

Evaluation Committee Meeting

January 14, 2021, 5:00 pm

(Meeting is being held online due to the ongoing COVID-19 pandemic)

Meeting Minutes

FINAL/APPROVED 2/8

Present:

Adam Tetenbaum

Paula Fleisher

Jennifer Kiss

Simon Bertrang, TLCBD Staff

Kate Robinson, TLCBD Staff

### 1. Call to Order. Welcome and Introductions

A. Tetenbaum called the meeting to order at 5:00 pm.

### 2. Action: Review Evaluation Committee November 17, 2020 Draft Minutes

MOTION: Review and approve draft minutes of the November Meeting of the Evaluation Committee.

Moved by: A. Tetenbaum

Seconded by: J. Kiss

Abstained: none

Passed: yes

### 3. Discussion: TL Youth Leadership Theory of Change

K. Robinson discussed the need for a new youth program in the Tenderloin based on a collective impact model. E. Looper brought the vision of adopting a BMAGIC or Mo'MAGIC model to support and involve youth. M. Vuong has already started convening some groups on a weekly basis for several months; we're hoping they will be some of the core group along with other new partners. E. Looper has been leading monthly trainings along with the Center for Youth Wellness on ACES and persistent trauma; it's a cohort model with action planning.

They have also focused on Play Streets and making it permanent. E. Looper had a taste of teen outreach via Play Streets and 7 teen volunteers who worked the events. They will create a program, TLCBD Fellows, neighborhood wide for teens in paid positions who will do leadership work alongside E. Looper.

The first year is focused on getting a better idea of the landscape through a comprehensive needs assessment. The program will also involve families (via an assessment). They will need a lot of partnership. The second and third year will be about growing the Fellows piece and looking at workforce development. The Chinatown youth programs are also a model with their leaders who stay in the community/return to the community.

***[Action: The Committee recommended creating a steering committee to hold the work and will meet with Staff in 2-3 weeks to discuss next steps.]***

***[Action: Staff will engage Abigail Blue to help with reporting on the related grant.]***

### 4. Standing Item: Evaluation Program Update

S. Bertrang informed the Committee that he has engaged Facente to develop the agenda for the upcoming Staff retreat on Tuesday. They're also helping to develop an agenda for the Board retreat, creating pre-retreat surveys, and interviewing some Board members.

Scott Smith has also been hired as a consultant to take metrics and turn them into useful dashboards for RBA in the next month and a half.

The Staff Survey has continually highlighted that staff want a performance review system and Facente's scope has been expanded to include that now. The overarching goals of the Evaluation Program for 2021 will be to support (1) implementation of the Evaluation Plan developed with Facente's support and (2) creation of a system of Performance Plans and Performance Reviews for staff and the Executive Director.

***[Action: S. Bertrang will send the Staff Survey out to the Committee for review.]***

5. Information Sharing: Board & Staff Retreats

This item was included in the preceding update.

6. Standing Item: Financial Update

A. Tetenbaum asked to put together a mid-year budget update for the Board. S. Bertrang added that he still needs to find an accountant for the audit.

A. Tetenbaum shared that TLCBD has been offered terms for a line of credit loan, but all the assessment income came in pretty much on target with what was expected, so the loan may not be necessary. However, if grant money continues to be held up with OEWD due to the review process, we may be able to use the loan with 30-day notice.

S. Bertrang shared that the Year in Review is almost complete and will be a very clear picture of all the work that has been done by TLCBD in the last year with the tax assessment dollars that can also be shared with property owners.

S. Bertrang advised that we need to identify now which public money and which money from private foundations we'll be going after to support programs in the future. P. Fleisher suggested adding that question to the Board agenda.

***[Action: S. Bertrang will contact the new bookkeeper for a mid-year report and ask for an audit accountant recommendation.]***

***[Action: S. Bertrang will send the Year in Reflection out to the Board before sending to property owners.]***

***[Action: The Committee will add fundraising and the audit to the top of the agenda next month, or prioritize both otherwise.]***

7. Public Comment/Close Meeting Announcements

The meeting was adjourned at 6:15 pm.

Next Evaluation Committee Meeting  
Wednesday, February 3, 5:15 pm | Online - Zoom