



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
January 11, 2021 – 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.

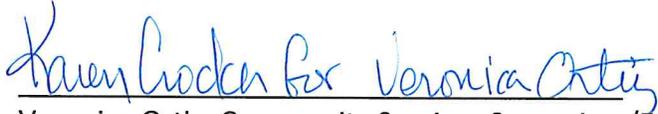
11. Board member comments and requests.

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 February 22, 2021.

Certification of Posting

I, Veronica Ortiz, Executive Secretary of the Placentia Community Foundation, hereby certify that the Agenda for the January 11, 2021 regular meeting of the Placentia Community Foundation was posted on Thursday, January 7, 2021.

A handwritten signature in blue ink that reads "Karen Crocker for Veronica Ortiz". The signature is written in a cursive style.

Veronica Ortiz, Community Services Supervisor/Executive Secretary



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MINUTES
Foundation Regular Meeting
November 30, 2020

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

2. Pledge of Allegiance.

3. Roll Call:

Present: Kevin A. Larson, Jolene Durbin, Vivian Perez, Kathi Baldwin

City Staff: Karen Crocker, Director of Community Services, Veronica Ortiz, Community Services Supervisor, Daniela Escobedo, Community Services Office Assistant.

Guest: Councilmember Rhonda Shader, Sheila Jordan, Tricia Montelongo.

Absent: None.

4. Review and Approval of Minutes for October 26, 2020.

The review and approval of minutes for October 26th were **MOTIONED** for approval by Board member Larson. The motion was **SECONDED** by Board member Durbin. Motion carried.

5. Public Comment.

None.

6. Treasurer's Report.

Board member Larson provided a review of the Treasurer's Report. Board member Larson reported three outstanding disbursements from the COVID-19 Emergency Grant Program. Two of the three disbursements were allocated to the City, for aid in Senior Center and Neighborhood Services activities. The remaining disbursement was allocated to PATH for aid at the Navigation Center, which has since cleared. Larson also reported that overall, income fell short, as a result of no fundraising opportunities due to the COVID-19 pandemic.

7. Review and Approval of Deposits.

Board member Larson reported no deposits or disbursements in the month of October 2020.

8. Dia De Los Muertos Event Overview.

Board member Perez provided a brief review of the Placita Santa Fe Merchants Dia De Los Muertos events. Board member Perez and Board member Larson participated in the event on behalf of the Foundation with a decorated themed booth. The booth provided a marketing opportunity for the Foundation and activity sheets for children. Board member Perez reported speaking to almost 50 community members about the Foundation. Board member Perez also reported that the Merchants association asked the Foundation to participate next year. There was brief discussion amongst the Committee regarding purchasing a portable canopy with the Foundation's logo for future events. Board member Perez **MOTIONED** to

approve the purchase of a portable canopy with the Foundation's branding, as well as tri-fold pamphlets. Board member Durbin **SECONDED this motion**. Motion carried.

9. Board Recruitment. Board to discuss and approve new board members.

Board member Larson opened discussion regarding recruitment of new board members. Board member Larson shared that the Foundation is looking to expand to 8 members, and that recruitment of new members will be a focus area in 2021. Community members Tricia Montelongo and Sheila Jordan briefly discussed their involvement in the local Placentia community and expressed interested in joining the board. Board member Larson **MOTIONED** to accept Tricia Montelongo and Sheila Jordan as new Placentia Community Foundation board members. Board member Baldwin **SECONDED** this motion. Motion carried with all in favor.

10. PCF Board City Council Presentation and Meet and Greet Event.

Board member Larson and Board member Perez reported to the Foundation that in a meeting with City Administrator Arrula and Mayor Ward Smith, as well as with Director Crocker and Community Services Supervisor Ortiz, they had discussed having an item added to an upcoming City Council agenda to give a presentation about the Foundation. The presentation is meant to give an updated overview of the Foundation's primary philanthropic goals. The presentation is scheduled to take place at the City Council meeting on January 12th. The Board suggested drafting a presentation, intended to share impact statements and testimonials from various organizations the Foundation has previously collaborated with. Moreover, the informational presentation is intended to increase outreach to the larger Placentia community, and invite people to join.

There was also brief discussion regarding hosting a Meet & Greet event. Board member Larson elaborated that the event would take place after the City Council presentation, and is intended to provide more in depth information about the Foundation. Logistics are to be finalized at a later date.

11. Memorandum of Understanding.

Discussion regarding a Memorandum of Understanding between the Placentia Community Foundation and Sheila Jordan for the purposes of expanding the Foundation's social media presence.

12. Staff/Department comments and updates.

Supervisor Ortiz provided a brief overview of programs and events taking place in Winter 2020. The Community Services Department is hosting a free drive-through Winter Wonderland event, where participants are able to drive through holiday themed decorations and lights, while safely collecting holiday treats. The City is also hosting a holiday drive-in movie, showing *Elf*. Although there will not be a Tamale Festival in 2020, Placita Santa Fe Merchants are still selling tamales with outdoor dining.

Supervisor Ortiz opened discussion regarding a partnership between the Foundation and the City for the Spark of Love Toy Drive. Spark of Love Toy Drive is a donated toy collection program for children ages 0-14. Toys are then distributed to cities hosting holiday events. The City of Placentia is hosting the Community Christmas Basket drive through event, where

families can register to receive a food voucher and basket, as well as toys for children. There was an opportunity for the Spark of Love Foundation to provide the monetary donation to the Foundation, acting as fiscal agent to the City. The donation would then be passed along to the City to purchase toys. Board member Larson **MOTIONED** to use the Foundation as a fiscal agent for the pass-through to receive monetary donations from Spark of Love for the benefit of purchasing toy donations for the Community Christmas Basket event. Board member Perez **SECONDED** this motion. Motion carried.

Supervisor Ortiz opened discussion regarding the North Orange County Task Force grant. Supervisor Ortiz reminded the board that the City is collaborating with the NOCTF and LOT318 to provide services at the Teen Center. The North Orange County Task Force also entered an agreement with the City and LOT318 to provide funding to the Police Explorer Program for the previous three years. Supervisor Ortiz reported that she was made aware that the NOCTF had not paid the Explorers funding for the past 2 years. The City is working with the NOCTF to receive that funding. The City will issue the invoice through the Foundation, again acting as a fiscal agent to the City. The funds will then be passed-through to the City. Once funding is received by the City, it will be allocated to the Explorer program. The agreement provided \$80,000.00 per fiscal year. The NOCTF will be invoiced \$160,000.00 in total for two fiscal years. Board member Jordan **MOTIONED** to approve and invoice to the North Orange County Task Force for unpaid grant funds owed to the Placentia Police Explorer Program for the past two fiscal years. Board member Durbin **SECONDED** this motion. Motion carried. Moreover, Supervisor Ortiz reported she had been made aware that the City did not use \$960.00 in grant funding from the NOCTF in the previous fiscal year. The remaining funds must be reimbursed back to the NOCTF before they can be issued the invoice as previously discussed. Because the Foundation acts as the non-profit fiscal agent for the City, the City must reimburse the Foundation \$960.00. The Foundation will then need to release the check back to NOCTF. Board member Baldwin **MOTIONED** to approve the reimbursement of \$960.00 from the City, and release the funds back to the NOCTF. Board member Larson **SECONDED** this motion. Motion carried.

13. Board member comments and requests.

None.

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

15. Adjournment. The Placentia Community Foundation Board of Directors Adjourn to their next meeting on January 11, 2021.