



County of San Mateo

Inter-Departmental Correspondence

Department: HUMAN RESOURCES

File #: 19-1309

Board Meeting Date: 1/28/2020

Special Notice / Hearing: None
Vote Required: Majority

To: Honorable Board of Supervisors
From: Rocio Kiryczun, Human Resources Director
Subject: Donations, Volunteers, and Participants in County of San Mateo Women's Leadership Conference

RECOMMENDATION:

Adopt a resolution accepting donations for the County of San Mateo Women's Leadership Conference prior to the event date and authorizing the Human Resources Director or Director's designee to accept additional donations and execute sponsorship agreements for the event.

BACKGROUND:

The County of San Mateo Women's Leadership Conference (WLC), RISE 2020, is being held in support of the County's commitment to improve the quality of life for women of all ages through education and community-building. The Commission on the Status of Women, Supervisor Groom's Office and the Human Resources Department are coming together to create an event to promote networking, leadership development and community engagement.

This Women's Leadership Conference is taking place on March 7, 2020 at Skyline College in San Bruno. Over 250 individuals are expected to participate. The event includes concurrent professional/leadership development sessions, two keynote talks, resource tables, and the Women's Hall of Fame to recognize the achievements of amazing women in San Mateo County.

DISCUSSION:

Various donors are generously providing financial support and other contributions to offset event costs, and to provide participants with a positive and encouraging environment. In addition, commission members are volunteering their time to make the event a success.

Event donations include a \$20,000 monetary sponsorship from Gilead Sciences. Other Sponsors include Peninsula Health Care District with \$5,000; Kaiser Permanente with \$1,500; Accenture with \$1,000; and San Mateo Credit Union with \$500.

In kind donations include Skyline College who is donating the venue; Pathwater who is donating

aluminum water bottles filled with clean water; and the Arts Commission who is donating six art pieces for a raffle that will generate funds for the women's arts program at Maple Street Correctional Center.

Pursuant to County Administrative Memorandum B-3, gifts to the County in excess of \$2,500 or with significant conditions or stipulations are to be referred to the Board of Supervisors for acceptance or rejection. It is recommended that the Board accept these donations for the benefit of the event. It is further recommended that the Board authorize the Director of Human Resources to execute the attached Event Sponsorship Agreement requested by Gilead Sciences, Inc.

In addition to the above donations, it is anticipated that additional donations in excess of \$2,500 may be offered prior to the event. In order to properly plan for this important event, it is requested that the Board authorize the Director of Human Resources to accept such gifts and execute any requested and appropriate agreements with the donors.

After the event, another resolution will be brought to the Board that includes the total financial and in-kind donations and registration revenue and will allow the Board to formally acknowledge and thank all donors.

County Counsel has reviewed and approved the resolution and the Gilead Event Sponsorship Agreement as to form.

FISCAL IMPACT:

This event is being organized by County staff during normal working hours. Event costs are expected to be covered by donations, program ads, and ticket sales. The event will be hosted at a donated facility, resulting in minimal cost for the venue. Other costs relating to the event such as food, minor facility-related costs (equipment and other services), and materials for participants are being covered by donations from the community and participant registration fees.