

Yerba Buena Community Benefit District
Interim Board of Directors Meeting
January 13, 2009
4-6pm

Metreon (101 Fourth Street)

MINUTES

Present: Almond, Brennan, J. Brown, L. Brown, Berg, Bryant, Chappell, Crosson, Diamond, Drake, Dura, Elberling, Feldman, Flanagan, Field, Glick, Goldes, Hartman, Lamb, Lattin, MacFadyen, McMillin, Nettles, Phelan, Pickering, Sauter, Tao, Yamamoto

Excused Absence: Dura, Bobbitt, Feldman

Unexcused Absence:

Staff: DeCarlo

I. Chair's Report

- Information was relayed regarding the accident Heather Hoell was in an her subsequent extended absence from work. A card was circulated for signatures.
- Conflict of Interest policy referenced. No conflicts of interests raised.
- The MOEWD/San Francisco contract is waiting on a San Francisco Board of Supervisors vote.
- The California Registry of Charitable Trusts will be able to provide final step in incorporation process after City transfers assessments to YBCBD.

II. Minutes

- In a unanimous vote, the Board approved the 12/9/08 minutes. **MSC Berg/Lamb.**

III. Board Orientation

- Samples of Board Member Job Descriptions were circulated for review; feedback should be submitted by email by January 26, 2009.
- Document will be used as a compass to help current and future board members determine the scope and method of their service.

IV. Executive Committee

- The Executive Committee is currently researching temporary staffing option to supplement current 50 hour/week Interim Staffing contract. In a unanimous decision the Board voted to approve a proposal authorizing Executive Committee to hire temporary staff at up to 20 hours/week. **MSC Chappell/Berg**
- Staff prepared an updated hourly rate based on the Yerba Buena Alliance's 2009 budget and an overview of the ways staff hours are spent. The current interim staffing contract expires 1/31/09. To ensure ongoing staff support, the contract must be extended. In a unanimous vote, the Board approved extending the contract until 30 day notice by either party is given to terminate contract. **MSC Goldes/MacFadyen.**
- Committee is researching local and national models regarding staff. There are financial and organizational benefits to entering into a shared staff scenario with the Yerba Buena Alliance. The Executive Committee will present a model for future staffing at February meeting.
- No legal firms are able to offer pro bono services at this time. The Executive Committee will research other options for retaining ongoing legal council for YBCBD.

III. Finance Advisory Committee

Approved 2/10/09, MSC Berg/Pickering

- In a unanimous decision Board voted to approve the proposed FY 08-09 Budget. **MSC Brennan/J. Brown**
- Committee presented a draft budget for FY 09-10 for review. This budget will not be approved until later in the 2009 calendar year. An overview was given of potential carryover of funds from FY 08-09.
- There are no new Committee Members at this time, though membership is still open.

IV. Closed Session (Inquiry Committee: Open/Unified Approach for a bid)

- The Board unanimously decided to enter into closed session. **MSC Berg/Glick**
- Public Comment on matters pertaining to this item was taken prior to entering closed session. There was no public comment.
- Reconvene in open session. Legal counsel provided information about Board member responsibilities regarding close sessions.
- Board voted on the following motion: Move to ratify the recommendation of the inquiry committee, specifically: 1) Rescind and cancel the RFP and any award for cleaning and maintenance services; 2) Develop and issue an RFQ that combines cleaning, maintenance and security RFP; and 3) Board appoint new committee to oversee the process. **MSC Berg/Tao, 10-7 decision**

V. Services Advisory Committee

- Committee is working with Sergeant Peter Thoshinsky to establish 10B Office program for YBCBD.
- Board voted to approve the addition of Natalie Berg, Jim Chappell, and John Elberling to Services Committee. **MSC Berg/MacFadyen, 15-2 decision, one abstention**

VI. Executive Director's Report

- In a unanimous vote the Board accepted the invoice from the Yerba Buena Alliance for interim staff time in December. **MSC Nettles/Yamamoto.**

VII. Public Comment

- There was no public comment.