

**ANN LAND & BERTHA HENSCHEL
MEMORIAL FUNDS COMMISSION**

**Summary Minutes of
Commission Retreat, Session II
April 20, 1995**

Commissioners present: Nanci Mills, President; Manny Kirschenbaum; Esther Lujan; Gail Mancarti; Mona Mansfield; Frank Vitulli; Leonard Williams

Staff present: Careene Ezell

President Nanci opened the session at 5:40 p.m. and led the members through a brief review of the April 1 retreat outcomes.

Consensus was that the retreat provided the members with an opportunity:

- a. for members to get to know each other better
- b. for an exchange of ideas
- c. for consensus building
- d. for time to establish goals and strategies

Members agreed that the scope of AL/BH funding is broadening and that the commission is moving in the direction of increasing the diversity of the kinds of services eligible for funding.

The members reviewed and reaffirmed that they want AL/BH to be:

- needs based; needs driven
- an innovative roll model for a "safety net" for clients
- supportive of new ideas/program services
- a leader among funders

With that in mind, the members reviewed the three primary strategies:

- money
- communication
- time

Referring to time, the issue of proposed subcommittees/short term task force activity was raised. It was determined that the Brown Act would not be compromised as long as membership of those groups was less than a majority of commission members.

There was agreement that required commission meetings do not afford time to address specific issues and/or ideas for achieving our long term goals, and therefore the utilization of subcommittees and/or task forces would enable study and recommendations on issues which would then be discussed and acted upon at full commission meetings.

Immediate subcommittees needed:

Trends: It was agreed that Gail Mancarti would head up a sub committee to address/report on funding/program trends of our funded agencies.

Funding Issues: Mona Mansfield, Esther Lujan and Manny Kirschenbaum agreed to address the following issues and report back to full Commission at the August meeting:

1. Review Categories of Service/Program Components that will be eligible for funding.

Define administrative cost .

Consider funding salaries for instructors, counselors, child care providers provided such salaries are for direct delivery of expertise/knowledge to specific program.

2. Review Request for Funding Applications and Process

Consider application modification to accomplish item one.

Develop basic application requirement checklist/time line which must have full adherence for application eligibility.

Consider requiring applicant workshop/develop content outline.

3. Review Commission Allocation Process

Develop application review checklist for commission members.

Consider subcommittees to initially review applications.

Consider modifying time schedule for application meeting:

-morning set aside for applicant presentations/Q&A.

-reconvene in afternoon/later date for allocation amounts

Mission Statement

It was determined that in light of the goals and strategies and outcomes agreed upon for AL/BH that the mission statement needed to be revised to reflect those goals, strategies and outcomes. President Nanci asked each member to take a few moments to draft a mission statement. Following those presentations it became clear that the members wanted a pro-active impact statement.

The mission statement adopted was a true consensus effort which utilized ideas and language from all of the statements proposed.

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ACTION: moved/seconded/concurred (Kirschenbaum/Vitulli) that the mission statement for the Ann Land & Bertha Henschel Memorial Funds Commission shall be:

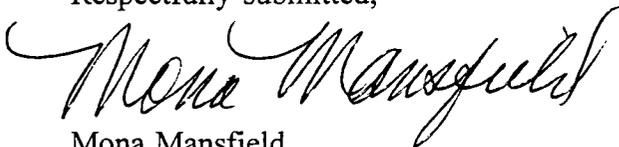
**THE CITY OF SACRAMENTO ANN LAND AND BERTHA HENSCHEL
MEMORIAL FUNDS COMMISSION WILL BUILD AVENUES TO
INDEPENDENCE SO THAT NEEDY RESIDENTS BECOME SELF
SUFFICIENT MEMBERS OF THE COMMUNITY.**

It was agreed that the May commission meeting will be devoted to addressing strategies needed to meet the commission's goals and new mission statement.

Homework: President Nanci asked all members to develop three statements outlining the major types of activities/actions needed to achieve the intent of the Commission's mission and goals.

Meeting adjourned at 7:40 p.m.

Respectfully submitted,



Mona Mansfield
Secretary