

Minutes of Regular Meeting

**Board of Directors
San Jose Downtown Property Owners' Association**

March 24, 2020

A regular meeting of the Board of Directors of the San Jose Downtown Property Owners' Association (POA), a non-profit California corporation, was held via Zoom conference call.

Board members present: Friese, Guido, Kline, Mancuso, McGowan, Phan, Schneider and Zelalich.

Members absent: Bartl, Lambert and Ortbal.

Also present were SJDA, Block by Block and City of San Jose staff: Executive Director Scott Knies, Operations Manager Chloe Shipp, Street Life Project Manager Marie Millares, Business Development Manager Nate LeBlanc, PBID Project Coordinator Dennis Yu, Block by Block Program Director Semu One Bear, and DOT Division Manager Eric Hon.

Zelalich called the meeting to order at 8:38 a.m.

The minutes for the Nov 5 and Jan 25 meetings were unanimously approved.

President's Report:

- Staffing Update: Director of Policy and Operations Michelle Azevedo submitted her resignation. Nathan Ulsh had been hired as the Director of Policy and Government Affairs, currently the executive director of a PBID in Sacramento. Ulsh's starting date is May 25.
- FY 2018-19 Draft 990: Zelalich asked the Board to provide any inputs and edits to Shipp by the end of the week.
- West Coast Urban District Forum Status: WCUDF has been postponed due to the COVID-19 pandemic. CDA, IDA and SJDA staff are considering July 28 to reschedule the forum. For the time being, a few online webinars were created, featuring keynote speakers from the forum.

New Business:

- COVID-19 response: Groundwerx has changed their schedule to 6 a.m. - 6 p.m., with staggered shifts to reduce the number of staff in the deployment room during breaks. There is an alternative deployment area in the 3rd Street garage if needed. Only two people are unable to work due to pre-existing health conditions and loss of childcare due to shelter in place restrictions.

Groundwerx is focusing on sanitizing street fixtures more than usual, including taking care of door knobs and handles on private property. All ambassador staff have switched to cleaning services as well.

Block by Block has established plans for operations in case staff has contact with someone who tests positive for COVID-19, displays symptoms of COVID-19, or a staff member tests positive for COVID-19. These scenarios include self-quarantine and program closures if needed.

Block by Block has provided three recommendations for employee compensation if the program is required to shut down, or staff is unable to work due to loss of childcare or pre-existing health conditions: full pay to staff prior to exhausting PTO/sick time; full compensation to staff after exhausting PTO/sick time; and no compensation to staff. Shipp recommends paying staff once they have exhausted their PTO and sick time, as of now would be approximately \$3,000 per week for two employees. If there was a five-day shutdown due to an employee testing positive for COVID-19, it would cost approximately \$35,000.

Phan asked how long the shutdown will last. Kline replied saying he's heard well beyond April 15 and leans toward doing the right thing to take care of the people. Guido aligned with Kline. Mancuso agrees with Kline, but would like a time frame to reevaluate for extended approval. Schneider is fine with what was discussed. Zelalich motioned to pay for employees unable to work due to pre-existing conditions, loss of childcare or temporary program closure once they have exhausted PTO/Sick leave effective from the shelter in place closure date, March 16 through April 15, and that staff should return prior to April 15 with a recommendation on compensation moving forward. The motion passed unanimously.

- DRAFT FY 2020-21 Budget and FY 2020-21 Assessment Rate: Shipp presented a draft budget for FY 2020-21, with a recommended three percent assessment increase due to the upcoming living wage increase of 2.78 percent. Staff anticipates several development projects will finish construction during FY 2020-21, increasing assessment revenue beyond three percent. Items of note include: a new multi-year grant ask for the Knight Foundation, with an estimated \$50,000 for Street Life projects; a reduction in total cost for the SEU program due to reduced pay rate; and turning the PBID Coordinator roll into a full-time position. The budget was unanimously approved.
- The Board unanimously elected Dan Phan as Board Secretary.

Staff Reports:

- Operations Report: Shipp presented highlights from the Operations Report on pages 9-11 in the agenda packet. The report highlights the change in SEU shift hours, April 15 Commercial Property Owners and Managers meeting, PBID Survey, PBID District Renewal, and Groundwerx emergency strategy.
- Business Development Report: LeBlanc presented highlights from the Business Development Report on pages 17-19 in the agenda packet. The report focused on the impacts of COVID-19 on businesses.

- Street life Report: Millares presented highlights from the Street life Report on pages 21-24 in the agenda packet. The report focused on Moment rain fix, new murals, tree planting, and landscaping updates.

Other Matters: stay healthy!

The meeting was adjourned at 9:47 a.m.