

SAN BRUNO

Community Foundation

Board of Directors

Malissa Netane-Jones, *President* • Jim Ruane, *Vice President* • Raul Gomez, *Secretary* • Pak Lin, *Treasurer*
Melissa Moreno • Supriya S. Perry • Irving Torres
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

December 7, 2022

7:00 p.m.

Meeting Conducted via Zoom

1. **Call to Order/Welcome:** Vice President Ruane called the meeting to order at 7:00 p.m.
2. **Roll Call:** Board Members, Ruane, Gomez, Lin, Moreno, Perry, and Torres, present; Netane-Jones, excused.
3. **Public Comment:** None.
4. **Approval of Minutes:** November 2, 2022, Regular Board Meeting: Treasurer Lin moved to approve the minutes of the November 2, 2022, Regular Board Meeting, seconded by Board Member Moreno, approved unanimously by roll call vote (Netane-Jones absent).

5. Executive Director's Report

Executive Director Leslie Hatamiya reported on several items. First, she notified the Board that she had renewed Accounting Consultant Frank Bittner's contract for another year beginning December 1; she thanked Mr. Bittner for his work handling the Foundation's accounting books and financial statements.

She also reported that the Foundation filed its state and federal tax returns on time by the November 15 deadline.

6. Consent Calendar

- a. Adopt Resolution Declaring the Continued State of Emergency and Need for the San Bruno Community Foundation Board of Directors and Other Foundation Legislative Bodies Subject to the Ralph M. Brown Act to Continue to Teleconference in Order to Ensure the Health and Safety of the Public Pursuant to AB 361

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- b. Adopt Resolution Ratifying Election of 2023 Officers
- c. Adopt Resolution Clarifying Strategic Grant Supporting the Centennial Plaza Improvement Project to the City of San Bruno
- d. Receive and Approve Treasurer's Report (October 2022 Financial Statements)

Treasurer Lin moved to accept the Consent Calendar as presented, seconded by Board Member Moreno, approved unanimously by roll call vote (Netane-Jones absent).

7. Conduct of Business

- a. Receive Recommendation from Community Grants Fund Review Panel and Adopt Resolutions Awarding 2022-2023 Community Grants Totaling \$300,000

Vice President Ruane thanked YouTube and Google.org for donating \$100,000 to this year's Community Grants Fund, allowing the Foundation to increase the total funds available for disbursement to \$300,000. He then thanked and introduced Drew Sherwood, Senior Director of Real Estate and Workplace Services at YouTube. Mr. Sherwood congratulated the organizations being recommended for grants and thanked them for the life-changing work they do in the San Bruno community.

Vice President Ruane 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 Board and staff for their work and thanked those organizations that would receive funding for their contributions to San Bruno.

Executive Director Hatamiya then presented to the Board the recommendations of the Community Grants Fund Review Panel. She explained the application and review process, noting that 39 of the 44 submitted applications were evaluated by the Review Panel. She noted that an initial screening deemed two applications incomplete, two failed to meet the eligibility requirements, and one applying organization withdrew its application. She 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 families, youth, students, and the unhoused. She said the recommended grant awards range from \$3,000 to \$25,000 and that 13 of the grants are for at least \$15,000. In addition, she said 14 of the recommended grant awards are for specific programs that also received Community Grants funding in past cycles and that four programs are receiving funding for the third consecutive year and therefore will not be eligible for funding next year.

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She reported that the competition was stiff this year due to the large number of applications received. She also 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 16 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, failed to provide sufficient details and supporting documentation and/or clearly explain how the funds would be used, and raised questions about the organization's ability to successfully implement the program.

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 Mary Carbullido of Art in Action; Nkia Richardson of CASA of San Mateo County; Azha Simmons of Center for Excellence in Nonprofits; Alyssa Wieting of CORA (Community Overcoming Relationship Abuse); Jenifer Reeve of Edgewood Center for Children & Families; David Carducci of Legal Aid Society of San Mateo County; De Anna Garcia of LifeMoves; Richelle Mas of the Lowen Soccer Club; Sonja Wohlgemuth of Music for Minors; Diana Conti of Partners and Advocates for Remarkable Children and Adults (PARCA); Folola Malele of PIEFEST Limited; Dave Dornlas of San Bruno Amateur Radio Club; Heather Latta of San Bruno Education Foundation; Richard Ng of San Bruno Girls Softball; Eric Ribeiro of San Bruno Lions 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; Lauren Heminez of StarVista; Marta Dugarte of Upward Scholars; and Erica Lyons of Via Heart Project.

Vice President Ruane thanked the representatives for the work their organizations do to benefit the San Bruno community.

The grants were proposed to be awarded in two resolutions, as Board Member Torres wished to recuse himself from two grants. After hearing the organizational representatives speak, Board Member Moreno stated that although she does not believe that she has a conflict of interest, she wished to recuse herself from the Upward Scholars grant because she serves as President of Skyline College and the grant provides financial and other support to students attending Skyline College. Legal Counsel Minner advised that to accomplish that, the Board should amend the first resolution to remove the Upward Scholars grant and then consider a third resolution (with the same general terms as the first two resolutions) to approve the Upward Scholars grant.

Vice President Ruane presented the first resolution to approve 20 grants totaling \$270,000:

- \$22,000 to Art in Action to deliver visual arts education curriculum at San Bruno Park School District elementary schools to provide all students, regardless of economic circumstances, with an outlet for creative self-expression

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- \$15,000 to CASA of San Mateo County to support San Bruno children in foster care and/or the juvenile justice system by pairing them with trained community volunteers who provide one-on-one support, mentoring, and advocacy in the courtroom and beyond
- \$3,000 to Center for Excellence in Nonprofits to support nonprofit organizations located in or serving San Bruno through professional development and learning opportunities focused on IDEAL principles, nonprofit performance and effectiveness, capacity building, leadership development, and sustainability
- \$25,000 to CORA (Community Overcoming Relationship Abuse) to provide San Bruno victims and survivors of domestic violence with 24-hour access to crisis intervention services, including crisis counseling, safety planning, and access to emergency shelter
- \$15,000 to Edgewood Center for Children and Families to provide low-income, at-risk, transition-age youth in San Bruno with mental health services, peer support, basic sustenance and hygiene supplies, transportation, computer and internet access, and life skills to improve life outcomes, foster independence, and build resilience
- \$15,000 to Latino Commission on Alcohol and Drug Abuse Services of San Mateo County to provide culturally based mental and behavioral health services to primarily Spanish-speaking San Bruno residents in substance abuse recovery
- \$15,000 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, preventing homelessness through enforcement of legal rights, and remedying inadequate living conditions through advocacy
- \$20,000 to LifeMoves to support unsheltered San Bruno residents, address their behavioral health and medical needs, and provide individualized case management through the Homeless Outreach Team (HOT)
- \$5,000 to Lowen Soccer Club for maintenance of San Bruno's widely used soccer fields at the former Crestmoor High School site and expansion of youth soccer programs
- \$15,000 to Music for Minors to provide standards-based, in-school music education to TK-2nd grade students at San Bruno Park School District elementary schools
- \$15,000 to Partners and Advocates for Remarkable Children and Adults (PARCA) to support program operating costs and enhance summer camp programming for REACH, an inclusive, licensed before- and after-school day care program for children with and without developmental disabilities based at John Muir Elementary School

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- \$7,100 to PIEFEST Limited to provide engaging and inclusive STEM (science, technology, engineering, and math) experiences to San Bruno Pacific Islander elementary school-age children
- \$9,500 to San Bruno Amateur Radio Club to modernize emergency communications equipment in the City of San Bruno's Emergency Operations Center for use in the event of local disasters or emergencies
- \$15,000 to San Bruno Education Foundation to support the development of a mural on the campus of Parkside Intermediate School, involving students, faculty, and artists, in an effort to build community and school spirit
- \$5,000 to San Bruno Girls Softball to maintain and improve the athletic fields at Parkside Intermediate School to ensure a safe place to play softball for San Bruno youth
- \$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
- \$10,000 to Society of St. Vincent de Paul, Particular Council of San Mateo County, Inc., to provide rent, utilities, and food assistance to San Bruno families and individuals at risk of homelessness through the Peninsula Family Resource Center
- \$10,000 to Sonrisas Dental Health, Inc., to increase access to dental care for low-income, minority children in the San Bruno Park School district through the Access to Care Program and school-based screenings
- \$10,000 to StarVista to provide school-based mental health education presentations covering such topics as depression, anxiety, coping skills, stress, help-seeking, and suicide prevention, to reduce stigma and increase access to care for San Bruno high school students
- \$23,400 to Via Heart Project to treat cardiac arrest and prevent unnecessary deaths by installing AEDs in San Bruno community spaces and providing CPR and AED training to 7th graders at Parkside Intermediate School

Treasurer Lin moved to approve the resolution awarding 2022-2023 Community Grants totaling \$270,000, seconded by Secretary Gomez, approved unanimously by roll call vote (Netane-Jones absent).

Because he is a member of the San Bruno Lions Club, Board Member Torres recused himself from consideration of the second Community Grants resolution and departed from the meeting.

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Vice President Ruane presented the second resolution, covering two grants totaling \$20,000 to the San Bruno Lions Foundation:

- \$15,000 to San Bruno Lions Foundation to distribute holiday food baskets to San Bruno families in need through San Bruno public schools
- \$5,000 to San Bruno Lions Foundation to provide a special winter holiday experience for special education students and teachers at El Portal School in San Bruno

Treasurer Lin moved to approve the resolution awarding 2022-2023 Community Grants to the San Bruno Lions Foundation Totaling \$20,000, seconded by Board Member Moreno, approved unanimously by roll call vote (Torres recused; Netane-Jones absent).

Board Member Torres then rejoined the meeting.

In light of her position as President of Skyline College, Board Member Moreno recused herself from consideration of the third Community Grants resolution and departed from the meeting.

Vice President Ruane presented the third resolution, covering one grant of \$10,000 to Upward Scholars to provide financial assistance, academic support, career development opportunities, and mental health support to San Bruno adult immigrants enrolled in community college.

Treasurer Lin moved to approve the resolution awarding a 2022-2023 Community Grant in the amount of \$10,000 to Upward Scholars, seconded by Board Member Torres, approved unanimously by roll call vote (Moreno recused; Netane-Jones absent).

Board Member Moreno then rejoined the meeting.

b. Receive Report on Other Programs (Crestmoor Scholarship and Strategic Grants)

Executive Director Hatamiya gave a brief report on the Foundations' other programs. With regard to the Crestmoor Neighborhood Memorial Scholarship, she reported that the 2023 Crestmoor Neighborhood Memorial Scholarship launched on Monday, December 5, when the online application became accessible and updated marketing materials was 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 7, 2023.

She also reported that the Foundation received quarterly reports for the six active San Bruno Recreation and Aquatic Center (RAC) grants at the end of October and in early November made grant payments totaling \$8.3 million. She noted that as of November 15, 2022, the Foundation paid out a total of \$32.4 million in RAC grant payments, with a balance of \$17.6 million left to disburse.

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c. Receive Report from Investment Committee

As Investment Committee chair, Treasurer Lin reported that the Committee held its quarterly meeting on November 16, 2022. She summarized the report the Committee received from Sand Hill Global Advisors LLC, the Foundation's investment adviser, and noted that as of September 30, 2022, the Foundation's investment portfolio balances was about \$52.3 million. She said that the current balance of the Foundation's investment portfolio was about \$45.9 million, as the Foundation transferred \$8.3 million from the Liquidity Pool account to the checking account to pay out the most recent quarterly RAC grant payments.

She also reported that the Committee discussed the Foundation's cash flow needs related to the RAC grants. She said Sand Hill CEO Brian Dombkowski acknowledged the Committee's guidance at its August meeting to transfer the remaining balance of funds needed to cover future grants payments related to the RAC project – about \$20.7 million – from the Strategic Pool to the Liquidity Pool in September. She noted that this transfer took place in early September, which protected the funds from additional market volatility since then and ensured that the Foundation would be able to fulfill its grant obligations related to the RAC.

Treasurer Lin thanked Executive Director Hatamiya and the members of the Investment Committee, including Board Member Perry, for their work overseeing the Foundation's investments. Board Member Perry noted that Treasurer Lin was missed at the last Committee meeting and concurred with Treasurer Lin's summary of the proceedings.

8. Board Member Comments: Board members expressed their holiday greetings to each other and thanked Foundation staff for their work in 2022.

9. Adjourn: Secretary Gomez moved to adjourn the meeting at 8:53 p.m., seconded by Board Member Moreno, approved unanimously.

Respectfully submitted for approval at the Regular Board Meeting of January 4, 2023, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President