



Five Keys Schools and Programs
Education, Employment, Family, Recovery, and Community
Board of Directors Meeting Minutes

December 10, 2020 – 3:30 PM

Meeting held via teleconference

Board Members

- Delia Ginorio
- Freya Horne
- Sunny Schwartz
- Tijanna Eaton
- Vicki Hennessy
- Paul Miyamoto

Staff Members

- Steve Good

1. Call Home Office/Non-Profit Meeting to Order & Roll Call	Time																																			
The meeting was called to order by board chair Delia Ginorio.	3:36PM																																			
a. Roll Call / Attendance																																				
<table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 30%;">Member</th> <th style="width: 15%;">Present</th> <th style="width: 15%;">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>Tijanna Eaton</td><td></td><td align="center">✓</td></tr> <tr><td>Vicki Hennessy*</td><td></td><td align="center">✓</td></tr> <tr><td>Paul Miyamoto</td><td align="center">✓</td><td></td></tr> </tbody> </table> <p>*Joined at 4pm Also in attendance: Steve Good (staff), Kelly Ellis (EdTec), and Jeff Thompson (EdTec) All attendees present via teleconference</p>	Member	Present	Absent	Delia Ginorio	✓		Freya Horne	✓		Sunny Schwartz	✓		Tijanna Eaton		✓	Vicki Hennessy*		✓	Paul Miyamoto	✓																
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Vicki Hennessy*		✓																																		
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b. Approval of Agenda:																																				
<p>Motion: Freya Horne Second: Paul Miyamoto Vote: 4-0</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr style="background-color: #cccccc;"> <th style="width: 20%;">Member</th> <th style="width: 10%;">Yay</th> <th style="width: 10%;">Nay</th> <th style="width: 10%;">Abstain</th> <th style="width: 10%;">Absent</th> </tr> </thead> <tbody> <tr><td>Delia Ginorio</td><td align="center">✓</td><td></td><td></td><td></td></tr> <tr><td>Freya Horne</td><td align="center">✓</td><td></td><td></td><td></td></tr> <tr><td>Sunny Schwartz</td><td align="center">✓</td><td></td><td></td><td></td></tr> <tr><td>Tijanna Eaton</td><td></td><td></td><td></td><td align="center">✓</td></tr> <tr><td>Vicki Hennessy</td><td></td><td></td><td></td><td align="center">✓</td></tr> <tr><td>Paul Miyamoto</td><td align="center">✓</td><td></td><td></td><td></td></tr> </tbody> </table>	Member	Yay	Nay	Abstain	Absent	Delia Ginorio	✓				Freya Horne	✓				Sunny Schwartz	✓				Tijanna Eaton				✓	Vicki Hennessy				✓	Paul Miyamoto	✓				
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c. Director's Report

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

- Development update
- Grants update
- Homeless services update
- Insurance broker/HR update

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

2. Action Items

*Vicki Hennessy joined at 4 pm

Approval of bonuses for development team

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

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

Approval of salary adjustments

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

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

Approval of Alameda Contracts and Master Lease

Motion: Sunny Schwartz

Second: Freya Horne

Vote: 5-0

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

Approval of San Francisco County contract (Bayview Hunter's Point security)

Motion: Paul Miyamoto

Second: Freya Horne

Vote: 5-0

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

Approval of San Francisco County contract (SF shelter)

Motion: Freya Horne

Second: Delia Ginorio

Vote: 5-0

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

Approval of new ERISA Insurance requirement

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

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

3. Adjournment of Home Office/Non-Profit Meeting

4:22 pm