

FINAL MINUTES

Fine Arts Museums of San Francisco Board of Trustees

Zoom Meeting held by Teleconference Pursuant to the Governor's Executive Order N-29-20 and the Fifth Supplement to Mayoral Proclamation Declaring the Existence of a Local Emergency

During the Coronavirus Disease (COVID-19) emergency, FAMSF Board's regular meeting rooms are closed. Trustees, Staff and Members of the Public convene remotely.

**Tuesday, January 19, 2021
3:00 pm**

Call to Order

A special meeting of the Fine Arts Museums of San Francisco Board of Trustees was held on Tuesday, December 8, 2020 by Zoom. The meeting was called to order at 3:04 pm by Diane B. Wilsey, Chair Emerita.

Calling of the Roll – Jason Moment, President

Trustees Present on Zoom

Jason Moment, President
Carol Bonnie
Jack Calhoun
Katherine Harbin Clammer
David Frazee
Wheeler Griffith
Lauren Hall
Lucy Hamilton
Holly Johnson Harris
Gretchen Kimball
Yasunobu Kyogoku
Kathryn Lasater
Bryan Meehan
Carl Pascarella
Lisa Sardegna
David Spencer
Lisa Zanze

Diane B. Wilsey, Chair Emerita

Trustees Unable to Attend

Janet Barnes
Juliet de Baubigny
David Chung
Denise Fitch
Frankie Gillette
Cynthia Gunn
Amy McKnight
Heather Preston
Richard Scheller
Jeana Toney
David Wadhvani

Corporation of the Fine Arts Museums Trustees Present

Alexandria Ashdown*
Max Glynn
Michael Linn
Lorna Meyer*
Valerie Coleman Morris
Lynn Anderson Poole
David Soward*

*Also serve on Fine Arts Museums Foundation Board

Ex-Officio Trustees Unable to Attend

Mayor London Breed
Mark Buell, President, Recreation and Park Department

Report of the Director and CEO

Director Campbell was not able to speak, due to internet connectivity issues. Mr. Moment called upon Chief of Staff Megan Bourne to speak on his behalf.

Ms. Bourne stated that this special meeting was called in order to hold the first of FAMSF's two required hearings on the FY 21-22 budget that will include mandated cost reductions. CFO Jason Seifer will lead today's hearing.

Before that, Christine Moss, Director of Human Resources and Melissa Cayabyab, Principal HR Analyst, will present on the museums' Racial Equity Plan, which Trustees received via email in late December. This Racial Equity plan is a new requirement of all 54 City Departments, and the events of the last two weeks put a fine point on the critical importance of this work.

Against the backdrop of the U.S. Capitol insurrection manifesting white supremacist violence, our work toward Diversity and Inclusion takes on ever greater urgency. The Office of Racial Equity developed a plan template for all City Departments that is actionable and measurable. The idea is to push City departments to move beyond platitudes and to identify progress they can and will actually accomplish. In terms of staffing, FAM's plan is primarily focused on the museums' City employees, the majority of whom are security officers and who are people of color. It also acknowledges that they serve together with staff of the nonprofit supporting organization COFAM, which also has goals for racial equity established in its museum plan.

Ms. Bourne offered this Ohlone land acknowledgment: The de Young Museum respectfully acknowledges the Ramaytush Ohlone, the original peoples of what is now the San Francisco Peninsula, and acknowledges that the greater Bay Area is the ancestral territory of the Miwok, Yokuts, Patwin, and other Ohlone.

Indigenous communities have lived in and moved through this place over hundreds of generations, and indigenous peoples from many nations live and work in this region today. Please join us in acknowledging and honoring their ancestors, their elders, and their communities.

FAMSF Racial Equity Plan

Ms. Bourne called on Ms. Moss and Ms. Cayabyab who spoke on the following points:

Pursuant to the Office of Racial Equity legislation passed in July 2019, a plan was designed to review and analyze, Citywide, how systemic racism exists and can be dismantled internally (phase 1: staff) and externally (phase 2: community.) All 54 City Departments participated in this, and a uniform template was used across all Departments. While we are working across the entire institution on this work, the RE Plan specifically dives into FAM (City employees) Phase 1: Look within each City Department's internal practices regarding hiring, retention, promotive and discipline as it relates to BIPOC employees. We are looking at the Department as a whole to create a systematic way to approach equity. The RE Action plan will serve as a blueprint for advancing racial equity in all aspects of the Department's work over the next three years.

Areas of focus:

1. Hiring and Recruitment
2. Retention and Promotion
3. Discipline and Separation
4. Diverse and Equitable Leadership and Management
5. Mobility and Professional Development
6. Organizational Culture of Inclusion and Belonging
7. Boards and Commissions

Commitments and Objectives:

To offer access to employment, promotive, and training opportunities equally to people of color as to white employees.

- Mentorship program
- Incorporate new systems to regularly listen to concerns of employees of color; ensure communication systems are in place.
- Peer mediation
- Improved attention to equipment and digital needs of employees.

Report of the CFO

Jason Moment called upon Jason Seifer, CFO, for his report. Mr. Seifer spoke on the following points:

Fine Arts Museums Budget Hearing

- Budget process legislation requires greater transparency and public input in budget process. (Ordinance No. 191072)
- Legislation signed by Mayor Breed on Dec 20, 2019
- Requires two public meetings during development of budget.
 - Public Meeting #1: Jan 19, 2021; Public Meeting #2: Feb 9, 2021
- Share budget priorities and allow feedback from members of the Public (up to two minutes from each member of the Public)
- Centralization of all budget documents on single website coordinated by Controller's Office

CCSF FY22 Budget Overview

- Unprecedented Health and Economic Crisis
- Two-Year Deficit Projection of \$653M
 - FY22 Deficit of \$411M and FY23 Deficit of \$242M
- Key drivers of Deficit:
 - Revenue declines
 - Unbudgeted labor costs
 - Ongoing COVID expenses

CCSF FY22 Budget: Mayoral Guidelines

- Mayoral Priorities:
 - Supporting small business and economic recovery efforts
 - Continuing response to COVID
 - Implementing homelessness and mental health programming
 - Prioritizing programs around equity
- Mandatory reduction proposals of 7.5% in FY22 (\$1.3M) plus 2.5% contingency should fiscal conditions worsen

CCSF FY22 Budget: Key Dates

- Jan 19: FAM Public Meeting #1 - FY22 Budget presentation
- Jan 22: COIT and Capital Budget Requests
- Feb 9: FAM Public Meeting #2 - FY22 Budget presentation

- Feb 22: FAM Budget due to Mayor's Office
- June 1: Mayor's Budget to Board of Supervisors
- June/July: Board of Supervisor hearings and approval
- August 1: Mayor Signs Budget

Fine Art Museums (FAM) City Department Budget

General Fund Only (excludes Admissions Fund)
 FY22 Base Budget vs FY21 Approved Budget
 (\$ in thousands)

	Base Budget FY22	% of FY22 Budget	Approved Budget FY21	% of FY21 Budget	Variance to FY21 Budget
Staffing (primarily security)	14,162	78%	13,194	79%	968
Utilities	1,686	9%	1,498	9%	188
Art and Property Insurance	1,629	9%	1,421	8%	208
Buildings Service Contracts	348	2%	348	2%	-
Other expense	<u>284</u>	<u>2%</u>	<u>284</u>	<u>2%</u>	-
Total Expenses	18,109	100%	16,745	100%	1,364
Capital Expenditures	<u>570</u>		<u>422</u>		<u>148</u>
Total Spending	<u>18,679</u>		<u>17,167</u>		<u>1,512</u>

- FY22 Staffing expense variance due to negotiated Union contracts & higher pension costs. No new positions.
- FY22 Utilities and Insurance increase due to estimated cost increase by related department.

Fine Art Museums (FAM) City Department Budget

Admissions Fund Only (excludes General Fund)
 FY22 Base Budget vs FY21 Approved Budget
 (\$ in thousands)

	Base Budget FY22	Approved Budget FY21	Variance to FY21 Budget
Salary and Benefits	972	935	37
City Indirect Cost Reimbursement	187	187	-
Other expense	2	2	-
Reimbursement to COFAM	-	-	-
Total Expenses	1,161	1,124	37

- Special Revenue Fund in City Charter.
- Funded by COFAM General Admission Revenue.
- 9 Admission Attendants
- No significant changes between years.

FY22 Requests for New Positions:

Mayor's Budget Office has said no new positions can be proposed

Capital Improvements Requests

Capital Improvement requests in FY22 total \$4M but available funding is unknown.

Possible Expenditure Reductions

- Few options as FAM expenditures are related to security and maintenance which are required to operate the Museums
- Open Positions – Hard Freeze
- Review changes to Museum operating hours and analyze their impact on service levels to the Public and to Equity
- Budget reduction proposal to be reviewed at Feb 9 FAM Meeting.

Public Comment

There was no public comment during the course of this meeting.

Adjournment

President Moment adjourned the meeting at 3:50 pm.