



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

Board of Directors Meeting Minutes

Thursday, August 29, 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.		4:33PM																																			
a. Roll Call / Attendance																																					
<table border="1"> <thead> <tr> <th align="center">Member</th> <th align="center">Present</th> <th align="center">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></td> <td align="center">✓</td> </tr> </tbody> </table> <p>*present via teleconference Also in attendance: Steve Good (staff) and Trevor Skelton (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: Delia Ginorio Vote: 4-0																																					
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c. Consent Calendar:																																					
i. Minutes: June 27, 2019 ii. Check Registers: June, July 2019 iii. Credit Card Registers: June, July 2019																																					
Motion: Delia Ginorio Second: Freya Horne Vote: 4-0																																					

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

2. Public Comment

No members of the public were present who wished to address the Board.

3. Director's Report

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

- IPP Merger
- Master Leases with Foundation for Better Housing (Home Free)
- BSCC Grant
- Prison to Employment Grant

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

4. Action Items

- a. Approval management to either approve or deny merger with Insight Prison Project with Five Keys as the parent agency

The board discussed ongoing talks with IPP to merge. A motion was made to authorize leadership to either approve or deny merger with IPP.

Motion: Sunny Schwartz

Second: Delia Ginorio

Vote: 4-0

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

- b. Approval of Master Leases in Oakland and Long Beach with Foundation for Better Housing

Board members reviewed and voted to approve the master leases.

Motion: Freya Horne

Second: Delia Ginorio

Vote: 4-0

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

c. Approval of BSCC Grant

The Board reviewed and voted to approve the BSCC Grant through 6/30/20 to subcontract with Young Women’s Freedom Center in providing services for women under Central California Women’s Facility and California Institute for Women.

Motion: Freya Horne
 Second: Delia Ginorio
 Vote: 4-0

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

d. Approval of submission of the RFQ for the 2019 Prison to Employment (P2E) Reentry Support Grant

The board approved the resolution of Executorial Authority for the Prison to Employment RFQ which specifies the names of the people designated to:

- Authorize the Director or designee to submit the RFQ for **2019 PRISON TO EMPLOYMENT (P2E) (REENTRY SUPPORT RFQ)**;
- Obligate the contractor and execute contractual documents;
- Sign checks for disbursement of funds from the City; and
- Sign requisition for advances and/or reimbursements (i.e., monthly invoices for payment).

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

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

e. Approval of FY2018-19 Unaudited Actuals Report

Trevor Skelton, EdTec, presented on the FY2018-19 Unaudited Actuals. Upon review and questions from the board, a motion was made to approve the Unaudited Actuals Reports for all three Five Keys charters.

Motion: Freya Horne
 Second: Delia Ginorio
 Vote: 4-0

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

f. Approval of one day of additional PTO for classified and non-union staff

The Board reviewed and approved the revision to the school’s PTO policy granting an additional day of PTO be accrued annually for classified and non-union staff.

Motion: Delia Ginorio
 Second: Freya Horne
 Vote: 4-0

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

5. Discussion Items

- Trevor Skelton, EdTec, presented updated financials for the 2019-20 Fiscal Year, including updated forecast and cash flow projections

6. Closed Session – Section 54956.9: Conference with Legal Counsel – Pending Litigation (5:08 PM)

7. Report back from Closed Session (5:15 PM)

- No action was taken by the Board during Closed Session.

8. Adjournment

The meeting was adjourned by Delia Ginorio, Board Chair, at 5:23 PM.