



Oakland Fund for Children and Youth Meeting of the Planning and Oversight Committee (POC)

February 3rd, 2016 – 6:00 p.m. – 9:00 p.m.

Oakland City Hall, Hearing Room 4

1 Frank H. Ogawa Plaza, 2nd Floor

Oakland, CA 94612

AGENDA

1. Call to Order
 - *Introductions & Announcements*
 - *Agenda Review/Modifications*
2. Open Forum
3. Adoption of Prior Meeting Minutes from December 16th 2015 *action*
4. Update on OFCY RFP *discussion*
 - *Proposals Received*
 - *POC RFP Committee – Selection and Review Process*
5. Process for Selection of the Independent Evaluator for FY2016-2017 *discussion*
6. Administrative Matters
 - *General Announcements*
 - *Upcoming Meetings/ Scheduling*
7. Adjournment

Public Comment: The POC welcomes you to its meetings and your interest is appreciated.

- If you wish to speak before the POC, please fill out a speaker card and hand it to the staff of the POC.
- If you wish to speak on a matter not on the agenda, please sign up for Open Forum and wait for your name to be called.
- If you wish to speak on a matter on the agenda, please approach the Committee when called, give your name, and your comments.

Please be brief and limit your comments to the specific subject under discussion. Only matters within the POC's jurisdiction may be addressed. Time limitations shall be at the discretion of the Chair.

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 above.

MINUTES TO BE APPROVED
Oakland Fund for Children and Youth (OFCY)
Planning and Oversight Committee (POC) Meeting

Oakland City Hall, 1 Frank H. Ogawa Plaza, Hearing Room 4, Oakland, CA 94612
Wednesday, December 16, 2015
6:00 p.m. – 7:00 p.m.

Committee Members present: Kathy Teng Dwyer, Steven Wirt, Kisha Jackson, M Shawn Cunningham II, Julie Waters, Gerald Williams, Kevin Wong, Fred Price, Bolor-Erdene Erdenebat, and Ajani Torres-Cedillo

Committee Members excused: Karen Lara, Marcus Montague

Committee Members absent: Issac Ruelas

Staff Members present: Sandy Taylor and Sachelle Heavens

1. **Call to Order**

The meeting was called to order at 6:15 p.m.

2. **Open Forum**

There were no speakers.

3. **Adoption of Prior Meeting Minutes from November 4, 2015**

Ajani Torres-Cedillo made a motion, seconded by Kisha Jackson, to approve the meeting minutes from the November 4th POC meeting. The POC unanimously approved the minutes of the meeting.

4. **Update on OFCY's RFP release**

Sandy Taylor gave an overview regarding the OFCY RFP release on November 13, 2015. Staff has hosted three bidders' conferences and four in-person trainings on the Cityspan online application system. Staff is providing technical assistance via email and is posting questions and responses to the OFCY website. OFCY will allow applicants to submit if they are in process of obtaining their audit financial statements rather than require proof of audit upon submission. As of 12/15/2015 there were approximately 150 accounts registered on Cityspan.

5. **Update from the POC Evaluation Subcommittee meeting from December 9, 2015**

Gerald Williams and Shawn Cunningham provided an update from the December 9, 2015 Evaluation Subcommittee meeting. Staff will develop and release a Request for Proposals in early 2016 for an independent evaluation team for the next fiscal year (FY2016-2017), which will begin with the new grant funding cycle.

6. **Administrative Matters**

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Oakland Fund for Children and Youth (*OFCY*)
Planning and Oversight Committee (POC) Meeting

Oakland City Hall, 1 Frank H. Ogawa Plaza, Hearing Room 4, Oakland, CA 94612

Wednesday, December 16, 2015

6:00 p.m. – 7:00 p.m.

Sandy Taylor announced that mid-year evaluation reports from Public Profit and SPR should be available in March or April 2016 for POC review.

There will not be a POC meeting in January 2016 due to the RFP deadline and proposal review process. POC membership on the RFP Review and Appeal subcommittees will be finalized and confirmed to assist with the proposal review and appeal process. The next general POC meeting will be scheduled for February 3, 2016.

7. **Adjournment**

The meeting was adjourned at 6:42pm.

MINUTES TO BE APPROVED
Oakland Fund for Children and Youth (OFCY)
Planning and Oversight Committee (POC) Evaluation Committee Meeting
150 Frank H. Ogawa Plaza, Suite 5352, Large Conference Room, Oakland, CA 94612
Wednesday, December 9, 2015
5:00 p.m. – 7:00 p.m.

Evaluation Committee Members present: Kathy Teng Dwyer, M Shawn Cunningham II and Gerald Williams

Evaluation Committee Members absent: Julie Waters, Kisha Jackson, Kevin Wong, and Jared Utley

Excused Absence: Ajani Torres-Cedillo

Staff Members present: Sandy Taylor, Mike Wetzel, Sachelle Heavens

1. Call to Order

The meeting was called to order at 5:36 p.m. Shawn Cunningham and Gerald Williams co-chaired the meeting.

2. Discussion of OFCY Evaluation Design for 2015-2016

OFCY staff and POC members discussed the evaluation design for 2015-2016 and the evaluation scope of work with Social Policy Research Associates (SPR) and Public Profit, currently contracted to provide two independent evaluation reports for 127 programs funded by OFCY across 12 funding strategies. Elements of the current scope of work include analysis of program performance via data in the Cityspan online tracking system, and program quality through site visits and youth surveys.

3. Process for Selection of OFCY Evaluator for 2016-2019

OFCY staff and POC members discussed the selection process for the independent evaluator for FY2016-2019, after the completion of the current two-year contracts. Staff will develop and release a Request for Proposals for an independent evaluation team for the next fiscal year (FY2015-2016), which will begin with the new grant funding cycle. Funding available for evaluation will be less than currently budgeted, yet there is expected to be an increase in the number of overall programs supported, with funding increasing from \$11M in FY2015-2016 to nearly \$14M in FY2016-2017. Staff will develop a RFP for an Independent Evaluator in early 2016.

4. Open Forum

There were no speakers for open forum.

5. Administrative Matters

The subcommittee members present agreed to poll for the next meeting for April 2016.

6. Adjournment

The meeting was adjourned at 7:05 p.m.