

# 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

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### **AB-361**

### **CORONAVIRUS COVID-19**

*On September 16, 2021, the Governor of California signed AB-361 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. To reduce the spread of COVID-19, meetings of the San Bruno Community Foundation's Board of Directors are being conducted electronically. The meeting is not available for in-person attendance. Members of the public may attend the meeting by video or phone following the links below in this agenda.*

*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 Board orally during the meeting, or you may 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, posted on the Foundation's website and 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. Emails received will not be read aloud during the 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 Leslie Hatamiya, Executive Director, 48 hours prior to the meeting at (650) 763-0775 or by email at [info@sbcf.org](mailto:info@sbcf.org). 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 4, 2023

7:00 p.m.

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

<https://us02web.zoom.us/j/89353528113?pwd=VzRhWjFRbENvYnJPVXRtVjd0YXRrUT09>

Webinar ID: 893 5352 8113

Passcode: 923430

Dial-in: (669) 900-6833

1. Call to Order/Welcome
2. Roll Call

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- 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 agendized pursuant to State Law.
- 4. Presentation:** Recognition of Former San Bruno City Councilmember Linda Mason for her service to the San Bruno community and her support of the San Bruno Community Foundation
- 5. Approval of Minutes:** December 7, 2022, Regular Board Meeting
- 6. Executive Director's Report**
- 7. 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 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
  - b. Receive and Approve Treasurer's Report (November 2022 Financial Statements)
- 8. Conduct of Business**
  - a. Receive Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno
  - b. Receive Report on Other Programs (Crestmoor Scholarship, Community Grants Fund, and Other Strategic Grants)
- 9. Study Session:** Diversity, Equity, and Inclusion Training led by Jana Kiser and Bela Bhasin of Libertiva
- 10. Board Member Comments**
- 11. Adjourn:** The next regular meeting of the Board of Directors is scheduled for Tuesday, February 1, 2023, at 7:00 p.m.

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## 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.

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Raul Gomez, Secretary

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Malissa Netane-Jones, President

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** December 29, 2022

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Executive Director's Report

Since the December 2, 2022, Board meeting, I have continued to focus on administering the Community Grants Fund and Crestmoor Scholarship programs, and monitoring our strategic grant initiatives, all of which will be covered during the business portion of the January 4, 2023, regular Board meeting. In addition, I have handled a variety of other matters, including the following:

#### **1. City Council Approval of 2023 Officers**

Under Article XVI(e) of the Foundation's Bylaws, the election of the Foundation's officers requires approval by the San Bruno City Council. Following the Board's election of 2023 officers at the November 2, 2022, Board meeting, and ratification of the election results by resolution at the December 7, 2022, Board meeting, the City Council at its regular meeting on December 13, 2022, considered and approved the slate of 2023 officers by a vote of four ayes and one abstention (Mason).

#### **2. 2023 Board Meeting Schedule**

Our Bylaws list the first Wednesday of each month as the Board's regular meeting schedule. For 2023, the regular meeting dates are, at 7:00 p.m.: January 4, February 1, March 1, April 5, May 3, June 7, July 5, August 2, September 6, October 4, November 1, and December 6. We are also scheduling a special meeting at 6:00 p.m. on February 1, prior to the regular meeting. The January and February meetings will continue to be conducted on Zoom. Governor Newsom has announced that he will end the COVID-19 state of emergency on February 28, 2023, and at that point, the Board will likely return to an in-person (or hybrid) meeting format. I am exploring the logistics and associated costs with conducting the meetings in hybrid format and/or recording the meetings.

#### **3. Email Newsletter and Website Hits**

Since the December 7 Board meeting, I have sent out one email blast to the Foundation's email distribution list, reporting on the December Board meeting and announcing the 2022-2023

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### Memorandum

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Community Grants Fund grantees and the launch of the 2023 Crestmoor Scholarship. Of the approximately 800 emails sent, 48% of the recipients opened the email.

According to Google Analytics, activity on the sbcf.org website has been relatively light. Between December 7 and December 27, 319 users visited the Foundation website. The most visited pages were the home page and the pages related to the Crestmoor Scholarship, the Community Grants Fund, and Foundation Board and Committee meetings.

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### Memorandum

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**DATE:** December 29, 2022

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Consent Calendar for the January 4, 2023, Regular Board Meeting

For the January 4, 2023, 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 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**

On March 4, 2020, Governor Gavin Newsom declared a State of Emergency to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the State prepare for a broader spread of COVID-19. The Governor's COVID-19 State of Emergency remains in effect.

On March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow local legislative bodies to conduct meetings telephonically or by other means. The State also implemented a shelter-in-place order, requiring all non-essential personnel to work from home.

In response to the Executive Order and following the lead of the San Bruno City Council and the City's commissions, boards, and committees, the Foundation's Board of Directors and standing committees (Investment Committee and Audit Committee) have been conducting virtual meetings since April 2020. The usage of Zoom for public meetings has allowed the Foundation to ensure the public's continued access to its meetings while also ensuring the public's safety.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021, for agencies to transition back to public meetings held in full compliance with the Ralph M. Brown Act. Since Executive Order N-08-21 was enacted, the Delta and Omicron variants, as well as various subvariants, of the

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### Memorandum

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COVID-19 virus have emerged, resulting in continually high positive case rates for San Mateo County. The Foundation, like the City of San Bruno, has continued its public meetings in the virtual setting and wishes to maintain this format to preserve the health and safety of its staff, volunteers, and the public.

AB 361 was signed into law by the Governor on September 16, 2021, went into effect immediately as urgency legislation (codified under Government Code § 54953), allowing local legislative bodies to continue to meet remotely beyond the current executive order's expiration of September 30, 2021, in any of the following circumstances:

- The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
- The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
- The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees (Government Code § 54953(e)(1)(A)-(C)).

Staff has determined the following findings can be made to meet the above provisions of AB 361:

- The state of California remains under the COVID-19 state of emergency proclaimed by the Governor pursuant to the California Emergency Services Act.
- The emergency continues to directly impact the ability of members to meet safely in person.
- State or local officials continue to impose or recommend measures to promote social distancing (Government Code § 54953(e)(3)(B)(i)-(ii)).

Every month since November 2021, the Foundation Board has adopted a resolution making necessary findings so that the Foundation can continue to teleconference public meetings without adhering to all of the Brown Act's teleconferencing requirements, in order to ensure the health and safety of the public. The public can attend public meetings by teleconference accessibility via call-in option or an internet-based service option (via the Zoom Webinar platform). Meeting details including the Zoom link and accessible phone numbers are listed on the published agenda for each meeting. The Foundation monitors attendance via teleconference as well as email correspondence received throughout each public meeting and provides access for public comment opportunities in real time both verbally and in writing. Emails received before the meeting start time are forwarded to the Foundation Board of

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### Memorandum

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Directors, posted on the Foundation's website, and 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 are forwarded to the Foundation Board of Directors and filed with the agenda packet becoming part of the public record for that meeting. Emails received are not read aloud during the meeting.

Under AB 361, which will sunset on January 1, 2024, the Foundation Board may continue to teleconference public meetings if the Board makes findings every 30 days. Thus, I recommend that the Board once again adopt the resolution declaring the continued state of emergency and need for the Foundation Board of Directors and other 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, as part of the Consent Calendar. If the Board chooses not to adopt the resolution or declare staff's findings, the Foundation may not be subject to the Brown Act exemptions that would be allowed under AB 361.

#### **2. Receive and Approve Treasurer's Report (November 2022 Financial Statements)**

The November 2022 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 1, 2022, Board meeting.

I recommend that the Board approve the attached resolution and the Treasurer's Report, as outlined above, as part of the Consent Calendar on January 4, 2023.

#### Attachments:

1. 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
2. November 2022 Financial Statements

**RESOLUTION NO. 2023-\_\_**

**RESOLUTION OF THE SAN BRUNO COMMUNITY FOUNDATION 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**

**WHEREAS**, on March 4, 2020, the Governor of California proclaimed a State of Emergency to exist in California as a result of the threat of novel coronavirus disease 2019 (COVID-19) and that State of Emergency remains in effect;

**WHEREAS**, on March 17, 2020, the Governor of California executed Executive Order N-29-20, which suspended and modified specified provisions in the Ralph M. Brown Act (Government Code Section § 54950 *et seq.*) and authorized local legislative bodies to hold public meetings via teleconferencing and to make public meeting accessible telephonically or otherwise electronically to all members of the public seeking to observe and address the local legislative body;

**WHEREAS**, on June 11, 2021, the Governor of California executed Executive Order N-08-21, which extended the provisions of Executive Order N-29-20 concerning teleconference accommodations for public meetings through September 30, 2021;

**WHEREAS**, the San Bruno Community Foundation, including its Board of Directors and all other legislative bodies subject to the Ralph M. Brown Act (“Brown Act Bodies”), has been holding meetings using teleconferencing and virtual meeting technology in an effort to help protect Foundation officials, staff, volunteers, and the public from COVID-19;

**WHEREAS**, on August 2, 2021, in response to the Delta variant, the San Mateo County Health Department issued Order C19-12, which required all individuals to wear face coverings when indoors in workplaces and public settings;

**WHEREAS**, on December 15, 2021, a statewide mask mandate went into effect due to a rise in cases across the state;

**WHEREAS**, on March 1, 2022, the statewide requirement that unvaccinated individuals mask in indoor public settings moved to a strong recommendation that all persons, regardless of vaccine status, continue indoor masking;

**WHEREAS**, the San Mateo County Chief Health Officer has likewise recommended the CDC’s masking guidance, finding in February 2022 that transmission rates of COVID-19 remain high, and the risk of COVID-19 variants are still unknown;

**WHEREAS**, on August 2, 2022 the San Mateo County Chief Health Officer stated that transmission of COVID-19 continues to remain high in the County and strongly recommended wearing a high-quality mask in indoor settings and increasing ventilation to help prevent infection;

**WHEREAS**, the California Department of Industrial Relocations Division of Occupational Safety and Health (“Cal/OSHA”) has promulgated Section 3205 of Title 8 of the California Code of Regulations, which requires most employers in California to train and instruct employees about measures that can decrease the spread of COVID-19, including physical distancing and other social distancing measures, and those regulations remain in effect;

**WHEREAS**, because of the rise in COVID-19 cases due to the Delta variant and now the Omicron variant, the Foundation is concerned about the health and safety of all individuals who intend to attend public meetings of the Foundation in person;

**WHEREAS**, on September 16, 2021, the Governor of California signed into law Assembly Bill 361 (AB 361, Rivas) into law as an urgency measure that went into effect immediately;

**WHEREAS**, AB 361 authorizes local legislative bodies to continue to conduct meetings using teleconferencing without complying with the Ralph M. Brown Act’s standard teleconferencing requirements if certain conditions are met; and

**WHEREAS**, the Foundation desires to continue conducting public meetings of its Brown Act Bodies using teleconferencing as authorized by AB 361.

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The Foundation Board of Directors hereby finds and determines that the foregoing recitals are true and correct; the recitals are hereby incorporated by reference into each of the findings as though fully set forth therein.
2. In compliance with AB 361, the Foundation Board of Directors makes the following findings:
  - a. The Foundation Board of Directors has reconsidered the circumstances of the state of emergency, and the state of emergency remains active;
  - b. The state of emergency continues to directly impact the ability of the Foundation’s Brown Act Bodies, as well as staff and members of the public, to meet safely in person; and
  - c. State or local officials continue to impose or recommend measures to promote social distancing.

3. Meetings of the Foundation's Brown Act Bodies will continue to be conducted via teleconference, pursuant to AB 361.

This resolution will be effective upon adoption.

Dated: January 4, 2023

ATTEST:

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Raul Gomez, Secretary

I, Raul Gomez, Secretary, do hereby certify that the foregoing Resolution No. 2023-\_\_ was duly and regularly passed and adopted by the Board of Directors of the San Bruno Community Foundation on this 4<sup>th</sup> day of January, 2023, by the following vote:

AYES: Board members:

NOES: Board members:

ABSENT: Board members:

# SAN BRUNO

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## Community Foundation

November 2022

### 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** – \$21,029,423 transfers are 83.8% of budget.

**Line 3 Transfers from Liquidity RAC** – \$8,759,369 transfer of account balance is 99.8% of budget.

**Line 5 Interest Income** - \$61,836 is 586.5% of budget. Balance of Liquidity Pool is \$26,223,658.

### EXPENSES

**Line 10 Strategic Grants** - \$35,000 is 0.6% of budget and has been for San Bruno Park School District Field Trips and Assemblies grant.

**Line 11 Other Grants** – \$10,000 is the entire budget and was used for Parkside Athletic Field grant.

**Line 13 Salaries & Wages** – Expense is under budget at 41.4%.

**Line 14 Payroll Taxes & Benefits** – Expense (\$9,761) is 38.8% of budget. Social Security/Medicare tax (\$4,934) and retirement (\$4,123) are largest costs with workers' compensation (\$490) and life (\$214) insurances also included.

**Line 16 Occupancy** – Only cost is office lease (\$6,725). Amount is 41.1% of budget.

**Line 17 Insurance** – Total (\$7,736) is 39.5% of budget and includes Directors & Officers (\$5,875), crime (\$1,350), and commercial liability (\$511) policies.

**Line 18 Telecommunications** – Cost (\$991) is 38.8% of budget and includes cell phones (\$451) and internet services (\$394).

**Line 19 Postage & Shipping** – Cost (\$368) is 9.9% of budget.

**Line 20 Marketing & Communications** - \$14,230 expense is 79.6% of budget. Costs include Annual Report design and printing (\$12,623), Scholarship flyer design and printing (\$1,139), and grant/scholarship application software (\$468).

**Line 21 Office Supplies & Equipment** – Cost (\$441) is 7.6% of budget.

**Line 22 Legal Fees** – \$15,438 expense is 34.2% of budget. \$7,667 has been for administrative support and \$7,621 for Strategic Grants.

**Line 23 Accounting & Payroll Fees** – Total (\$20,581) is 57.5% of budget with \$10,026 for Accounting Consultant, \$10,100 for audit fees, and \$455 for payroll fees.

**Line 24 Other Consultants** – \$10,000 is 25.7% of budget and has been for fundraising assessment and planning consultant.

**Line 25 Travel, Meetings & Conferences** – No expense incurred this year.

**Line 26 Miscellaneous** – Cost (\$523) equals 18.3% of budget. \$200 incurred for State attorney general filing fee.

### **SUMMARY**

Excluding the budget for Scholarships & Grants, total expenses are at 39.6% of budget, which is below 41.7% benchmark for the first five months of the year. In terms of dollars, the \$179,186 in expense is \$9,512 less than the first five months budget allocation.

Total November Investment net gain or increase in value is \$1,411,432. This came from the Strategic Pool (\$364,985) and Quasi Endowment (\$1,046,447). Year-to-date investment gain or increase in value is \$1,227,793.

Overall organization year to date net income or increase in net assets is \$1,065,443.

Total Net Assets, as of November 30, 2022 are \$28,312,623 with \$20,605,218 in Quasi Endowment; \$7,606,205 in general Unrestricted funds; and \$101,200 in Donor Restricted Net Assets.

# SAN BRUNO

## Community Foundation

### November 2022 2022-2023 Budget Report

	(a)	(b)	(c)	(d)	(e)
	Actual Year to Date	Budget	Actual as % of Budget (a/b)	Final Projected Amount	Change in Budget (d - b)
<b>INCOME &amp; TRANSFERS</b>					
1 Transfers from Quasi Endowment	\$ -	\$ 285,937	0.0%	\$ 285,937	\$ -
2 Transfers from Strategic Pool	21,029,423	25,088,288	83.8%	21,029,423	(4,058,865)
3 Transfers from Liquidity RAC	8,759,369	8,774,970	99.8%	8,759,369	(15,601)
4 Donations	-	-	-	-	-
5 Interest Income	61,836	10,543	586.5%	10,543	-
6 Miscellaneous Income	-	-	-	-	-
<b>7 Total Available for Operations</b>	<b>29,850,628</b>	<b>34,159,738</b>	<b>87.4%</b>	<b>30,085,272</b>	<b>(4,074,466)</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	35,000	5,500,000	0.6%	5,500,000	-
11 Other Grants	10,000	10,000	100.0%	10,000	-
<b>12 Subtotal Direct Program Expenses</b>	<b>45,000</b>	<b>5,970,000</b>	<b>0.8%</b>	<b>5,970,000</b>	<b>-</b>
13 Salaries & Wages	92,392	223,075	41.4%	223,075	-
14 Payroll Taxes & Benefits	9,761	25,173	38.8%	25,173	-
<b>15 Subtotal Personnel Expenses</b>	<b>102,153</b>	<b>248,248</b>	<b>41.1%</b>	<b>248,248</b>	<b>-</b>
16 Occupancy	6,725	16,349	41.1%	16,349	-
17 Insurance	7,736	19,572	39.5%	19,572	-
18 Telecommunications	991	2,552	38.8%	2,552	-
19 Postage & Shipping	368	3,720	9.9%	3,720	-
20 Marketing & Communications	14,230	17,878	79.6%	17,878	-
21 Office Supplies & Equipment	441	5,800	7.6%	5,800	-
22 Legal Fees	15,438	45,200	34.2%	45,200	-
23 Accounting & Payroll Fees	20,581	35,792	57.5%	35,792	-
24 Other Consultants	10,000	38,870	25.7%	38,870	-
25 Travel, Meetings & Conferences	-	16,031	0.0%	16,031	-
26 Miscellaneous	523	2,863	18.3%	2,863	-
<b>27 Subtotal Non-Personnel</b>	<b>77,033</b>	<b>204,627</b>	<b>37.6%</b>	<b>204,627</b>	<b>-</b>
<b>28 Total Expenses</b>	<b>224,186</b>	<b>6,422,875</b>	<b>3.5%</b>	<b>6,422,875</b>	<b>-</b>
<b>29 Net Surplus/(Loss)</b>	<b>\$ 29,626,442</b>	<b>\$ 27,736,863</b>		<b>\$ 23,662,397</b>	<b>\$ (4,074,466)</b>

# SAN BRUNO

## Community Foundation

### Statement of Financial Position as of November 30, 2022

#### ASSETS

Cash, Wells Fargo General	\$ 189,109.12	
Cash, Wells Fargo Payroll	29,108.65	
Cash, Fidelity Liquidity Pool - Operating	17,832,284.51	
<b>Total Cash</b>		18,050,502.28
Investments, Fidelity Strategic Pool	7,629,326.32	
Investments, Fidelity Quasi-Endowment	20,605,218.38	
<b>Total Investments</b>		28,234,544.70
Prepaid Rent	1,344.96	
Prepaid Insurance	7,121.00	
<b>Total Other Current Assets</b>		8,465.96
Deposits	909.45	
<b>Total Other Assets</b>		909.45
<b>TOTAL ASSETS</b>		<u><u>\$ 46,294,422.39</u></u>

#### LIABILITIES & NET ASSETS

##### **LIABILITIES**

Accounts Payable	14,791.13	
Accrued Grants Payable	17,694,448.27	
Accrued Scholarships Payable	260,000.00	
Accrued Employee PTO	12,559.80	
<b>Total Liabilities</b>		17,981,799.20

##### **NET ASSETS**

Unrestricted, Non-QE 7/1/2022 Balance	7,341,872.74	
Year to Date Net Income from Operations	(162,349.91)	
Year to Date Strategic Investment Income	426,681.98	
<b>Total Non-QE Unrestricted Net Assets</b>	7,606,204.81	
Quasi-Endowment 7/1/2022 Balance	19,804,107.76	
Year-to-date QE Investment Income	801,110.62	
<b>Total QE Unrestricted Net Assets</b>	20,605,218.38	
<b>Total Unrestricted Net Assets</b>		28,211,423.19
Donor Restricted Net Assets 7/1/2022 Balance	101,200.00	
Year to Date Donor Restricted Net Income	-	
<b>Total Donor Restricted Net Assets</b>		101,200.00
<b>Total Net Assets</b>		<u>28,312,623.19</u>

<b>TOTAL LIABILITIES &amp; NET ASSETS</b>		<u><u>\$ 46,294,422.39</u></u>
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# SAN BRUNO

## Community Foundation

### Memorandum

**DATE:** December 29, 2022

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on the San Bruno Recreation and Aquatic Center from the City of San Bruno

At the January 4, 2023, regular meeting, the Board of Directors will receive its quarterly update on the San Bruno Recreation and Aquatic Center (RAC) project from the City of San Bruno. As you know, the City is in the middle of the construction process in San Bruno City Park. Manager Rod Macaraeg will give the presentation, with support from Community Services Director Ann Mottola.

In addition, on behalf of the Foundation's Ad Hoc Committee on Recreation and Aquatic Center Project, President Malissa Netane-Jones will give a brief update on the grants totaling \$50 million that the Foundation has awarded to the City in conjunction with the RAC project. As reported at the December meeting, in November 2022, the Foundation made quarterly RAC grant payments totaling \$8,343,195.55. As shown in the table below, as of November 15, 2022, the Foundation has paid out a total of \$32,435,551.73 in RAC grant payments and has a balance of \$17,564,448.27.82 left to disburse. The City will be submitting its next set of RAC grant reports in the second half of January, after which the Foundation will make payments on RAC Grants 2, 3, 4, 5, 7, and 8.

RAC Grant #	For	Total Grant Amount	Total Grant Payments Made as of 11/15/2022	Balance to Pay
1	Conceptual Design	\$416,108.85	\$416,108.85	\$0.00
2	Architectural Services	\$5,420,388.00	\$5,277,246.53	\$143,141.47
3	Project & Construction Management Services	\$1,079,000.00	\$820,657.30	\$258,342.70
4	City Compliance Review	\$1,061,611.00	\$536,669.79	\$524,941.21
5	Temporary Facilities	\$375,000.00	\$96,841.94	\$278,158.06
6	Business Plan	\$60,000.00	\$60,000.00	\$0.00
7	Tom Lara Field Parking Lot	\$1,123,438.00	\$964,709.18	\$158,728.82
8	Construction	\$40,464,454.15	\$24,263,318.14	\$16,201,136.01
	<b>TOTAL</b>	<b>\$50,000,000.00</b>	<b>\$32,435,551.73</b>	<b>\$17,564,448.27</b>

# SAN BRUNO

## Community Foundation

### Memorandum

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One final note on the RAC grants: This month the City and the Foundation executed amendments to the grant agreements for RAC Grant #3 (Project and Construction Management Services) and RAC Grant #5 (Temporary Facilities) that extend the grant periods for both grant through December 31, 2023, to ensure that the grants run through the entire construction period. Of the six active RAC grants, the grant periods for Grants #2 (Architectural Services), #4 (City Compliance Review), and #8 (Construction) currently conclude on September 30, 2023, and given the current construction timeline, we will likely extend the grant period for those grants through December 31, 2023, as well in the coming months.

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** December 29, 2022

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Report on Other Programs (Crestmoor Scholarship, Community Grants Fund, and Other Strategic Grants)

At the January 4, 2023, Board meeting, I will give an update on the Crestmoor Neighborhood Memorial Scholarship, the Community Grants Fund, and the Foundation's other strategic grants.

#### **1. Crestmoor Neighborhood Memorial Scholarship**

The 2023 Crestmoor Neighborhood Memorial Scholarship launched the week of December 5, when the online application was made accessible and updated marketing materials were distributed to local schools and throughout the community.

We have scheduled virtual workshops on the Crestmoor Scholarship application process tailored to high school and community college applicants and are also scheduling in-person workshops at Capuchino High School and Skyline College in January and February. The application deadline is March 7, 2023.

Thus far, the Foundation has received one donation of \$1,500 from Mary Lou and Allan Johnson earmarked for the Crestmoor Scholarship (less than the amount for one scholarship). We plan to award scholarships totaling \$160,000 in 2023, as approved in the fiscal year 2022-2023 budget. If the Foundation receives any larger donations before scholarships are awarded in the spring, staff may bring to the Board a request to increase the budget allocation at a later meeting.

#### **2. Community Grants Fund**

We issued a press release on Monday, December 12, 2022, announcing the 23 recipients of 2022-2023 Community Grants. Staff has been in communication with the grantees and, with the assistance of nonprofit counsel, are in the process of providing grant agreements to each grantee and executing such grant agreements. We are also setting up grant check presentations and will be in touch with Board members to represent the Foundation and

# SAN BRUNO

## Community Foundation

### Memorandum

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present the grant checks to the grantees, usually at the organizations' Board meetings or other appropriate event.

In addition, we recently executed amendments to the grant agreements for two Community Grants awarded in the 2019-2020 cycle, one with the City of San Bruno (Narita Sister City Exchange Program) and one with the Regents of the University of California (San Bruno/South San Francisco 4-H Club). In both cases, the pandemic has affected the grantees' ability to carry out the proposed programs. In the case of the City's Narita grant, the exchange program involving City dignitaries and Parkside Intermediate School students has been canceled the past three years. The City and the San Bruno Park School District hope to be able to restart the exchange program in 2023, so we have extended the grant period for the \$8,000 grant through December 31, 2023. With regard to the 4-H grant, the pandemic severely limited the organization's activities the past two and a half years, with most activities online in 2020 and 2021 and significantly decreased volunteer resources. We have extended the grant period for the \$9,375 grant through June 30, 2023, to allow for proper completion of some of the farm improvement projects being covered by the grant. Please note that we have been flexible with grantees since the 2019-2020 cycle who have encountered challenges with fulfilling their grant purposes due to the pandemic.

### **3. Centennial Plaza Improvement Plaza Strategic Grant**

On November 2, 2022, the Board approved a strategic grant in the amount of \$500,000 to the City of San Bruno to support the Centennial Plaza Improvement Project, with the grant contingent on the San Bruno City Council approving an additional \$262,437 in funding to support this project to ensure that the project budget is fully funded. The \$262,437 figure was based on the total project budget provided in the City's grant proposal.

On December 7, 2022, the Board approved a resolution clarifying that the approved grant award for the Centennial Plaza Improvement Project is contingent on the City Council approving sufficient additional funding for the full amount of the project costs, including construction costs, above the amount of the Foundation's \$500,000 grant, so that the project is fully funded, rather than on the City Council approving the specific amount of \$262,437. The reason for this clarification is that the City will develop a final project budget once the construction documents are completed and the City goes out to bid for the construction contract, and the balance of funds needed to complete the project, which the City Council will be asked to approve in the spring, may be less or more than the estimated budget balance of \$262,437.

The City and the Foundation have executed the grant agreement for this grant. The reporting and payment schedule for this grant is structured similarly to most of the RAC grants: the City submits quarterly grant reports, and the Foundation makes grant payments based on the costs

# SAN BRUNO

## Community Foundation

### Memorandum

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incurred, with payment contingent on the City fully funding the project. The first quarterly grant report will be due by July 31, 2023, to cover the period from now until June 30, 2023, assuming that the City Council approves the remaining project funding in the April-May time frame.

#### **4. 2023 Community Day Grant**

On November 2, 2022, the Board approved a \$30,000 strategic grant to the City of San Bruno to support the 2023 Community Day, which will be held on June 4, 2023, on San Mateo Avenue. The City and the Foundation have executed the grant agreement for this grant. Payment to the City will be disbursed upon receipt of the City's grant report after the event.

# SAN BRUNO

## Community Foundation

### Memorandum

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**DATE:** December 29, 2022

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

**FROM:** Leslie Hatamiya, Executive Director

**SUBJECT:** Diversity, Equity, and Inclusion Study Session, Led by Jana Kiser and Bela Bhasin of Libertiva

One of the main agenda items at the January 4, 2023, Board meeting will be a Diversity, Equity, and Inclusion (DEI) study session for SBCF Board and staff. The DEI study session will be led by Jana Kiser and Bela Bhasin, consultants with Libertiva, the consulting firm we have brought on to guide our DEI efforts.

At the January 5, 2022, Board meeting, during the Board's study session on "Roles, Responsibilities, and Operating Norms of the Board of Directors," the Board discussed the value of DEI training and agreed to have the new Board members participate in the self-assessment and individual meetings with the DEI consultant in which Board members participated in 2021 and to have the Board engage in at least one DEI discussion each year. When I reached out to Dr. Rona Halualani of Halualani & Associates, who guided the Foundation's 2021 DEI discussions, she informed me that she had semi-retired and was not taking on new projects. After a search to find a consultant who would be a good fit for our needs, President Malissa Netane-Jones and I selected Jana Kiser of Libertiva to provide consultant support for the Foundation's DEI trainings.

These DEI trainings are a two-part effort. First, in December and early January, Ms. Kiser is conducting two-hour individualized assessment, training, and reflection sessions with the four directors who joined the Board in 2022 and the new program manager, focusing on the examination and transformation of internal biases/leanings that result in everyday acts of bigotry and the adoption of practices that promote DEI. As part of these individualized trainings, Ms. Kiser is utilizing a DEI self-assessment tool developed at the Harvard Graduate School of Education.

The second part of this effort is a full-Board session, which will be conducted as a two-hour study session during the January 4 Board meeting. It will be jointly led by Ms. Kiser and her colleague Bela Bhasin. Short biographies for both consultants are attached to this memorandum.

# SAN BRUNO

## Community Foundation

### Memorandum

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The full-Board session will focus on implicit bias – what it is, how it works, why it matters, how we can counteract it, and how it affects our work at the Foundation. Attached is a packet from the consultants that highlights the desired outcomes for the session, a detailed agenda for the session, and a note-taking guide that you may find helpful using during the session to capture your thoughts. The packet also includes two assigned background materials that the consultants ask you to read/view before the meeting:

- A Ted Talk (14 mins long) by Professor Jerry Kang, who was the Founding Vice-Chancellor of Equity, Diversity, and Inclusion at UCLA (<https://www.youtube.com/watch?v=9VGbwNI6Ssk>)
- *Scientific American* article on why implicit bias matters (<https://www.scientificamerican.com/article/how-to-think-about-implicit-bias/> and also attached to this memo)

We ask that you approach this DEI training with an open mind and willingness to reflect and engage.

#### Attachments:

1. DEI Training Packet from Libertiva
2. “How to Think about Implicit Bias,” by Keith Payne, Laura Niemi, and John M. Doris, *Scientific American*, March 27, 2018
3. Consultant Biographies

January 4, 2023

## Experiential Outcomes

Participants will...

- Feel welcomed, heard, seen, and a sense of belonging
- Build relationships and a sense of community with colleagues in the cohort
- Embrace a learners' mindset
- Engage with courageous vulnerability
- Expand skills that foster healing and resilience
- Co-build a context with colleagues that promotes growth and learning

## Learning Outcomes

Participants will...

- Understand the concepts of identity, unearned disadvantage and unearned advantage
- Understand the difference between implicit and explicit bias and the key brain processes at play in implicit bias
- Understand how implicit bias impacts individuals, institutions and structures in creating inequities
- Learn about fixed mindset, growth mindset, and our malleable brains and enhance their own sense of agency and potential with skills to embrace a growth mindset
- Gain tangible skills to recognize, interrupt and shift implicit bias in themselves and at work

## Pre-Work

- Watch this [Ted Talk](#) (14 mins long) by Professor Jerry Kang, who was the Founding Vice-Chancellor of Equity, Diversity, and Inclusion at UCLA
- Read this short [article](#) about why implicit bias matters



SESSION AGENDA		
Topic	Content	Materials
<b>Opening</b>	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Nervous system regulation</li> <li>• Today's training</li> <li>• Brave space</li> </ul>	
<b>Implicit Bias: We all have this problem to address</b>	<ul style="list-style-type: none"> <li>• Introduction</li> <li>• What is Implicit Bias</li> <li>• Difference between explicit and implicit bias</li> <li>• Difference between conscious &amp; unconscious mind</li> <li>• Ways in which bias can be activated</li> <li>• Why does bias matter?</li> </ul>	<a href="#">Ted Talk</a>  <a href="#">How to Think about 'Implicit Bias'</a>  <a href="#">THE LAB: DECOY</a>
<b>3 Key Brain Processes</b>	<p>3 key brain processes</p> <ul style="list-style-type: none"> <li>○ Priming</li> <li>○ Associations - Associations schema exercise</li> <li>○ Assumptions</li> </ul> <p><i>Reflection</i></p> <ul style="list-style-type: none"> <li>○ What is a bias that you once held or still hold that is not aligned to one of your values? How did you realize you held/hold this bias?</li> </ul>	
<b>5 mins</b>	<b>BREAK</b>	
Topic	Content	Materials
<b>Unearned Advantage/Disadvantage</b>	<ul style="list-style-type: none"> <li>• What's at the root of Implicit Bias? <ul style="list-style-type: none"> <li>○ Identity Wheel <ul style="list-style-type: none"> <li>■ <i>Reflection</i>: What are some of your identities that come to mind as you look at this Identity Wheel?</li> </ul> </li> </ul> </li> <li>• What is unearned advantage/disadvantage?</li> <li>• <i>Reflection</i>: <ul style="list-style-type: none"> <li>○ What are one or more ways in which you've had unearned advantage/privilege in your life?</li> </ul> </li> </ul>	<a href="#">What is Privilege?</a>



	<ul style="list-style-type: none"> <li>○ What are one or more ways in which you've had unearned disadvantage in your life?</li> <li>● <i>Organizational Reflection</i> <ul style="list-style-type: none"> <li>○ What are one or more ways in which your organization has unearned advantage/privilege?</li> <li>○ What are one or more ways in which your organization might have unearned disadvantage?</li> </ul> </li> <li>● Unearned advantage/disadvantage and implicit Bias</li> </ul>	
<p><b>Counteracting Implicit Bias: Change Our Thinking</b> <i>(including Growth Mindset)</i></p>	<ul style="list-style-type: none"> <li>● What is a growth mindset?</li> <li>● Steps and strategies to counteract implicit biases</li> </ul>	<p><a href="#">Strategies to Counteract Implicit Biases</a></p>
<p><b>Closing</b></p>	<ul style="list-style-type: none"> <li>● Share out what's sticking from today's session</li> </ul>	



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## In-Session Notes

### **KNOWLEDGE: WHAT IS IMPLICIT BIAS?**

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KEY TAKEAWAYS/REFLECTIONS

### **KNOWLEDGE: DIFFERENCES BETWEEN IMPLICIT AND EXPLICIT BIAS**

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KEY TAKEAWAYS/REFLECTIONS

### **KNOWLEDGE: BRAIN PROCESSES: PRIMING, ASSOCIATIONS, AND ASSUMPTIONS**

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KEY TAKEAWAYS/REFLECTIONS



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**KNOWLEDGE: UNEARNED ADVANTAGE/DISADVANTAGE**

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KEY TAKEAWAYS/REFLECTIONS

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**KNOWLEDGE: FIXED MINDSET, GROWTH MINDSET, AND OUR MALLEABLE BRAINS**

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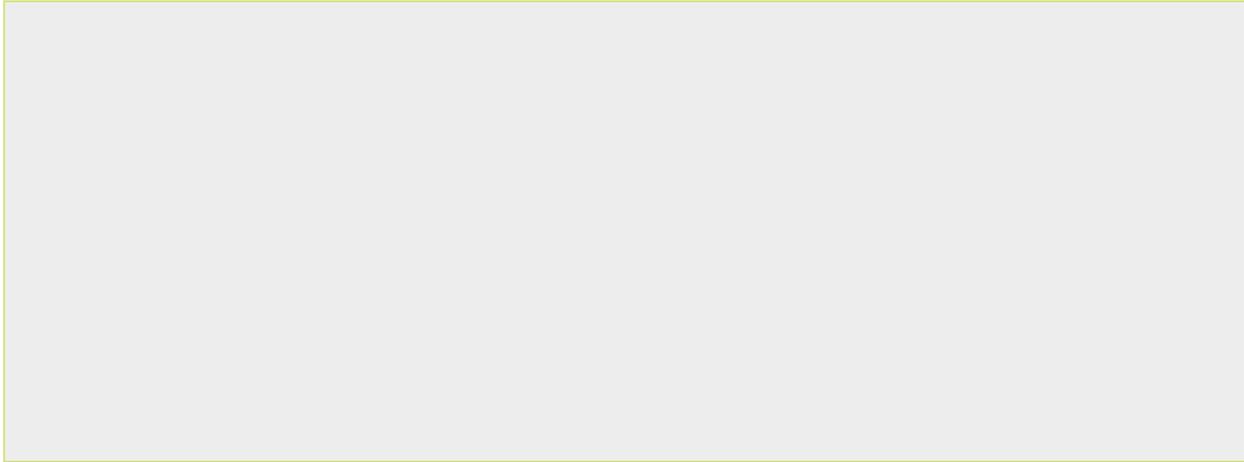
KEY TAKEAWAYS/REFLECTIONS

## SKILL: INTERRUPTING IMPLICIT BIAS

### KEY TAKEAWAYS/REFLECTIONS

## Terms and Definitions

<b>Term:</b>	<b>Implicit Bias</b>
<b>Definition:</b>	<p>“Research on implicit bias suggests that people can act on the basis of prejudice and stereotypes without intending to do so.” -<a href="#">Stanford Encyclopedia of Philosophy</a></p> <p>“Biases are the stories we make up about people before we actually know who they are.” - Verna Myers</p> <p>“Implicit bias describes when we have attitudes towards people or associate stereotypes with them without our conscious knowledge. A fairly commonplace example of this is seen in studies that show that white people will frequently associate criminality with black people without even realizing they’re doing it.” -<a href="#">Perception Institute</a></p>
<i>Notes for Your Personal Definition/Term Usage:</i>	



<b>Term:</b>	<b>Growth Mindset</b>
<b>Definition:</b>	<p>“In a growth mindset, people believe that their most basic abilities can be developed through dedication and hard work—brains and talent are just the starting point. This view creates a love of learning and a resilience that is essential for great accomplishment.”</p> <p>-Carol Dweck</p>
<b>Notes for Your Personal Definition/Term Usage:</b>	
<b>Term:</b>	<b>Fixed Mindset</b>

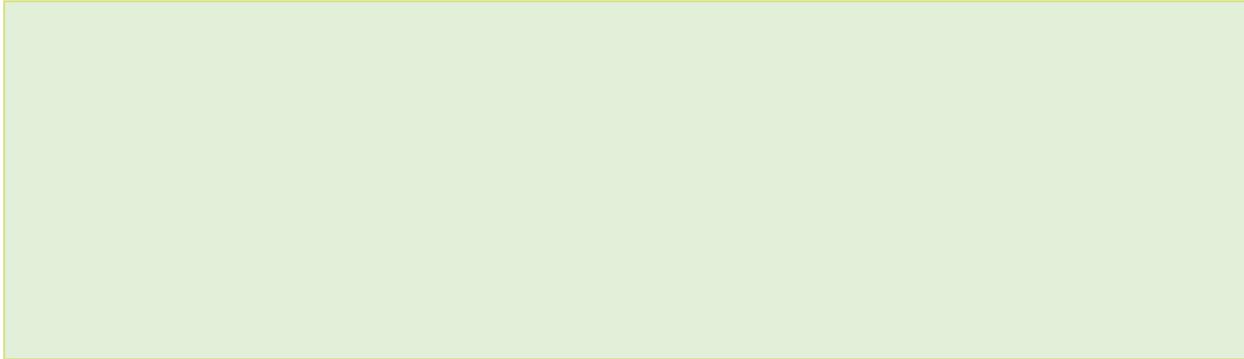


<b>Definition:</b>	“In a fixed mindset, people believe their basic qualities, like their intelligence or talent, are simply fixed traits. They spend their time documenting their intelligence or talent instead of developing them. They also believe that talent alone creates success—without effort.”  -Carol Dweck
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*Notes for Your Personal Definition/Term Usage:*

<b>Term:</b>	
<b>Definition:</b>	

*Notes for Your Personal Definition/Term Usage:*



## Reflections Log

**PROMPT/TOPIC:** WHAT IS A BIAS THAT YOU ONCE HELD OR STILL HOLD THAT IS NOT ALIGNED TO ONE OF YOUR VALUES? HOW DID YOU REALIZE YOU HELD OR HOLD THIS BIAS?

**REFLECTIONS:**

**PROMPT/TOPIC:** WHAT ARE ONE OR MORE WAYS IN WHICH YOU HAVE HAD UNEARNED ADVANTAGE/PRIVILEGE IN YOUR LIFE? WHAT ARE ONE OR MORE WAYS IN WHICH YOU'VE HAD UNEARNED DISADVANTAGE IN YOUR LIFE?

**REFLECTIONS:**



PROMPT/TOPIC: WHAT ARE ONE OR MORE WAYS IN WHICH YOUR ORGANIZATION HAS UNEARNED ADVANTAGE/PRIVILEGE? WHAT ARE THERE ONE OR MORE WAYS IN WHICH YOUR ORGANIZATION MIGHT HAVE UNEARNED DISADVANTAGE?

AS YOU THINK ABOUT YOUR ORGANIZATION'S UNEARNED ADVANTAGE/PRIVILEGE, WHAT IS AN IMPLICIT BIAS YOU MIGHT HOLD AS A RESULT OF THIS ADVANTAGE/PRIVILEGE? WHAT PRIMING MIGHT HAVE CONTRIBUTED TO THIS?

REFLECTIONS:

PROMPT/TOPIC: HOW MIGHT WE AT THE SAN BRUNO COMMUNITY FOUNDATION "SPEND" OUR PRIVILEGE (UNEARNED ADVANTAGES) IN SERVICE OF DIVERSITY, EQUITY, AND INCLUSION?

REFLECTIONS:



## Implicit Bias & Privilege

**PROMPT/TOPIC:** REVIEW THE STRATEGIES FOR BIAS INTERRUPTION AND IDENTIFY AT LEAST ONE STRATEGY AT EACH LEVEL THAT YOU COMMIT TO PRACTICING.

**REFLECTIONS:**

# How to Think about ‘Implicit Bias’

Amid a controversy, it’s important to remember that implicit bias is real—and it matters

By Keith Payne, Laura Niemi, John M. Doris on March 27, 2018



Credit: Lyubov Ivanova Getty Images

When’s the last time a stereotype popped into your mind? If you are like most people, the authors included, it happens all the time. That doesn’t make you a racist, sexist or whatever-ist. It means your brain is noticing patterns and making generalizations. But the same thought processes that make people smart can also make them biased. This tendency for stereotype-confirming thoughts to pass spontaneously through our minds is what psychologists call implicit bias. It sets people up to overgeneralize, sometimes leading to discrimination even when people feel they are being fair.

Studies of implicit bias have drawn ire from both the right and the left. For the right, talk of implicit bias is just another instance of progressives seeing injustice under every bush. For the left, implicit bias diverts attention from more damaging instances of explicit bigotry. Debates have become heated and have leaped from scientific journals to the popular press. Along the way, some important points have been lost. We highlight two misunderstandings that anyone who wants to understand implicit bias should know about.

First, much of the controversy centers on the most famous implicit bias test, the Implicit Association Test (IAT). A majority of people taking this test show evidence of implicit bias, suggesting that most individuals are implicitly biased even if they do not think of themselves as prejudiced. As with any measure, the test does have limitations. The stability of the test is low, meaning that if you take the same test a few weeks apart, you might score very differently. And the correlation between a person's IAT scores and discriminatory behavior is often small.

The IAT is a measure, and it doesn't follow from a particular *measure* being flawed that the *phenomenon* we are attempting to measure is not real. Drawing that conclusion is to commit the Divining Rod Fallacy: just because a rod doesn't find water doesn't mean there's no such thing as water. A smarter move is to ask, "What does the other evidence show?"

In fact, there is lots of other evidence. There are perceptual illusions, for example, in which white subjects perceive Black faces as angrier than white faces with the same expression. Bias can cause people to see harmless objects as weapons when they are in the hands of Black men and to dislike abstract images that are paired with Black faces. And there are dozens of variants of laboratory tasks finding that most participants are faster to identify bad words paired with Black faces than with white faces. None of these measures is without limitations, but each shows the same pattern of reliable bias as the IAT. There is a mountain of evidence—independent of any single test—that implicit bias is real.

The second misunderstanding is about what scientists mean when they say a measure predicts behavior. One frequent complaint is that an individual's IAT score doesn't tell you whether the person will discriminate on a particular occasion. This is to commit the Palm Reading Fallacy: unlike palm readers, research psychologists aren't usually in the business of telling you, as an individual, what your life holds in store. Most measures in psychology, from aptitude tests to personality scales, are useful for predicting how *groups* will respond *on average*, not forecasting how particular *individuals* will behave.

The difference is crucial. Knowing that an employee scored high on conscientiousness won't tell you much about whether their work will be careful or sloppy if you inspect it right now. But if a large company hires hundreds of employees who are all conscientious, this will likely pay off with a small but consistent increase in careful work on average.

Implicit bias researchers have always warned against using the tests for predicting individual outcomes, such as how a particular manager will behave in job interviews—they've never been in the palm-reading business. What the IAT does, and does well, is predict average outcomes across larger entities such as counties, cities or states. For example, metro areas with greater average implicit bias have larger racial disparities in police shootings. And counties with greater average implicit bias have larger racial disparities in infant health problems. These correlations are important: the lives of Black citizens and newborn Black babies depend on them.

Field experiments demonstrate that real-world discrimination continues and is widespread. White applicants get about 50 percent more callbacks than Black applicants with the same résumés; college professors are 26 percent more likely to respond to a student's e-mail when it is signed by Brad rather than Lamar; and physicians recommend less pain medication for Black patients than for white patients with the same injury.

Today managers are unlikely to announce that white job applicants should be chosen over Black applicants, and physicians don't declare that Black people feel less pain than white people. Yet the broad pattern of discrimination and disparities seen in field studies persists. It bears a much closer resemblance to the widespread stereotypical thoughts seen on implicit bias tests than to results of survey studies in which most people present themselves as unbiased.

One reason people on both the right and the left are skeptical of implicit bias might be pretty simple: it isn't nice to think we aren't very nice. It would be comforting to conclude, when we don't consciously entertain impure intentions, that all of our intentions are pure. Unfortunately, we can't conclude that: many of us are more biased than we realize. And that is an important cause of injustice—whether you know it or not.

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## ABOUT THE AUTHOR(S)

**Keith Payne** is a professor in psychology and neuroscience at the University of North Carolina at Chapel Hill. He is author of *The Broken Ladder: How Inequality Affects the Way We Think, Live, and Die* (Viking, 2017).

### Recent Articles by Keith Payne

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**Laura Niemi** is an assistant professor in the department of psychology at Cornell University. She researches moral judgment and the implications of differences in moral values.

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## JANA KISER, LIBERTIVA CEO and ANCHOR FACILITATOR

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Jana Kiser is a social entrepreneur who has more than twenty years of experience partnering with youth, adults, and communities in pursuit of social justice, equity, and peace. A Puerto Rican woman of mixed heritage, Jana's personal history has infused her professional path with empathy, passion for social impact, and a powerful capacity for bridge-building and change. She is a purpose-driven leader, inspiring trainer, cultivator of talent, and proven strategist.

In 1997, Jana founded Global Learning (GL), an international nonprofit organization dedicated to using education for peace and justice. She led Global Learning for eighteen years during which time the organization became a standout leader in diversity, equity, and inclusion (DEI) internationally. GL's community-driven programming gave 20,000 children from underserved communities in Costa Rica, Nicaragua, Mexico, and the United States access to life-changing learning opportunities that addressed severe educational inequity. Seventy percent of GL's 600 volunteers and staff identify as people of color and more than half are from countries in the developing world. Working within contexts influenced by geopolitical power imbalances, the legacy of colonial oppression, and systemic racism, Jana collaborated with GL colleagues from more than twenty-four countries to set a replicable template for collaborative, empowering, and skillful program facilitation that enabled diverse individuals to come together as peers and overcome divisive differences. Jana co-created an organizational ethos extraordinary in its ability to motivate, welcome, and include people from all walks of life.

After serving as a diversity specialist/bilingual science educator at the Headlands Institute (now called Nature Bridge) in the Golden Gate National Recreation Area and then a school administrator at a K-8 public school in Redwood City, Jana served for six years as the Executive Director of Redwood City 2020, a collective impact organization that addresses inequity and the effects of poverty through health and wellness programming, community schools, family engagement, youth development, immigrant services, and anti-racism efforts.

In 2019 Jana founded Libertiva (previously operating as Jana Kiser Consulting) and is dedicated to a robust consulting practice focused on mindfulness training, leadership coaching, and diversity, equity, and inclusion. Jana and the Libertiva team work with organizations ranging from local governments and collective impact organizations to local and national nonprofits to reform, instill, and embolden DEI and collective liberation.

Jana has a Bachelor of Arts degree in Peace and Justice Studies from Wellesley College, with an emphasis in International Community Development. A longtime mindfulness practitioner, Jana received her teaching certification from the Awareness Training Institute and Greater Good Science Center at the University of California Berkeley. As a George Mitchell Scholar, Jana earned a Master of Arts degree in International Relations from the University of Limerick (Ireland). Jana also has a Master of Arts degree in International Education Policy from Harvard University.

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## BELA BHASIN, LIBERTIVA CONSULTANT AND ANCHOR FACILITATOR

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Bela Bhasin is a leader, coach, and facilitator with a passion for creating liberatory cultures in educational institutions, non-profits, and governmental agencies. With more than two decades of experience, Bela's work has included school redesign, leadership coaching, designing, engaging, and humanizing professional learning experiences for adults, and DEI projects. Much of her work is focused on centering the needs and voices of those most vulnerable in our communities.

Bela has been working as a Libertiva consultant since 2021. Her recent partnerships include National Equity Project, Partners in School Innovation, The Teaching Well, San Francisco Unified School District, Oakland Unified School District, Aspire Public Schools, and the City of Redwood City (RWC). With RWC, Bela has served as a curriculum designer and facilitator in Foundational Equity Series and an Employee Resource Group facilitator.

Previously, Bela served as the Director of School Transformation and Design at Educate78. Under Bela's leadership, Educate78 developed and launched the Transformational School Review Process which was used at many Oakland schools in their redesign efforts.

A collaborative and reflective leader, Bela values working across differences and cultivating positive relationships with colleagues and partners and approaches her work with humility and integrity.

Bela has a Bachelor of Arts in Psychology from St. Xavier's College, Mumbai, India, and a Master of Arts degree in Early Childhood Education from Wheelock College in Boston, MA. She received her National Board Certification in 2000. Bela was born and raised in India and moved to the U.S in 1990.