

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

AGENDA

SAN BRUNO COMMUNITY FOUNDATION

Special Meeting of the Board of Directors

January 29, 2018

6:00 p.m.

Meeting Location:

San Bruno City Hall, 567 El Camino Real, Room 101, San Bruno

In compliance with the Americans with Disabilities Act, individuals requiring reasonable accommodations or appropriate alternative formats for notices, agendas, and records for this meeting should notify us 48 hours prior to meeting. Please call the City Clerk's Office at 650-616-7058.

- 1. Call to Order/Welcome**
- 2. Roll Call**
- 3. Approval of Minutes:** December 6, 2017, Regular Board Meeting
- 4. Conduct of Business**
 - a. Adopt Resolution Awarding 2017-2018 Community Grant to First 5 San Mateo County in the Amount of \$15,740
- 5. Public Comment:** Individuals are allowed three minutes, groups in attendance, five minutes. If you are unable to remain at the meeting, contact the President to request that the Board consider your comments earlier. 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.
- 6. Closed Session:** Public Employee Performance Evaluation Pursuant to Government Code section 54957: Executive Director
- 7. Adjourn**

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

December 6, 2017

7:00 p.m.

Meeting Location:

San Bruno Senior Center, 1555 Crystal Springs Road, San Bruno

- 1. Call to Order/Welcome:** President Nancy Kraus called the meeting to order at 7:03 p.m.
- 2. Roll Call:** Board Members Kraus, Hedley, Ross, Bohm, and Roberts, present; McGlothlin and Stanback Stroud, excused.
- 3. Approval of Minutes:** November 1, 2017, Regular Board Meeting: Vice President Hedley moved to approve the minutes of the November 1, 2017, Regular Board Meeting, seconded by Board Member Roberts, approved unanimously.
- 4. Presentations:** Recognition of San Bruno Mayor Jim Ruane, City Councilmember Ken Ibarra, City Treasurer John Marty, City Clerk Carol Bonner, City Manager Connie Jackson, and Director of Community Services Kerry Burns for their service to the San Bruno community and their support of the San Bruno Community Foundation

On behalf of the Board, President Kraus honored six retiring City leaders, including dedicated public servants who fought to acquire the restitution funds that made the Foundation possible. She presented framed proclamations to each honoree, acknowledging their contributions to the Foundation and the San Bruno community: City Manager Connie Jackson, who announced her retirement in early 2018, for her indefatigable commitment to the City along with the added responsibility of supporting the Foundation from its inception to where it is today; Director of Community Services Kerry Burns, who announced her retirement in March 2018, for her work to improve the quality of life for all ages in San Bruno; outgoing City Clerk Carol Bonner, for her support in helping keep the community informed about the Foundation's work; outgoing City Treasurer John Marty, for his insights and guidance on investment-related matters; outgoing Vice Mayor Ken Ibarra, for all that he does, not just as a Councilmember but also in various volunteer capacities, for the San Bruno community; and outgoing Mayor Jim Ruane, for

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

his relentless and unwavering commitment to pursue the restitution settlement for San Bruno and changes to the law regarding public utility safety and for his outstanding ethical leadership over the past two decades.

5. Board Member Comments

a. **President:** President Kraus reflected on all that the Foundation has accomplished over the past four years: After receiving \$70.5 million in restitution funds from the City, the Foundation identified an investment management firm to manage the funds. Expenses have totaled approximately \$3.4 million, including \$500,000 in Community Grants, \$220,000 in Scholarships, \$73,000 for Community Day, \$550,000 for recreation center conceptual design, and about \$930,000 encumbered for other projects such as park development and pedestrian safety. She reported that after spending approximately \$3.4 million, the Foundation currently holds approximately \$73.3 million, or more than the original restitution funds; of that, \$50 million is earmarked for the new recreation center and pool facilities.

b. **Others:** Vice President Hedley, Treasurer Ross, and Board Members Bohm and Roberts individually thanked the honorees for their service and expressed their continued pride in participating on the Board in support of the San Bruno community.

The Board then took a five-minute break to take photographs with the honorees.

6. Executive Director's Report: Executive Director Hatamiya gave a brief report on several items not covered in the business portion of the agenda. She reported that as required by the Bylaws, on November 14, the San Bruno City Council approved the 2018 SBCF officers who were elected at the November 1 Board meeting; she executed a new one-year contract with Accounting Consultant Frank Bittner; Novogradac & Company completed the Foundation's federal and state tax returns in a timely fashion and filed the returns with the appropriate government agencies by the November 15, 2017, deadline; and website traffic and e-newsletter circulation were slightly down compared with previous months. She also reminded Board members of the upcoming meeting schedule, with the regular January and February meetings canceled and a special meeting on January 29 at 6:00 p.m. at City Hall.

7. Consent Calendar

- a. Adopt Resolution Ratifying Election of 2018 Officers
- b. Adopt Resolution Canceling January 3 and February 7, 2018, Regular Meetings of the Board of Directors and Scheduling Special Board Meeting on January 29, 2018
- c. Receive and Approve Treasurer's Report (October 2017 Financial Statements)

Board Member Roberts moved to accept the Consent Calendar as presented, seconded by Board Member Bohm, approved unanimously.

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

8. Conduct of Business

- a. Receive Report on YouTube/Google.Org Donation to Community Grants Fund, Receive Recommendation from Community Grants Fund Review Panel, and Adopt Resolutions Awarding 2017-2018 Community Grants Totaling \$300,000

Executive Director Hatamiya first gave a brief update on the 2016-2017 Community Grants Fund. She reported that last year the Foundation awarded a grant to the San Bruno Lions Foundation to do renovations to the City-owned Belle Air community building, but due to personal issues involving the club member in charge of the project, the Lions are unable to use the grant funds by the December 31, 2017, deadline and have asked for an extension of the grant period to December 31, 2018. She reported that after consultation with President Kraus, she is working with outside counsel to draft an amendment to the grant agreement to extend the grant period for 12 months.

She then announced that YouTube/Google.Org has donated \$100,000 to this year's Community Grants Fund, allowing the Foundation to increase the total funds available for disbursement by 50% to \$300,000, and expressed the Foundation's gratitude to YouTube and Google.Org for their support of the Foundation and, more important, the local organizations that are doing such important work in San Bruno. She acknowledged Rebecca Prozan (Chief of Public Policy, Community, and Government Affairs for Google), Adrian Schurr (Google.Org Bay Area Giving Manager), and Drew Sherwood (YouTube Director of Real Estate and Workplace Services) in the audience.

Mayor Ruane then thanked YouTube/Google.Org for their generous contribution and the true partnership they have forged with the San Bruno community. He also commended the Foundation on this use of the restitution funds to benefit the community and congratulated those organizations that would receive funding during the meeting.

On behalf of YouTube/Google.Org, Mr. Sherwood expressed the company's excitement to participate in the Community Grants Fund and to support the community organizations expected to receive grants.

Executive Director Hatamiya 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 project to the San Bruno community; proposal's alignment with one of the Foundation's focus areas; project methodology and budget; requested grant amount in related to anticipated community benefit; and organization's track record, stability, and financial health. She reported that the Panel has 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 students, people with disabilities, low-income and marginalized families, diverse ethnicities, children, young adults, and veterans. She reported in the interest of funding as many proposals meeting the criteria as possible, in some cases the Panel is recommending several grant awards for amounts less than the amount requested, and for some, the Panel recommends that the awards be subject to certain conditions, which are articulated in the written materials. She also said that

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

the Panel declined to recommend grant awards for nine proposals, which generally fell within two categories – proposals that did not make a strong enough case for the need in and/or benefit to the San Bruno community, or proposals that were premature, failed to provide sufficient details and supporting documentation, and/or failed to clearly explain how the funds would be used.

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 Jaqueline Ramirez of Project Sentinel; Diana Conti of Parca; Robert Uy and Myla LaRocca of The Lowen Soccer Club; Erica Lyons of Via Heart Project; Pat Jarvis of Project Read; Alexandra Manieri of Center for Independence of Individuals with Disabilities; Kitty Lopez of First 5 San Mateo County; Melissa Lukin of CORA; Epi Aumavae and Faga Misa of Samoan Solutions; Jose Ocampo of Edgewood Center for Children and Families; Cindy Kilpatrick of Society of St. Vincent de Paul of San Mateo County; Patrick Heyer of the City of San Mateo's Jobs for Youth Program; Doren Martin of the Latino Commission on Alcohol and Drug Abuse Services of San Mateo County; Michelle Hawkins of the Skyline College Music Department; Bryan Vander Lugt of the San Bruno Education Foundation; Kate Chatfield and Peter Stiehler of Catholic Worker Hospitality House; Sue Argeris of American Association of University Women-North Peninsula Chapter; Judy Puccini of Capuchino High School Alumni Association; Lonnie Sopko representing Social Good Fund and American Legion Post 409; and San Bruno City Manager Connie Jackson.

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

Executive Director Hatamiya presented the first group of grants, which included 19 projects totaling \$242,560:

- \$4,000 to the American Association of University Women (AAUW) North Peninsula Chapter to provide funding for San Bruno middle school students to attend the Tech Trek science and math summer camp for girls held at Stanford University;
- \$5,000 to the Boys and Girls Clubs of North San Mateo County to support the Triple Play Sports and Wellness program for San Bruno families and youth;
- \$15,000 to the Catholic Worker Hospitality House for the continued operation of its emergency homeless shelter located at St. Bruno's Catholic Church in downtown San Bruno;
- \$15,000 to the Center for Independence of Individuals with Disabilities to provide emergency preparedness training to seniors and individuals with disabilities;
- \$1,600 to the City of San Bruno to install a Bike Fix-It Station located at the San Bruno BART Station to aid cyclists with their bike maintenance needs;
- \$5,000 to the City of San Bruno to support the Narita, Japan, Sister City Exchange Program, which offers a cultural and educational exchange between San Bruno and Narita middle school students;
- \$20,000 to Community Overcoming Relationship Abuse (CORA) 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;

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

- \$1,500 to the County of San Mateo to support a San Bruno student pursuing higher education through the Al Tegli Jobs for Youth Scholarship Program;
- \$10,000 to Edgewood Center for Children and Families to provide support services to kinship families (where relatives assume parenting responsibilities when children can no longer remain with parents, thereby preventing the need for those children to be placed in foster care) in San Bruno;
- \$15,000 to Latino Commission on Alcohol and Drug Abuse Services of San Mateo County to expand mental and behavioral health services for adults and developmental activities for youth in San Bruno;
- \$15,000 to the Lowen Soccer Club for maintenance of and improvements to San Bruno's widely used soccer fields;
- \$15,460 to Partners and Advocates for Remarkable Children and Adults (Parca) to support program operating costs and enhance summer field trip opportunities for REACH, an inclusive, licensed day- and after-school program for children with and without developmental disabilities;
- \$15,000 to Peninsula Conflict Resolution Center to educate San Bruno's Pacific Islander community on diabetes prevention and treatment through the Pacific Islander Health Ambassador Program;
- \$25,000 to Project Read to continue expansion of literacy services to low-income San Bruno parents and children through Learning Wheels, Project Read's literacy van;
- \$20,000 to Project Sentinel to create a comprehensive housing counseling program that will provide fair housing outreach, education, and advocacy to underserved, low-income households in San Bruno;
- \$15,000 to Samoan Solutions for a Samoan cultural educational workshop series, culminating in a stage performance of Samoan legends open to all San Bruno residents;
- \$20,000 to Social Good Fund, Inc., as fiscal sponsor for American Legion Post 409, for continued community building rehabilitation and renovations;
- \$20,000 to Society of St. Vincent de Paul of San Mateo County to provide services to San Bruno families and individuals at risk of homelessness through the organization's Peninsula Family Resource Center and San Bruno Store; and
- \$5,000 to Via Heart Project to provide hands-on CPR and AED training to students at San Bruno's Parkside Intermediate School.

Vice President Hedley moved to approve the resolution awarding 2017-2018 Community Grants totaling \$242,560, seconded by Board Member Roberts, approved unanimously.

In light of her professional association with the San Bruno Park School District and her past volunteer involvement with the Capuchino High School Alumni Association, President Kraus recused herself from consideration of the second set of grants and departed from the room, turning over presiding officer duties to Vice President Hedley.

Executive Director Hatamiya presented the second group of grants, which included two projects totaling \$38,700:

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

- \$13,700 to the Capuchino High School Alumni Association to upgrade science equipment at Capuchino High School in support of curriculum transition to Next Generation Science Standards; and
- \$25,000 to San Bruno Education Foundation to establish a Gifted and Talented Education (GATE) program to engage accelerated learners and highly creative students in the San Bruno Park School District.

Board Member Roberts moved to approve the resolution awarding 2017-2018 Community Grants to the Capuchino High School Alumni Association and the San Bruno Education Foundation totaling \$38,700, seconded by Board Member Bohm, approved unanimously (President Kraus recused).

The next grant – in the amount of \$15,740 to First 5 San Mateo County to analyze the shortage of child care and preschool services in San Bruno, using maps to create recommendations for future child care and preschool expansion – was tabled due to lack of a quorum, as two Board members were absent from the meeting and Board Members Roberts and Bohm planned to recuse themselves from consideration of this grant. President Kraus announced that this grant would be considered at the Board's next meeting on January 29, 2018.

Executive Director Hatamiya presented the final grant of \$3,000 to Skyline College Music Department for enhancement of the choral program, including increased choral education opportunities and participation in music competitions and festivals.

Vice President Hedley moved to approve the resolution awarding 2017-2018 Community Grant to the Skyline College Music Department in the amount of \$3,000, seconded by Treasurer Ross, approved unanimously.

Executive Director Hatamiya then read a statement from Secretary McGlothlin, who was unable to attend the meeting, expressing his enthusiastic support for the Board's action on the Community Grants. Ms. Hatamiya also thanked the members of the Review Panel, who spent countless hours reading and evaluating the applications, and Program Consultant Stephanie Rutgers for managing the program.

The Board then took a brief two-minute break to allow representatives of the organizations receiving Community Grants to depart from the meeting.

- b. Receive Report from Ad Hoc Committee on Program Strategy Development Regarding Strategic Initiatives in Partnership with the City of San Bruno and Adopt Resolution Approving Strategic Grant to the City of San Bruno to Support Community Day 2018 and Authorizing Receipt of Donations in Support of Community Day

On behalf of the Ad Hoc Committee on Program Strategy Development, Chair Kraus gave an update on three of the projects on which the Foundation is partnering with the City of San Bruno.

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

With regard to the Pedestrian Safety Initiative, she reported that the Foundation authorized previously \$263,952 to fund flashing beacons at up to six unsignalized crosswalks in San Bruno, three near San Bruno public schools and at least two in the downtown area, and thanked YouTube for providing \$126,000 of the funds to cover the project. She reported that last week the Foundation held a groundbreaking marking the installation of flashing beacons at the crosswalk in front of Portola Elementary School; attendees at the ceremony included Mayor Ruane, City Manager Jackson, San Bruno Director of Public Services Jimmy Tan, San Bruno Park School District Superintendent Dr. Stella Kemp, YouTube Director of Real Estate and Workplace Services Drew Sherwood, Executive Director Hatamiya, Board Member Bohm, and several Portola students. She mentioned that the groundbreaking was covered in the *San Mateo Daily Journal* and on the San Bruno Patch website and reported that she and Ms. Hatamiya are working with the City to have plaques installed at each location acknowledging the initiative funded by the Foundation and YouTube in partnership with the City.

She then reminded Board members that the Foundation committed \$200,000 to the City's plans to build a new neighborhood park on the east Side of San Bruno located on Florida Avenue. She reported that because the City has already spent in excess of \$200,000 designing the park, the Foundation will be disbursing the grant to the City per terms of earlier approved grant agreement, once we have a report detailing the costs thus far on the project; she also reported that she and Ms. Hatamiya are in conversation with the City about appropriate signage at the new park acknowledging the Foundation as a funding partner.

With regard to the new community recreation and aquatic center project, she reported that last month the Board approved a grant of up to \$550,000 to fund the conceptual design state of the multifaceted project and that it is anticipated that the City Council on December 12 will consider a recommendation of the firm to manage the conceptual design.

With regard to Community Day, President Kraus reported that the Foundation has received the City's grant report for Community Day 2017, which was funded by a grant from the Foundation of up to \$30,000, a sponsorship from Skyline College to the City in the amount of \$5,000 and restricted donations to the Foundation to support Community Day from Walmart (\$10,000) and YouTube (\$5,000). The report from the City reflects total expenses of \$60,500 which is \$2,000 below estimate for this event. Since the Foundation was the main underwriter for the event, she reported that the Foundation will disperse a grant to the City in the amount of \$28,000 instead of \$30,000.

She then proceeded to report on plans for Community Day 2018, presenting the Committee's recommendation, given the success of the past two Community Days and costs being fairly consistent, that the Foundation again agree to provide a grant of up to \$30,000 for 2018 Community Day and authorizing Foundation staff to again receive donations from other donors earmarked for this event.

Treasurer Ross moved to adopt the resolution approving a strategic grant to the City of San Bruno supporting Community Day 2018 and authorizing receipt of donations in support of Community Day, seconded by Board Member Bohm, approved unanimously.

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

- c. Receive Report on Other Programs (Crestmoor Neighborhood Memorial Scholarship, Music Education Strategic Initiative)

Program Consultant Rutgers reported on the imminent launch of the 2018 Crestmoor Neighborhood Memorial Scholarship. She said that the program will launch next week when the online application will be accessible and updated marketing materials will be distributed to local schools and throughout the community. She reported that no significant changes have been made to the program this cycle, but that staff will continue to improve outreach efforts to attract more applicants, particularly HS seniors planning to go to community college. She said that the application deadline will be March 14, 2018, and that staff will offer workshops on the Scholarship and the application process at Capuchino High School and Skyline College in January and February.

Executive Director Hatamiya then reported on the Music Education Strategic Initiative. She reported that implementation of the initiative is proceeding on schedule and that the steering committee, led by Bryan Vander Lugt of the San Bruno Education Foundation, held one meeting since our last Board meeting, with a report from the executive director of Music for Minors, the organization that is providing the music program offered in all of the elementary schools and a discussion on plans for a spring fundraising event, which will be a combination of a community concert and a smaller reception for donors. She said the event will have a dual focus – first, to raise the necessary funds to sustain the programs once the Foundation’s funding sunsets, and second, to expose the broader community to the music programs.

Dr. Vander Lugt said that the steering committee is very motivated to see the initiative succeed. Board Member Roberts thanked Dr. Vander Lugt for his stewardship of the program and the steering committee.

- d. Receive Report from Investment Committee

Treasurer Ross, who serves as Chair of the Investment Committee, reported on the Committee’s recent quarterly meeting, which was held on November 15. He reported that at the Committee meeting, the Sand Hill team provided an overview of the market. He reviewed the growth in the Foundation’s investment portfolio since taking possession of the restitution funds in late May and also reminded the Board that minor fluctuations in the value of the portfolio is reasonable and to be expected. He also reviewed the asset mix of the Foundation’s two main investment accounts: the Quasi-Endowment, which has a long-term time horizon and is positioned more aggressively with a 60:40 stocks-to-bonds ratio, and the Strategic Pool, which has a medium-term time horizon and is positioned more conservatively with a 20:80 stocks-to-bonds ratio.

- e. Receive Report from Ad Hoc Committee on First Responder Effectiveness Strategic Initiative

President Kraus congratulated new San Bruno Fire Chief Dave Cresta for his recent appointment, noting that he is a product of San Bruno public schools.

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

As chair of the Ad Hoc Committee on First Responder Effectiveness Strategic Initiative, Vice President Hedley reminded the Board that at its last meeting it created the Committee, consisting of himself, Treasurer Ross, and Secretary McGlothlin, to work with the San Bruno Police and Fire Departments to propose a bundle of projects that would enhance San Bruno's first responders' effectiveness but that the City does not currently have the funds to support. He then turned over the podium to Police Commander Geoff Caldwell, Police Chief Ed Barberini, and Fire Chief Cresta, who jointly presented three projects that the Committee envisions as the core of the First Responder Effectiveness Strategic Initiative.

Commander Caldwell first outlined the first project, a mindfulness, compassion, and resiliency training course for the entire Police Department staff. He explained that although the SBPD has a long history of strong community relations, there is a broader national narrative of tense- police-community relations that overshadows the local reality. He said the mindfulness training, provided by the Mindful Badge Initiative, seeks to transition police officers' perspective from the conventional warrior viewpoint to more of a guardian perspective, better connecting them to the citizens they serve, through an introduction of the practice of mindfulness and compassion. This training is also intended to have positive mental health benefits for the officers themselves, who must deal with the stress of their jobs on an ongoing basis. Foundation funds would cover the costs of the training, including necessary facility rentals. Police Department "coaches" would be trained to ensure that the new Police Department staff receives the training and that the staff would receive ongoing training updates.

Chief Cresta then presented the second project, which would provide funds for emergency shelter supplies for the City of San Bruno. He explained the City's role and division of responsibilities in providing emergency shelter services, the current need for the City to develop its own set of supplies, and recent events that have made emergency shelter services a top priority. He explained the supplies that the grant would fund, including a 150-person shelter kit, beverage delivery systems, hygiene kits, medical response kits, inflatable lighting systems, and a trailer to store all of the supplies, and the life spans of such supplies.

Commander Caldwell and Chief Cresta jointly presented the third project, which provides for critical facilities site assessments, incident action plans, and joint public safety training for the Police and Fire Departments. They explained that San Bruno has multiple locations that would be considered higher probability targets for major public safety incidents, including: acts of terrorism, active shooters, mass casualty incidents, fire emergencies, and natural disaster emergencies, and that minimizing casualties and optimizing response effectiveness in major incidents at these types of locations is heavily dependent upon prior planning and training. With Foundation funds, the departments would hire a specialized consulting firm to conduct site assessments, develop incident action plans, and implement training exercises at four key locations identified as the highest probability public buildings – Capuchino High School, Peninsula High School, Parkside Middle School, and the 23rd Marine Regiment; the firm would also teach Police and Fire personnel to duplicate this process at additional sites in the city.

Board Members engaged in a discussion with the Police and Fire personnel, asking questions about the details of the three projects and seeking some assurance of the timelines for implementation. Chief Cresta responded that the mindfulness training and the emergency shelter supply projects are fairly

SAN BRUNO

Community Foundation

Board of Directors

Nancy A. Kraus, *President* • Frank Hedley, *Vice President* • John P. McGlothlin, *Secretary* • Tim Ross, *Treasurer*
Patricia Bohm • Emily Roberts • Regina Stanback Stroud
Leslie Hatamiya, *Executive Director*

straightforward and implementation should occur on schedule barring any unexpected wrinkles, while the critical site assessments may require more flexibility in schedule based on the nature of the project.

Vice President Hedley thanked the Police and Fire Departments for preparing the proposal outlines for the initiative so quickly. City Manager Connie Jackson thanked Executive Director Hatamiya for recognizing the opportunity to support the City's first responders through the strategic initiative.

Collectively, Board Members expressed support for the three projects and the way the proposals have been structured. In particular, Board Member Roberts expressed her appreciation for the thoroughness of the proposals in terms of costs, needs, sustainability concerns, and implementation plans.

Vice President Hedley said the next step for the initiative is for the Committee to prepare a final proposal and resolution to be presented to the Board for approval at the March Board meeting.

9. Public Comment: None.

10. Adjourn: Vice President Hedley moved to adjourn the meeting at 9:31 p.m., seconded by Treasurer Ross, approved unanimously.

Respectfully submitted for approval at the Special Board Meeting of January 29, 2018, by Secretary John McGlothlin and President Nancy Kraus.

John McGlothlin, Secretary

Nancy Kraus, President

SAN BRUNO

Community Foundation

Memorandum

DATE: January 25, 2018

TO: Board of Directors, San Bruno Community Foundation

FROM: Leslie Hatamiya, Executive Director

SUBJECT: Resolution Awarding 2017-2018 Community Grant to First 5 San Mateo County in the Amount of \$15,740

As reported in detail at the December 6, 2017, Board meeting, the Community Grants Fund Review Panel recommended that the Board approve 23 grant awards totaling \$300,000. At the meeting, the Board approved 22 grant awards totaling \$284,260 in a series of three resolutions. The Board was unable to take action on and therefore tabled a fourth resolution – to approve a Community Grant to First 5 San Mateo County in the amount of \$15,740 – due to lack of a quorum, as two Board members were absent from the meeting and Board Members Emily Roberts and Pat Bohm planned to recuse themselves from consideration of this grant.

As a result, the Board will consider approval of the final 2017-2018 Community Grant to First 5 San Mateo County at the Special Board meeting on January 29, 2018. If approved, this grant would enable First 5 San Mateo County to analyze the shortage of child care and preschool services in San Bruno, using maps to create recommendations for future child care and preschool expansion. Board Member Roberts will recuse herself from consideration of this resolution due to her employment at First 5, while Board Member Bohm will recuse herself from consideration of this resolution because the organization of which she is the Executive Director (Daly City Partnership) has received funding from First 5.

I recommend that the Board approve the resolution awarding a 2017-2018 Community Grant to First 5 San Mateo County in the amount of \$15,740.

As a side note, Program Consultant Stephanie Rutgers and I have been diligently working to execute grant agreements for the Community Grants approved on December 6. We have thus far executed 19 of the 22 grant agreements, and grant checks have been personally delivered to 10 grantees. I want to thank President Nancy Kraus, Secretary John McGlothlin, Treasurer Tim Ross, and Board Members Bohm and Roberts for representing the Foundation in personally delivering grant checks to various grantees. The grantees have expressed their deep appreciation for the grant awards as well as for the personal check presentations.

SAN BRUNO

Community Foundation

Memorandum

Attachments:

- Resolution Awarding 2017-2018 Community Grant to First 5 San Mateo County in the Amount of \$15,740
- Exhibit C: List of Grant Award to First 5 San Mateo County Recommended by Community Grants Fund Review Panel

RESOLUTION NO. 2018-__

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION
AWARDING 2017-2018 COMMUNITY GRANT TO FIRST 5 SAN MATEO COUNTY IN THE
AMOUNT OF \$15,740**

WHEREAS, the Community Grants Fund is a responsive grantmaking program allowing local community groups to apply for grant funding of up to \$25,000 to support new and existing programs that benefit the San Bruno community;

WHEREAS, the Foundation received 36 grant applications by the September 27, 2017, application deadline;

WHEREAS, the Community Grants Fund Review Panel, a volunteer body of community members and individuals with grantmaking and nonprofit experience appointed by the Executive Director, evaluated the applications based on five established criteria for the program: (a) the benefits of the proposed project or program to the San Bruno community, (b) the proposal's alignment with one of the Foundation's focus areas; (c) project/program methodology and budget, (d), requested grant amount in relation to the anticipated community benefit, and (e) organizational track record, stability, and financial health;

WHEREAS, the Review Panel recommends that the Board approve a grant award to First 5 San Mateo County in the amount of \$15,740, as listed in Exhibit C, for a project whose application, it concluded, satisfies the five program criteria.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors approves one Community Grant in the amount of \$15,740 to First 5 San Mateo County Life for a project to be completed in 2018, as recommended by the Community Grants Fund Review Panel and listed in Exhibit C.

Dated: January 29, 2018

ATTEST:

John McGlothlin, Secretary

I, John McGlothlin, Secretary, do hereby certify that the foregoing Resolution No. 2018-__ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 29th day of January, 2018, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

Exhibit C:
Community Grants Fund, Grant Awards Recommended by the CGF Review Panel
December 1, 2017

Applicant Organization	Project/Program Name	Project Description	Amount Recommended	Conditions
First 5 San Mateo County	Build up for San Bruno's Children: Mapping and Planning for Child Care and Preschool in the San Bruno Community	To analyze the shortage of child care and preschool services in San Bruno, using maps to create recommendations for future child care and preschool expansion.	\$15,740	Grantee must include City of San Bruno in the collaboration.
			\$15,740	