

SAN BRUNO

Community Foundation

Board of Directors

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

MINUTES

SAN BRUNO COMMUNITY FOUNDATION

Regular Meeting of the Board of Directors

December 6, 2023

7:00 p.m.

Meeting Location:

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

1. Call to Order/Welcome: President Netane-Jones called the meeting to order at 7:00 p.m. She notified the Board that Board Member Perry was not able to attend the meeting in person and needed to stay at home to care for her children. She said Board Member Perry notified the Foundation that she would attend the meeting remotely for “just cause” due to this childcare need. Given that there was a quorum of the Board attending the meeting in person, she noted that under new Brown Act meeting provisions, Board Member Perry could attend remotely. Appearing on Zoom, Board Member Perry confirmed that there was no one 18 years of age or older in the room with her.

2. Roll Call: Board Members Netane-Jones, Ruane, Gomez, Perry, Torres, and Wong, present; Board Member Lin, excused.

3. Public Comment: None.

4. Approval of Minutes: November 1, 2023, Regular Board Meeting: Vice President Ruane moved to approve the minutes of the November 1, 2023, Regular Board Meeting, seconded by Board Member Wong, approved unanimously by roll call vote (Lin 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 also reported that the Foundation filed its state and federal tax returns on time by the November 15 deadline.

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6. Consent Calendar

- a. Adopt Resolution Ratifying Election of 2024 Officers
- b. Receive and Approve Treasurer's Report (October 2023 Financial Statements)

Board Member Torres moved to accept the Consent Calendar as presented, seconded by Secretary Gomez, approved unanimously by roll call vote (Lin absent).

7. Conduct of Business

- a. Receive Recommendations from Community Grants Fund Review Panel and Adopt Resolutions Awarding 2023-2024 Community Grants Totaling \$300,000

President Netane-Jones 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.

President Netane-Jones then 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 45 of the 48 submitted applications were evaluated by the Review Panel. She noted that an initial screening deemed one application incomplete and two failed to meet the eligibility requirements. 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 26 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 \$5,000 to \$25,000 and that 10 of the grants are for at least \$15,000. In addition, she said 16 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.

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 19

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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; Chuanpis Santilukka of CASA of San Mateo County; Yanet Gutierrez of Catalino Tapio Scholarship Foundation; Celeste Mercado of CORA (Community Overcoming Relationship Abuse); Heather Small of Junior Achievement of Northern California; David Carducci of Legal Aid Society of San Mateo County; Lynette Reynoso of LifeMoves; Carolina Valverde of Mindful Life Project; Christine Kovach of Mission Hospice and Home Care, Inc.; Sonja Wohlgemuth of Music for Minors; Sue Digre of Partners and Advocates for Remarkable Children and Adults (PARCA); Amanda Anthony of Renaissance Entrepreneurship Center; Peter Sherman of San Bruno Community Gardens Inc; Heather Latta of San Bruno Education Foundation; Karin Cunningham of San Bruno Lions Foundation; Leah McGlauchlin of the San Mateo County Community College District; Jose Gomez of the San Mateo Union High School District; Mabrisa Rodriguez of Sonrisas Dental Health, Inc.; and Patricia Narciso of Upward Scholars.

President Netane-Jones thanked the representatives for the work their organizations do to benefit the San Bruno community.

The grants were proposed to be awarded in three resolutions, as Board Member Torres wished to recuse himself from two grants and Board Member Wong wished to recuse herself from one grant.

President Netane-Jones presented the first resolution to approve 23 grants totaling \$273,000:

- \$5,000 to American Association of University Women (AAUW) North Peninsula, CA, to enable four San Bruno middle school students to attend the Tech Trek science and math summer camp for girls at a local university
- \$12,000 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
- \$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

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- \$10,000 to Catalino Tapia Scholarship Foundation to provide comprehensive support to first-generation college students by offering scholarships, mentorship, workshops, and stipends, ensuring their success in higher education and beyond
- \$6,000 to City of South San Francisco (Project Read) to provide literacy programs and other social services to low-income San Bruno parents and children through Learning Wheels, Project Read's literacy van
- \$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
- \$12,500 to Each Green Corner to empower students to address food insecurity and climate readiness through sustainable urban agriculture and the Food Explorers Curriculum by supporting the garden and outdoor classroom complex at Portola Elementary School with a food systems educator and storage infrastructure
- \$7,500 to Junior Achievement of Northern California to provide financial literacy, workforce readiness, and entrepreneurship programming to Capuchino High School students, cultivating the knowledge and skills needed to move toward college and career success, through the Inspiring Economic Empowerment program
- \$10,000 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
- \$12,500 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
- \$6,000 to The Lowen Soccer Club to enable economically disadvantaged San Bruno youth to participate on competitive club soccer teams through Lowen's Scholarship Program
- \$20,000 to Mindful Life Project to provide mental health and wellness support through comprehensive in-person, full-time mindfulness-based social and emotional learning programming at Belle Air and Allen Elementary Schools
- \$5,000 to Mission Hospice and Home Care, Inc., to offer free monthly drop-in grief support with experienced bereavement counselors for community members at the San Bruno Senior Center

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- \$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
- \$5,000 to Partners & Advocates for Remarkable Children & Adults (PARCA) to offer advocacy, family support groups, information and referral, parent education, inclusive recreation opportunities, and community outreach to San Bruno families with developmentally disabled members
- \$12,500 to Renaissance Entrepreneurship Center to coordinate a series of activation events in downtown San Bruno involving local businesses, community vendors, and performing artists to promote and celebrate San Bruno's small businesses
- \$15,000 to San Bruno Community Gardens, Inc., to bolster and sustain San Bruno's community-enhancing community garden by investing in capital improvements including a new irrigation system
- \$16,500 to San Bruno Education Foundation to establish a scholarship program to enable socioeconomically disadvantaged eighth graders to experience U.S. history first-hand and participate in Parkside Intermediate School's annual trip to Washington, DC, and Williamsburg, Virginia
- \$15,000 to San Mateo County Community College District (Bay Area Entrepreneur Center of Skyline College) to support Skyline College students conducting hands-on community projects aimed at attracting new customers to San Bruno businesses by planning a series of pop-up events to help rebrand downtown San Bruno and at assisting business owners in forming a new association and communication network to further activate and mobilize the downtown area
- \$15,000 to San Mateo Union High School District to expand Capuchino High School's Summer Bridge Program for incoming ninth grade students, allowing for greater interpersonal connections and enhanced social and emotional learning opportunities for students and faculty
- \$15,000 to Sonrisas Dental Health, Inc., to improve health equity in San Mateo County by removing systemic barriers to care, providing prevention education, and increasing dental utilization for adult residents of San Bruno
- \$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
- \$7,500 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

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Board Member Torres moved to approve the resolution awarding 2023-2024 Community Grants totaling \$273,000, seconded by Board Member Wong, approved unanimously by roll call vote (Lin absent).

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

President Netane-Jones presented the second resolution, covering two grants totaling \$12,000 to the San Bruno Lions Foundation:

- \$7,000 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

Secretary Gomez moved to approve the resolution awarding 2022-2023 Community Grants to the San Bruno Lions Foundation Totaling \$12,000, seconded by Vice President Ruane, approved unanimously by roll call vote (Torres recused; Lin absent).

Board Member Torres then rejoined the meeting.

Because she is a regular volunteer at one of Second Harvest of Silicon Valley's food distribution sites, Board Member Wong chose to recuse herself from consideration of the third Community Grants resolution and departed from the meeting.

President Netane-Jones presented the third resolution, covering one grant of \$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.

Vice President Ruane moved to approve the resolution awarding a 2023-2024 Community Grant in the amount of \$15,000 to Second Harvest of Silicon Valley, seconded by Secretary Gomez, approved unanimously by roll call vote (Wong recused; Lin absent).

Board Member Wong then rejoined the meeting.

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

- b. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

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San Bruno City Manager Alex McIntyre, Community Services Director Travis Karlen, and RAC Project Manager Rod Macaraeg reported to the Board on recent progress on the Recreation and Aquatic Center Project. Mr. Macaraeg reviewed work recently completed, including work on the indoor and outdoor pools, gymnasium, roofs, exterior walls, community lounge stairs, creek improvements, and utilities. He also covered upcoming work scheduled at the construction site, public outreach related to the project, progress on other related plans in San Bruno City Park, improvements on City Park Way, parking area work, and the project budget. Finally, Mr. Karlen reported that the City is preparing for the center's opening in 2024, including marketing ideas, brainstorming for the grand opening, and plans for taking occupancy of the facility.

Board members asked several questions related to the projected construction completion date, marketing plans, solar panels at the facility, parking at the site, the location of the outdoor pool so close to Diamond #3, lifeguard recruitment, and the timing of the facility's opening.

- c. Receive Report on the Centennial Plaza Improvement Project from the City of San Bruno

Representing the City of San Bruno, Community Services Director Karlen gave the Board an update on the Centennial Plaza Improvement Project. After giving an overview of the project timeline and budget, he explained that the City is in the middle of the contractor bidding process and hopes to award a construction contract for the project in early 2024, with a tentative completion date next fall.

- d. Receive Report on Planning for Community Day from the City of San Bruno

Community Services Director Karlen provided an update on the City's plans to hold a Community Day event in 2024. He said that with the opening of the Recreation and Aquatic Center next year, the City is considering various models for Community Day, including pairing it with the opening of the RAC, coordinating it with the annual Posy Parade, holding it as a stand-alone event in the fall, and locating it downtown or at City Park.

Board members asked several questions about the City's plans for making decisions about a 2024 event and the City's ability to properly staff the event.

- e. Receive Report on Other Programs (Crestmoor Scholarship and Other 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 2024 program would launch later in the week, when the online application would become 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 5, 2024.

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f. Receive Report from Investment Committee on its November 15, 2023, Regular Meeting

As a member of the Investment Committee, Board Member Wong reported that the Committee held its quarterly meeting on November 15, 2023. 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, 2023, the Foundation's investment portfolio balance was about \$30.4 million.

She also reported that the Committee discussed the Foundation's cash flow needs related to the RAC grants and noted that all remaining funds committee to the RAC grants have already been transferred to the Liquidity Pool.

8. Board Member Comments: Board members expressed their holiday greetings to each other and thanked Foundation staff for their work in 2023, particularly with regard to the Community Grants Fund.

9. Adjourn: Board Member Wong moved to adjourn the meeting at 9:21 p.m., seconded by Vice President Ruane, approved unanimously (Lin absent).

Respectfully submitted for approval at the Regular Board Meeting of February 7, 2024, by Secretary Raul Gomez and President Malissa Netane-Jones.



Raul Gomez, Secretary



Malissa Netane-Jones, President