



OAKLAND FUND FOR CHILDREN AND YOUTH



Planning & Oversight Committee (POC) Regular Meeting

September 21, 2011
6:00 p.m. – 9:00 p.m.
1 Frank H. Ogawa Plaza,
2nd Floor, Hearing Room #4

AGENDA

- I. **Call to Order**
- II. **Open Forum for Youth or Families with Small Children**
- III. **Review of Prior Minutes** (Action)
- IV. **OFCY Manager's Update** (Discussion)
- V. **POC Orientation and Overview** (Discussion)
- VI. **Selection of POC Youth Co-Chair** (Action)
- VII. **Assignment of POC Evaluation and Strategic Plan Subcommittee Co-Chairs** (Discussion)
- VIII. **Open Forum**
- IX. **Adjournment**

To offer Public Comment or to participate in the Open Forum during the POC meeting, please sign a speaker card at the beginning of the meeting. There will be time for Public Comment before the Committee makes any formal decisions.

In compliance with Oakland's policy for people with chemical allergies, please refrain from wearing strongly scented products to meetings. In compliance with the American Disabilities Act, if you need assistance to participate in the meetings for the Oakland Fund for Children and Youth Planning & Oversight Committee, please contact the Oakland Fund for Children and Youth at 510-238-6379. Notification 48 hours prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility. If you have questions regarding this agenda or related materials, please contact our office at the number below.

MINUTES TO BE APPROVED
Oakland Fund for Children and Youth
Planning and Oversight Committee (POC) Meeting
1 Frank H. Ogawa Plaza, Hearing Room 4
Oakland, CA 94612
Wednesday, July 6, 2011
6:00 p.m. –9:00 p.m.

Committee Members present: Abraham Ruelas, Barley Anastos, Billy Nivins, Cesar Sanchez, David Klein, Kathy Teng Dwyer, Korey Gibson and Renato Almanzor

Committee Members absent: Brandon Sturdivant, James Matthews, Kamaya Surrell, Kitty Epstein and Nina Horne

Staff Members present: Sandra Taylor, CYS Manager, Jasmine Dawson, Program Analyst and Marchelle Huggins, Program Assistant

I. Call to Order

The meeting was called to order at 6:20 p.m.

- POC members and OFCY staff introduced themselves
- Meeting minutes for May 18th were approved.

II. Open Forum for Youth or Families with Small Children

None

III. East Oakland Youth Development Center Presentation of “Y U Gotta Call It Ghetto?”

Regina Jackson, Executive Director, East Oakland Youth Development Center (EOYDC), and youth participants from the EOYDC Summer Cultural Enrichment Program, Dominique Parker, Iyona Parker, Johnnie Brooks, Sanatia Williams, Jamal Cole, Jamar Rashid and Mariah Gardner gave a presentation of “Y U Gotta Call It Ghetto”?, a book of poetry embracing a collection of life testimonies written by EOYDC participants. Reviewers note that the book describes the comforts of familiarity and the abrasive allergies of urban life as seen through the lenses of forgiving youth who strive to make peace with the world around them.

IV. Election of Co-Chairs

ACTION: Elect Co-Chairs of The OFCY Planning And Oversight Committee

Abraham Ruelas motion to approve David Klein to serve as the Chair of the POC for a second year. The motion was seconded by Kathy Dwyer. The selection of the Youth co-chair was deferred to the next POC meeting.

The item passed.

V. POC Membership: Recognition of Youth Commissioners and Vacating Adults

OFCY staff and POC members thanked both David Kahn and Barley Anastos for their work and commitment to the POC. Barley will be attending the University of California, Los Angeles this fall. The POC also welcomed Michael Wetzel, OFCY Planner and Billy Nivins, POC youth member, representing District 6, Councilmember Desley Brooks.

VI. Update from the OFCY Grant Renewal Recommendation Approval and Response from City Council (June 7, 2011)

The City Council approved the OFCY 2011-12 Grant Renewal Recommendations in its entirety. Councilmember Brunner requests that the renewal policy includes a statement that the City Council does not approve programs with two consecutive bad performance reviews.

VII. Overview of the OFCY Quality Improvement Initiative (2011-2012) and Planning for Professional Development

Sandra Taylor gave an overview of the OFCY Youth Program Quality (YPQA) data and next steps. The Youth Program Assessment is a research validated instrument designed to assess the quality of programs for the purpose of accountability, evaluation, and program improvement. Evaluation data from the second year of the 3-year grant cycle will be used to conduct the assessment plan. Program staff will participate in the planning with data webinar, online basic training and professional development workshops.

VIII. Update on the Parker After School Program, Options for 2011-12

The Parker After School program will continue with Girls Inc. of Alameda County as its lead agency and work with the new principal at Parker Elementary to incorporate program needs and improve services for next year. Parker's mid-year evaluation assessment notes that the program is "thriving".

Public Comment

There were 2 speakers.

IX. POC Work Planning for 2011-12

The Strategic Planning subcommittee will be active from September through the end of the 2011-2012 fiscal year, providing significant input to the plan and overall direction throughout the strategic planning process. An ad-hoc group of POC members will convene in August (date and time TBD) to help frame the scope and timeline of the upcoming 2013-2016 strategic planning process. Renato Almanzor, Korey Gibson, and David Klein volunteered to be part of the ad-hoc committee meeting in August. The first meeting of the subcommittee will take place in September 2011.

The Evaluation subcommittee will meet in September to review and provide their input on the final FY2010-2011 program evaluation reports prepared by our evaluation consultants, develop a final report, and present in fall to the POC and Oakland City Council. Kathy Teng Dwyer, Abraham Ruelas, and Cesar Sanchez signed up to be on the Evaluation subcommittee.

Public Comment

There was 1 speaker.

X. Administrative Matters

The next POC meeting is scheduled for September 21, 2011.

XI. Open Forum

None

XII. Adjournment

8:20pm



OFCY POC 2011-2012 Work Overview



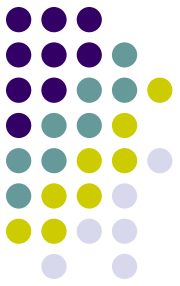
| Date | Task |
|--------------------|--|
| Fall 2011 | Review Evaluation Consultant Scope of Work Review Final Evaluation Reports Launch Strategic Planning Process |
| Winter 2012 | Develop Evaluation Plan and Options for FY 2012-13 Task Forces for Strategy Development |
| Spring 2012 | Review Interim Evaluation Reports Evaluation of Proposals from Evaluation Consultants Grant Renewal Process |
| Summer 2012 | Finalization of Strategic Plan Contract Process with Grantees |

Oakland Fund for Children & Youth Orientation & Refresher



September 2011

Overview



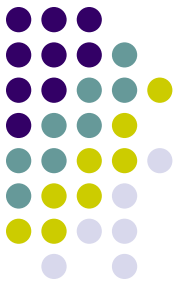
- KidsFirst! Legislation
- Planning and Oversight Committee (POC) Responsibilities and Membership
- POC Subcommittees
- OFCY Funding Strategies (2010-2013)
- Sunshine Ordinance Review
- OFCY and DHS Overview

KidsFirst! Legislation



- The Oakland Fund for Children and Youth was established in November 1996, when Oakland's voters passed the Kids First! Initiative (Measure K). Measure K amended the City Charter, setting aside 2.5% of the City's unrestricted General Purpose Fund to support direct services to youth under 21 years of age for a twelve-year period.
- Measure K was replaced by the passage of Measure D by a simple majority of Oakland voters on July 23, 2009. Measure D sets aside 3% of the City's unrestricted General Purpose Fund, and requires a Three-Year Strategic Investment Plan to guide the allocation of funds.

Measure D Goals



- To support the healthy development of young children; help children and youth succeed in school and graduate high school; prevent and reduce violence, crime and gang involvement; and help youth transition to productive adulthood. Section 1301.

Kids First! Oakland Fund for Children and Youth Act (Measure D)



- ✓ Receives revenues in an amount equal to three percent (3%) of the City's annual unrestricted General Purpose Fund
- ✓ Solicits program funding proposals from private non-profit and public agencies through an open and fair application process;
- ✓ Submits to the Oakland City Council a Three-Year Strategic Investment Plan and corresponding program funding recommendations
- ✓ Oversight by a Planning and Oversight Committee with 17 members appointed by City Council and the Office of the Mayor.

OFCY Available Funds



- Amount of money available for OFCY fluctuates according to funds available in the Oakland General Fund. The funding available for grant awards has decreased from \$10.7M in FY 2010-2011 to \$9.7M for FY 2011-2012.



POC Responsibilities:

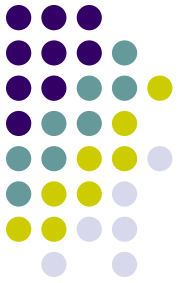
- ✓ Develops the Three-Year Strategic Investment Plan which outlines specific goals, objectives, and service priorities and desired outcomes for children and youth
- ✓ Oversees the grant making application process and makes funding recommendations
- ✓ Guides the annual independent evaluation reports
- ✓ Receives input from the general public on children and youth services and policy.



POC Membership

- 1 adult Appointee from the Mayor's Office
- 1 adult and 1 youth from each City Councilmember (youth not older than 21)
- TOTAL MEMBERSHIP: 17

POC Subcommittees



Evaluation

- Provide general oversight
- Set policy and guidelines for annual evaluation
- Select and work closely with independent consultant

RFP

- Provide general oversight
- Set policy and guidelines
- Guide staff in developing the annual proposal requests

Review

- Work closely with Staff to draft initial funding recommendations
- Might read proposals and attend site visits

Strategic Planning

- Provide oversight and guidelines for plan; working closely with consultant and staff to develop document
- Support staff in confirming deliverables
- Attend stakeholder meetings providing POC input
- Review final product

Appeals

- Approve organizations eligible for appeals
- Hold Appeals Hearing
- Determine if and how preliminary funding will be modified based on the results of the process

OFCY 2010-2013 Strategies



Early Childhood

- Community Playgroups
- Mental Health and Development Consultation
- AGE: 0-5
- Allocation: \$1.4M - \$2M



Out-of-School Time

- School-based After School (Optional: Augment Grants)
- Community-based After School
- Summer Programming
- AGE: 5-14
- Allocation: \$5.5M - \$6.9M



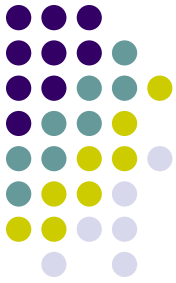
Wellness and Healthy Transitions

- Youth Leadership
- Transitions Programming
- Conflict Resolution Skills Program
- AGE: 10-20
- Allocation: \$700k - \$1.2M



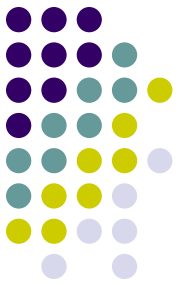
Older Youth

- Academic and Job/Career Success
- Comprehensive Programming
- AGE: 15-20
- Allocation: \$1.4M - \$2M





PUBLIC MEETINGS UNDER THE OAKLAND SUNSHINE ORDINANCE



Sunshine Ordinance Overview

PUBLIC MEETINGS
EXTENSION OF THE
BROWN ACT

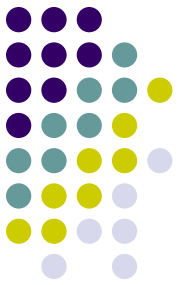
TO WHAT BODIES DOES SUNSHINE APPLY?



All of Oakland's "Local Bodies":

- City Council, Redev. Agency and Port Board
- Boards, commissions and committees established by charter, ordinance, or by action of the City Council, Redev. Agency and Port Board
- Advisory boards created and appointed by the Mayor that exist longer than 12 months
- Any standing committee of the above

COMMITTEES



STANDING COMMITTEES

- Must have continuing jurisdiction over subject matter
OR a meeting schedule fixed by law or by formal action

AD HOC COMMITTEES

- Advisory only
- Must be comprised of less than a quorum of the body that created it

WHAT IS A MEETING?



A congregation of a quorum (majority) of a board in which any item within its jurisdiction is “heard, discussed or deliberated” (including meal gatherings before, during or after a meeting)

OR

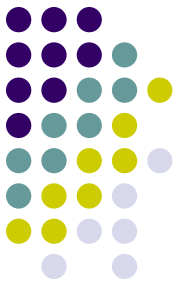
Use of direct communication or intermediaries that would cause a quorum to become aware of an item of business and views of other members AND negotiate a collective concurrence (Serial Meetings)

EXCEPTIONS TO MEETINGS



- Conferences, retreats, public meetings organized by others, social occasions are generally okay
 - But no discussions about specific business within body's jurisdiction
- Individual contacts between a member of a local body and any other person
- Attendance at Subcommittee Meetings so long as no participation by other members

THREE KINDS OF PUBLIC MEETINGS



- “Regular Meeting”: Time and place established by a regular schedule adopted by the local body
- “Special Meeting”: Called by the chair or majority of members
- “Emergency Meetings”: Work stoppage/crippling disaster

AGENDA REQUIREMENTS:

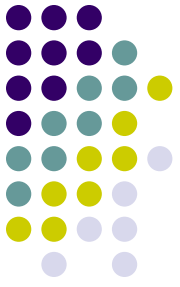
Regular Meetings



- Items can only be discussed or acted upon if they appear on a posted agenda
- An item is properly described if it is clear and specific enough to alert a person of average intelligence whose interests may be affected that he or she may want to attend or seek more information

AGENDA REQUIREMENTS:

Regular Meetings



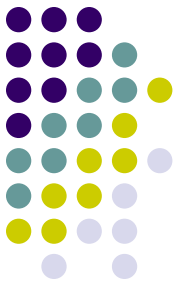
- City Council, Port Board, Ethics Commission and their committees must file agendas and agenda material w/ Clerk's Office and post agenda publicly 10 days before a regular meeting
- All other local bodies must file and post 72 hours before a regular meeting

WHAT IS AGENDA-RELATED MATERIAL?



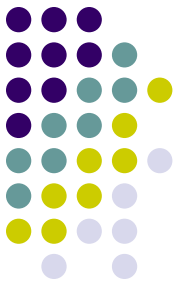
- The agenda, reports, and material prepared and forwarded by staff to any local body, and other documents forwarded to the local body, which provide background information or recommendations.
- Does NOT include written texts/visual aides for an oral presentation or written amendments or recommendations from a member of the local body.

WHAT IS AGENDA-RELATED MATERIAL?



- Agenda-related material must be available to the public if it has been distributed to a majority of the body
- Public may subscribe for copies; failure to receive copies will not invalidate action
- Agendas and related materials are public records (except for closed session materials)

AGENDA REQUIREMENTS: Special Meetings



All local bodies must provide notice by:

- Posting and filing agenda and materials 48 hours (except Sat., Sun., holidays) before the meeting unless a Monday meeting, then Friday notice okay
- Delivering agenda package to all members, local media and agenda subscribers
- City Council, Port Board and Ethics Commission must also post agenda on-line.
- Ten day notice if meeting held off-site

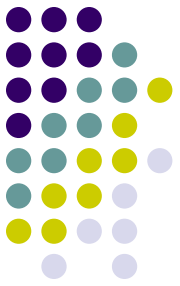
EXCUSE OF SUNSHINE REQUIREMENTS



Local body May Excuse Sunshine Noticing Requirements Only If:

- Meet minimum requirements of Brown Act
- 2/3 vote determine not reasonably possible to meet Sunshine requirements AND
- Need to take immediate action OR
- Item is purely ceremonial or commendatory

PUBLIC PARTICIPATION

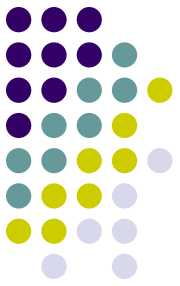


Local Body Must Permit Speakers To Address An Item
BEFORE Final Vote

Local Body Must Permit "Open Forum" During Regular
And Special Meetings

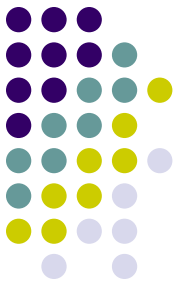
Local Body May Not Prevent Criticism Of Procedures,
Programs, Acts Or Omissions

SPEAKER TIME



- Local bodies must adopt speaker rules which are "reasonable and uniformly applied"
- City policy provides a minimum of two minutes per item, subject to chair discretion
- Chair must announce reasons publicly

For Sunshine Questions:



- Daniel Purnell

Public Ethics Commission

510 238-3593

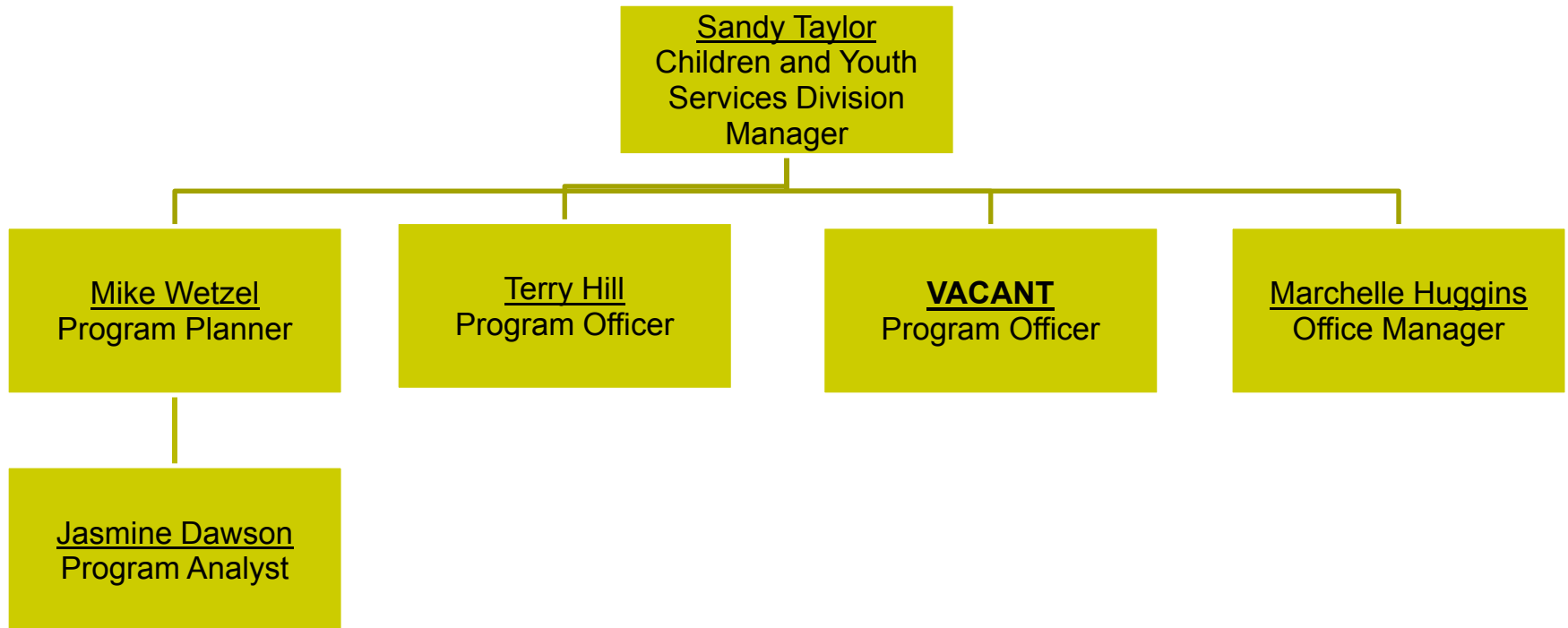
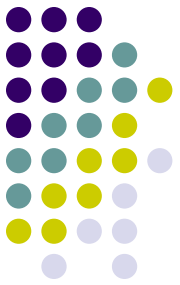
~

- Mark Morodomi

City Attorney's Office

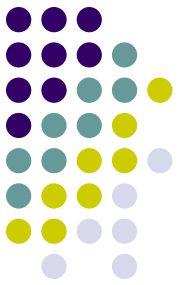
510 238-6101

Oakland Fund for Children and Youth



Oakland Fund for Children and Youth

POC And Staff Roles



| Activity | POC Role | Staff Role |
|---|--|--|
| Develop Strategic Plan | Support process to develop plan. Approve plan and present to the City Council. Help ensure open and two-way process for community input. | Create process for plan development. Work with POC Subcommittee to draft and finalize plan. |
| Funding Recommendations | Review and approve final funding recommendations and forward funding package to City Council for final approval. | Handle intake of applications. Perform initial review of proposals for presentation to POC for final consideration. |
| RFP Development | Help develop and set funding policy decisions in line with Strategic Plan Review and approve RFP. | Draft RFP in line with funding priorities in the Strategic Plan and funding policies approved by POC. |
| Proposal Development | | Respond to technical assistance questions, host and staff bidders' conference and TA sessions. |
| Evaluation | Read and approve evaluation, forward to City Council; Evaluation Subcommittee gives guidance to evaluation consultants. | Hire independent evaluator(s); work with evaluator(s) to assess grantee performance |
| Contracting and Monitoring of Grantees | | Conduct contract negotiations, gain contract approval through city, handle payments, monitor grants, including quarterly reports, site visits, data collection, modification of contracts within original proposal bounds and troubleshooting. |
| Public Meetings | Co-chair or chair and facilitate all POC and subcommittee meetings, as appropriate; establish rules, through by-laws, consistent with city and state law for all public meetings | Staff all POC meetings – notices, agendas, minutes, materials, follow-up, etc.; make proposals for committee consideration; assist with facilitation of meetings, as needed. |

Department of Human Services



.....

**The Oakland Fund for Children and Youth
 Planning and Oversight Committee Meeting Attendance
 FY 2011-2012**

| Committee Member | 9.21.11 | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD | TBD |
|------------------------|---------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Abraham Ruelas | | | | | | | | | | | |
| Brandon Sturdivant | | | | | | | | | | | |
| David Klein | | | | | | | | | | | |
| James Mathews | | | | | | | | | | | |
| Kamaya Surrell | | | | | | | | | | | |
| Kathy Teng Dwyer | | | | | | | | | | | |
| Kitty Epstein | | | | | | | | | | | |
| Korey Gibson | | | | | | | | | | | |
| Nina Horne | | | | | | | | | | | |
| Renato Almanzor | | | | | | | | | | | |
| Cesar Sanchez | | | | | | | | | | | |
| Billy Nivins | | | | | | | | | | | |
| VACANT Youth (D.1) | | | | | | | | | | | |
| VACANT Adult (D.4) | | | | | | | | | | | |
| VACANT Youth (D.4) | | | | | | | | | | | |
| VACANT Youth (D.5) | | | | | | | | | | | |
| VACANT Adult (D.7) | | | | | | | | | | | |
| Members Present | | | | | | | | | | | |

Attendance tracking begins for each individual member when he/she has officially been sworn in.

- – Attended
- EX – Excused Absence
- UNEX – Unexcused Tardiness
- ET – Excused Tardiness
- UNET – Unexcused Tardiness