

Notice of Regular Meeting and Agenda

August 12, 2020 • 6:00 P.M. Via ZOOM conference:

<https://us02web.zoom.us/j/87296332791> Meeting ID: 872 9633 2791

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Attendees: Emily Glick, Robert Sakai, Jerry Ono, Daniel Byron, Mary Ishisaki, Kathy Nelsen, Dennis Kern, Kim Kolbe

Absent: Chip Nakamura, Rob Malone, Alex Prouty, Steve Ishii

Staff: Grace Horikiri, Brandon Quan, Melissa Ayumi Bailey

Guests: Capt. Paul Yep (SFPD), Greg Vilorio, Sam Mihara, Elena Nielsen, Steve Nakajo, Rich Hashimoto, Sandy Mori, Yuki Nishimura, Dmitri Shimolin

1. Call to order and roll call

2. Board President Update

Emily Glick: I have spoken with almost all board members 1:1 at this point to learn where we are and where you'd like to see us go, things that are working, and things you'd like to change. I have received some suggestions that we could change the format of the meetings, whether that's meeting less or more frequently and shorter during the day. I was thinking possibly at noontime on the third Tuesday of the month as a possibility. We have some issues with our financial reporting where it has been a scramble to get everything we need together for the reports, from receiving the statements from the bank, to review by the Officers, etc. in time for the Board Meeting. If we move the date of the meeting to later in the month this helps alleviate this issue. Time change can also be discussed later. For the most part I received feedback that the Board Members are happy with our projects, achievements, and the staff's work. We are excited to see especially the ways we can make an impact now. It's about how we weather through this, keep an eye on our goals, budget maintenance, fundraising difficulties. The Board Members overall feel that the organization's work is meaningful to the community, and that makes their service on the board significant to them. We need to look forward to an eventual board retreat despite Shelter In Place restrictions. As soon as it is legal and appropriate, we should plan to meet to look at our by laws and our vision plan for the new fiscal year. We can be socially distanced instead of on Zoom. This would be optional for board members but mandatory for officers and Grace. It's just something we don't want to completely forget in the time of COVID.

3. Approval of Minutes

A. July 8, 2020 JCBD Board Meeting (action item)

Motion: Robert Sakai; Second: Mary Ishisaki

The motion passed unanimously.

4. Guest Speaker - SFPD Northern Station, Captain Paul Yep

Capt. Paul Yep: Thank you for extending the invitation to address the group. I have been at Northern for almost two months, been with SFPD for 24 years. Most recent was commanding officer of Central, Richmond, director of the Academy, and Staff Services division. Since I've been at Northern I've been taking a critical look at operations and function. I talk regularly with Grace and Brandon and do regular homework for them gladly which we can talk about at a future meeting. In the short time at Northern I've determined I want to improve communication and connection with Japantown to Northern Station. Moving forward, we will improve some efficiency in video footage gathering. I'll pull in the Investigative Bureau with Dep. Chief Lazar. This is a fortunate time because every 6 months there is a seniority sign up, which is essentially a shift change, and I will leverage this to implement a foot beat in Jtown no later than September 5th. It will start small but will lay the foundation to something greater in future. Finally, SFPD is also struggling on how to respond to COVID. How do we reconnect with communities? We start with meetings like this and make improvements along the way.

Emily Glick: Thank you Capt. Yep for joining us. Many of us wear multiple hats in the community and we appreciate SFPD's support and how professional officers are, and that goes a long way.

Capt. Yep: Thank you. Yes, we can all agree we have a lot of work to do not only in Japantown but district wide and city wide. We are definitely off to a good start, and I would love to come back and address issues in the future and introduce you to more members of Northern Station and make sure we develop and foster that partnership.

5. July Financial Report (action item)

Motion: Robert Sakai; Second: Denny Kern

The motion passed unanimously.

Mary Ishisaki: Looking at the P&L statement we have a huge income of "other donations" due to the Resiliency Fund. Our other income coming from the city we probably won't see till January now for this fiscal year, which is after the December 10th date for tax payments. We have money that we're carrying forward. For the month of July we have spent \$37,971, which is just about half of the budget for the month. This is due to the fact we haven't spent out a lot of the money from the Resiliency Fund yet which is programmed into our expenses at \$40,000 for the year to date budget, and we've only spent \$1770. So this will work out going through the year and balance out, including categories that currently have overages that are annual payments. The only category we're behind on is Block by Block due to unplanned salary increases. Hopefully we will raise some extra funds by OEWD's request to increase our budget 6%. We also have included \$50,000 in other donations that will need to be covered by grants going forward.

6. Japantown CBD SafeCity Program

A. Progress report from AVS

Dmitri Shimolin: There have been no changes to the financial report. We have a committee meeting tomorrow and will discuss a number of items, but no changes to the financials at this time. We have several prospective participants for Phase 5 and the list is growing.

Emily Glick: I will need to follow up with you on a project we have considered which would utilize the cameras to play sound that would accompany a lights display for the holidays.

Dmitri Shimolin: Yes, there are ways to network audio and expand the uses of the cameras. However we can support the district.

B. Video retrieval updates and report from SFPD on cases

Brandon Quan: We had 3 requests from SFPD in July. I was able to coordinate with the officer on 1700 Post and we were able to review 4 incidents at once for that property. There was also a car break in. Because of the sparse presence of people in Jtown, I've been checking in on the cameras when community members alert us, and it helps keep us more aware of what's been going on. Thank you to Counsel Claudine Cheng for reaching out to Northern Station to get us an update on how footage we provided was utilized. Since January 2019, we provided video for 46 cases and of those there were 12 arrests that resulted from the investigations. There are 26 that are open or inactive with video providing identifications with arrests pending. The video has been a very important component in the cases and tool in making arrests.

7. JCBD Internal Marketing & Communication Updates

Emily Glick: Like any nonprofit, we need to rely on the participation of other organizations and board members to keep going. We are lucky to have Greg Vioria as an active participant in the Marketing Committee. We also have Rich Hashimoto and liaisons to JTF in the form of Alice Kawahatsu and Nina Bazan-Sakamoto of the Cultural District. They are able to sit in on these meetings and keep everything connected with what our various missions and priorities are. We are looking at both short and long term priorities, especially in light of the fact we had to cancel some things due to COVID. We'll be creating postcards for the Tea Garden in Golden Gate Park as soon as we have foot traffic out there. We are looking more closely at social media strategy. There's been a lot of focus on PR and LGPR has been doing great despite the times. They look to present anything newsworthy, such as the Picnic in the Plaza, and were able to get it into a lot of local news such as Thrillist and Eater. The first weekend had 1300 people, and 1000 for the two weekends that followed. A lot of the visitors were noticed to be new to the neighborhood. They are excited about the possibility of a creative spin of an art installation over the holidays. We have tried to plug some mall closure stories. As we move to November/December, we are looking to do an LED installation that will create buzz

and draw some foot traffic. Different ways we can bring in media interest and get folks to think they should shop in Japantown for this season. We're working on a lot, Greg is helping us track the project plan, and we're working a lot with other organizations and groups through Grace's networking. We are working towards the eventual wayfinding project and making links to JTF and the Cultural District. This is probably a multi month if not multi year project we are happy to co-fund. The goal is to help people navigate as well as draw them in and get them interested in visiting Jtown. This will be a featured item at the next Greater Japantown Marketing Meeting where we will also talk about intersections and common goals among the organizations.

Grace Horikiri: Because of COVID-19 our focus is also towards the small businesses and how we can help them. We talked about a multiuse commerce site, PR, getting them on social media, and these things are all still on the table. We are putting our heads together to find ways and will keep the Board posted on what we come up with. Without the businesses in Japantown, it's going to be hard and they really are struggling.

8. The Heart of Jtown Resiliency Fund Update

Grace Horikiri: To date we have raised \$503,634.75. We will keep the GoFundMe open through the end of September. We have purchased PPE supplies (sneeze guards, masks) and have started distributing them to the businesses.

Melissa Bailey: 77 individual businesses have applied to date to the grant program in Phase 2. Grace, Rich Hashimoto, and myself are in the process of reviewing the applicants and the awardees will be announced soon.

Grace Horikiri: The bistro lights in Buchanan Mall were also funded through the matching donor. The merchants are happy that they will be able to stay open later.

Robert Sakai: Can you give us more information on the range of the grant awards? Is it a set amount or will each be getting something different?

Melissa Bailey: We offered a range of award options but every applicant applied for the full funding amount of \$5000.

Emily Glick: Are there any organizations earning the money twice, or is it \$5000 for each evenly?

Grace Horikiri: The Resiliency Fund is only for the small businesses, no nonprofits. They can apply to the SF Japantown Foundation's grant program once criteria and the application are released.

9. Executive Director Report

A. Update on COVID-19 Efforts

Grace Horikiri: We had a meeting Tuesday to go over the various community efforts. Picnic in the Plaza will go through the end of September, the Gambaro program through Rich Hashimoto and The Center which will purchase gift cards from small businesses to donate to nonprofits to sell for fundraising. Greg is working on the Market at the Plaza as well.

Greg Vilorio: Since the malls are still closed, and its quite different from March because patrons could still come inside the mall to purchase food. As of July 16th, all indoor activity had to cease. It's been tough. The merchants have been using entrances for order entry and delivery, some have migrated into the Peace Plaza to take orders, so one of the ideas developed was Market at the Plaza. This would be tents in the upper plaza, two restaurants per tent, and came up with 17 spots roughly. The plan is now at the City Attorney and has been for 10 calendar days, so we've escalated the response to Joaquin Torres at OEWD and Supervisor Dean Preston. We are getting as much help as we can. We don't know what the response is to it since we have heard nothing back. Phase 2 would include retail and mapping out a customer flow and social distancing. I also need to hire staff for this since we would be out there 7 days a week.

B. Emergency Housing Shelter-in-Place (SIP) Hotel Program

Grace Horikiri: Sandy Mori will also touch on this in public comment. We had a meeting on August 6th with the Director of Operations at Providence and get information on who to contact when issues come up in the community. Since I meet with a lot of the merchants it was really crucial we have a point person, especially since we were told Emily Glick was no longer the point person. Now we can move forward and have actual people to reach out to.

Emily Glick: Just to put it out there, I am still a resource and stay in contact with the nonprofit staff and can address concerns that come up as well. I think it's important Providence is directly available but please feel free to reach out to me if you think there's something I need to know as well.

10. Staff Updates

A. Cleaning and Safety Report

Brandon Quan: Generally speaking there is a slight increase in cleaning across the board from last month, probably because we're seeing more foot traffic. The Big Bellys are filling up more, so we are working with Recology to get more consistent pickup on the weekends. Al our supervisor is doing a great job. We lost Edwin after a few weeks so Al is conducting interviews this week, and we have support staff coming in, and are tracking the banked hours. There is a slight increase in crime but generally it has been holding steady, which correlates with information from our meetings at the SFPD Crime Advisory Board. This is consistent with data across the city as well.

11. Community Updates

A. Japantown Task Force

Steve Nakajo: As you heard tonight, at different times JTF has different representation when gathering information. Point of information, there is a lot going on in Jtown despite the pandemic and the shelter in place, and pause in reopening. The giving programs that started off with JTF and JCBD with the mini grant program, moving now into Ganbaro Program by Rich and The Center, as

well as Picnic at the Plaza, SF Jtown Foundation match, the JCBD Resiliency Fund. There is a lot going on for a community that is not that large. I am going to share what JTF is doing through the Cultural District, which it is a sponsor of. Part of the dissemination that we're doing is preparing and planning the strategies for year two. We are coming off with our goal of submitting the final CHHESS report in October. We have a board meeting coming up this month on the 12th, and a board meeting September 16th. The CHHESS report will be reviewed and commented on at these meetings. Cultural District staff has met with Cultural Sustainability and Land Use Committees, as well as more of the board, to get comments to include in the report in preparation for these meetings. The challenge will be how to recommend and work off of the CHHESS recommendations. For example, the formation of a community council, organizing an artist council. Economic vitality is of the utmost in our mind, and we have the kiosk concept we're developing with 3D and Dan Byron, which will be installed in the West Mall. This kiosk is essential for the development of the relationship with 3D and other activities that involve Japan Center Malls. We are still moving ahead on this despite the pandemic, but we have to look at the data to see when the pause in reopening will end. We are going to need strong coordination and balance between the CHHESS recommendations and doing something with our physical Japantown. Every organization has a responsibility to their target audience, and those positions are different. Communication and coordination will be important. We initiated a bi-weekly meeting between JCBD and JTF and Greg Vilorio to coordinate what we can try to do to start focusing on the community merchants and economic vitality. It will be crucial and essential to communicate with each other. I also need some clarification on the role of the Greater Marketing Committee. Is this Marketing Committee focused primarily on the JCBD or is it indeed inclusive of broader Japantown. It seems like you are moving towards a greater participation since some of the things mentioned are also on our agenda at the Cultural District. I am concerned about duplication of efforts, Grace and Greg are aware of this, so we will need to be sure to coordinate to avoid this. Thank you again for the offer of inclusion, because moving towards this joint effort and collaboration will be important. I would also like to clarify who is the contact for the Hotel Shelter program. It seemed in the meeting with Providence that their staff is supposed to take this over, but Emily's statements earlier suggested she still want to be involved in that role. Can you also provide any information on whether or not the hotel intends to extend the program past its September end date? If not, when we will be informed of that decision?

Emily Glick: Yes, we are seeing eye to eye on the risk of duplication and need to coordinate and collaborate. I think it will be very beneficial whenever we can team up. We can coordinate a marketing meeting soon. In terms of Providence,

on the one hand I welcome direct communication and getting out of the middle manning position. At the same time, I don't want it to come across as if I am completely removed from the situation and want to maintain my availability. We can refer people to Providence or me, I don't want anyone to feel disregarded given my role with JCBD and at the hotel. As a point of information, the City slots in Providence, medical workers, social workers, and security guards. If Providence is not the right staff for the situation, they can liaison with the correct city contacts that represent all of the entities that are present in the building. Sometimes there is not an immediate answer depending on who the questions refers to most. Providence can help with tracking down the right contacts. The contact ends September 30th and can be extended by mutual agreement between the City and the hotel group. I am not sure of their continuing interest in that, they want to see how things continue to go. If the contract extension is being considered and ownership knows Japantown wants to have a forum, I can help facilitate that.

Sandy Mori: I want to share with the board some information about the homeless program at the hotel. The intent of the meeting last Thursday with the three nonprofits on the same block as the hotel, as well as myself, Steve, and Grace. As a result of this, the two key people at Providence stated they would be happy on a monthly basis to come together and bring up issues relevant to service provision. Everyone at the table is familiar with service and programs, so the discussion was concentrated to how the residents are doing, how they're being dealt with, and issues in the community. There are 120 residents at the hotel, no children, all adults. Each person is evaluated and assessed separately for their program eligibility. There are strict rules, no visitors, and everyone must sign the agreement to live there. Visitors are arranged through the staff. The program is very service rich, and on each of the 9 floors there are full time 24 hour staff who deal with all different issues that residents are addressing. Each person signs in/out of the building, and is dealt with individually, so they are always supervised by staff. The program is very staff rich, which is unusual, and Providence is an experienced community-based nonprofit familiar with homeless populations. The program is connected directly to the Providence Baptist Church in Bayview. The philosophy we got is that they're very community oriented. They haven't worked in Jtown before so we wanted to get them familiar with what the community looks like and is made up of. We let them know we also have a very engaged community, which is why they are open to the monthly meetings. This should alleviate problem issues that fester so they won't become bigger than they should. Everyone agreed communication and information sharing is key. The other thing I wanted to share with the board is information about the citywide bond that will be on the November ballot, that passed unanimously in the Board of Supervisors thanks to your support. It is a

total of \$487.5 million that includes streets, parks, and health and recovery programs. It is a health and recovery program for the whole city that includes different segments of service delivery in the city. Parks is the area that is the most popular among voters. This bond requires 2/3rds vote, which is very difficult to get. It is a general obligation bond, thus the vote requirement. Japantown will be involved in the citywide campaign, and I have been in touch with the staff. They will approach all different groups that want to get involved with this. It is a whole effort that has to be done because it will be an uphill battle. The Peace Plaza is \$25 million of that. As we move forward, despite it being hard to plan given the pandemic, we need to remember the Peace Plaza is a point of sustainability as an open space. Thank you again to those who wrote to the Board of Supervisors. We were the most active neighborhood involved in getting letters in and making public comment. Now, we need to go to the next phase. The last thing I want to inform you about is JTF's new Ad Hoc Committee to look at the Malls. We are looking at what is going to happen in the future of the malls and its different parcels/ownerships. There are now about 8 or 9 different ownerships. This committee consists of 10 people who were invited because of their expertise in real estate law, community benefit negotiation, development, and networking with City Hall leaders. The intent of the committee is to one at a time talk to the different property owners and try to open up the lines of communications between all within the complex. This has not been done before. It is something that can be helpful in communication and looking at the future of Jtown.

Grace Horikiri: At 1:00 tomorrow we will have a press event to unveil the Ruth Asawa stamps. This event was sponsored by the Asian American Heritage Committee, JCBD, JMA, and Linda Mihara. Hopefully you will see this on the news at 5:00.

12. Discussion and possible action items for future meetings

A. Monthly Board meeting - possibly change to every other month

Emily Glick: We will circle back with a Board Calendar to help remind us of what we need to do annually in the next meeting. We will put out a doodle poll, but do we have any objections right off the bat to a weekday noontime meeting?

Mary Ishisaki: That would not be great for me.

Robert Sakai: For me also.

Emily Glick: We will put it to a poll then and follow up online. Please send me any suggestions. Grace is taking a look at what other CBDs are doing to help make our meetings more efficient and productive.

B. Board Retreat

C. Updating By Laws

D. Board Action Calendar

13. General public comment*

Elena Nielsen: Hi everyone, I work for Kimochi and we are looking for more volunteers to help pack lunches for seniors in the Nutrition Program. Recently our regular volunteers have been having to go back for work, so we need more help. You must be between the ages of 18-59. It is a socially distanced environment. It is an easy way to feel useful and connect with people during this time. Check out our website for a volunteer form. The hours are Monday through Friday, 10:30am-1pm.

Grace Horikiri: Kimochi is one of three organizations that offer hot meals to seniors. They're now at 420 seniors and these numbers are rising, so they really need the support.

14. Adjournment (action item)

Motion: Robert Sakai; Second: Mary Ishisaki

Next JCBD Board Meeting: Wednesday, September 9, 6:00 P.M. Due to Shelter in Place Order the board meeting will be conducted on ZOOM. Log in information is located at the top of the page

*General Public Comment: Members of the public may address the Board for up to two minutes with respect to each item on the agenda, and may speak up to two minutes regarding matters not on the agenda during general public comment.

Meeting materials distributed to the JCBD Board members are available for inspection and copying during regular office hours at the Japanese American Citizens League Building, 1765 Sutter Street, 2nd Floor, prior to the meetings.