

*For further information on an agenda item, please contact the City at 12363 Limonite Ave.
Suite 910, Eastvale, CA 91752*

**AGENDA
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD**

Monday, June 16, 2014

6:00 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:00 p.m.

2. ROLL CALL/PLEDGE OF ALLEGIANCE:

Board Members: Rania Hamdy, Kelly Howell, Sharyn Link, Yvonne Ontiveros, Julie Reyes, Chris Riley, Jenniffer Rodriguez, Scott Rowe, Anu Saini, Jonathan Shardlow, and Ric Welch.

3. PRESENTATIONS/ANNOUNCEMENTS:

There are no Presentations/Announcements.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

This is the time when any member of the public may bring a matter to the attention of the Eastvale Community Foundation that is within the jurisdiction of the Board. The Ralph M. Brown act limits the Board Member's ability to respond to comments on non-agendized matters at the time such comments are made. Thus, your comments may be agendized for a future meeting. The Board Members may discuss or ask questions for clarification, if desired, at this time. Public comment is limited to two (2) minutes each with a maximum of six (6) minutes.

5. ADDITIONS/DELETIONS TO AGENDA

6. CONSENT CALENDAR:

6.1 Minutes – May 19, 2014 Regular Meeting.

Recommendation: Approve the minutes from the May 19, 2014 Regular Meeting.

6.2 Minutes – June 2, 2014 Special Meeting.

Recommendation: Approve the minutes from the June 2, 2014 Special Meeting.

7. NEW BUSINESS ITEMS:

7.1 2013/2014 CDBG Grant De-Brief

Recommendation: Review and Discuss FY2013-2014 CDBG Application Process.

7.2 Beer Garden at Picnic In the Park Update..

Recommendation: Receive verbal update.

7.3 Board Vacancies.

Recommendation: Receive verbal update from Board Member Riley.

7.4 Golf Tournament Ad Hoc Committee Update.

Recommendation: Receive verbal update from Board Members Hamdy, Reyes, and Executive Director Link.

7.5 Events and Fundraising Committees Update.

Recommendation: Receive verbal update from Board Members Reyes, Riley, Hamdy, and Executive Director Link.

7.6 Volunteer Committee Update.

Recommendation: Receive verbal update from Board Members Riley and Saini.

7.7 Communications Committee and Foundation Website Update.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

7.8 Discussion of 2014/2015 Budget.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

8. OLD BUSINESS ITEMS:

There are no Old Business items.

9. BOARD MEMBER COMMUNICATIONS:

(Committee Reports, Agenda Items, Meeting Requests and Review etc.)

This is an opportunity for the Board Members to report on their activities, to bring a matter to the attention of the full Board and to request agenda items. Any matter that was considered during the public hearing portion is not appropriate for discussion in this section of the agenda. NO ACTION CAN BE TAKEN AT THIS TIME.

10. ADJOURNMENT:

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City of Eastvale. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

POSTING STATEMENT:

I, Carol Jacobs, City Clerk, or my designee, hereby certify that a true and correct, accurate copy of the foregoing agenda was posted on June 12, 2014, twenty-four (24) hours prior to the meeting per Government Code 54954.2.

12363 Limonite Ave. Suite 910, Eastvale, CA 91752

Rosa Parks Elementary School 13830 Whispering Hills Drive

Eastvale Library, Roosevelt High School, 7447 Scholar Way

City of Eastvale Website, www.eastvaleca.gov



Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: JUNE 16, 2014

1. CALL TO ORDER



Eastvale
COMMUNITY
FOUNDATION

Eastvale Community Foundation

Meeting Agenda
Staff Report

MEETING DATE: JUNE 16, 2014

2. *ROLL CALL/PLEDGE OF ALLEGIANCE*



Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: JUNE 16, 2014

3. *PRESENTATIONS/ANNOUNCEMENTS*

There are no presentations.



Eastvale Community Foundation

Meeting Agenda

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4. *PUBLIC COMMENT/CITIZEN PARTICIPATION*



Eastvale Community Foundation

Meeting Agenda Staff Report

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5. *ADDITIONS/DELETIONS TO AGENDA*



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: JUNE 16, 2014

6. *CONSENT CALENDAR*

MINUTES
REGULAR MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD

Monday, May 19, 2014

6:00 P.M.

Rosa Parks Elementary School, 13830 Whispering Hills Drive

1. CALL TO ORDER: 6:06 p.m.

2. ROLL CALL:

Board Members present: Board Members Howell, Ontiveros, Rowe, Saini, Shardlow, and Executive Director Sharyn Link.

Board Members absent: Board Members Hamdy, Reyes, Riley, Rodriguez, and Welch.

Board Member Reyes arrived at 6:07 p.m.

Staff Members present: Management Analyst Rowe and Recording Secretary Wuence.

3. PRESENTATIONS/ANNOUNCEMENTS:

There were no presentations or announcements.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

There were no public comments.

5. CONSENT CALENDAR:

5.1 Minutes – April 21, 2014 Regular Meeting.

Recommendation: Approve the minutes from the April 21, 2014 Regular Meeting.

5.2 Minutes – May 5, 2014 Special Meeting.

Recommendation: Approve the minutes from the May 5, 2014 Special Meeting.

Motion: Moved by Howell, seconded by Shardlow to approve the Consent Calendar as presented.

Motion carried 7-0-4 with Hamdy, Riley, Rodriguez, and Welch absent.

6. NEW BUSINESS ITEMS:

6.1 Golf Tournament Ad Hoc Committee Update.

Recommendation: Receive verbal update from Board Members Hamdy, Reyes and Executive Director Link.

Executive Director Link noted that \$6500.00 in sponsorship money had already been received. Additionally, another \$5700.00 had already been pledged.

Executive Director Link noted that a meeting regarding golf rules would be held in June.

6.2 Events Committee Update.

Recommendation: Receive verbal update from Board Members Riley, Hamdy and Executive Director Link.

No update was provided.

6.3 Volunteer Committee Update.

Recommendation: Receive verbal update from Board Members Riley and Saini.

Board Member Saini noted that she had 3 volunteers signed up already for August 15. She noted that Board Member Riley would add them to VolunteerSpot.

6.4 Communications Committee and Foundation Website Update.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

Assistant Executive Director Howell noted that the E-waste Event flyer and a post to VolunteerSpot had been added to the website.

Executive Director Link requested that recognition of Golf Tournament sponsors be added to the website. It was decided that a list of sponsors and their logos would be sent to Assistant Executive Director Howell to add one per day to the website.

6.5 Fundraising Committee Update.

Recommendation: Receive verbal update from Board Members Reyes and Riley.

Board Member Reyes noted that the stats for the amount of e-waste collected at the event had not come in yet.

6.6 Tax Information on Foundation Website.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

Assistant Executive Director Howell noted that adding tax documentation to the website would provide transparency for the community as well as attract bigger donors. It was decided the information would be included in the "About Us" section of the website.

6.7 Review of Strategic Plan.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

Assistant Executive Director Howell noted that many of the Foundation's goals had been met and reviewed some of those accomplishments. She noted that she would create a document with all accomplishments completed and add it to the website for community access. She also noted that she would update the Strategic Plan on the website as tasks are completed.

She noted that she would like to update the information on the Community Foundation's section of the City Website.

6.8 Foundation Budget.

Recommendation: Receive verbal update from Assistant Executive Director Howell.

There was discussion about creating an initial budget on QuickBooks. Each committee should send all expected regular expenditures and revenues to Board Member Rowe to add to QuickBooks in order to track spending.

It was requested that Discussion of 2014-2015 Budget be added to the agenda for the next meeting.

6.9 JCSD Partnership For Beer Garden At Community Events.

Recommendation: Receive verbal update from Executive Director Link.

Executive Director Link noted that Board Member Welch proposed a possible partnership with JCSD to host a Beer Garden at the upcoming Picnic in the Park and Concerts in the Park events. Foundation members would work the event and proceeds would benefit the Foundation.

There was discussion about logistics and organizing this event in such a short period of time. It was decided that the item would be held over for discussion at the next meeting that Board Member Welch attends.

7. OLD BUSINESS ITEMS:

7.1 CDBG Grant.

Recommendation: Review and approve grant applications.

There was discussion regarding several applications.

Motion: Moved by Shardlow, seconded by Reyes to approve application #36, for a total amount of \$600.00.

Motion carried 7-0-4 with Hamdy, Riley, Rodriguez, and Welch absent.

It was decided that Application #56 would remain pending for more information.

Motion: Moved by Shardlow, seconded by Howell to approve applications #53, #54, and #55, for a total amount of \$1,755.00.

Motion carried 7-0-4 with Hamdy, Riley, Rodriguez, and Welch absent.

Motion: Moved by Shardlow, seconded by Rowe to approve application #57, for a total amount of \$300.00.

Motion carried 7-0-4 with Hamdy, Riley, Rodriguez, and Welch absent.

Assistant Executive Director Howell noted that Bill Newberry submitted documentation from CNUSD that shows 29 ERHS football players qualify for CDBG grant income limits. It was decided that the remaining CDBG funds would be divided evenly among those qualifying football players that submit applications before May 30.

Motion: Moved by Howell, seconded by Ontiveros to approve and divide remaining CDBG funds among qualifying ERHS football players that submit applications before May 30.

Motion carried 7-0-4 with Hamdy, Riley, Rodriguez, and Welch absent.

There was discussion regarding future outreach to other organizations to make them aware of the grant. It was decided that a summary of the number of kids and organizations that benefited from the CDBG Grant would be added to the website.

Executive Director Link noted that a wrap up of CDBG and changes for next year would be discussed at the Special Meeting on June 2.

8. BOARD MEMBER COMMUNICATIONS:

Board Member Rowe noted that he spoke to a representative at the IRS and was informed that the Foundation request to expedite the 501(c)(3) application was received and was currently being processed.

Board Member Rowe noted that he submitted a letter to the IRS to request the penalty for filing late tax returns be abated. He was told that a decision could be expected in a couple of weeks.

Assistant Executive Director Howell requested that Additions/Deletions to the Agenda be added as a standing agenda item and that Fundraising and Events be combined on future agendas.

Executive Director Link noted that Bill Newberry added an announcement for the Golf Tournament to the new electronic board in front of Clara Barton Elementary.

9. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:20 p.m.

*Submitted by Margo Wuence, Recording Secretary
Reviewed and edited by Carol Jacobs, City Manager/City Clerk*

MINUTES
SPECIAL MEETING OF THE EASTVALE
COMMUNITY FOUNDATION BOARD

Monday, June 2, 2014

6:00 P.M.

City Hall, 12363 Limonite Ave. Suite 910, Eastvale CA 91752

1. CALL TO ORDER: 6:06 p.m.

2. ROLL CALL:

Board Members present: Board Members Hamdy, Ontiveros, Saini, Shardlow, Welch, and Executive Director Sharyn Link.

Board Members absent: Board Members Howell, Reyes, Riley, Rodriguez, and Rowe.

Board Member Rodriguez arrived at 6:08 p.m.

Staff Members present: City Manager Jacobs, Management Analyst Rowe, and Recording Secretary Wuence.

3. PRESENTATIONS/ANNOUNCEMENTS:

There were no presentations or announcements.

4. PUBLIC COMMENT/CITIZEN PARTICIPATION:

There were no public comments.

5. ADDITIONS/DELETIONS TO AGENDA:

There were no additions or deletions to the Agenda.

6. SPECIAL ORDERS FOR THE MEETING:

6.1 CDBG Grant.

Recommendation: Review and approve grant applications.

Board Member Rodriguez arrived at 6:08 p.m.

There was discussion about how to distribute the remaining funds available amongst the six completed applications received from ERHS football players.

At this time the Board moved on to address Item 6.2, while pending applications were retrieved.

6.2 JCSD Partnership For Beer Garden At Community Events

Recommendation: Receive verbal update from Executive Director Link and Board Member Welch.

Board Member Welch provided background on this item and details on the partnership proposal from JCSD for a Beer Garden at Picnic in the Park.

There was discussion about logistics, product and suppliers, security, and product selling price for the Beer Garden.

Board Member Welch left the meeting at 6:41 p.m.

There was further discussion about volunteers, Board Member and volunteer shift requirements, and responsibilities of the event.

There was discussion about revenue sharing negotiations with JCSD and the benefits of partnering with them for the event. Future partnership possibilities with JCSD were also discussed.

It was decided that an ad hoc committee would meet next week to communicate with JCSD on the partnership details.

Motion: Moved by Shardlow, seconded by Hamdy to approve Partnership with JCSD For Beer Garden at Community Events pending ad hoc committee meeting and agreement with JCSD.

Motion carried 5-0-6 with Howell, Reyes, Riley, Rowe, and Welch absent and Ontiveros abstaining.

6.3 **Impact 88 Foundation.**

Recommendation: Receive verbal update from Executive Director Link.

Executive Director Link noted that Hari Dhiman, Founder of 88 Tequila and an Eastvale resident, has created the 88 iMPACT Foundation and is hosting a festival together with Wives of Law Enforcement and Fire Fighters (WOLFF) on August 2 at Mid Hill Golf Center. The Community Foundation has been invited to host a booth selling decals and other items, with proceeds of the sales returning to the Eastvale Community Foundation. The Community Foundation was also asked to promote the festival on its website/FaceBook page to advertise tickets for sale and solicit volunteers. The event will honor Deputy Probation Officer, Nora Perez, an Eastvale resident with ALS (Lou Gehrig's Disease). Board Member Rodriguez noted that the State Assembly Office would promote the event through their newsletter and website as well.

Motion: Moved by Ontiveros, seconded by Shardlow to partner with 88 iMPACT Foundation for their festival.

Motion carried 6-0-5 with Howell, Reyes, Riley, Rowe, and Welch absent.

6.4 Schedule of Reporting to City Council.

Recommendation: Determine basis on when to update the City Council.

City Manager Jacobs noted that the City Council requested a periodic update from the Foundation.

Executive Director Link noted that she regularly attends the City Council Meetings and would provide a report to Council at the first meeting of each month.

6.5 Military Banner Program.

Recommendation: Determine if Board has an interest in taking over the operation and administration of the City's Military Banner Program.

Executive Director Link noted that Mayor Bootsma requested the Foundation consider taking over the Military Banner Program.

City Manager Jacobs provided detailed information on what running the program entails.

There was discussion about the cost of purchasing new brackets that can withstand the high winds in Eastvale.

Executive Director Link noted that she knows a company that would donate a scissor lift to repair damaged banners.

Motion: Moved by Link, seconded by Rodriguez to take over the operation and administration of the City's Military Banner Program.

Motion carried 6-0-5 with Howell, Reyes, Riley, Rowe, and Welch absent.

At this time the Board returned to continue discussion of Item 6.1

6.1 CDBG Grant.

Recommendation: Review and approve grant applications.

Two pending applications were discussed.

Motion: Moved by Ontiveros, seconded by Shardlow to approve applications #19, #41, #57, #58, #59, #60, #61, and #62, for a total amount of \$2,030.00.

Motion carried 6-0-5 with Howell, Reyes, Riley, Rowe, and Welch absent.

It was decided that the remaining \$41 would be used to purchase stamps for the Foundation to use for CDBG mail.

7. BOARD MEMBER COMMUNICATIONS:

Board Member Hamdy noted that the Golf Tournament planning is progressing as expected and she would provide more information at the next Foundation meeting.

Executive Director Link welcomed Board Member Rodriguez.

Board Member Rodriguez noted that her office would volunteer to assist the Foundation in any way possible.

8. ADJOURNMENT:

There being no further business, the meeting was adjourned at 7:26 p.m.

*Submitted by Margo Wuence, Recording Secretary
Reviewed and edited by Carol Jacobs, City Manager/City Clerk*



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: JUNE 16, 2014

7. *NEW BUSINESS ITEMS*



City of Eastvale
Community Foundation Meeting Agenda
Staff Report

MEETING DATE: JUNE 16, 2014

TO: FOUNDATION BOARD MEMBERS

FROM: CAROL JACOBS, CITY MANAGER

SUBJECT: CDBG GRANT APPLICATION DEBRIEF

RECOMMENDATION: REVIEW AND DISCUSS FY2013-2014 CDBG APPLICATION PROCESS

BACKGROUND:

The Eastvale Community Foundation has been awarded Community Development Block Grant (CDBG) Funds to implement a Recreational Scholarship Program in the City of Eastvale.

DISCUSSION:

The City was awarded \$25,380 in grant funds for FY2013-2014. The application window was February 1, 2014 to May 1, 2014. During this time, 62 applications were received. Of these 62 applications, 54 were approved. 98 Eastvale children benefitted from this grant, and the funds were used to provide a variety of recreational opportunities including: cheerleading, football, soccer, and dance. The total amount of the CDBG used towards funding scholarships was \$25,279, with the remaining \$41 to be used towards purchasing postage.

The CDBG grant was well-received throughout the community, and the application process went smoothly. However, there are some issues staff would like to discuss in an effort to ensure the FY2014-2015 process can be improved.

- **Obtaining original documents to submit for reimbursement.**
 - This was an issue that presented midway through the grant period. For staff to process reimbursement from the County, the original application is needed. The City experienced a delay in receiving the original applications back from the Foundation Board, and thus created a difficulty for the City to apply for reimbursement. This issue was resolved by the City keeping the original applications, and forwarding scanned copies on to the Board for review.

- **Lack of applications for all submittals.**
 - There were 6 applications that were approved which lacked the CDBG application. These were the applications given directly to the Board by Eleanor Roosevelt High School. The CDBG program requires that each submittal have a CDBG application with it. If the City were to be audited, it could be found in violation of CDBG regulations. The City could be held liable and required to reimburse those funds. The total amount of the funds awarded for these 6 grants was \$1,530.

- **Re-issuing checks for less-than-approved amounts.**
 - On February 14, 2014, application #3 was approved for \$1,240, and was paid by the City with check number 11888. During grant close-out, the City was advised that the original amount was returned to the Board and a new check was issued for a lesser amount. The City had not been previously notified of the change, which creates a problem if the City were to be audited.

- **Obtaining cancelled checks.**
 - Another requirement of the CDBG grant is the submittal of cancelled checks for reimbursement. Towards the end of the grant, there appeared to be a longer delay in both the cashing of the checks issued by the City and the City receiving copies of the cancelled checks issued by the Foundation. This delay impedes the City in filing for reimbursement.

RECOMMENDATIONS:

- 1) City to maintain original CDBG applications and forward scanned copies to Board for review;
- 2) Determine process for requiring applications for school submissions;
- 3) Determine process for re-issuance of checks;
- 4) Determine timelines for city to receive cancelled checks.

FISCAL IMPACT:

None.

ATTACHMENTS:

None.

Prepared by: Kirsten Rowe, Management Analyst
 Reviewed by: Carol Jacobs, City Manager



Eastvale Community Foundation

Meeting Agenda

Staff Report

MEETING DATE: JUNE 16, 2014

8. *OLD BUSINESS ITEMS*



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: JUNE 16, 2014

9. *BOARD MEMBER COMMUNICATIONS*



Eastvale Community Foundation

Meeting Agenda Staff Report

MEETING DATE: JUNE 16, 2014

10. ADJOURNMENT