

MEETING MINUTES

May 18, 2023

7:00 p.m

City of San José - City Hall Chambers

HYBRID

Meeting Purpose

- Get to know the City staff, consultants, and appointed members involved with the Community Stabilization and Opportunity Pathways (CSOP) Fund Commission.
- Provide an orientation to the work plan of the CSOP Fund Commission and set the stage for working together.
- Assist Commission members with the onboarding process.
- Hear questions and comments from the public.

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

Josefina Aguilar
Juana Villalpando Becerra
Jeffrey Buchanan
Lisanna Dominguez
Efren Estranero (*not in attendance*)
Sofia Jaquez
Aboubacar Ndiaye
Anna Nguyen (*not in attendance, withdrawn from Commission following appointment*)
Olivia Ortiz
Raymond Ramsey
Alma Rosa Bailon Vidales
Regina Celestin Williams
Kiyomi Yamamoto
Connie Alvarez (Alternate)

Non-Voting Google Representative

Ricardo Benavidez (Non-voting)

Non-voting City Representatives

Sarah Zarate, City Manager's Office
Joshua Ishimatsu, Housing Department
Monique Melchor, Office of Economic Development and Cultural Affairs

City Staff Liaisons

Office of Economic Development and Cultural Affairs:
Nanci Klein
Zacharias Mendez
Lori Severino

Consultants (Winter Consulting)

Jocelyn Banuelos
Ngan Nguyen
Christian Ollano
Frank Ponciano

Agenda

I. Welcome and Introductions

City staff began the meeting with interpretation instructions. Then, City of San José Director of Economic Development and Cultural Affairs Nancy Klein provided opening remarks, including the following points:

- The City sends appreciation to the Commission for their commitment to this process.
- The Downtown West project is still moving forward. Google is in a process of reassessing how much space they need and by when. The Community Stabilization and Opportunity Pathways Fund is designed to bring in multiple funders.
- The Commission will be involved every step of the way: from development of the five-year Strategic Plan to be approved by the City Council to administration of the grants.

Lori Severino introduced herself and Zacharias Mendez as the staff liaisons for the Commission. The Winter Consultant team then introduced themselves as leading Commission meeting facilitation. Commissioners were then given time to introduce themselves. All Commissioners that were present provided a short introduction answering the question: “What is your main area of interest in this Commission?”

Following introductions, staff provided an overview of the meeting agenda.

II. Staff Presentation

City staff provided an orientation to the Fund Commission, which included key requirements and regulations that apply to the Fund Commission, a review of the purpose of the group, and an overview of the anticipated work plan through 2023, including potential future meeting dates.

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:

What is the role of this body (the Commission)?

The Commission functions very much like the City Council. The Commission will be given information and decisions will be made at the meeting. Decision making will be determined by the bylaws, which we will discuss at the next meeting.

What is the current status of the Downtown West development as it relates to the Fund Commission?

Google remains committed to San José. Google is determining how much space will be utilized based on changing work environments. There is no definitive answer at this

time, but that will not affect the timeline for the onboarding process for this Commission nor the selection of a Fund manager. Staff will keep the Commission updated on the development and timeline as it evolves.

Who will be the primary support and contact on the City staff/consultant team for Commissioners?

Zacharias Mendez will serve as the primary point of contact for the Commission. He will work with Lori Severino, Nanci Klein, other City staff, and the consultant team to address questions.

How did you find Winter Consulting? How was this partnership established?

The City underwent an RFP (Request for Proposals) process to establish a bench of prequalified, on-call community engagement consultants in 2022. The City requested quotes from several firms on that bench, reviewed the quotes received, and ultimately selected Winter Consulting.

Why does the City present the Brown Act as stating Commissioners cannot have discussion on Commission items outside a public forum, when the Brown Act states that only a majority cannot have discussion outside a public forum?

Staff provides this guidance to avoid conflicts with the Brown Act, which prohibits serial discussions among Advisory Groups outside of meetings. The City Attorney's office will be able to answer any Brown Act-related questions at the next Commission meeting.

Group Agreements and Question/Answer

Frank Ponciano from Winter Consulting provided an overview of group agreements and asked Commissioners three questions that Commissioners responded to:

1. *Share one idea for the group agreements.*
2. *How can we build a sense of community in this Commission?*
3. *What input do you have for us on how today's meeting went?*

Main highlights from this section include, but are not limited to the following:

- **Group Agreements:**
 - Respect all opinions and perspectives, even those different from our own.
 - No personal attacks.
 - Honor cultural competency and everyone's different lived experiences.
 - Practice patience to ensure all Commissioners, including monolingual Spanish speakers, fully understand the content, action items, and decision points.
- **Building a sense of community:**

- Many Commissioners were interested in participating in a social gathering as part of a way to build a sense of community and learn about each-others' lived experiences.
- Input on the first CSOP meeting:
 - Commissioners appreciated the welcoming environment, accessibility, and the questions from the meeting that allowed them to learn more about each other.
 - Commissioners mentioned the following as possible improvements:
 - The slide deck and other materials should be assessed in the future for accessibility and understandability.
 - Create a protocol to slow down speakers who may speak too fast for interpreters.
 - Consider providing a meal since the CSOP meetings run during dinner time.
 - Email reminders should continue to be sent about the upcoming meetings and tasks.
 - Include at the beginning of every meeting a reminder about the Commission's purpose.
 - Send Commissioners documents for review well in advance so Commissioners have ample time to review.
 - Commissioners should say their name before providing remarks since they are still in the process of knowing each other.

Upcoming Meetings

Commissioners provided their availability for an August and October Commission meeting.

III. Public Comment

Paul Soto and Elena offered public comment via Zoom. Leticia Alvarez offered public comment in person.

IV. Adjournment - 8:40 PM

Please direct correspondence and questions to:

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