from sudden cardiac arrest; and
- \$17,000 to YMCA of San Francisco to provide mental health services, including crisis intervention and group and individual counseling, to students at Parkside Intermediate School.

Board Member Kraus moved to approve the resolution awarding 2020-2021 Community Grants totaling \$223,049, seconded by Board Member Gomez, approved unanimously by roll call vote.

In light of her past volunteer involvement with the Capuchino High School Alumni Association, Board Member Kraus recused herself from consideration of the second Community Grants resolution and departed from the meeting.

President Roberts presented the second resolution, covering one grant of \$24,451 to the Capuchino High School Alumni Association to fund professional development training for Capuchino High School faculty to participate in an Equity Summit, which will include implicit bias reflection and identification, training on anti-racist practices, and establishing equity goals.

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Secretary McGlothlin moved to approve the resolution awarding a Community Grant in the amount of \$24,451 to the Capuchino High School Alumni Association, seconded by Board Member Netane-Jones, approved unanimously by roll call vote (Board Member Kraus recused).

President Emily Roberts recused herself from consideration of the third Community Grants resolution and departed from the meeting because her employer, First 5 San Mateo County, provides funding to StarVista's Healthy Homes program and to other programs of CORA and the Legal Aid Society, and because she works closely with Sonrisas in her role as chair of the Children's Oral Health Workgroup for San Mateo County.

Vice President Ruane presented the third resolution, awarding Community Grants totaling \$52,500 to CORA (Community Overcoming Relationship Abuse), Legal Aid Society of San Mateo County, Sonrisas Dental Health, Inc., and StarVista, as follows:

- \$15,000 to CORA (Community Overcoming Relationship Abuse) to provide San Bruno families impacted by intimate partner abuse with flexible funding to be used to acquire or maintain safe, stable transitional housing;
- \$20,000 to Legal Aid Society of San Mateo County to provide legal assistance to San Bruno residents facing eviction or living in substandard conditions with the goal of keeping them in their homes through the HomeSavers Program;
- \$7,500 to Sonrisas Dental Health to provide dental health screenings, education, and access to care to low-income San Bruno children ages 0-18 through the Children's Access to Oral Health Care and Education Program; and
- \$10,000 to StarVista to provide at-risk San Bruno parents and caregivers with support group services that build parent/caregiver capacity, increase their knowledge of stressor impacts and available resources, help them establish supportive networks, improve the caregiver-child relationship, and reduce the causes and effects of toxic stress through the Healthy Homes program.

Board Member Gomez moved to approve the resolution awarding Community Grants totaling \$52,500 to CORA, Legal Aid Society of San Mateo County, Sonrisas Dental Health, and StarVista, seconded by Board Member Kraus, approved unanimously by roll call vote (President Roberts recused).

- b. Receive Report on the Small Business Recovery and Assistance Program (COVID-19 Relief Grant) from Bay Area Entrepreneur Center Director Pcyeta Stroud

Pcyeta Stroud, Director of the Bay Area Entrepreneur Center of Skyline College, reported on the San Bruno Small Business Recovery and Assistance Program, which is being funded by a \$100,000 grant from SBCF to the San Mateo County Community College District. She highlighted a new component of the program – micro grants to businesses participating in the Small Business Recovery and Assistance Program – which will provide financial assistance to help with their recovery efforts.



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- c. Receive Report on the San Bruno Recreation and Aquatic Center Project from San Bruno City Manager Jovan Grogan

On behalf of the Ad Hoc Committee on Recreation and Aquatic Center Project, Vice President Ruane gave a brief update on the six grants related to the project totaling \$8.4 million that the Foundation has thus far approved. He reported that SBCF had paid out grant payments totaling \$5.16 million. He then introduced San Bruno City Manager Jovan Grogan, who gave a detailed update on the project.

First, Mr. Grogan introduced Ann Mottola, the City's new Community Services Director, to the Board, and he also welcomed project consultant Audree Jones-Taylor. He then reported on the project's site plan and displayed interior and exterior renderings of the facility. He provided an updated project schedule and explained that because the City is waiting for environmental permits and approvals from the U.S. Army Corps of Engineers, the Regional Water Quality Control Board, and the California Department of Fish and Wildlife, the City is anticipating breaking ground on the project in the April-May 2021 timeframe. He stated that the City has pre-qualified six general contractors and plans to issue the request for proposals in early 2021. He also explained the project budget and the options the City is considering to fund the remaining \$5 million-\$7 million of the project.

- d. Receive Report on Other Programs (Crestmoor Neighborhood Memorial Scholarship, Other Strategic Grants, and Off-Cycle Responsive Grants) and Adopt Resolution Increasing Fiscal Year 2020-2021 Program Budget for the Crestmoor Neighborhood Memorial Scholarship to \$190,000

Executive Director Leslie Hatamiya and Program Manager Stephanie Rutgers provided updates on the Foundation's other programs.

Ms. Rutgers reported that the 2021 Crestmoor Neighborhood Memorial Scholarship would launch the following week, when the online application would be accessible and updated marketing materials would be distributed to local schools and throughout the community. She informed Board members that no significant changes have been made to the program this cycle, but staff continues to improve outreach efforts to attract more applicants. She said that the application deadline is March 2, 2021.

Ms. Hatamiya reported on two donations to the support the Crestmoor Scholarship this year. She first reported that, similar to last year, the Joseph W Welch Jr Foundation committed \$70,000 to the Crestmoor Scholarship. She also said that earlier this fall, the San Mateo County Association of REALTORS® Foundation donated \$7,349 to support the Crestmoor Scholarship, funds that SAMCAR raised in 2010 following the gas pipeline explosion. She said that with the two donations, she and President Roberts were recommending that the Board increase the 2021 budget allocation for the Crestmoor Scholarship to \$190,000, which would be the same amount that the Foundation distributed in 2020 and would most likely again support 13 Crestmoor Scholars.

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Ms. Hatamiya also gave a brief update on the Teacher Laptop COVID-19 relief grant. As San Bruno Park School District Superintendent Jose Espinoza reported in November, the district had distributed the laptops to school sites by the end of October, but teachers had not all picked them up yet. Ms. Hatamiya said she had recently received the Grant Report from the San Bruno Education Foundation for this grant, which reported that nearly all of the teachers have picked up their laptops, laptops were distributed to the lead preschool teachers in November, the laptops are making it easier for them to teach remotely and have boosted their morale, and the JAMF software system that the grant also covered significantly improves the efficiency and ability of the district's IT staff to support the laptops remotely. She also mentioned that due to cost-savings, the laptops and software came in under budget by more than \$21,000, and SBEF and the district are working on a proposal to repurpose those funds to support the district's distance learning and teaching efforts.

Vice President Ruane moved to approve the resolution increasing the fiscal year 2020-2021 program budget for the Crestmoor Neighborhood Memorial Scholarship to \$190,000, seconded by Board Member Netane-Jones, approved unanimously by roll call vote.

- e. Receive Report from Ad Hoc Committee on Strategic Planning Process and Adopt Resolution Directing Executive Director Leslie Hatamiya to Execute a Consulting Agreement with the Public Dialogue Consortium for Community Engagement and Strategic Planning Services in an Amount Not to Exceed \$35,000

On behalf of the Ad Hoc Committee on Strategic Planning Process, President Roberts reported on the three-phase process to strategize SBCF's future once it has fully disbursed \$50 million to the City of San Bruno for the Recreation and Aquatic Center project. She reported that Executive Director Hatamiya has been working with Dr. Rona Halualani of Halualani & Associates, the firm selected to provide diversity, equity, and inclusion (DEI) training to the Board and staff, to finalize the consulting agreement, which is for an amount not to exceed \$15,000. She said that Dr. Halualani will provide a DEI primer intended to create a DEI growth/change mindset for Board and staff to invoke and realize a DEI lens as a community foundation. This primer will include three main components:

- An individualized DEI self-assessment/inventory with a debriefing and video notes with Dr. Halualani;
- Engagement in two SBCF Board meetings around what it means to invoke and realize a DEI lens as a community foundation; and
- Creation of a learning space (through an asynchronous online classroom portal, which will stay open for ~10 months) to provide key DEI resources and tools and serve as a "learning headquarters."

She noted the Ms. Hatamiya is working to schedule the two Board sessions in January and February.

President Roberts then recalled that in November, the Committee also put forth its desire to re-engage the Public Dialogue Consortium (PDC) to manage the community listening campaign and strategic

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planning components. She noted that Ms. Hatamiya has been in discussions with PDC on the scope of their work with the Foundation, resulting in an expansion of their original proposal that adds a second community meeting, carves out budget for translators and interpreters, and includes a contingency to allow some flexibility in the event that additional outreach efforts are needed to reach a particular segment of the community. She said the proposal now totals \$35,000, which means with the DEI consultants, total consultancy fees for this process will be \$50,000.

President Roberts then introduced Dr. Shawn Spano of PDC, who summarized the firm's proposal. He highlighted the project's goals (to engage community stakeholders to assess SBCF's work over the past six years, elicit current community needs and vision for the next phase, and engage the Board in utilizing the stakeholder input to develop strategic priorities), tasks (community survey, focus groups, community meetings, and Board meetings to develop strategic plan), and timeline (December 2020-July 2021).

Board Members Kraus and Netane-Jones, who also serve on the Ad Hoc Committee on Strategic Planning Process, thanked PDC for its proposal and said they were looking forward to working with the firm again.

Vice President Ruane moved to approve the resolution directing Executive Director Leslie Hatamiya to execute a consulting agreement with the Public Dialogue Consortium for community engagement and strategic planning services in an amount not to exceed \$35,000, seconded by Board Member Gomez, approved unanimously by roll call vote.

#### f. Report from Investment Committee

Treasurer Ross, who serves as Chair of the Investment Committee, briefly reported on the Committee's recent quarterly meeting, which was held on November 18. He reported that at the Committee meeting, the Sand Hill Global Advisors (SHGA) team provided an overview of the market, especially in light of COVID-19 impacts and the U.S. presidential election. He reviewed the Foundation's investment portfolio balance and noted that as of September 30, 2020, the Foundation's investment portfolio balances exceeded \$75.1 million.

### **9. Board Member Comments:**

Several Board members expressed holiday greetings to their colleagues. Board Member Kraus also thanked President Roberts, Ms. Hatamiya, and Ms. Rutgers for another smoothly run virtual meeting and expressed her appreciation for serving on the Board the past seven years. Board Member Gomez remarked that it was rewarding to be a part of the Community Grants awards. Board Member Netane-Jones said she was grateful to serve on the Board and lauded Ms. Hatamiya for her leadership and professionalism.

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**10. Adjourn:** Secretary McGlothlin moved to adjourn the meeting at 9:50 p.m., seconded by Board Member Kraus, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of January 6, 2021, by Secretary John McGlothlin and President Emily Roberts.

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John McGlothlin, Secretary

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Emily Roberts, President

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## Community Foundation

### Memorandum

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**DATE:** December 30, 2020

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Consent Calendar for the January 6, 2021, Regular Board Meeting

For the January 6, 2021, Regular Meeting of the Board of Directors of the San Bruno Community Foundation, the Consent Calendar includes two items related to administrative and operational functions of the Foundation:

**1. Adopt Resolution Scheduling Special Board Meeting on February 3, 2021**

Each year in either late January or early February, the Board conducts the Executive Director's annual performance review (based on my February 1, 2015, hire date). To handle this year's evaluation, we would like to schedule a special meeting on February 3, 2021, at 6:00 p.m. This special meeting will precede the Board's regular meeting on the same date at 7:00 p.m. and is being scheduled separately in order to accommodate a closed session for the performance review.

**2. Receive and Approve Treasurer's Report (November 2020 Financial Statements)**

The November 2020 financial statements consist of a Budget Report and Balance Sheet. The attached Budget Narrative provides a thorough explanation of the financial statements. The Budget Report includes the budget figures approved at the June 3, 2020, Board meeting.

I recommend that the Board approve the resolution scheduling a special meeting on February 3, 2021, and receive and approve the Treasurer's Report as part of the Consent Calendar.

Attachments:

1. Resolution Scheduling Special Board Meeting on February 3, 2021
2. November 2020 Financial Statements

**RESOLUTION NO. 2021-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION  
SCHEDULING SPECIAL BOARD MEETING ON FEBRUARY 3, 2021**

**WHEREAS**, the Board of Directors of The San Bruno Community Foundation seeks to hold a special meeting, including a closed session to consider the Executive Director's annual performance review, on February 3, 2021.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors schedules a Special Board Meeting at 6:00 p.m. on February 3, 2021, via Zoom.

Dated: January 6, 2021

ATTEST:

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John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2021-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 6<sup>th</sup> day of January, 2021, by the following vote:

AYES:            Board members:

NOES:            Board members:

ABSENT:        Board members:

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## Community Foundation

November 2020

### Budget Narrative

This report primarily describes amounts in column a (Actual Year to Date) of the monthly Budget Report. When projections vary from Budget (column b), the changes will be reflected in columns d (Final Projected Amount) and e (Change in Budget) and be explained. First five months equal 41.7% of the fiscal year.

### INCOME

**Line 1 Transfers from Quasi Endowment** – Transfers planned for later in the year, coinciding with Community Grants and Scholarships payments.

**Line 2 Transfers from Strategic Pool** – First transfer of the year, \$15,250,000, is 96.1% of budget.

**Line 3 Transfers from Liquidity RAC** – Transfers planned for later in the year.

**Line 4 Donations** – Unbudgeted \$7,549 received includes \$7,349 from San Mateo County Realtors Foundation designated for scholarships.

**Line 5 Interest Income** – \$36,073 is 138.1% of budget. Liquidity Pool – Operating balance is currently \$14,678,454. Final Projected Amount is double the original budget – from \$26,115 to \$52,230.

### EXPENSES

**Line 10 Strategic Grants** – \$635,000 for: \$375,000 RAC 5 – Temporary Facilities grant; two Covid-19 relief grants of \$100,000 each (small business and childcare); and \$60,000 RAC 6 – Business Plan grant. The total represents 1.5% of the budget.

**Line 11 Other Grants** – \$10,000 is 100% of budget and was used for 10<sup>th</sup> Anniversary Public Engagement Kiosk.

**Line 13 Salaries & Wages** – Expense is under budget at 40.6%, as second employee came on payroll in October.

**Line 14 Payroll Taxes & Benefits** – Expense (\$8,932) is 35.4% of budget. Social Security/Medicare (\$4,163) and retirement (\$4,123) are the largest costs. Other costs include workers' compensation (\$432) and life (\$214) insurance.

**Line 16 Occupancy** – Only cost is office lease (\$6,190). Amount is 41.1% of budget.

**Line 17 Insurance** – Total (\$9,286) is 40.5% of budget and includes Directors & Officers (\$7,483), crime (\$1,310), and commercial liability (\$493) policies.

**Line 18 Telecommunications** – Cost (\$943) is 37.7% of budget and includes cell phone (\$412) and internet (\$384) services.

**Line 19 Postage & Shipping** – Cost (\$1,687) is 84.4% of budget. 86% of the total (\$1,452) is for Annual Report postage.

**Line 20 Marketing & Communications** - \$8,010 expense is 58.5% of budget. 90% of the total (\$7,208) is for Annual Report design & printing. \$522 incurred for 2021 scholarships flyers and posters.

**Line 21 Office Supplies & Equipment** – Total of \$2,110 is 40.5% of budget. 89% of the total (\$1,873) has been used for new employee computer.

**Line 22 Legal Fees** – \$19,185 expense is 46% of budget. \$11,025 incurred for review of employee handbook and employment issues; \$4,673 for first quarter City Attorney cost; \$2,887 related to Strategic Grants; and \$450 for Community Grants.

**Line 23 Accounting & Payroll Fees** – Total (\$19,112) is 55.3% of budget with \$9,500 for auditor, \$9,117 for Accounting Consultant and \$495 for payroll service fees.

**Line 24 Other Consultants** - Cost (\$10,283) is 20.6% of budget and is for Program Support (\$7,123) and retirement plan modifications (\$3,115).

**Line 25 Travel, Meetings & Conferences** – \$339 expense is 8.1% of budget and includes \$325 for Zoom online meeting application.

**Line 26 Miscellaneous** – Cost (\$259) equals 9.8% of budget.

## **SUMMARY**

Excluding Scholarships & Grants, total expenses are at 40% of budget, which is less than the 41.7% benchmark for the first five months of the year. In terms of dollars, the \$175,768 in year-to-date expense is \$7,482 less than the first five months budget allocation.

The Fidelity Liquidity Pool – RAC, was created with a \$10 million July 2018 transfer. The balance as of November 30, 2020 is \$10,596,203, including market value gain of \$8,956 in November.

Total November Investment net gain or increase in value is \$2,506,004. This came from the Strategic Pool (\$1,034,458), Quasi Endowment (\$1,462,590), and Liquidity Pool – RAC (\$8,956). Year-to-date net investment gain is \$3,851,098.

Overall organization year-to-date net income or increase in net assets is \$3,066,709.

Total Net Assets, as of November 30, 2020 are \$72,957,729 with \$20,591,368 in Quasi Endowment; \$52,257,812 in general Unrestricted funds; and \$108,549 in Donor Restricted Net Assets.



# SAN BRUNO

## Community Foundation

### November 2020 2020-2021 Budget Report

	(a)	(b)	(c)	(d)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Projected Amount
<b>INCOME &amp; TRANSFERS</b>				
1 Transfers from Quasi Endowment	\$ -	\$ 295,681	0.0%	\$ 295,681
2 Transfers from Strategic Pool	15,250,000	15,861,933	96.1%	15,861,933
3 Transfers from Liquidity RAC	-	340,000	0.0%	340,000
4 Donations	7,549	-	-	7,549
5 Interest Income	36,073	26,115	138.1%	52,230
6 Miscellaneous Income	106	-	-	106
<b>7 Total Available for Operations</b>	<b>15,293,728</b>	<b>16,523,729</b>	<b>92.6%</b>	<b>16,557,499</b>
<b>EXPENSES</b>				
8 Crestmoor Scholarships	-	160,000	0.0%	160,000
9 Community Grants	-	300,000	0.0%	300,000
10 Strategic Grants	635,000	42,292,892	1.5%	42,292,892
11 Other Grants	10,000	10,000	100.0%	10,000
<b>12 Subtotal Direct Program Expenses</b>	<b>645,000</b>	<b>42,762,892</b>	<b>1.5%</b>	<b>42,762,892</b>
13 Salaries & Wages	89,477	220,420	40.6%	220,420
14 Payroll Taxes & Benefits	8,932	25,257	35.4%	25,257
<b>15 Subtotal Personnel Expenses</b>	<b>98,409</b>	<b>245,677</b>	<b>40.1%</b>	<b>245,677</b>
16 Occupancy	6,190	15,063	41.1%	15,063
17 Insurance	9,286	22,930	40.5%	22,930
18 Telecommunications	943	2,500	37.7%	2,500
19 Postage & Shipping	1,687	2,000	84.4%	2,000
20 Marketing & Communications	8,010	13,700	58.5%	13,700
21 Office Supplies & Equipment	2,110	5,240	40.3%	5,240
22 Legal Fees	19,185	41,693	46.0%	41,693
23 Accounting & Payroll Fees	19,112	34,560	55.3%	34,560
24 Other Consultants	10,238	49,595	20.6%	49,595
25 Travel, Meetings & Conferences	339	4,210	8.1%	4,210
26 Miscellaneous	259	2,633	9.8%	2,633
<b>27 Subtotal Non-Personnel</b>	<b>77,359</b>	<b>194,124</b>	<b>39.9%</b>	<b>194,124</b>
<b>28 Total Expenses</b>	<b>820,768</b>	<b>43,202,693</b>	<b>1.9%</b>	<b>43,202,693</b>
<b>29 Net Surplus/(Loss)</b>	<b>\$ 14,472,960</b>	<b>\$ (26,678,964)</b>		<b>\$ (26,645,194)</b>

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of November 30, 2020

#### ASSETS

Cash, Wells Fargo General	\$	73,343.32	
Cash, Wells Fargo Payroll		46,353.00	
Cash, Wells Fargo Savings		110,097.40	
Cash, Fidelity Liquidity Pool - Operating		14,678,454.06	
<b>Total Cash</b>		14,678,454.06	14,908,247.78
Investments, Fidelity Liquidity Pool - RAC		10,596,202.72	
Investments, Fidelity Strategic Pool		30,662,316.29	
Investments, Fidelity Quasi-Endowment		20,591,368.09	
<b>Total Investments</b>		61,849,887.10	61,849,887.10
Prepaid Rent		1,238.00	
Prepaid Insurance		8,292.50	
<b>Total Other Current Assets</b>		9,530.50	9,530.50
Deposits		909.45	
<b>Total Other Assets</b>		909.45	909.45
<b>TOTAL ASSETS</b>			<b>\$ 76,768,574.83</b>

#### LIABILITIES & NET ASSETS

##### LIABILITIES

Accounts Payable		8,815.57	
Accrued Grants Payable		3,588,963.01	
Accrued Scholarships Payable		200,000.00	
Accrued Employee PTO		13,067.27	
<b>Total Liabilities</b>		3,810,845.85	3,810,845.85

##### NET ASSETS

Unrestricted, Non-QE 7/1/2020 Balance		51,436,041.24	
Transfer from Quasi-Endowment		-	
Year to Date Net Income from Operations		(784,389.10)	
Year to Date Strategic Investment Income		1,606,159.75	
<b>Total Non-QE Unrestricted Net Assets</b>		52,257,811.89	
Quasi-Endowment 7/1/2020 Balance		18,346,430.11	
Transfer to Liquidity for Operations		-	
Year-to-date QE Investment Income		2,244,937.98	
<b>Total QE Unrestricted Net Assets</b>		20,591,368.09	
<b>Total Unrestricted Net Assets</b>		72,849,179.98	72,849,179.98
Donor Restricted Net Assets 7/1/2020 Balance		101,200.00	
Year to Date Donor Restricted Net Income		7,349.00	
<b>Total Donor Restricted Net Assets</b>		108,549.00	
<b>Total Net Assets</b>		72,957,728.98	72,957,728.98
<b>TOTAL LIABILITIES &amp; NET ASSETS</b>			<b>\$ 76,768,574.83</b>

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** December 30, 2020

**TO:** Board of Directors, San Bruno Community Foundation

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Diversity, Equity, and Inclusion Study Session, Led by Dr. Rona Halualani, Halualani & Associates

The main agenda item at the January 6, 2021, Board meeting will be the first of two Diversity, Equity, and Inclusion (DEI) study sessions for SBCF Board and staff. The DEI study session will be led by Dr. Rona T. Halualani, Managing Principal and Founder of Halualani & Associates, the consulting firm we have brought on to guide our DEI efforts.

#### 1. DEI Primer

As you will recall, Dr. Halualani has crafted a three-part DEI primer to examine internal leanings and adopt practices that promote diversity, equity, and inclusion in the Foundation's decision-making processes and communications. The DEI primer will serve the purpose of creating a DEI growth/change mindset for Board members and staff in order to design an intentional strategy around DEI for Foundation decision-making and operations. This primer will include the following deliverables:

- Creation of a learning space (through an asynchronous online classroom portal called Canvas) to provide key DEI resources and tools for board members and to serve as a "learning headquarters." Dr. Halualani launched the Canvas portal in mid-December, and Board members have received instructions for accessing the site.
- An individualized DEI self-assessment/inventory. Each Board and staff member is to take the self-assessment by January 3, and in early January, Dr. Halualani will meet virtually and individually with each Board/staff member to review the results.
- Engagement in two SBCF Board meetings around what it means to invoke and realize a DEI lens as a community foundation. The January 6 DEI study session is the first of these two sessions. The second session will be held on February 3.

# SAN BRUNO

## Community Foundation

### Memorandum

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#### **2. January 6 DEI Study Session**

During the January 6 study session, Dr. Halualani will facilitate an overview and discussion with the SBCF Board and staff in terms of the following:

- What Do We Mean by Diversity? Equity? Inclusion?
- Continuum of Individual Behaviors to Historical and Systemic Inequities
- Considerations for Diversity, Equity, and Inclusion
- Overview of Diversity, Equity, and Inclusion in Today's Context/Moment
- What Does It Mean to Commit to Diversity, Equity, and Inclusion as a Community Foundation?

The goal will be to launch our DEI primer and be positioned to engage DEI as a strategy at the February 3, 2021, Board Meeting.

There is no homework or reading to complete prior to the study session. We just ask that you come with an open mind and willingness to reflect and engage.