



City of San José Community Stabilization and Opportunity Pathways Fund Commission

MEETING MINUTES

September 18, 2023

6:30 p.m

City of San José - City Hall Chambers

HYBRID

Meeting Purpose

To provide Commissioners with training related to the Brown Act, ethics, and governance of the commission.

Commission Information

Refer to the Community Stabilization and Opportunity Pathways Fund Commission ([Fund Commission](#)) [webpage](#) to view the presentation and any materials sent to the Fund Commission prior to this meeting.

Commissioners

Olivia Ortiz
Alma Rosa Bailon Vidales
Sofia Jaquez
Juana Villalpando Becerra
Julie Vennewitz-Pierce
Lisanna Dominguez
Efren Estranero
Jeffrey Buchanan
Regina Celestin Williams
Kiyomi Yamamoto (online)
Raymond Ramsey (not in attendance)
Anna Nguyen (not in attendance)
Aboubacar Ndiaye (not in attendance)
Josefina Aguilar (not in attendance)
Connie Alvarez (alternate)(not in attendance)
Ricardo Benavidez (Non-voting)

Non-voting City of San Jose Representatives

Sarah Zarate
Joshua Ishimatsu
Monique Melchor

Office of Economic Development and Cultural Affairs:

Nanci Klein
Zacharias Mendez

City Attorney's Office:

Daniel Zazueta

Consultants (Winter Consulting)

Jocelyn Banuelos
Ngan Nguyen
Christian Ollano
Frank Ponciano

Agenda

I. Welcome and Introductions

City staff began the meeting with opening remarks, introductions of staff and the consultant team, and an overview of the meeting agenda and logistics. Commissioners were given time to

introduce themselves. Commissioners Julie Vennewitz-Pierce and Efren Estranero were given time to introduce themselves for the first time to staff and public.

Commissioner Julie Vennewitz-Pierce was given time to introduce herself as a new member of the Commission. She has been a resident of the City of San José for 27 years. She has experience in social impact and philanthropy. She has worked in professional sports and charity events with San José Sharks, followed by 16 years of experience with Ebay and PayPal, focusing on economic opportunities in the U.S. and globally. Currently the commissioner is with Ross Stores, focusing on education achievement. The commissioner is passionate about economic opportunity and equity, especially in housing and career development.

Commissioner Efren Estranero has been a resident of San José for over 20 years. The commissioner is interested in understanding displacement prevention.

Christian Ollano, from Winter Consulting, provided opening remarks and introduced the staff agenda for this meeting.

- Review and elaborate the purpose of the commission: To uplift resources under-resourced communities in the City of San José through two program areas that are the commissions namesake:
 - Community Stabilization
 - Opportunity Pathways

Jocelyn Banuelos provided an overview of the Commission Work Plan, including the goals and purposes for scheduled Commission meetings and what to expect in 2024.

Christian Ollano reviewed the roles and responsibilities of the Commission.

Ngan Nguyen reviewed group agreements that were generated by the Commission in the previous meeting.

II. Staff and Consultant Presentation

- A.** David Zazueta, from the City of San José's City Attorney's office, presented on Brown Act, Public Records Act, and supplemental Commissioner training.

Following the presentation, Commission members had the opportunity to ask questions and provide comments. A summary of the questions and comments provided by Commissioners is below:

Questions from the Commission:

If we're involved with a non-profit organization and on a board or advisory committee as a donor, are these conflicts of interest and should we recuse ourselves from voting?

If there were going to be an item that involved giving money to one of those organizations that you are affiliated with or sitting on the board of, then yes you would recuse yourself, because that could be the potential appearance of bias in favor of the organization.

It can be a case by case basis, depending on the level of involvement with the organization, and so that could be discussed when the time comes.

Now that we've had the presentation, if we need to revise our Form 700, can we still do that?

Yes, it can be revised/amended. The form has to be filled out every year as well.

How many years after we leave this Commission must we wait to work at a non profit that may have benefited from the decisions made by this Commission and vice versa?

Conflicts of interest are about your finances, generally. If you've already left an organization and are now participating in the Commission to provide funds to that organization, that is fine as you are no longer part of that organization. However, the appearance of bias is a separate issue and could be contentious.

- B.** Christian Ollano highlights aforementioned major points and purpose of bylaws for discussion.

Questions from the Commission:

In the draft bylaws, there isn't any discussion regarding the roles of Chair and Vice Chair as they work with staff to develop agendas for this Commission's meetings. It would be helpful for this body to ensure that some representation of the Commission is involved in developing agendas. Can you provide some clarity?

The chair and vice chairs are in the bylaws, but we have not fleshed out those details because the first several meetings will be mostly administrative. We would look to the Commission to discuss and decide what is the best approach.

The presentation we just went through are not the drafted bylaws, they are changes and modifications, is that right?

We wanted to give you two options: bylaws, currently as it stands, there is a chair. However, we wanted to give the Commission options on whether or not you would want a chair.

Are general provisions not in the draft, they're something that is proposed?

The general provisions are in the draft; There are two additional provisions that City and consultant staff are recommending to add. Regarding the chair and vice chair, we wanted to open that up for the Commission to discuss and determine consensus on the best approach

What is the purpose behind the discussion regarding Rosenberg's Rules of Order?

They are simple rules placed in the bylaws that will govern this Commission's Rules of Order. There are other Rules of Orders available, but City staff determined Rosenberg's Rules of Order to be the most comprehensive and easiest to put into practice.

If there is a vacancy to the commission in the future, is there a process for that and does it live in the bylaws?

Yes, there is a provision in the bylaws to deal with vacancies. It would go to the City Clerk who would post about the vacancy. There is also an alternate part of the Commission who would take on the seat of any vacancies.

Can you explain more what will be the Chair and Vice Chair's role with staff?

The Chair will run and facilitate the meeting rather than City staff and consultants. The Vice Chair will fill in for the Chair when the Chair is absent. If the Commission does not want a Chair, it is possible. The Chair holds this position for a year. The Commission holds an annual vote to determine the Chair. The Chair does not make motions.

Does the Chair have direct contact with City staff? Is it more helpful to have a Chair and Vice Chair?

The Chair can place items on the agenda. So, if the Commission has an item they would like to discuss, they can have the Chair place that on the agenda for upcoming meetings.

If we do not have a Chair or Vice Chair, can Commission members still place items on an agenda?

Yes, Commissioners can make recommendations, make a motion, or hold a vote to have items placed on upcoming meeting agendas.

What are the procedures involved if a Chair needs to be removed?

A vote can be held amongst all Commissioners to remove a Chair or Vice Chair.

III. Public Comment

Paul Soto and Lillian Koenig offered public comment via Zoom. No public comments were offered in person.

IV. Exit Question

- A. Frank Ponciano posed three closing questions for the Commission to answer: What did you learn, what are you looking forward to, what would you change about this meeting?
- Commissioners appreciated City Attorney Daniel Zazueta for the detailed presentation and training for bylaws and the Brown Act and look forward to creating economic opportunities with this fund.
 - Commissioners look forward to understanding the processes involved in shaping this fund to be community driven.

- Commissioners mentioned the following as possible improvements:
 - Provide more in depth details regarding the roles and responsibilities of the Chair and Vice Chair, including the pros and cons of having a Chair and not having one.
 - Provide commissioners with a space that allows everyone to be understood, especially monolingual speaking commissioners, in order for everyone to exchange dialogue.
 - Provide translation services that will allow commissioners to be able to work with each other equitably and have direct communication with one another.
 - Ensure that non-English speakers have adequate information and time to digest the information. Presentations could be slower to make sure that everyone is on the same page.
 - Find a different meeting room that will enhance audibility.

V. Adjournment - 8:30 PM

Minutes prepared by:

Winter Consulting

Please direct correspondence and questions to:

City of San José

Attn: Zak Mendez

200 East Santa Clara Street

San José, California 95113

Email: zacharias.mendez@sanjoseca.gov

Tel: 408-793-4385