



**Board Meeting Minutes**

**Date: January 18, 2022 from 6:30 pm to 7:30 pm**

**Location: Zoom platform**

**Present:** Joseph Jung, Sonja Brooks, Mike Thaler, Alan Wilk, Mindy Landmark, Curt Haven, Matthew Ticknor, Ryan Thomas

**Absent:** Keun Bae Yoo

**Staff:** Shari Godinez, Courtney Russell, Greg Harris, Ramon Hall

**Guest:** Daniel Swafford, Captain Randy Wingate, Officer Triana, Christine Ferouge (KONO business owner)

<u>Subject</u>	<u>Discussion</u>	<u>Action</u>
1. Welcome and Establish Quorum	Meeting began 6:33 pm Quorum established	
2. Open Discussion / Announcements	<p><b>Christine Farouge-</b> Christine stated that she really missed having First Fridays and that she had someone steal a sweater from their store and their store clerk chased them down and got it back. Joseph stated that Greg will provide an update on First Fridays so he will let us know what's going on moving forward.</p> <p><b>Mindy-</b> Mindy mentioned that she would like to discuss the Sutter Health stolen check for \$25k. Shari responded that we can talk about it as a discussion item now. Joseph then requested that we wait until after item 6 to discuss the stolen check.</p>	
3. Staff Report: a) -Ramon Hall, Streetplus Operations Supervisor	<p><b>Ramon Hall-</b> Ramon stated he will be reading the staff reports for the month of Dec. He reported they collected 8,375 pounds of garbage, removed 86 graffiti tags, pressure washed 8 block faces, 140 Merchant checks, 1, 911 call, removed 27 illegal dumps, 6 homeless outreaches, 6 recovered needles, 16 - 311 calls, and 22 directions given. Ramon mentioned that Streetplus is still short one employee and the hospitality ambassador put his resignation in about a week ago so he would be down 2 staff members, however Ramon has 2 new hires that are currently going through background checks. Ramon mentioned that for 2022 most of the staff will be new, and he will be training them. He mentioned that one new real estate company has opened and the pharmacy on 25th St has reopened in the district. He stated that other than pressure washing and keeping the district clean, working with Courtney to put together a map to get the trees trimmed by the city, everything is going well in the district. He stated that he believes the crime is down and hasn't seen many car break-ins. <b>Curt</b> asked if Ramon has seen any police walking the district recently? Ramon stated that he no longer sees the police presence in the district. <b>Christine</b> asked for confirmation if having the police presence was cut and Ramon stated that is the case. Officer Triana confirmed that having them</p>	

**b)-Greg Harris,  
First Fridays**

patrol the area was only set for a few weeks, however he can have police officers who are working overtime to continue patrolling the district. **Mindy** asked Ramon if he had gotten any feedback on why they were leaving their position at Streetplus. Ramon responded that the staff member resigned due to moving out of the area and found another job near his home.

**Greg-** Greg stated we had our last event on Dec 3rd. and went really well and had no major issues. Greg mentioned that due to the restrooms that were missing last event he is now using another company. Greg stated we had around 6000 people attend. Greg mentioned we canceled January's event due to the covid numbers increasing and felt it was a great call because the numbers have increased quite a bit. He mentioned we want to put the community's safety first by protecting the community. Greg mentioned that the request the Board made to have a covid testing and vaccination booth is happening. The company is also open to having a booth set up on a separate day than First Fridays. Greg mentioned there is a large company coming in and if they are pleased with what they see they may become a larger sponsor. He mentioned the team has been working hard on getting more sponsorships and grants. Greg stated that the 12-17 yr olds are spreading covid at a fast pace so the Kids Zone will be shut down until we can get the covid numbers under control.

**Mike-**Mike asked if we are on schedule to have First Friday in 3 weeks. Greg responded that we are watching how the covid numbers are decreasing and looks to be ok to have the upcoming event. Greg stated that the staff will meet next Monday to see how things are going and what's being reported in the news and have until the Weds before the event to make the call to cancel. Greg clarified that we are being very cautious that we are not the spreaders of covid. Mike asked about the weather. Greg said so far it looks good however if it rains we will cancel.

**Curt-**Curt asked Christine as a business owner, what are the benefits to her for us having First Friday and the overall impact to her business. Christine mentioned that she's a part of Art Murmur so if First Fridays cancels she is still open, however she feels safer when First Fridays is happening and more people are out and she values First Fridays bringing out so many different types of people that wouldn't typically see their art. She also stated for the artists in her space who sell more affordable art, First Fridays sustains their business.

Greg also mentioned that OPD has had several cases of covid so we are waiting to see if we will have enough officers to have the event. Shari stated that the market that sells hot food mentioned that First Fridays helps to get them through their slow periods.

**c) - Shari  
Godinez,  
Executive  
Director KONO**

**Shari-** Shari mentioned we completed the Budget Performance through the end of November and KONO is under budget. Shari stated we are moving the Board retreat to March or April and looking at the date of April 23rd. Shari made contact with W.O.N. (West Oakland Neighbors) and they are looking to partner with KONO and First Friday to continue having positive engagement and they believe First Friday is a positive event. Shari mentioned that she and Joseph met with a potential fiscal sponsor, a Korean musician that's applying for a grant and KONO will be the fiscal sponsor. She stated construction started on the Starbucks which was the former KFC. Shari met with the DOT to discuss the construction schedule for the permanent bike lane and figuring out

how to have the least impact on First Friday as it will be at least a one year construction project. Shari mentioned she shared the Homeless hiring tax credit with businesses. She assisted an organization on how to apply for covid grants. AC transit is looking to bring back the B Shuttle and they conducted a survey to see how many are interested in it coming back and possibly using a particular tax assessment to fund it. Shari notified everyone that Oakland's restaurant week was postponed until March 18-27th. Shari also shared a new company, White Balance, that is offering to shoot videos for free and hopefully some of the KONO businesses will take advantage of that. Shari stated we are having a testimonial video done for First Fridays. She mentioned the Oakland Chamber of Commerce is reaching out to BIDS and asking what they need help with and has a meeting with them to go over that. She shared information about Dining for Justice and their 1% surcharge will go to feeding the homeless and they had a press conference at KIngston 11. Shari stated she hopes everyone gets the newsletters and reads them. She mentioned we are working on new Oakland First Friday banners to be mixed in with the KONO banners. She mentioned Ramon was successful in getting 10 KONO businesses to put up white Christmas lights in their windows and leave them up year round. She mentioned we received a lot of media attention because of the cancellation of First Friday due to covid. She highlighted that Oakland First Fridays was mentioned in the International Travel Magazine for being in the top 8 places to visit in the US. Shari stated starting in January the city will no longer help with funding the OPD, fire and permits, in turn they are looking for more sponsorship monies to fund it. Shari said she will be following up with Visit Oakland and Economic Workforce Development and both have voiced interest in helping First Fridays. Shari also mentioned she's working on a grant with the Department of Violence Prevention and had a meeting with the chief for that dept and he advised us to apply under Community Health for First Friday. She stated that she and Christina also applied for a grant through the city's Cultural Arts department for \$20k. She mentioned we are working on a potential mural at 27th and Broadway. Shari mentioned that the recycling bin used for KONO is no longer free and a decision will need to be made to keep it or find another solution for the cardboard.

**Sonja** stated she saw the notice for the business license tax measure and wanted to know if Shari attended the meeting or heard how it went. Shari responded that she didn't attend because it was at the same time as our staff meeting, however Daniel Swafford may be able to answer those questions.

**Daniel**-Daniel stated regarding Sonja's question that it was just an informational item on the agenda and it was mostly the presentation of the task force report to counsel and public comment was accepted. Members of the community and small businesses spoke in favor of it. Some of the larger businesses desire to keep the rate structure the same but across the board most stated the need for a more progressive and equitable approach.

**Curt**-Curt asked if Daniel heard when the decisions would be made. Daniel stated that there was no timeline given but the objective is to have the public vote on it at the November ballot. Daniel stated he would expect a couple more rounds of comments before the final vote is made.

**4) Discussion  
Item: Safety  
and Cameras**

**Daniel Swafford**-Daniel stated he is the director for 2 BIDs- Montclair and Laurel Districts. **Captn. Randy Wingate**-Randy stated he has been with Oakland for 30 ½ years working with the Special Operations Division for about

5 years. **Daniel-** Daniel stated he would go over what the security plan was to incorporate cameras into his Districts and asked for Randy to chime in anytime to provide any additional information. Daniel mentioned that they mocked up a map of 23rd and Telegraph to provide a sense of how they approached the process. He stated the first installation he did was in the Dimond District approx 7 years ago and he got to know Shari through the Merchants Association. He mentioned as a volunteer member for the Dimond District he wanted to assist OPD in their efforts to have safe and thriving business districts. Daniel stated that OPD believes that having high resolution security cameras is the most effective way. Daniel said they then started looking into installing security cameras with license plate readers in order to assist in capturing suspects. He stated he hired a number of security camera companies to start the installation of these cameras. Daniel mentioned with some handyman knowledge and research anyone could install one of these cameras on the side of a building and as long as you have the app on your phone to connect to the cameras and create a workspace to get access to the footage like we saw set up behind Daniel. He mentioned that the workstation behind him was set up for easy access for OPD or a technician to come and access the security footage. Daniel stated that the BID decided to take on the initiative to source the equipment, do the installations and hire an electrician or handyman and get better results than the security camera companies that he was working with and getting .50 cents on the dollar and not having these monthly contracts that his BIDs have trouble budgeting for. Daniel shared some of the screen shots he had to show a mock up of 23rd and Telegraph demonstrating the vantage points of potential camera locations. Daniel mentioned that what they try to do with the funds that's available is to create a perimeter around the district. Prioritizing the egress and ingress of the district and establishing the key intersections to obtain the license plates of vehicles. Mike mentioned that the street that Daniel was demonstrating was actually 24th St and not 23rd. Daniel demonstrated the scope from narrow angle cameras that reads the license plates and the wide angle cameras that captures more of the movement going on, on the street and the two systems would go side by side. He stated other than considering obstructions like street trees, desired site locations and getting permission to install the cameras, being able to cluster the cameras and the wires on a building like 2354 Telegraph would be most cost effective. Daniel then showed a couple of screenshots of captured photos of vehicles and displayed how clearly the license plate number was. He stated that the cameras are able to get clear pictures from vehicles traveling at 50 MPH and the cameras can be calibrated to capture vehicles traveling even faster than that. He mentioned they make sure that all their cameras are able to capture clear photos in all levels of lighting, in pitch darkness up to broad daylight at minimum 50 MPH. Daniel then showed a screenshot of a vehicle at night showing a clear capture of the license plate and also a wide angle shot. Daniel stated with instituting the cameras they have seen amazing results along with partnering with OPD. Christine stated she sees the value in having security cameras however she has some security concerns having cameras especially with a small business with only one person coming and going and knowing people who can break into wifi systems and using the video footage to see when someone is around being a potential hazard. Daniel responded that it would depend on the specific terms you would have set up, and it can be set up with different permission

settings and password protected cameras, giving only temporary passwords/access to OPD and would lock them out after that time. He stated if someone comes in to access footage a police report is required to be shown to see the footage. Daniel stated that OPD also doesn't have carte blanche to footage. Daniel reiterated that it is up to the business owner to set the terms of how people access the camera footage. He stated to keep in mind that the cameras are facing public property and not to a private window. He stated that when talking to a privately owned business it can be stated that we are requesting to put a camera up on a shelf in their building, possibly using their wifi to capture the footage or the BID can pay for the wifi so that business would be completely unobligated and have no access to security footage and you're the only one with the password and or your district staff. Joseph asked Daniel who pays for the system in his district, the BID, the building owner or the business owner. Daniel responded that it's all 3. He stated that he has done 12 installations and there have been different arrangements for each one. Daniel mentioned he has done GoFundMe's, property owners have funded them and the BIDs has fully funded projects. Daniel stated the goal is to get a comprehensive system in place. He stated that some business owners may want a security system set up for their parking lot and getting a fair price for the multiple installations and getting their contribution to help share the cost for the entire security installation. Daniel stated wireless options are available but it is best to do wired cameras. He stated the bottom line is asking a business owner if we can put a camera on their property and have a wired NVR on a shelf somewhere inside their office and access their internet. Joseph asked if there is a monthly cost. Daniel responded that it depends on how often you're going to need to pull images off of the system but as far as operating the cameras and the system there aren't monthly maintenance fees. Daniel recommended budgeting the cost that it will take someone to go in and assist someone who needs to access the camera footage if it's a situation that requires a staff member to go through hours of footage. He mentioned OPD can have their staff member do this also if they are requesting the footage. Ryan asked if Daniel has spoken to the businesses in the area to see if their current infrastructure can be utilized. Daniel responded that yes if it's possible it is preferred to do it the most economical way however it is a very rare scenario that old cameras can be utilized with the new systems and its best not to compromise the desired results. Joseph asked Captain Wingate if he had anything to add. Captain Wingate mentioned that the privacy commission limits access the OPD has to any private camera systems so the community needs to take charge on that. He mentioned that they currently have 130 officers out with covid, along with retention issues so that presents a challenge with officers out there walking the footprint. Alan asked if there had been any success stories using the cameras in Daniels districts. Daniel mentioned that the most unfortunate situation involved the robbery of a laptop at Starbucks in Montclair on New Year's Eve 2019 and the victim lost his life and we were able to get the license number of the perpetrators vehicle to OPD within 5 minutes and the 3 criminals that were involved were convicted and sentenced last week. Daniel stated there has been a number of these stories that confirm the helpfulness of using security cameras. Mike stated that HOA in his building just talked about getting a system in place and will get Daniel's phone number.

<p><b>5) Action Items:</b>  <b>Vote on Board Nominee Ryan Thomas (nominated by Matt Ticknor)</b></p>	<p><b>Ryan Thomas</b>-Ryan mentioned he manages two properties in KONO. He stated he's hoping to utilize his experiences and capabilities to assist KONO in any way that he can. Matthew Ticknor stated he nominated Ryan because he manages his building that has 175 units which represents about 300 people in KONO so Ryan has a good perspective of what's happening in KONO and the businesses in the surrounding area.  Mike stated that we should appoint Ryan to the Board. Joseph stated that he is very happy to have him on the Board and that he can be of great help with obtaining sponsorship contributions.  Joseph asked all who are in favor say I. All responded I  No objections or abstentions</p>	<p><b>Action:</b>  Ryan Thomas Approved as new Board Member  January 18, 2022</p>
<p><b>6) Action Item:</b>  <b>Approve Minutes from October 19, 2021 Board Meeting</b></p>	<p>Sonja Brooks motioned to approve minutes  2nd Motion to approve by Mike Thaler  No objections or absentions</p>	<p><b>Action:</b>  Minutes approved  October 19, 2021 Board Meeting</p>
<p><b>7) Discussion Item</b>  <b>Stolen check from Sutter Health for \$25,000</b></p>	<p>Joseph stated that the missing check was around June or July 2021 but wasn't discovered until about a month ago. Shari agreed that was correct.  Mindy stated that she wanted to go through the timeline of what occurred.  Mindy stated that in Dec 2021 Shari sent an email to the Board with a spreadsheet that included sponsorship funds and grants to KONO for 2020 and 2021. Mindy stated that Sutter Health gave a grant in 2020 and in 2021 for \$25k and the 2021 amount was missing from the spreadsheet. Mindy stated that on Dec 12 she emailed Shari and the Board letting everyone know that the \$25k grant should be included in the spreadsheet. Mindy mentioned that she received an email back from Shari stating that she meant to follow up however she had never received the check. Mindy mentioned the grant was executed and signed on May 19, 2021, the request for the check to be cut was sent to Sutter Health on May 23rd and the check was cut on May 27th. Mindy stated that this was a process that Shari was aware of. Mindy stated she didn't know at what point she would have been notified that the money had not been received. Mindy mentioned that she received a copy of the check and could see that it was signed and cashed and forwarded the documents to Shari and asked her to investigate. Mindy stated that Shari mentioned that she couldn't get any information. Mindy mentioned that she has contacted Sutters general counsel to find out what they are able to do. Mindy stated that they had the right address for KONO and for the record again don't know when they would have been notified the check was not received. Joseph asked if Mindy knew when it was cashed. Mindy responded she did not have that information. Joseph asked if Mindy knows who signed or if they have a name. Mindy responded that they don't recognize the signature and asked Shari if she did, however Mindy said she would assume that there has to be some liability to Wells Fargo who didn't check the signatures for KONO. Shari said to Mindy that one of the documents she received from Mindy has the date of June 21st and June 18th for Wells Fargo bank and had further questions, if the check went through an ATM machine, or did it go into someone's account. Shari stated she went into Wells Fargo and Wells Fargo stated it's the person who issued the check that needs to speak to them and Shari is wondering where</p>	

the paper trail is and why Wells Fargo isn't being responsible for this fraudulent action. Sonja asked for clarification regarding KONO and if there were at least 2 signatures required when cashing a check, especially over a certain amount and she requested that we have some chronology of both sides and a report filed because this was a fraudulent act. Sonja also stated she would be curious to know what was the name and how it was cashed. Sonja acknowledged that Shari put up a copy of the cashed check on the screen and displayed the fraudulent signature. Joseph asked who is the payee on the check and Shari responded that it is KoreaTown Oakland. Joseph stated that he doesn't understand how one individual could cash an organization's check and asked if that is possible. Shari responded that she doesn't believe it should be possible. Shari confirmed that the check was cashed at a Wells Fargo. Sonja asked besides this being announced to the Board in Dec did anyone else know that this money was supposed to be coming in. Shari responded that it was mentioned at prior Board meetings. Shari mentioned that a police report was done as well as the building filing a police report about the mailboxes being broken into. Shari also mentioned that she didn't know when to expect the check and that we also got sponsorship checks mailed to KONO and then the building started sending all the mail to the Post office and had to go there to pick up the mail. Mindy asked how long it was that the mail was being sent to the Post office. Shari stated that it began sometime in May 2021 so about 6 months. Joseph asked Mindy if Sutter Health had opened a claim with Wells Fargo Bank as of yet. Mindy responded no and that she was still waiting for direction from the general counsel. Mindy stated that she understands that this has been an unfortunate situation for everyone and Shari didn't deliberately do anything wrong, however there wasn't any notification and the amount was removed from the spreadsheet and nothing said to Sutter. Mindy also stated there were many times that she was on the Board meetings and at no time was she made aware there were any issues regarding the check. Sonja asked if Mindy has this chronology and information provided to the OPD regarding the theft. Mindy responded that they weren't aware that it was theft until they received a copy of the stolen check and that was received on 12/29/21. Shari stated to Mindy that she wants to apologize for not noticing it sooner and when she put the spreadsheet together Shari noticed it was missing and meant to follow up with Mindy however may have gotten distracted with everything that was going on but also didn't know when to have expected receiving the check. Mindy said she did send an email when the payment was fully executed and payment was cut. Mike stated that as Joseph pointed out that an employee from Wells Fargo must be involved. Sonja stated that we need to review our policies on how we handle grants and checks of a certain amount and we need the written chronology. Joseph stated in his experience if any fraud has occurred he was returned the money in full by the bank, so Joseph suggested to Mindy, being the victim of the fraud, that Sutter Health needs to open a claim with Wells Fargo and get the funds back. Sonja stated that Mindy works for a large corporation and that it must not be as simple as that and that this is a reflection on her being an employee of Sutter Health. Alan stated we will do anything to support Mindy. Mindy stated she appreciates that she got to have the conversation with the Board and thanked Sonja for acknowledging how this impacts the organization and KONO. Sonja asked if we can have some recommendations on how to proceed and have those recommendations stated in the meeting minutes of what we can do on our end. Ramon stated that he

	<p>took a picture of the mailboxes after the break in on May 24, 2021 and showed the image on screen. Ramon also stated that he reported it to the building manager and manager did absolutely nothing and that person is no longer the building manager. Shari mentioned that the check was dated May 27, 2021 and that mailboxes were left open for months. Sonja asked Shari if she was aware of the mailboxes being breached but still was accepting checks and grant monies in the mail. Shari stated that she was not aware of this for quite a while and when she was made aware she was directed to go to the post office to pick up the mail. Shari asked Ramon if he was aware of when they started taking the mail to the post office. Ramon responded that he did not know however the building manager didn't handle the situation to the point that they let him go. Joseph stated to Mindy that he is really sorry that has happened and will do all we can to get to the bottom of it. Sonja asked if we can have a copy of the police report from OPD and a chronology from Shari, Ramon and Mindy and put procedures into place when we receive grants. Shari stated that 50% of the grants are received through wire transfers. Joseph requested once Shari receives a copy of the police report, copy of the check and the branch the check was cashed at, to share it with the board. Sonja stated that we should have everything in writing so that we all can review it.</p>	
<p><b>8) Action Item:</b>  <b>Approve Financial Reports through Dec 31, 2021</b></p>	<p>Shari- As of the end of Dec <b>KONO</b> the balance was \$421,091.23  Total income-\$617,014.70  Total expense-\$540,363.82  Net revenue-\$76,650.88  At the end of Dec <b>OakFF</b> bank balance was \$195,789.56  Total income: \$218,201.72  Total expense -\$155,130.56  Net income -\$63,071.16  Motion to approve-Mike, 2nd motion-Alan, All in favor.</p>	<p><b>Action:</b>  Financial Reports approved for Dec 31, 2021</p>
<p><b>9) Next Board Meeting:</b></p>	<p><b>Meeting adjourned: 8:19 pm</b>  <b>Next Board Meeting: March 15, 2022 6:30 pm</b></p>	

By Courtney Russell and Edited by Shari Godinez