



401 E. Chapman Avenue
Placentia, CA 92870
(714) 993-8232

Mission Statement:

The Placentia Community Foundation solicits, receives, invests and makes grants of funds, property and other resources to provide direct charitable services to aid, sponsor, promote, advance and assist worthy activities, programs and services in the City of Placentia to further cultural, educational, and recreational events and causes.

AGENDA
Regular Meeting of
The Placentia Community Foundation
June 29, 2020 – 5:00 P.M.
SPECIAL PROCEDURES NOTICE DURING
COVID-19 EMERGENCY

On March 4, 2020, Governor Newsom proclaimed a State of Emergency as a result of the threat of the COVID-19 virus.

On March 17, 2020, Governor Newsom issued Executive Order N-29-20, which temporarily suspends requirements of the Brown Act allowing Placentia Community Foundation Board Members to hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the Placentia Community Foundation.

Given the health risks associated with COVID-19, please be advised that City Hall is closed to the public and some, or all, of the Placentia Community Foundation members may attend this meeting telephonically.

How to Submit Public Comment

Members of the public may provide public comment by sending comments for the Placentia Community Foundation meeting consideration by email to the Community Services Supervisor at vortiz@placentia.org. Please limit to 200 words or less. Comments received before or during a Board meeting, until the close of the Oral Communications portion of the agenda, will be read into the public record, subject to the regular time limitations per speaker. Longer submittals will be included in the public record. If you are unable to provide your comments in writing, please contact the Community Services Department office for assistance at (714) 993-8232.

Americans with Disabilities Act Accommodation

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's Office at cityclerk@placentia.org or by calling (714) 993-8231. Notification 48 hours prior to the meeting will generally enable City Staff to make reasonable arrangements to ensure accessibility while maintaining public safety. (28 CFR 35.102.35.104 ADA Title II)

Until further notice the City will implement the guidelines of the California Department of Public Health in regard to social distancing.

The city of Placentia thanks you in advance for taking all precautions to prevent the spread of the COVID-19 virus.

The City will return to normal meeting procedures as soon as the emergency has ended.

11. Staff/Department comments and updates.

- COVID-19 Safety and Operations
- Concerts in the Park discussion and updates

12. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.

13. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next regular meeting on July 27, 2020.

Certification of Posting

I, Veronica Ortiz, Executive Secretary of the Placentia Community Foundation, hereby certify that the Agenda for the June 29, 2020 regular meeting of the Placentia Community Foundation was posted on Thursday, June 25, 2020.

Veronica Ortiz, Community Services Supervisor/Executive Secretary



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MINUTES
Foundation Meeting
June 1, 2020

1. Meeting Called to Order 5:05 p.m.

2. Pledge of Allegiance.

3. Roll Call:

Present: Jill Buchanan, Vivian Perez, Jolene Durbin, Kathi Baldwin, Kevin A. Larson
City Staff: Veronica Ortiz, Community Services Supervisor, Felipe Zambrano, Community Services Coordinator.

Guest: Marshe Samuel, Volunteer Coordinator for People Assisting The Homeless.

Absent: None.

4. Review and Approval of Minutes for April 27, 2020.

Board member Baldwin **MOTIONED** to approve the April 27, 2020 minutes. Chairperson Perez **SECONDED** this motion. The motion carried.

5. Public Comment.

Marshe Samuel, Volunteer Coordinator for People Assisting The Homeless, provided information regarding remote volunteer opportunities for the Placentia Navigation Center. The remote volunteer opportunities are designed to support vulnerable residents at the Navigation Center by providing essential items such as hygiene supplies and non-perishable food items. There are four opportunities available, which consist of 4 different kits targeted towards vulnerable residents, senior residents, expecting residents, and pet residents. There was brief discussion regarding the demographics of the residents.

6. Treasurer's Report.

Board member Larson reported no deposits or checks for the month of April. Board member Larson reported three disbursements; a \$240.00 reimbursement to Jill Buchanan for PCF website design, \$50.00 to the California Department of Justice for the tax filing fee, and \$830.00 to Ken Palmer, CPA for preparing and filing the Foundation's 2019 tax returns. Total disbursements amount to \$1,120.00. The total cash balance stands at \$41,096.00. Board member Larson reported a he paid a \$5.00 fee to re-file an SI tax form on behalf of the Foundation. Board member Baldwin **MOTIONED** to approve the reimbursement of \$5.00 to Kevin Larson. Chairperson Buchanan **SECONDED** this motion. Motion carried.

7. Review and Approval of Deposits.

None.

8. Review and Approval of Foundation Strategic Planning.

Board member Perez reported that she has completed the draft of the Foundation's Strategic Plan and will be forwarding the document to the Board members. Board member Perez requested the Board to review the plan, and offer any valid input within the next week. The Strategic Plan outlines three main objectives; to advance community needs, promote diversity and inclusion through philanthropy, and build broader community through shared collaboration. Board member Perez emphasized that the plan is a living document, and can be updated should the goals of the Foundation change.

9. Review Emergency Grants Program.

Supervisor Ortiz opened discussion for a potential emergency grants program first discussed at the previous Foundation meeting. Chairperson Buchanan voiced support for the Board members submitting potential areas of need that the Foundation would support through the grants, as well as guidelines for those grants. Board member Buchanan requested information regarding the City's partnership with local non-profits that provide emergency goods and services. Supervisor Ortiz shared that more information regarding the City's partnerships with local non-profits, as well as a draft emergency grant application will be provided at the June 22nd meeting.

10. Review Placentia Community Foundation Grant Process.

Regarding the formal Placentia Community Foundation Grant Process, Board member Buchanan expressed that due to the challenges many are facing due to working from home, it may be in the Foundation's best interest to postpone the grant process until more offices resume to their normal schedules. There was consensus amongst the Board to remove the review of the grant process from the agenda until the City receives direction from the State of California and the County of Orange allowing for the reopening of office spaces as normal.

11. Board member comments and requests.

Chairperson Buchanan requested past grant recipients contact information. Supervisor Ortiz is compiling contact information and will send the list out to Board members. Chairperson Buchanan reported that due to personal reasons, she has decided to take a leave of absence for three months, and return in October 2020.

12. Staff/Department comments and updates.

Supervisor Ortiz provided a brief update regarding the City's response to COVID-19. Placentia City Hall is now open to the public beginning June 1st, and staff have returned to normal schedules. Plexiglass barriers have been installed at all City Hall service counters. Temperature checks will continue to be conducted on City Hall staff, as well as members of the public wishing to enter the building. All members of the public are required to wear masks and wash their hands prior to entering the building. Hand sanitizer is available at all City Hall service counters for use by the public. The Public Works department is continuing its daily cleaning of frequently touched surfaces. Community Services Department staff plan on attending the June 16th City Council meeting to present a gradual reopening plan for many Community Services events and programming. Park amenities, handball, and tennis courts have reopened. Fields are not open to organized sports groups for use. Facility and picnic shelter rentals have not resumed.

Summer programming is scheduled to begin on July 6th, with the Concerts in the Park series scheduled to begin on July 16th. Supervisor Ortiz reported that although City staff have already submitted a permit for use of Tri City Park for the Concerts series, Orange County Parks is not issuing any permits through the end of July, which directly affects the planning of Concerts in the Park. Preliminary discussion amongst the Community Services Department determined an interest in holding Concerts in the Park at Kraemer Memorial Park to accommodate for the lack of permits from OC Parks. Discussion has occurred regarding safety precautions at the event. Coordinator Zambrano provided a brief update on confirmed bands and plans for the implementation of safety measures. Coordinator Zambrano highlighted new challenges with holding Concerts in the Park at Kraemer Memorial Park, including limited parking and the absorption of new costs for a stage, generators, and staff to monitor the event. Potential safety measures to encourage social distancing at the Concerts include a pre-registration process or drawing 6-foot circle markers on the ground, and limiting the amount of concert goers. Coordinator Zambrano noted that even with safety precautions, there should be a focus on educating participants about social distancing through constant verbal reminders and signage. Coordinator Zambrano reported that all confirmed bands are still interested in participating in the event. The City of Placentia will not be advertising the Taste of Placentia event as to not encourage a double crowd from the Taste of the Placentia event and Concerts event. There was brief discussion regarding the Foundation having a booth at Concerts and the fundraising goal. Board member Perez will reach out to her contact at the Alcohol Beverage Control (ABC) office to gather information regarding alcoholic beverage sale permits and report this information back to City staff and the Foundation.

13. Agenda Building and Meeting Schedule. Board to review agenda items and schedule upcoming meetings.

- Review and Approve 5 Year Strategic Plan
- Review Emergency Grants

14. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next meeting on June 22, 2020.
