

City of Sacramento  
**Ann Land/Bertha Henschel Memorial Fund Commission**

**MINUTES**

Wednesday, May 16, 2007  
City Hall  
915 "I" Street, 5<sup>th</sup> Floor, Conf. Room 5207

**CALL TO ORDER:** Chairperson Vuckovich called the meeting to order at 9:09am

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

**COMMISSIONER ABSENT:** Carol Purin

**CITY COUNCIL MEMBER PRESENT:** Sandy Sheedy, District 2 (for Agenda Item VI only)

**CITY STAFF PRESENT:** Tom Friery, City Treasurer; John Colville, Sr. Investment Officer; Lydia Abreau, Investment & Operations Manager; Alan Boyd, Dept. of Parks and Recreation; Kathy Trapp, City Manager's Office; Ilee Muller, City Manager's Office

**OUTSIDE AGENCY REPRESENTATIVES PRESENT:** Suzanne Hammer, Program Manager, Sacramento County Dept. of Human Assistance; Diane Luther, Director, 10-Year Plan to End Chronic Homelessness

**POSTED AGENDA ITEMS: SUMMARY OF DISCUSSIONS & ACTIONS TAKEN**

**I. INTRODUCTIONS AND WELCOME OF NEW BOARD MEMBERS:**

New Commissioners' Alexandra Miller and Laurie Richardson were introduced followed by each Commissioner giving a brief background of themselves plus comments on the history and operation of the commission.

**II. REVIEW & ACCEPT MINUTES OF FEBRUARY 21, 2007:**

- A. One correction was offered: City Treasurer Tom Friery's last name was misspelled in several places.
- B. Commissioner Ron Byrd made a motion to accept the minutes as written with above correction. Commissioner Jim Sobolewski seconded. **MOTION PASSED.**

**III. CITY TREASURER'S REPORT OF FUND STATUS AND HISTORY:**

- A. For the benefit of new commissioners, Tom Friery gave an overview of how the endowment that the Commission manages was started and has evolved over the years.
- B. Lydia Abreau stated there is currently \$89,000 in cash in the operations account
- C. John Colville stated the endowment fund had grown by 6.61% year-to-date (12/31/2006 through 4/30/2007) and compared that to the 4.52% growth of the S&P 500 index.  
[In-depth details are provided in the Treasurer's quarter report]

#### IV. FUNDED AGENCIES QUARTERLY REPORTS

- A. Commissioners found the Reports to be in line with expectations. No significant comments offered.

#### V. AGENCY SITE VISIT CRITERIA DISCUSSION AND DETERMINATION OF COMMISSION MEMBER FACILITY ASSIGNMENTS

- A. Ilee Muller reviewed the annual agency site visit process.  
B. Through informal consensus all sites were assigned as follows:

Agency	Commissioner
Catholic Charities of Sacramento, Inc.	Ron Byrd
Francis House of Sacramento	Laurie Richardson
Sacramento Loaves & Fishes	Jim Sobolewski
Lutheran Social Services of Northern California (LSS)	Bernadette Lynch
River City Community Services	Alexander Vuckovich
Sacramento Area Emergency Housing Center	Jim Sobolewski
St. John's Shelter for Women and Children	Alexandra Miller
Stanford Settlement, Inc.	Laurie Richardson
The Salvation Army - SAC Metro Education Program	Debra Finch
Travelers Aid-Emergency Assistance Agency	Bernadette Lynch
WEAVE, Inc.	Alexandra Miller
Wellspring Women's Center	Alexander Vuckovich
WIND Youth Services	Carol Purin
YWCA of Contra Costa/Sacramento	Carol Purin

- C. Agency site visit forms are due no later than July 13, 2007

#### VI. PRESENTATION BY COUNCIL MEMBER SHEEDY OF RESOLUTION TO LEONARD WILLIAMS FOR HIS SERVICE ON THE COMMISSION

- A. With Commissioner Williams' tenure on this board having come to its end due to term-limits, City Council Member Sandy Sheedy presented him with a framed resolution from the City Council recognizing his outstanding service, spanning 2 terms for a total of 12 years. Council Member Sheedy also acknowledged and thanked Commissioner Williams for his active role in many community activities, in particular those in District 2, her district, and the district where Commissioner Williams resides.
- B. Board members also thanked Commissioner Williams and recognized his contributions including his in-depth knowledge of the history of this board and the

charity agencies of Sacramento plus his valuable insights in board discussions. All agreed his departure is a big lost for the board.

## VII. BREAK

## VIII. SUBCOMMITTEE REPORT OUT ON CONSIDERATION OF CHANGES TO STREAMLINE THE ADMINISTRATIVE PROCESSES ASSOCIATED WITH THE MANAGEMENT OF THE MEMORIAL FUND

- A. The Ad Hoc subcommittee met on April 30, 2007 to review existing administrative processes and consider changes to streamline processes. This was the first meeting.
- B. Commissioner Byrd reported, with additional comments by Commissioners Lynch and Sobolewski, giving these highlights:
  - i. We reviewed current processes using documents provided by staff. Commissioners were surprised at how much preparation work that is done by staff to process quarterly reports and agency applications.
  - ii. There was agreement that we have a smooth running process but were confident there are opportunities for streamlining.
  - iii. We recognized that it would be valuable to re-visit the implication of our mission along 4 dimensions:
    1. Clarify and update our focus/philosophy in the context of today's needs
    2. Develop better metrics to help with decision making & measure results
    3. Understand today's constituency better
      - a. Who are they?
      - b. Are there gaps (i.e., constituencies we are not properly serving)?
      - c. Are there overlaps with other funders?
    4. Is there a need for a proactive outreach process?
- C. In light of the above discussion, the subcommittee made the following recommendations:
  - i. Put the review of existing admin processes on hold pending the addressing of these topics
  - ii. Begin by getting educated (see Agenda Item IX)
  - iii. Recommend to the full board to direct staff to put together a retreat to address these issues.

## IX. PRESENTATION BY REPRESENTATIVES OF AGENCIES (CITY HUMAN SERVICES, COUNTYWIDE SERVICES, SHRA) TO EDUCATE COMMISSION MEMBERS ON PROGRAMS OFFERED AND GATHER INFORMATION ON HOW COMMISSION CAN MAKE THE BEST USE OF ITS FUNDS

- A. Presentation by Suzanne Hammer, Program Manager, Sacramento County Dept. of Human Assistance
  - i. Her organization provides 'Safety Net' services. Major focuses are:
    1. Senior nutrition
    2. Veteran services (primarily point them to available services)
    3. Housing and homeless shelter
      - a. Monitor housing

- b. Fund emergency shelter
      - c. Drive the getting of Federal matching funds
      - d. Currently provide 1,800 beds
    - 4. Currently help 641 people
    - 5. Issues:
      - a. Funding includes no cost of living increases
      - b. Federal funding has lots of restrictions
      - c. Dept of Human Assistance is anticipating budget cuts
  - ii. Homeless demographics
    - 1. 74% have disabilities
    - 2. 50% are alcoholics
    - 3. 20% have mental problems
    - 4. 16% are Veterans
    - 5. 20% are women
    - 6. 1 in 5 are part of a family
    - 7. 30% are chronically homeless
    - 8. Annual street count = 2,500/night
    - 9. Homeless population is seasonal – more in winter
  - iii. Homeless needs
    - 1. Shelter
    - 2. Prevention programs such as rent and utility assistance
    - 3. More support services
- B. Presentation by Diane Luther, Director, 10-Year Plan to End Chronic Homelessness
  - i. Major new initiative: “Housing First”
    - 1. Studies show providing housing first is more effective than what prevails now – must be sober before applying for shelter
    - 2. City Council has adopted the “Housing First” program, which became operational this January.
  - ii. See handout for details of this presentation
- C. Presentation by Alan Boyd, Recreation Superintendent, Strategic Partnership
  - i. Major programs
    - 1. Summer Food for Children: 6000 lunches at 102 sites
    - 2. Working poor children health care (many undocumented)
    - 3. City provides facilities but not funding for these programs
      - a. After school care
      - b. Teens w/ disabilities
      - c. Alzheimer Day Care – client pays
    - 4. Senior centers
      - a. The biggest, the Hart Senior Center, is operated by the city but capital expenses and projects comes from the Hart Endowment Fund.
    - 5. “First Five” program is ramping up to address issues of toddlers
  - ii. Advice to the Board
    - 1. Alan has had good experience with using retreats to focus on 2 or 3 issues.
    - 2. He pointed to Diane Luther’s department as being good resource for reports on indigent issues – has online access

3. Look at United Way approach to planning

**X. DISCUSSION ON INFORMATION GATHERED THROUGH SUBCOMMITTEE REPORT OUT AND PRESENTATION BY CITY HUMAN SERVICES, COUNTYWIDE SERVICES AND SHRA TO DETERMINE POSSIBLE PROCESSES AND FUNDING CRITERIA CHANGES**

- A. Due to length of meeting and wealth of information, the board agreed to limit discussion of this agenda item to identifying topics that may be candidates for future discussion and possible action. Those items for possible future discussion are:
- i. Emergency funding – Idea taken from the Hart Endowment Fund as described by Alan Boyd. Concept would be to have a reserve that could be used any time during the year to address urgent needs of our constituency.
    - 1. Staff was asked to check with City Attorney on determination of emergency funding process and what constitutes an emergency for a special onetime funding to funded agencies. **ACTION ITEM**
  - ii. Agency allocation strategy – Would we be more effective providing more funds to fewer agencies? Need for application scoring criteria?
  - iii. Agency Quarterly Reports – All elements of this reporting process should be reviewed for relevancy, frequency of reporting and streamlining.
    - 1. Thoughts put forth for the record:
      - a. Have one August year-end report
      - b. Combine site visit with report
  - iv. Agency payment frequency
    - 1. Pro's and con's of doing annual vs quarterly payments
    - 2. Staff was asked to check with Treasurer's Office on implications of issuing annual vs quarterly checks. **ACTION ITEM**

**XI. CITIZENS ADDRESSING COMMISSION ON MATTERS NOT ON AGENDA**

- A. No citizens came forth.

**ADJOURN:** The meeting was adjourned at 12:45 PM.

Respectfully submitted,

Ronald E. Byrd, Commissioner