

**CITY OF SAN LEANDRO
HUMAN SERVICES COMMISSION
WEDNESDAY, APRIL 6, 2017 - 7:00 P.M.
SOUTH OFFICES CONFERENCE ROOM
MEETING MINUTES**

The meeting was called to order at 7:03 p.m.

PRESENT Chair: Aguilar, Vice Chair: Sarafian, Commissioners: Carino, Cassidy, Lancaster, Onyemem, Sanchez, and Snell

ABSENT Commissioner Trujillo

GUESTS Secretary Jeanette Dong, Kate Hart – SAVE, Gay McDaniel – Family Emergency Shelter Coalition, Vera Ciammetti – Ruby’s Place, Shari Plunkett – Restore Women’s Wellness Center, Marianna Bruno – La Clinica de La Raza, Liz Varela, Building Futures for Women & Children.

APPROVAL OF AGENDA OF APRIL 6, 2017

MSC (Sarafian/Snell) to approve the agenda as submitted. (8 Ayes, 0 Nays, 0 Abstain).

PUBLIC COMMENTS

- None

PRESENTATIONS: COMMUNITY ASSISTANCE PROGRAM PROPOSALS

Kate Hart, SAVE. Commissioners and staff asked the following questions:

- Are all board positions filled? Ms. Hart answered that the organization could accept one more board member. Does the organization have a “Give or Get” policy in place? Ms. Hart responded that it was not a requirement.
- A commissioner noted that she had found the responses in the application to questions about performance measures vague. She also asked when the 2016 audit would be completed. Ms. Hart replied that it would be done very soon.
- A commissioner asked for clarification about an error in budget projections. Ms. Hart replied that she would check with their grant writer and get the information to the commission.
- The Chair asked for clarification about geographic areas served. Ms. Hart confirmed that they were estimates, not verified numbers.
- Secretary Dong asked for clarification on personnel costs. Ms. Hart said she would talk to their finance director and get results back to the commission.

Gay McDaniel, Family Emergency Shelter Coalition. Commissioners and staff asked the following questions:

- Are all board positions filled? Ms. McDaniel responded that they were not. Does the organization have a “Give or Get” policy in place? Ms. McDaniel responded that churches that were coalition members were expected to pay “dues” of \$175 per year and provide one

fundraising event per year. The 2017-2018 budget hasn't been prepared yet. It is typically done in May.

- A commissioner asked about the number of residents anticipated to be served. Ms. McDaniel said that they prioritize families on the street and it's difficult to project how many they will serve this year. The 10 referred to for last year went into transitional housing.
- The Chair asked for a breakdown of the demographics of those served. Ms. McDaniel said she would get that information to the commission.
- Secretary Dong asked for clarification on personnel costs. Ms. McDaniel said it would cover program coordinators and case managers. She was also asked about a long-term sustainability of the organization. Ms. McDaniel answered that the organization is in good shape financially but that anticipating future needs might require merging with a larger, more robust agency. Her goal remains preserving the organization's mission.

Vera Ciammetti, Ruby's Place. Commissioners and staff asked the following questions:

- Are all board positions filled and does the organization have a "Give or Get" policy in place? Ms. Johnson responded that the board is full and they do require board members to give.
- A commissioner asked about training children to defend themselves. Ms. Ciammetti responded that their program is oriented toward self-care and understanding who to trust.
- Staff noted that there had been some transition in leadership. Ms. Ciammetti affirmed her commitment as the Executive Director.

Shari Plunkett and Valerie Doyle, Restore Women's Wellness Center. Commissioners and staff asked the following questions:

- Are all board positions filled? Ms. Plunkett answered that the board was made up of five members, but they'd like it to grow to seven to nine members. Does the organization have a "Give or Get" policy in place? Ms. Plunkett responded that they ask board members to give, but it's not written into the bylaws.
- A commissioner asked for more specific measures of reduction of anxiety and depression. Ms. Doyle replied that there was a self-assessment with 20 questions and answers entered into a database.
- A commissioner asked if the organization had plans to serve more than the 12 people shown on the application. They just started seeing clients in July, have added more clinicians, and plan to expand.
- Ms. Plunkett was asked about her dual role as paid staff member and a voting member of the board. Ms. Plunkett verified that she does serve in both roles.
- A commissioner asked how they get referrals. Alameda Co. Behavioral Health, part of Access Referral Line. Partnerships with nonprofits, such as Building Futures. They do outreach in the community and 20% of their clients come from through their website. They were asked about the age of the women they serve. The median age is 34.
- The high amount of rent - \$46,626 for the year - was questioned. Their rent has increased 35% recently because San Leandro is experiencing a boom. They are on a three-year lease.
- Staff asked if the organization had requested financial help from the surrounding communities. Ms. Plunkett answered that they had not. Staff also questioned the small number of San Leandro residents served. Ms. Plunkett said they're just getting started and plan to serve more people.

Natalie diRocco and Mary Piper-Moore, La Clinica de la Raza. Commissioners and staff asked the following questions:

- Commissioner Snell asked if all board positions were filled. Ms. diRocco answered that the board is full. Commissioner Snell also asked if the organization had a “Give or Get” policy in place. They will get the information and get it to the commission.
- Financial statements: Concentration of credit risks. Allowance for uncollectible accounts in 2015 was \$243,000 and for 2016 it went up to more than \$4 million. They will find out why there was such a large increase and get back to the commission.
- Staff asked whether the number of San Leandro youth served were unduplicated. The number does represent unduplicated youth served.

Liz Varela, Building Futures for Women and Children. Commissioners and staff asked the following questions:

- Commissioner Snell asked if all board positions were filled. Ms. Varela answered that they have 9 board members and would like to get to 12. Commissioner Snell also asked if the organization had a “Give or Get” policy in place. Ms. Varela responded that they do.
- Ms. Varela was asked when they could expect to see audited financial statements for 2016. She responded that the audit was overdue and they expected it any day.
- Ms. Varela was asked about outreach at the schools. She said she believes the participation will increase when they address the need for Spanish speaking staff.
- Ms. Varela clarified that the amount requested in this application is to serve only San Leandro residents.

COMMISSION COMMENTS

The commissioners noted that in the past they had been provided with progress reports for the organizations that had received funding earlier than this year. They also expressed a wish to receive the spreadsheet with all of the grant requests and pertinent information earlier.

Chair Aguilar asked Secretary Dong whether this information could be provided. She replied that the City’s Finance Director would be analyzing the grant applications and reporting on their financial health.

ADJOURNMENT

MSC (Snell/ Lancaster) to adjourn the meeting at 9:10 p.m. (8 Ayes, 0 Nays, 0 Abstain).

Respectfully submitted,

Secretary Dong