

CITY OF SACRAMENTO
ANN LAND & BERTHA HENSCHEL
MEMORIAL FUNDS COMMISSION

Summary Minutes
Wednesday, November 15, 1995

Commissioners present: Gail Mancarti, Vice President; Richard Cutting, Esther Lujan, Mona Mansfield, Frank Vitulli, Leonard Williams

Staff Present: Careene Ezell

Vice President Gail Mancarti called the meeting to order at 8:20 a.m. Following self introductions, Gail announced the resignation of President, Nanci Mills. Her new job assignment requires considerable travel and, consequently makes it impossible for her to continue with us. She was an exceptional addition to the Commission, and will be truly missed.

Action Item: August 16, 1995 minutes: M /Cutting; S/Vitulli that the minutes be approved as corrected (Esther Lujan requested a correction in her site visit report for Ray Robinson Center so that it reads that in their work programs they need part-time employment programs for youth year-round).

September 28, 1995 minutes: M/Cutting: S/Vitulli that the minutes be approved.

City Treasurer's report: Glenn Hosokawa, Investment Officer from the City Treasurer's Office summarized the highlights of the written reports which were submitted with the meeting packet. Highlights of the Public Trust Mutual Fund Annual Report for the fiscal year ended June 30, 1995 include: During fiscal year, a total of \$168,503 was received from interest income, dividends and capital gains on the sale of securities of Ann Land/Bertha Henschel Commission assets. The income was equivalent to a cash rate of return for the fiscal year of 10.40% on the average book value of assets. Additionally, on a total return basis (income received plus realized and unrealized gains and losses), a return of 17.67% for the fiscal year was earned on Commission assets, which ranked in the 40th percentile of balanced funds in the SEI database.

Since inception through fiscal year-end, the Ann Land Bertha Henschel Memorial Funds have earned \$4 million in investment income earnings resulting from capital gains, interest and dividend income. However, included in the total investment earnings is \$1,096,134 representing capital gains from the sales of securities. Pursuant to the terms of the trusts, capital gains (losses) are considered an addition or off-set to original principal rather than income available to be distributed. Of the amount of investment income earned since inception, more than \$2.87 million (or 99% of available monies) have been paid to the indigent and needy citizens of Sacramento in compliance with the Commission's policies.

As he reviewed the Financial Report for the Quarter ended September 30, 1995, Mr. Hosokawa noted that the unannualized rate of return on commission assets was 6.48% for the quarter. This rate of return ranked in the 10th percentile in the data base of balanced funds as measured by SEI, the City's independent performance measurement firm. In fact, because the commission's utility stocks did so well, the commission's rate of return was better than that of SEI.

The Commissioners expressed their appreciation to Mr. Hosokawa and City Treasurer Tom Friery for their continued outstanding efforts in managing the Commission's assets.

HEARING FOR 1996 ALLOCATIONS:

Vice President Mancarti opened this section of the meeting by welcoming the representatives from the applicant agencies. She explained that each of the Commissioners had thoroughly reviewed the application packets, and therefore we were not asking the agencies to restate their application, but rather than the five minute time slots would be utilized for the Commissioners to ask questions of each agency in order to receive clarification, elaboration or explanation of the agency's application.

Vice President Gail further explained that at the end of this timed hearing process, each Commissioner would individually review his/her rating sheets and finalize them based on the written application and the oral testimony. They would then turn in the rating sheets to staff who would compile them into spreadsheet format during the lunch recess. At that point the meeting would stand in recess until 1 p.m. at which time the meeting would reopen and the Commissioners would discuss and finalize allocations for calendar year 1996.

Fifteen of the sixteen applicant agencies were present and provided comment, information and clarification as requested. Meeting was recessed at approximately 11:45 a.m.

Vice President Mancarti called the meeting back to order at 1 p.m. Staff, Careen Ezell, distributed the spreadsheet which contained each Commissioner's point and dollar allocation. Each Commissioner then reviewed his/her rating decisions so that each member had the benefit of the other's decision making process. Starting with those where there was the least amount of variation in the allocation recommendations, the Commissioners proceeded through the applications until consensus was reached on all of them.

Action item: M/Vitulli; S/Lujan to accept the allocations for 1996 (list on page 3)

Action item: Election of President and Vice President of Commission. M/Vitulli;/ S/Williams that Gail Mancarti be elected President and Esther Lujan be elected Vice President.

1996 ALLOCATIONS
ANN LAND/BERTHA HENSCHEL MEMORIAL FUNDS

Centro Guadalupe....\$5,000
(\$3,920 rental assistance; \$1,080 employment class)
Elk Grove Unified School District, Health Services...no allocation
Episcopal Community Services...\$8,000
(\$5,000 food; \$3,000 shelter)
Francis House..\$4,000
(\$2,400 ID cards; \$1,600 shelter)
Grace Day Home...\$5,000 food and formula
Lutheran Social Services...\$5,000
(\$3,500 food; \$1,500 child care)
Mustard Seed School/Loaves & Fishes...\$9,000 milk
Mutual Assistance Network of Del Paso Heights...\$7,500
(\$6,300 van fuel, insurance, maintenance; \$1,200 child care)
Sacramento Area Emergency Housing Center...\$4,000
(\$3,000 utilities; \$1,000 food)
Salvation Army Ray Robinson Oak Park Community Center...\$3,500 food
South Sacramento Ecumenical Parish...\$3,000 food
St. John's Shelter for Women & Children...\$7,500
(\$5,000 utilities, \$2,500 food,milk)
Travelers Aid-Emergency Assistance Agency...\$19,000 shelter
W.E.A.V.E....\$2,500 food
YWCA of Sacramento...\$5,000
(\$3,500 exam fees; \$1,500 translation services)

Respectfully submitted,

Mona Mansfield
Secretary

**CITY OF SACRAMENTO/SHRA (Sacramento Housing & Redevelopment Agency)
EMPLOYEES CHARITABLE CONTRIBUTION CAMPAIGN
ANN LAND/BERTHA HENSCHER MEMORIAL FUND**

<u>Employee</u>	<u>Annual Contribution</u>
CRIST, JACK	\$ 96.00
EZELL, CAREENE	\$ 72.00
EDGAR, WILLIAM	\$100.00
GRAHAM, DAWN (SHRA)	\$ 48.00
HOSOKAWA, GLENN	\$ 60.00
KEANG, ALEN	\$ 96.00
LINDEY, RUTH	\$ 24.00
MANGAS, OLIVE	\$ 24.00
MC CORD, ROBERT	\$120.00
SCHARFFER, CARLA (SHRA)	<u>\$ 48.00</u>
TOTAL 1996 ANNUAL CONTRIBUTIONS	\$688.00

**ANN LAND & BERTHA HENSCHEL
MEMORIAL FUNDS COMMISSION**

MISSION STATEMENT:

The City of Sacramento Ann Land and Bertha Henschel Memorial Funds Commission will build avenues to independence so that needy residents become self sufficient members of the community.

At its April 1995 retreat, the AL/BH Commission determined that rather than holding a public hearing forum to assess the needs of the community we serve, the Commissioners would ask each recipient agency several questions during their on-site visits.

June/July, 1995 AL/BH Commissioners on-site visits to recipient agencies. Visits to include tour of facilities; review of funded programs and needs assessment questions.

Intent of questions:

- (1) To assess the future needs of our client community (people who receive services by currently funded recipient agencies), the Commission is looking for possible trends that are emerging regarding needed services.
- (2) To assess the future configuration of delivering services, the Commission is looking for new ways which might result in more effective service delivery.

Suggested questions to ask recipient agency representatives during 1995 on-site visits:

- (1) What new services have you noted that your clients are requesting or needing?
- (2) Have there been any dramatic shifts (increases or decreases) in demand for particular services your agency provides? What services? Describe the shifts.
- (3) Has the type or characteristics of clients you serve changed in the past year?
- (4) Do you have any new ideas for providing services to your clients?