



# County of San Mateo

## Inter-Departmental Correspondence

**Department:** BOARD OF SUPERVISORS  
**DISTRICT 5**  
**File #:** 20-646

Board Meeting Date: 9/15/2020

**Special Notice / Hearing:** None  
**Vote Required:** Majority

**To:** Honorable Board of Supervisors  
**From:** Michael P. Callagy, County Manager  
**Subject:** Use of District-Discretionary Measure K Funds - Supervisorial District 5

### **RECOMMENDATION:**

**Measure K:** Adopt a resolution authorizing a one-time grant of district-discretionary **Measure K** funds, not to exceed \$18,000, to Peninsula Conflict Resolution Center to engage community residents on their experiences with racial inequities, providing an exception to the criteria for district-discretionary **Measure K** funds to allow repeat funding with the current budget cycle, and authorizing the County Manager, or his designee, to execute the grant agreement.

### **BACKGROUND:**

**Measure K** is the half-cent general sales tax initially approved by San Mateo County voters in November 2012 and extended in November 2016 for a total of thirty years.

On February 12, 2019, the Board of Supervisors (Board) held a study session on Measure K expenditures and anticipated revenue for fiscal years (FY) 2019-21. The Board-appointed Measure K sub-committee, consisting of Supervisor Pine and Supervisor Canepa, convened the study session to, among other things; work with staff to facilitate the Board's development of Measure K priorities and continuing initiatives for FY 2019-21. The Board approved \$3.75 million in one-time loans for grants each fiscal year for FY 2019-21, divided equally among the five supervisorial districts, for district-discretionary **Measure K** funds as shown below and described in the Project Summary section of this memorandum.

| <b>District/Project</b>   | <b>Amount</b> |
|---|---------------|
| District 5 (Supervisor David Canepa) - Peninsula Conflict Resolution Center to engage community residents on their experiences with racial inequities | \$18,000      |

This item is consistent with the criteria for district-discretionary **Measure K** funds approved by the

Board in December 2018 with the following exception: the proposed grant, if approved, would be the second grant of district discretionary funding to the same organization within the current FY 2019-2021 budget cycle. The exception from the criteria is necessary in this instance because the Board of Supervisors is committed to promoting equity and public health and this is an opportunity to gather data in order to advance the cause of diversity, access, equity and inclusion in policies and practices.

### **PROJECT SUMMARY:**

This is a request to authorize a grant to Peninsula Conflict Resolution Center, and resulting grant agreement in an amount not to exceed \$18,000 to provide for community engagement services in order to gain critical feedback and input from North San Mateo County around issues of racial inequities in order to provide essential information to the Board of Supervisors for any pertinent decisions needed around policy changes or adaptations. The County Manager's Office will administer and manage the proposed agreement.

District-discretionary Measure K funding for this organization has previously been provided as listed below:

- \$40,000 for implementing the Communities in Schools (CIS) student support model in the Jefferson Elementary School District in November 2019

Recently the Board of Supervisors adopted a resolution condemning racism and injustice, declaring racism as a public health crisis and affirming commitment to diversity, equity, access and inclusion. In order for the Board to gain a better understanding of these issues, PCRC will convene a series of listening sessions within North San Mateo County, where a diverse group of constituents can convene to engage in meaningful dialogue where personal stories and perspectives can be shared in order to gain deeper understanding of the complex issues related to racial equity.

PCRC will provide the following service types:

#### **1. Facilitation Services (Virtual and in-person if safe)**

- a. Facilitation of 3 smaller community engagement dialogues where 60-80 residents can pre-register and be broken into smaller groups where their issues, concerns and questions can be addressed in smaller dialogic forms of engagement.
- b. Facilitate a culminating Town Hall where a member of the Board of Supervisors and other elected officials can reflect on what they heard, assisted by a report generated from smaller community engagement sessions. This gathering can also serve as to announce additional next steps that derive from the input gathered from the community.
- c. PCRC will track participant attendance, sessions of service, notes, sign-in sheets, facilitator, agendas, types of consultations, meetings attended and any follow-up required.

#### **2. Outreach Services**

- a. At the onset of the project, intensive community outreach to business owners, property owners, community, education, nonprofit, faith, youth, employees, residents (immigrant and nonimmigrant) and other community stakeholders regarding meetings, events, and gathering/dissemination information regarding any community gathering.
- b. Regular outreach to communities regarding meetings, pop up sessions, community tours, informal gatherings.
- c. Maintenance of up to date contact information and resource/referral information for project team and community members.
- d. Act as Cultural Broker with the intent to build capacity from all sides to increase

communication, trust and relations.

### **3. Translation & Interpretation Services**

- a. Will provide oral and written Spanish (or other languages if needed) translation services translation as needed.

### **4. Internal Project Management Support**

- a. Regular PCRC supervision/team meetings with assigned PCRC staff to share overall project experiences, consult on challenges and monitor progress towards programmatic goals, provide coaching around engaging particular sectors of the target population, advise on tools of communication, etc. This support will be given to the County team and other collaborative members.
- b. Bi-weekly meetings to plan for outreach, community meetings and other project activities.
- c. Communicate required support (intelligence, relationship connections, research, etc.) with county staff for community facilitation.

This project is expected to begin October 2020 through approximately January 2021.

PCRC's services can support North San Mateo County in the following ways:

- Partner with county staff to design the complete community engagement process in order to hear from a range of community members about concerns in North San Mateo County. Dialogue forums will be facilitated in order to solicit personal stories and lived experiences from participants that connect racial inequities to other critical complex topics such as housing, immigration, education, community/law relations, employment, etc.
- Partner with county staff to conduct outreach throughout North San Mateo County in multiple languages, with a focus on community members who may be harder to reach.
- Design and facilitate one formal large North San Mateo County meeting, and 3 informal smaller community gatherings. Facilitation will be bilingual English-Spanish or with Spanish interpretation. Interpretation in additional languages may also be provided as needed.
- Draft, review and provide input on readability and accessibility of outreach and presentation materials.

#### Itemized Budget:

\$15,515.00: Provide Facilitation and Outreach Services for up to 3 smaller community engagement gatherings for North San Mateo County including community outreach, meeting planning and preparation, translation support, meeting facilitation, interpretation services, meeting follow up and reports.

\$2,050: Provide facilitation and consultation for one culminating virtual north county wide report out meeting on community engagement sessions which will include planning and facilitation of the meeting in addition to interpretation services and meeting follow up discussion and reports.

\$435.00: Provide debriefing, post-meeting discussion and follow up reports to the county.

#### **Total Measure K Request: Not to Exceed \$18,000**

The release of funds will be contingent on the execution of an agreement providing for the County's

confirmation of the expenditure of funds during FY 2020-21 for the purposes stated herein. The County will disburse the funds to the following organization for the purposes described above:

Michelle Vilchez, Executive Director [mvilchez@pcrcweb.org](mailto:mvilchez@pcrcweb.org)

Peninsula Conflict Resolution Center

1670 South Amphlett Blvd Suite 115

San Mateo, CA 94402

650-513-0330

**PERFORMANCE MEASURES:**

| <b>Description</b>  | <b>Target</b>                                |
|---|--|
| Hear from a range of community members (residents, business owners, youth, elders, workers) about concerns in North San Mateo County, in order to solicit personal stories and lived experiences from participants that connect racial inequities to other critical complex topics such as housing, immigration, education, community/law relations, employment, etc. | Engage individuals in North San Mateo County |
| Facilitate three community meetings and one town hall meeting to ensure dialogue among participants and conduct a post-evaluation session.  | Complete                                     |

County Counsel has reviewed and approved the agreement and resolution as to form.

**FISCAL IMPACT:**

There are sufficient **Measure K** funds for this specific FY 2020-2021 **Measure K** request. These funds are budgeted in the Non-Departmental Services FY 2020-21 Approved Recommended Budget.