



**Meeting Minutes of the  
Ann Land/Bertha Henschel Memorial Fund Commission Wednesday,**

**February 20, 2019**

**4:00 p.m.**

***City Hall – 915 I Street – Historic City Hall, Council Chambers***

**Open Session – 4:00 p.m.**

**Roll Call**

The meeting was called to order by Commission President Terilyn Cobb at 4:04 p.m.

Present: Commissioner Leary, MacIntosh, Smith, Cobb, Maple, Commission Staff Ilee Muller, Janelle Oishi, and Joseph Cerullo, Senior Deputy City Attorney to the Commission

**Consent Calendar**

**1. Approval of the Ann Land and Bertha Henschel Commission Meeting Minutes**

**Location:** Citywide

**Recommendation:** Pass a motion approving Commission minutes for November 14, 2018.

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving amended Commission minutes for November 14, 2018.

Moved/Seconded: (Leary/MacIntosh)

Motion carried 5-Yes 0-No

**Discussion Calendar**

Discussion calendar items include an oral presentation including those recommending “receive and file”.

**2. Nomination and Election of President**

**Location:** Citywide

**Recommendation:** Pass a motion electing the Ann Land and Bertha Henschel Memorial Fund Commission President for 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving nomination and election of President Alison Leary.

Moved/Seconded: (Maple/MacIntosh)  
Motion carried 5-Yes 0-No

**3. Nomination and Election of Vice President**

**Location:** Citywide

**Recommendation:** Pass a motion electing the Ann Land and Bertha Henschel Memorial Fund Commission Vice President for 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving nomination and election of Vice President Caity Maple.

Moved/Seconded: (Leary/MacIntosh)  
Motion carried 5-Yes 0-No

**4. Nomination and Election of Secretary**

**Location:** Citywide

**Recommendation:** Pass a motion electing the Ann Land and Bertha Henschel Memorial Fund Commission Secretary for 2019

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving nomination and election of Secretary Terilyn Cobb.

Moved/Seconded: (Leary/MacIntosh)  
Motion carried 5-Yes 0-No

**5. Semi-Annual Report for July–December 2018; Carryover of Unspent Funds**

**Location:** Citywide

**Recommendation:** Review report and provide direction to staff regarding Traveler's Aid Emergency Assistance Agency 2018 carry-over funding request.

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Pass a motion approving carryover of unspent funds for Traveler's Aid Emergency Assistance Agency.

Moved/Seconded: (Smith/MacIntosh)  
Motion carried 5-Yes 0-No

**6. Assignment of 2019 Site Visits**

**Location:** Citywide

**Recommendation:** Pass a motion (1) designating Commissioners to visit the site of each 2019 grant recipient and (2) setting the date by which Commissioners must submit site-visit reports to Commission staff.

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Action: Commission Members were selected as per the table below to visit the 2019 grant recipient organizations; all site visit reports will be submitted to Commission staff by July 31, 2019.

Agency	Commissioner
Asian Community Center of Sacramento Valley, Inc. DBA ACC Senior Services	Talbott Smith
Community Against Sexual Harm	Jack Boniwell
First Step Communities	Jack Boniwell
Jewish Federation of the Sacramento Region	Alison Leary
My Sister's House	Terilyn Cobb
reIMAGINE Mack Road Foundation	Caity Maple
Repairing The Breach Neighborhood Project	Laurie MacIntosh
River City Food Bank	Caity Maple
Sacramento Area Emergency Housing Center DBA Next Move (Francis House Center)	Laurie MacIntosh
Sacramento Food Bank & Family Services	Alison Leary
Sacramento LGBT Community Center	Talbott Smith
Sacramento Loaves & Fishes	Terilyn Cobb
Sacramento Neighborhood Housing Service, Inc. (DBA Neighbor Works Home Ownership Center Sacramento Region)	Wanda Yanez
Sacramento Self-help Housing	Laurie MacIntosh
Saint John's Program for Real Change	Talbott Smith
South Sacramento Interfaith Partnership Food Closet	Alison Leary
Stanford Settlement Neighborhood Center	Talbott Smith
The Salvation Army	Caity Maple
Travelers Aid Emergency Assistance Agency	Terilyn Cobb
Wellspring Women's Center	Caity Maple
Women Escaping A Violent Environment, Inc. (WEAVE)	Laurie MacIntosh
Women's Civic Improvement Club	Wanda Yanez
Women's Empowerment	Terilyn Cobb

Moved/Seconded: (Cobb/Maple)  
Motion carried 5-Yes 0-No

**7. Review Annual Funding Process and Provide Direction to Staff**

**Location:** Citywide

**Recommendation:** Review and Comment on the Annual Funding Process

**Contact:** Ilee Muller, Administrative Analyst, (916) 808-1022, Youth, Parks, & Community Enrichment

Commission Staff Ilee Muller provided an overview of a previous Commission discussion during the meeting on May 16, 2018 and review of the annual funding process. Commission Members discussed the need for clarification on various aspects of the application process,

evaluation of program proposals, and funding award amounts. Commissioners discussed the merits of formalizing the process by which it allocates funds into a regulation, subject to review and approval by the City Council. The President named an ad hoc committee to work with staff to come up with recommendations for a proposed regulation to submit to the commission for discussion and adoption. Commission Members Boniwell, Leary, MacIntosh, and Maple were designated to form the ad hoc committee.

**Public Comments - Matters Not on the Agenda**

None

**Commission Comments, Questions, and Ideas**

None

**Adjournment**

Commission President Leary adjourned the meeting at 5:48 p.m.

Respectfully submitted:



Terilyn Cobb, Secretary  
Ann Land/Bertha  
Henschel Memorial Fund Commission

Approved by:

