



# SAN BRUNO

## Community Foundation

Tom Hamilton, City Council  
Malissa Netane-Jones, SBCF  
Emily Roberts, SBCF  
Michael Salazar, City Council

*If you would like to make a Public Comment on an item not on the agenda, or comment on a particular agenda item, you may address the Committee orally during the meeting, or you may email us at [mthurman@sanbruno.ca.gov](mailto:mthurman@sanbruno.ca.gov). The length of all emailed comments should be commensurate with the three minutes customarily allowed per speaker, which is approximately 300 words total.*

*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 24 - 48 hours prior to 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 City of San Bruno to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.*

## AGENDA

### SPECIAL MEETING

### SAN BRUNO COMMUNITY FOUNDATION BOARD NOMINATION AD-HOC COMMITTEE

September 27, 2021

6:15 p.m.

San Bruno City Hall – Conference Room 115  
567 El Camino Real ~ San Bruno, CA ~ 94066

*Public seating is limited to 10 people. Seats will not be reserved for the meeting.*

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

Individuals allowed three minutes. It is the Committee's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Committee from discussing or acting upon any matter not agendaized pursuant to State Law.

4. **CONSENT CALENDAR**

All items are considered routine or implement an earlier Committee action and may be enacted by one motion; there will be no separate discussion, unless requested.

- a. Approve the Minutes for the Special Meetings of August 11, 2021, and September 20, 2021.

5. **CONDUCT OF BUSINESS**

- a. Interview Applicants for the San Bruno Community Foundation Board of Directors.
- b. Discuss Next Steps in the Process and Provide Direction to Staff.

6. **ADJOURNMENT**



# SAN BRUNO

## Community Foundation

Tom Hamilton, City Council  
Malissa Netane-Jones, SBCF  
Emily Roberts, SBCF  
Michael Salazar, City Council

## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION BOARD NOMINATION AD-HOC COMMITTEE SPECIAL MEETING

August 11, 2021

5:00 p.m.

1. **CALL TO ORDER** – The meeting was called to order at 5:10 p.m.
2. **ROLL CALL** – Committee Members Hamilton, Netane-Jones, and Roberts present; Committee Member Salazar excused.

#### 3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

There were no speakers during public comment.

#### 4. **CONDUCT OF BUSINESS**

- a. Select a Chairperson for the Committee.

The Committee selected City Councilmember Hamilton as Chair of the Committee.

- b. Review and Approve Draft Recruitment Announcement and Recruitment Timeline.

The Committee reviewed and discussed the Board recruitment announcement and application prepared by staff. Committee members suggested minor edits to documents and directed staff to incorporate those suggestions into final drafts of the documents.

The Committee discussed outreach plans by the City and the Foundation to circulate the recruitment announcement and application broadly throughout the community, including social media posts, the City and Foundation websites, Channel 1, email blasts through the City's agenda notification distribution group and the Foundation's email distribution list, local PTAs, and other networks.

The Committee agreed to the following schedule: September 17 application deadline, September 20 Committee meeting to review applications, and interviews conducted starting the week of September 27.

5. **ADJOURNMENT** – The meeting was adjourned at 6:35 p.m.

The next Committee meeting will be held on Monday, September 20, 2021, at 5:30 p.m.

San Bruno Community Foundation Board Nomination Ad Hoc Committee - Minutes  
August 11, 2021  
Page 2 of 2

The meeting minutes were prepared by San Bruno Community Foundation Executive Director Leslie Hatamiya for approval at the special meeting of September 27, 2021.

---

City Councilmember Tom Hamilton  
Chair, San Bruno Community Foundation Board Nomination Ad Hoc Committee



# SAN BRUNO

---

## Community Foundation

Tom Hamilton, City Council  
Malissa Netane-Jones, SBCF  
Emily Roberts, SBCF  
Michael Salazar, City Council

## MINUTES

### SAN BRUNO COMMUNITY FOUNDATION BOARD NOMINATION AD-HOC COMMITTEE SPECIAL MEETING

September 20, 2021

5:30 p.m.

1. **CALL TO ORDER** – The meeting was called to order at 5:35 p.m.

2. **ROLL CALL** – All Committee Members were present.

3. **PUBLIC COMMENTS FOR ITEMS NOT ON THE AGENDA**

There were no speakers during public comment.

4. **CONDUCT OF BUSINESS**

a. Review SBCF Board Applications Received and Select Applicants to be Interviewed.

The Committee reviewed the 12 applications that were received by the City Clerk's office, including two that were submitted after the deadline, and agreed to interview all 12 applicants.

b. Discuss Interview Process and Schedule and Provide Direction to Staff.

The Committee discussed questions to ask in the applicant interviews and directed staff to prepare the list of questions discussed.

The Committee discussed the process for evaluating applicants and agreed to conduct 25-minute Committee interviews of each of the applicants, use a ranking system as the starting point for its deliberations, and, in selecting the applicants to recommend to the City Council for appointment, seek to come to consensus on a slate of four applicants that complement each other and the continuing Board members, so that the Board as a whole has a mix of skill sets, experience, qualities, and perspectives and a group of individuals who the Committee believes will work collegially and effectively with each other.

The Committee also discussed key criteria for effective Board membership to consider in evaluating candidates, including specific needed skill sets, a strategic vantage point, non-political orientation, collegial and team-oriented style, diversity, community engagement, and ability to meet the time requirement of Board members.

The Committee agreed to hold interviews on Monday, September 27, Monday, October 4, and Wednesday, October 13, 2021.

5. **ADJOURNMENT** – The meeting was adjourned at 6:55 p.m.

The next Committee meeting will be held on Monday, September 27, at 6:15 p.m.

The meeting minutes were prepared by San Bruno Community Foundation Executive Director Leslie Hatamiya for approval at the special meeting of September 27, 2021.

---

City Councilmember Tom Hamilton  
Chair, San Bruno Community Foundation Board Nomination Ad Hoc Committee