



Five Keys Schools and Programs
Education, Employment, Family, Recovery, and Community

Board of Directors Meeting Minutes

Thursday, December 12, 2019 – 4:30 PM

This meeting was held at 120 14th Street, San Francisco, CA

Board Members
 - Delia Ginorio
 - Freya Horne
 - Suzy Loftus
 - Sunny Schwartz
 - Tijanna Eaton
 - Vicky Hennessy

Staff Members
 - Steve Good

1. Call to Order & Roll Call		Time																																			
The meeting was called to order by board chair Delia Ginorio.		4:30PM																																			
a. Roll Call / Attendance																																					
<table border="1"> <thead> <tr> <th>Member</th> <th>Present</th> <th>Absent</th> </tr> </thead> <tbody> <tr> <td>Delia Ginorio</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Freya Horne</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Sunny Schwartz</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Suzy Loftus</td> <td></td> <td align="center">✓</td> </tr> <tr> <td>Tijanna Eaton*</td> <td align="center">✓</td> <td></td> </tr> <tr> <td>Vicki Hennessy*</td> <td align="center">✓</td> <td></td> </tr> </tbody> </table> <p>*present via teleconference Also in attendance: Steve Good (staff), Trevor Skelton (EdTec), and Jeff Thompson (EdTec)</p>		Member	Present	Absent	Delia Ginorio	✓		Freya Horne	✓		Sunny Schwartz	✓		Suzy Loftus		✓	Tijanna Eaton*	✓		Vicki Hennessy*	✓																
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b. Approval of Agenda:																																					
Motion: Freya Horne Second: Tijanna Eaton Vote: 5-0																																					
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2. Closed Session (4:30 pm)

- a. Section 54954.5: Conference with Labor Negotiators
- b. 54957: Public Employee Discipline

3. Exited Closed Session (4:42 pm)

- a. No action taken

4. Consent Calendar

Motion: Freya Horne
 Second: Sunny Schwartz
 Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

5. Director’s Report

Steve Good, executive director, presented the Director’s Report, which included updates on the following:

- Plan to invite Sheriff Paul Miyamoto to join the board
- Plan to invite Vicky Hennessey to remain on the board
- Restructuring of board meetings
- Insight Prison Project (IPP) merger

Please refer to the full Director’s Report for additional details.

6. Action Items

a. Resolution approving merger with IPP

The board discussed remaining issues to be agreed upon with IPP, including allocation of IPP funding and permissible/non-permissible activities for IPP staff and volunteers. The board’s vote on the resolution was conditional on IPP agreement to factor in admin costs in its use of IPP funds and its explicit agreement on subjective advocacy of IPP staff, the board

Motion: Sunny Schwartz
 Second: Freya Horne
 Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy			✓	

b. Approval of 2018-19 Audit

Board members discussed outcome of audit, including increase in net assets, new items (building and loan to purchase the building), fund balance, and the lack of any material weaknesses or findings.

Motion: Sunny Schwartz

Second: Freya Horne

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

c. Approval of local indicators

Board discussed and approved plan for local indicators.

Motion: Freya Horne

Second: Tijanna Eaton

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

d. Approval of 1st interim report

Board discussed and approved 1st interim report

Motion: Freya Horne

Second: Tijanna Eaton

Vote: 5-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio	✓			
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

7. Discussion Items

- Trevor Skelton, EdTec, presented updated financials for the 2019-20 Fiscal Year, including updated forecast and cash flow projections, as well as the 1st interim financial report

8. Adjournment

Motion to adjourn

Motion: Sunny

Second: Tijanna

Vote: 4-0

Member	Yay	Nay	Abstain	Absent
Delia Ginorio				✓
Freya Horne	✓			
Sunny Schwartz	✓			
Suzy Loftus				✓
Tijanna Eaton	✓			
Vicki Hennessy	✓			

The meeting was adjourned at 5:29 PM.