

Executive Committee Meeting

May 18, 2022, 5:00 pm

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

Meeting Minutes

FINAL/APPROVED 6/18

Present:

Executive Committee

Mike Vuong, President & Chair of Safe Committee, Business Owner Seat (Boys and Girls Clubs of SF)

Rhiannon Bailard, Vice President, Property Owner Seat (UC Hastings Law)

Aashish Karkhanis, Secretary, At-Large Seat (Foley & Lardner LLP)

Susie McKinnon, Chair of Inviting Space Committee, Property Owner Seat (Cova Hotel)

Adam Tetenbaum, Treasurer, Property Owner Seat (Olympic Residential Group)

Other Board Members

Jennifer Kiss, At-Large Seat

Simon Bertrang, TLCBD Staff

Abigail Blue, TLCBD Consultant

Aseel Fara, TLCBD Staff

Lorraine Lewis, TLCBD Staff

Esan Looper, TLCBD Staff

Alicia Seleska, TLCBD Staff

Absent:

Soha Abdou, Co-Chair of Neighborhood Pride Committee, Property Owner Seat (CCDC)

Naomi Maisel, Chair of Economic Opportunity Committee, Business Owner Seat (La Cocina Municipal Marketplace)

Jaime Viloria, Co-Chair of Neighborhood Pride Committee, Resident Seat

Guest:

August Zajonc, Crosby & Kaneda CPAs, LLC

Kimberly Kelly, METIS Partners LLC

Veronica Guevara

1. Call to Order. Welcome and Introductions

M. Vuong called the meeting to order at 5:05 pm.

2. Discussion: Communications Updates

M. Vuong acknowledged that the communications update was sent late, encouraged committee members to read the updates if they have not, and opened the floor up for questions—there were none.

3. Update: Clean Program

S. Bertrang presented the 311 dashboard and highlighted that 86% of cases were addressed by TLCBD. The switch to the 24 hour SLA (service level agreement) has dramatically reduced the “SLA breach.” The Clean Team has finally been able to remain fully staffed and an additional pressure washing truck was recently added. The new contractor who cleans in the morning does not meet expectations and multiple community members have complained to the Department of Public Works. J. Kiss asked if there’s a way to hold them accountable for what they haven’t cleaned when the Clean Team starts their shift. S. Bertrang commented that the new Sanitation Department commissioners will most likely be the most effective way to address the issue.

4. Information Sharing: C & K Audit Presentation

S. Bertrang introduced A. Zajonc and K. Kelly to discuss the organization’s FY21 audit.

A. Zajonc introduced himself briefly and shared a presentation of the recently completed audit while commenting on some important points. K. Kelly clarified that a lag in billing of about 2 months was a big contributor to some of the numbers. A. Zajonc then shared the notes from the audit and asked for thoughts on improvements from those involved in the finances. K. Kelly added that TLCBD’s accounting software wasn’t aligned to GAAP when METIS was first hired—that has been rectified. A. Zajonc recommended that the finance committee request a list of contracts from the accounting department.

A. Blue noted that as Federal funds increase, the need for a yearly audit is also greater. A. Zajonc added that Federal funding requires a program specific audit if the expenditure is over \$750,000, but normally rely only on coding rather than paperwork. K. Kelly shared that she and S. Bang are in the process of creating a formal acknowledgment of the audit findings provided by Crosby & Kaneda.

[Action: S. Bang and S. Bertrang will follow up to make sure that Crosby & Kaneda is engaged for the next audit.]

5. Action: Approve Remote Meetings in June

MOTION: Approve Zoom Board and Committee Meetings for the month of June as authorized by AB 361, which allows continued virtual meetings in view of the ongoing active State-proclaimed state of emergency and local recommendations for social distancing.

Moved by: M. Vuong

Seconded by: R. Bailard

Abstained: none

Passed: yes

6. Action: Approval of Minutes of Previous Meeting

MOTION: Review and approve draft minutes of the April 20th meeting of the Executive Committee.

Moved by: A. Karkhanis

Seconded by: S. McKinnon

Abstained: none

Passed: yes

7. Information Sharing: Announcements and Future Agenda Items

E. Looper encouraged members to complete the TL Emergency Response Plan survey forwarded by M. Vuong.

The meeting was adjourned at 6:30 pm.

Next Executive Committee Meeting
Wednesday, June 15, 5:00 pm | Online - Zoom