



**Special Meeting of the Richmond Fund for  
Children and Youth Oversight Board  
of the City of Richmond  
Thursday July 30, 2020 | 6:00 PM**

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from the Director
- D.** Public Forum
- E.** Consent Calendar:
  - E-1.** APPROVE the minutes of the June 1, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a whole
  - F-1.** RECEIVE an update on the Community Needs Assessment
  - F-2.** APPROVE a stipend structure for appointees ages 15 to 24 that mirrors the Richmond Youth Council structure with a maximum annual stipend of \$600 with a per-meeting stipend of \$50, APPROVE that stipend calculations for current youth Board members be retroactive to December 2019, and APPROVE this recommendation with a subsequent amendment to be made to the Bylaws to reflect this change
- G.** Adjournment

# MEETING INFORMATION

## Oversight Board members

Geselle Alvarado  
Khaliaghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Kapis James  
Zeonta Johnson  
Katherine Lee  
Kristin Kilian Lobos  
Chastity Ochoa  
Madiha Qader  
Stephanie Sequeira

## Staff Liaison

David Padilla

**ALL BOARD MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE**

**PLEASE REFER BELOW FOR INSTRUCTIONS ON HOW TO PARTICIPATE BY COMPUTER, MOBILE DEVICE, OR PHONE AS A MEMBER OF THE PUBLIC**

### **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

Due to the coronavirus (COVID-19) pandemic, Contra Costa County and Governor Gavin Newsom have issued multiple orders requiring sheltering in place, social distancing, and reduction of person-to-person contact. Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing.

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information.

**DUE TO THE SHELTER IN PLACE ORDERS, and consistent with Executive Order N29-20, this meeting will utilize video/teleconferencing only.**

### **How to observe and/or participate in the meeting from home:**

#### **By Computer, Tablet, or Mobile Device:**

Step 1: Tune in to the videoconference at the following link:

<https://zoom.us/j/94985496636?pwd=S3lUYWZ5TzEyczdSb0RQZjRzMHgZUT09>

Step 2: Enter the following password: 287106

#### **By Telephone:**

Step 1: Dial (for higher quality, dial a number based on your current location):

Dial (for higher quality, dial a number based on your current location):

US: +1 669 900 6833 or +1 253 215 8782 or +1 346 248 7799 or +1 301 715 8592 or +1 312 626 6799 or +1 929 205 6099

Step 2: Webinar ID: 949 8549 6636

International numbers available: <https://zoom.us/j/abVYvg5sVR>

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## **Public Comment:**

We will only accept written public comments by email. All comments received by 3:30 PM on Thursday July 30, 2020, will be provided to the Oversight Board during Public Forum or their respective agenda item, be considered a public record, and be considered before Oversight Board action. Comments can be submitted via email to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us). Email must contain in the subject line: **public comments – not on the agenda** or **public comments – agenda item #**. For future meetings, the City is working on additional ways for the public to submit comments.

## **Accessibility for Individuals with Disabilities**

Upon request, the City will provide for written agenda materials in appropriate alternative formats, or disability-related modification or accommodation, including auxiliary aids or services and sign language interpreters, to enable individuals with disabilities to participate in and provide comments at/related to public meetings. Please submit a request, including your name, phone number and/or email address, and a description of the modification, accommodation, auxiliary aid, service or alternative format requested at least two days before the meeting. Requests should be emailed to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us) or submitted by phone at (510) 620-6523. Requests will be granted whenever possible and resolved in favor of accessibility.

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### **Effect of Advisory on In-Person Public Participation**

During the pendency of the Executive Order N-29-20, the language in the Advisory portion of the agenda supersedes any language below in the meeting procedures regarding in-person public comment.

**Communication Access Information:** This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

**Speaker Registration – Public Comment on Agenda Items:** Persons wishing to comment on an item on the agenda shall file a Speaker’s Request form with Department staff PRIOR to the Oversight Board’s consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. Each speaker will be allowed two (2) minutes to address the Oversight Board on the item(s) for which the speaker is registered.

**Speaker Registration – Public Forum:** Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board’s purpose may file a Speaker’s Request Form with Department staff PRIOR to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The amount of time allotted to individual speakers shall be a maximum of two (2) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs’ discretion.

**Conduct at Meetings:** Oversight Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City’s laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Oversight Board or the agenda item at hand, and may not cause immediate threats to public safety.



# Regular Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Monday, June 1, 2020  
Zoom Webinar Meeting

## MINUTES

### A. Call to Order and Roll Call

The meeting was called to order at 6:10 PM by Co-Chair Guadalupe Enllana.

**Present:** Guadalupe Enllana, Khaliaghya Dandie-Evans, Teyona Galloway, Carol Hegstrom, Kapris James, Zeonta Johnson, Kristin Kilian Lobos, Madiha Qader, Stephanie Sequeira

**Absent:** Geselle Alvarado, Angel Godinez, Katherine Lee, Christian Mendizabal, Chastity Ochoa

**Vacancies:** 1 Vacancy

#### **Staff**

**Liaison:** David Padilla – Present

### B. Agenda Review and Modifications

None.

### C. Report from the Director

Department Director LaShonda White provided a report to Board members, including an acknowledgment of the country's sociopolitical climate and protests, an update regarding the release of the second *In the Loop* newsletter, and a notice that an agenda item regarding stipends will be included at the next Board meeting. Ms. White also informed Board members of student interns that will be joining the Department in the Summer. Lastly, Ms. White addressed structural budget issues and the impact of COVID-19, and shared information on the City Council agenda item regarding Measures E and K.

#### **D. Public Forum**

Cordell Hindler commented by email, informing Board members that he will be meeting with the Salesian High School Student Leadership and Ministry to inform them about a vacancy on the Oversight Board and inviting Board members to attend the Contra Costa Mayor's Conference on August 6, 2020, with more details to come.

Heather Taylor commented by email, sharing information on Outside School in Alvarado Park and requesting that for-profit businesses be considered as a part of services offered for Richmond youth.

#### **E. Consent Calendar**

None.

#### **F. Oversight Board as a Whole**

- F-1.** Department staff member David Padilla presented an update on the Community Needs Assessment including work to-date and how community members may stay connected and informed. Hatchuel Tabernik and Associates staff members Kweli Kitwana and Lorene Allio, PhD presented an update on topics which included, but were not limited to next steps, draft focus group areas, and community forums. Discussion continued. There were no public comments on this item.
- F-2.** Department staff member David Padilla presented an overview and updates made to the draft Bylaws based on feedback from Board members at the January 22, 2020, and March 2, 2020, Board meetings. Discussion continued. A motion by Board member James, seconded by Board member Galloway, to approve the Richmond Fund for Children and Youth Oversight Board Bylaws passed by the following vote: **Ayes:** Board members Enllana, Dandie-Evans, Galloway, Hegstrom, James, Johnson, Lobos, Qader, and Sequeira **Noes:** None. **Abstentions:** None. **Absent:** Board members Alvarado, Godinez, Lee, Mendizabal, Ochoa. There were no public comments on this item.





# AGENDA REPORT

Department of  
Children and Youth

**DATE:** July 30, 2020

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Director  
David Padilla, Management Analyst

**SUBJECT:** COMMUNITY NEEDS ASSESSMENT UPDATE

**RECOMMENDED ACTION:**

RECEIVE an update on the Community Needs Assessment – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**BACKGROUND:**

On March 3, 2020, the Richmond City Council approved the Richmond Department of Children and Youth (Department) to enter a contract with Hatchuel Tabernik & Associates (HTA) to support the Department's Community Needs Assessment (CNA) and Strategic Investment Plan to inform the first three-year grant cycle of the Richmond Fund for Children and Youth (Fund). HTA led a kick-off planning meeting with the Department on March 5, 2020, and continues to work collaboratively with Department staff to move forward with CNA efforts.

**DISCUSSION:**

Community Needs Assessment Work To-Date

With the support of HTA, work to-date since the June 1, 2020, Oversight Board meeting includes, but is not limited to the following:

- Finalizing the CNA's vision and guiding principles to ensure community engagement efforts promote an inclusive and collective process
- Meeting with anchor organizations and West Contra Costa Unified School District to discuss upcoming Summer events and opportunities for collaboration

- Updating the Community Needs Assessment webpage to include a community blog section which provides high-level updates on CNA events
- Continuing to identify key data sources and relevant gaps in data
- Making necessary Covid-19 adjustments for CNA planning, formatting, and scheduling of activities

### Community Needs Assessment Focus Groups and Next Steps

On July 14, 2020, Department staff sent a survey to community partners to receive feedback on focus group questions and community partner interest in facilitating focus groups and identifying youth to participate in focus groups. An optional survey was also sent to Board members to provide feedback on these areas. As of July 23, 2020, survey responses were received from fifteen (15) organizations and three (3) Board members.

On July 22, 2020, Department staff and HTA hosted a training for community partners interested in learning about focus group facilitation, including community partners interested in supporting CNA efforts. Community partners from sixteen (16) organizations participated in this training.

Department staff and HTA are continuing with the following ongoing efforts and next steps:

- Scheduling focus groups and providing support to community partners that expressed interest in hosting or identifying youth to participate in focus groups
- Incorporating survey feedback from community partners and Board members to continue developing focus group areas and questions
- Finalizing incentives and forms (e.g. consent form, demographic form) for focus group participants)
- Continuing to monitor COVID-19 and adjust the community engagement plan as needed to meet social distancing and shelter-in-place guidelines

Department staff will continue to regularly update the Oversight Board of upcoming CNA events so that Board members can participate and support these events.

### Stay Connected

To stay up to date on the CNA process, please visit <https://www.ci.richmond.ca.us/cna>. Consistently, during all phases of the CNA, Department staff and HTA will be sharing findings with community members, service providers, and stakeholders and incorporating their feedback. A community blog section is now available which will include high-level updates on CNA events.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** July 30, 2020

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Director  
Patrick Seals, Supervising Office Assistant

**SUBJECT:** STIPENDS FOR OVERSIGHT BOARD MEMBERS AGES 15 TO 24

**RECOMMENDED ACTION:**

APPROVE a stipend structure for appointees ages 15 to 24 that mirrors the Richmond Youth Council structure with a maximum annual stipend of \$600 with a per-meeting stipend of \$50, APPROVE that stipend calculations for current youth Board members be retroactive to December 2019, and APPROVE this recommendation with a subsequent amendment to be made to the Bylaws to reflect this change – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

Overall, the recruitment and retention of young people can often be a challenge and stipends provide incentives for participation. Young people may forego gainful employment or incur transportation or other costs to carry out their responsibilities as Board members. Stipends provide an important mechanism to attract, encourage, acknowledge, and support youth who participate in and contribute to the Richmond Fund for Children and Youth Oversight Board.

Additionally, both the Oakland Fund for Children and Youth Committee (OFCY) and the City of Richmond Youth Council (RYC) provide either stipends or scholarships to support young people's participation.

**Table 1.**

<b>Department/ Board</b>	<b>Disbursement Schedule</b>	<b>Stipend per meeting</b>	<b>No. of meetings per year</b>	<b>Maximum Annual Appropriation :Members</b>	<b>Maximum Total Annual Appropriation</b>	<b>Required Document</b>
OFCY	Once Annually	\$90	10	\$900:9	\$8,100	W-2
Richmond Employment & Training	Once Annually	N/A	N/A	\$800:200	\$162,000	State Grant Forms
RYC	Quarterly or 4 times Annually	\$30	Up to 20	\$600:11	\$6,600	W-2
<b>Proposed Funding Structure for RFCY Oversight Board</b>						
<i>RFCY</i>	<i>Quarterly or 4 times Annually</i>	<i>\$50</i>	<i>Up to 12</i>	<i>\$600:9</i>	<i>\$5,400</i>	<i>W-2</i>

Various agency departments and boards support youth and program members' participation through stipends. Table 1. above outlines the various structures utilized by the OFCY, City of Richmond's Employment and Training Department (E&T)<sup>1</sup>, and Richmond Youth Council (RYC) to disburse stipends. Both the OFCY and RYC utilize a financial enterprise system administered by City staff. E&T administers its stipends and disbursements utilizing a contracted system unique to its department<sup>2</sup>.

OFCY provides a maximum annual stipend of \$900 that corresponds to meeting attendance. Stipends are paid one (1) time annually. RYC provides a maximum annual stipend of \$600, which also corresponds to meeting attendance. RYC stipends are paid quarterly or four (4) times a year. E&T provides a maximum annual stipend of \$800, however, that disbursement comes at the time individual members have been identified as eligible under the program guidelines.

Eligibility or submittal of required documents, particularly for stipends managed by OFCY and RYC, requires members complete a W-9 form and consequently, have a social security number (SSN). However, Department staff recognizes that there are Richmond and North Richmond residents who are undocumented and face challenges in accessing resources and actively participating in available programming. To support undocumented youth on the RFCY Oversight Board, Department staff is prepared to provide assistance in securing an Individual Tax Identification Number (ITIN) and/or utilizing third-party administrators to manage stipends.

<sup>1</sup> Underserved Impacted Individual Grant is a federal grant that offers qualified individuals with additional support during the COVID-19 pandemic (e.g., rental assistance, utilities, etc.)

<sup>2</sup> E&T disburses thousands of stipends and wages annually to youth and eligible grant and program participants

**RECOMMENDATION:**

Overall, Department staff is recommending that the Oversight Board approve a stipend structure that mirrors the Richmond Youth Council structure with a maximum annual stipend of \$600 with a per-meeting stipend of \$50. Department staff is also recommending that the Oversight Board approve (1) that stipend calculations for current youth board members be retroactive to December 2019 and (2) that this recommendation be approved with a subsequent amendment to be made to the Bylaws to reflect this change.