

City of Sacramento
Ann Land/Bertha Henschel Memorial Fund Commission

MINUTES

Wednesday, February 20, 2008
City Hall
915 "I" Street, 5th Floor, Conf. Room 5122

CALL TO ORDER: Chairperson Vuckovich called the meeting to order at 9:03am

COMMISSIONERS PRESENT: Alexander Vuckovich, Chair; Debra Lynn Finch, Vice Chair; Ron Byrd, Secretary; Jim Sobolewski; Bernadette Lynch; Laurie Richardson; Miranda Maison

COMMISSIONERS ABSENT: All present

CITY STAFF PRESENT: Ilee Muller, City Manager's Office, Lydia Abreau, Investment & Operations Manager; John Colville, Sr. Investment Officer

OUTSIDE AGENCY REPRESENTATIVES PRESENT: Representatives from Weave

POSTED AGENDA ITEMS: SUMMARY OF DISCUSSIONS & ACTIONS TAKEN

I. REVIEW & ACCEPT MINUTES OF November 13, 2007:

- A. Commissioner Sobolewski pointed out typo error in Section IV: third paragraph has words "were not" duplicated. Delete duplication.
- B. Commissioner Finch made a motion to accept the minutes as written with the above correction. Commissioner Lynch seconded.

MOTION PASSED (new Commissioner Maison abstained, as she was not present at that meeting).

II. HIGHLIGHTS OF CITY TREASURER'S REPORT:

- A. See Treasurer's Report for details.
- B. As of December 31, 2007
 - i. Current balance \$116,000
 - ii. \$102,000 was paid out in 2007
- C. John and Lydia said they planned to merge the two funds (one equity and one income) into one fund to allow for more flexibility.
- D. John gave his assessment of the market as detailed in the report.

III. REPORT BACK ON FUND USAGE/ACTIVITY RELATED TO WEAVE, YWCA, AND WIND PROGRAMS

- A. Commissioners reviewed correspondence on this topic (found in pre-meeting package) and discussed concerns as prompted by Ilee.
- B. Commissioners asked Ilee to draft a letter to remind agencies what our granted funds can be used for.
- C. Commissioners agreed that it wasn't necessary to pursue clarification of the WIND agency's use of funds.

IV. REVIEW FUNDED AGENCIES FOURTH QUARTER REPORTS

- A. Reports reviewed. No significant findings. No actions taken.

V. CHAIR/ VICE CHAIR NOMINATIONS

- A. After discussion, Commissioner Lynch moved that Commissioner Sobolewski be nominated as the new Chair, that Commissioner Finch be the Vice Chair and Commissioner Byrd be the Secretary. Commissioner Richardson seconded the motion.

MOTION UNANIMOUSLY PASSED

- B. The term of office shall start as of the adjournment of this meeting.

VI. SELECT REPRESENTATIVE FOR CITY CHARITABLE CAMPAIGN

- A. It was informally agreed that Commissioner Richardson would be the representative with Commissioner Maison as backup.

VII. RESULTS OF AGENCY POLLING RE: ELECTRONIC FILING/FUNDING PROCESS

- A. Commission reviewed the results found in the meeting pre-package (and complimented Ilee on the great job in how the information was broken out and presented.)
- B. Ilee reported that the electronic systems to allow filing was in progress and did not have a date for when it would be ready.
- C. Commissioner Lynch made a motion that, when the system was ready, electronic filing be allowed and encouraged but not mandatory. Commissioner ? seconded the motion.

MOTION UNANIMOUSLY PASSED

- D. Ilee brought to the Commission's attention the level of effort needed to process the Quarterly reports and the issuing of checks and asked the commission to look for ways to simplify. Because of time constraints of this meeting and the potentially significant implications of making changes to the current system, the Commission decided to table discussion and take it up at the next meeting.

VIII. COMMISSION TO DETERMINE IF THEY WANT TO PROCEED WITH SETTING UP AN EMERGENCY FUND; ESTABLISH GUIDELINES FOR DISBURSEMENTS OR EMERGENCY FUNDING

- A. Commissioners agreed that Emergency Funding was worthy of consideration but that more time was needed to discuss and define.
- B. The Commission agreed to hold a special meeting on this topic and agreed to March 26, 2008 from 11 am to 1 pm
- C. A representative from the City Attorney's office was asked to attend the second hour of this meeting.

IX. DISCUSS POSSIBILITY OF RETREAT OR ADDITIONAL MEETING

- A. Based on the legal opinion of the City Attorney's office, the idea of a retreat was dropped.
- B. The commission decided to try single topic special meetings as a way to be able to address issues in depth. The Emergency Funding special meeting (see Item VIII) is to be the first.

X. DISCUSS ADDITIONAL METHODS TO GENERATE FUNDS FOR AL/BH

- A. This topic tabled due to time overrun of this meeting.

XI. CITIZENS ADDRESSING COMMISSION ON MATTERS NOT ON AGENDA

- A. No citizens came forth.

ADJOURN: The meeting was adjourned at 10:46 AM.

Respectfully submitted,

Ronald E. Byrd, Commissioner

City of Sacramento
Ann Land/Bertha Henschel Memorial Fund Commission

MINUTES

Special Meeting: Consider Emergency Funding Policy

Wednesday, March 26, 2008

City Hall

915 "I" Street, 5th Floor

CALL TO ORDER: Chairperson Sobolewski called the meeting to order at 11:25 am

COMMISSIONERS PRESENT: Jim Sobolewski, Chair; Debra Lynn Finch, Vice Chair; Ron Byrd, Secretary; Alexander Vuckovich; Bernadette Lynch; Alexandra Miller; Laurie Richardson; Miranda Maison

COMMISSIONERS ABSENT: All present

CITY STAFF PRESENT: Joseph Cerullo, Senior Deputy City Attorney, Ilee Muller
Administrative Assistant, City Manager's Office

POSTED AGENDA ITEMS: SUMMARY OF DISCUSSIONS & ACTIONS TAKEN

I. COMMISSION TO DETERMINE IF THEY WANT TO PROCEED WITH SETTING UP AN EMERGENCY FUND; ESTABLISH GUIDELINES FOR DISBURSEMENTS OF EMERGENCY FUNDING

- A. Discussion ensued on the merits and mechanics of establishing an Emergency Fund.
- B. All commissioners voted in favor of a pilot program to run for one year. At that time it will be evaluated as to continuing the program with or without changes.
- C. Joseph Cerullo, representing the City Attorney's office, was asked to draft regulations for this pilot program. Chairman Sobolewski volunteered to draft key points of the pilot Emergency Fund that came out of the discussion as guidance to Joseph Cerullo as to the board's thinking.
Sobolewski's document is attached and is part of these minutes.
- D. It was agreed to hold a second Special Meeting on this topic as soon as possible to review Mr. Cerullo's draft with the intention of adopting it. Based on a sense of urgency counterweighted with Mr. Cerullo's workload and everybody's schedule, the second meeting was tentatively set for April 28, 2008 at 12:00 noon.

ADJOURN: The meeting was adjourned at 1:30 PM.

Respectfully submitted,

Ronald E. Byrd, Commissioner

ANN LAND/BERTHA HENSCHEL
MEMORIAL FUNDS COMMISSION

PILOT EMERGENCY FUNDING PROPOSAL

1. This is a pilot project. The commission will revisit the emergency fund provisions in 2009 to consider continuing, changing or canceling these provisions.
2. Emergency
 - an emergency is defined as an extraordinary, unanticipated or unexpected occurrence.
 - Example of requests for emergency funding include:
 - (1) Sudden or unexpected loss of committed revenue for reasons beyond agency's control;
 - (2) Sudden increase in budgeted expenses due to circumstances beyond agency's control;
 - (3) Sudden increase in demand for services due to external factors.
 - requests for emergency funding are discouraged, and should be rare.
 - requests for emergency funding may be made where funding is not available for other regular funding sources.
3. Funding amounts
 - an agency may request a maximum of \$500 in emergency funding in a calendar year.
 - emergency funds shall be taken from the reserve amount established by the Commission at its November funding meeting.
 - a maximum of \$3,000 may be disbursed as emergency funds in a calendar year.
4. Funding Decisions.
 - An Executive Committee shall be established consisting of the Commission Chair, Vice-Chair, and a Committee member for consideration of emergency funding requests.
 - The Chair shall approve or reject all requests for emergency funding. If the request is rejected, the rejection shall be review by the Executive Committee which may affirm or overrule the rejection. All decisions of the Executive Committee shall be by majority vote.
 - Commission member(s) shall use their best efforts to provide responses to requests for emergency funding within two weeks.
 - Decisions regarding requests for emergency funding are the sole discretion of the Chair and Executive Committee.
5. Qualifications for funding
 - requests for emergency funding may be made by any agency meeting the criteria for receipt of funds from the Ann Land/Bertha Henschel Memorial Funds Commission.
 - An agency requesting emergency funding must be a §501(3)(c) organization and be a current recipient of funding or have received funding within the past five years from the Ann Land/Bertha Henschel Memorial Funds Commission.
6. Application for funding
 - Requests for emergency funding shall be submitted to the Commission on agency letterhead or an application developed by the Commission.
 - Only one request may be submitted by an agency in a calendar year.