



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

Wednesday, September 9, 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: None
  
- F.** Oversight Board as a whole
  - F-1.** RECEIVE an update on the Community Needs Assessment and DISCUSS opportunities for Board member engagement
  
  - F-2.** PLAN and DECIDE on the meeting calendar for future Oversight Board Meetings and Board retreat, and DISCUSS the important topics for those meetings
  
- G.** Adjournment

# MEETING INFORMATION

## Oversight Board members

Geselle Alvarado  
Khaliaghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Kapris 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**

**REFER TO PAGE 3 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. (See, for example, March 31, 2020 County Order extending the shelter-in-place order until May 3, 2020 & March 19, 2020 statewide shelter-in-place order.) Accordingly, Governor Gavin Newsom has issued executive orders that allow cities to hold public meetings via teleconferencing (Executive Order N-29-20).

Both <https://www.coronavirus.cchealth.org/> and <http://www.ci.richmond.ca.us/3914/Richmond-Coronavirus-Info> provide updated coronavirus information. On April 29, 2020, the Health Officer of Contra Costa County issued a press release to inform the public that regional shelter-in-place orders will be extended through May 31, 2020, as some restrictions are eased.

**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/99182350307?pwd=bVU0ZVp0ZW5UZ0NDZDE5ZWsrSlp5Zz09>

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):

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

Step 2: Webinar ID: 991 8235 0307

International numbers available: <https://zoom.us/j/99182350307>

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## **Public Comment:**

We will only accept written public comments by email. All comments received by 3:30 p.m. on Wednesday, September 9, 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.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** September 9, 2020

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

**FROM:** LaShonda White, Director  
David Padilla, Management Analyst  
Guadalupe Morales, Administrative Aide

**SUBJECT:** COMMUNITY NEEDS ASSESSMENT UPDATE AND ENGAGEMENT OPPORTUNITIES

**RECOMMENDED ACTION:**

RECEIVE an update on the Community Needs Assessment and DISCUSS opportunities for Board member engagement – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

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 (SIP) to inform the first three-year grant cycle of the Richmond Fund for Children and Youth (Fund). Since that time, Department staff and HTA have held numerous meetings to design a comprehensive engagement plan, with input from the Oversight Board and service providers, that provides opportunities for authentic stakeholder engagement using the methods described below.

In addition, HTA has worked on a draft data report which begins to examine the valuable information collected on youth needs from community-based organizations (i.e. surveys, reports, or assessments collected by organizations), City departments (i.e. Richmond Community Survey), and the West Contra Costa Unified School District (i.e. Youth Truth survey data). Collectively, all of this information will help develop the CNA and inform the SIP.

## Focus Groups

A focus group is a small-group discussion guided by a trained facilitator. The Department thought that it was essential to utilize this method of data gathering because it allows us to gather in-depth information about a community's thoughts and opinions on community needs. The Department, with support from HTA, developed protocols/rules for the focus groups, hosted a training on facilitation for staff and community-based organizations that will serve as co-facilitators, and created questions with input from the Oversight Board and service providers.

The list of currently scheduled focus groups, which includes priority populations in the Kids First Initiative, are shown in Table 1 below. On September 4, 2020, Department staff collaboratively held its first focus group hosted by Asian Pacific Environmental Network (APEN). This focus group for Asian youth was co-facilitated by Board member Katherine Lee and HTA staff member Kweli Kitwana. Department staff is continuing to meet with community partners to finalize focus group dates, details, and logistics.

**Table 1. Focus Group Scheduling To-Date**

<b>Focus Groups</b>	<b>Facilitation Lead</b>	<b>Tentative Dates</b>
Asian Youth	Asian Pacific Environmental Network (APEN)	Friday, September 4, 2020
Black Youth	Literacy for Every Adult Program (LEAP)	Tuesday, September 8, 2020
Parents and Guardians of Children	Building Blocks for Kids Richmond (BBK)	Thursday, September 10, 2020
Latinx Youth	RYSE Center	Thursday, September 17, 2020, or Friday, September 18, 2020
LGBTQ+ Youth	RYSE Center	Thursday, September 17, 2020, or Friday, September 18, 2020
Youth involved in Civic Engagement and Advocacy	To be determined	Friday, September 14, 2020
Justice System-Involved Youth	Office of Neighborhood Safety, City of Richmond	To be determined
Youth with Foster Care Experience: Transitional Age & Emancipated Youth	HTA Consulting	To be determined

### **How Board members may get involved:**

- Let us know if you work with or have the ability to convene groups of youth or parents (preferably from our priority areas) that could meet during the month of September

## Key Informant Interviews

It is important for the CNA to include information from individuals that might not have the ability to participate in the survey, focus groups, or community forums. Therefore, we are interested in collecting information about community needs from youth and adults through one-on-one interviews. For the following key priority groups, Department staff is in the process of meeting

with community partners to discuss opportunities for key informant interviews, if we are not able to bring groups together for focus groups.

- Mental Health and Disability-Impacted Youth
- Families and Youth Experiencing Housing Insecurity
- Undocumented/Immigrant Youth

**How Board members may get involved:**

- Conduct 2-3 key informant interviews with individuals that fit within the above focus group areas. Interested Board members will be provided interview questions and will receive a brief training with HTA and/or Department staff member Guadalupe Morales

Community Forums

Beginning the week of September 21<sup>st</sup>, the Department plans to host 4 community forums to provide all Richmond and North Richmond community members an opportunity to participate in the CNA and SIP development by providing input on what services are needed for youth and their families to thrive. The tentative schedule for the community forums is below and all dates and times are subject to change. Department staff plan to promote these meetings via West Contra Costa Unified School District, community partners, social media, and other methods including sending out a mass mailer to Richmond and North Richmond.

<b>Community Forums Scheduling</b>
Wednesday, September 23, 2020 - Evening
Thursday, September 24, 2020 - Day
Saturday, September 26, 2020 - Day
Monday, September 28, 2020 - Evening

**How Board members may get involved:**

- Attend community forums
- Actively participate by welcoming the community, leading a break-out group, and/or providing closing remarks
- Spread the word and share opportunities for publicity with Department staff

Surveys

Beginning the week of September 14<sup>th</sup>, Department staff plan to distribute a Parent/Guardian survey and Youth survey. The surveys will be disseminated via WCCUSD, social media, community partners, and the links will be added to the mailer for community forums.

**How Board members may get involved:**

- Provide input on survey questions (you will receive via email the week of 9/7)
- Complete the survey
- Share the survey through social media and other platforms

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.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** September 9, 2020

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

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

**SUBJECT:** PLAN MEETING CALENDAR FOR OCTOBER, NOVEMBER, DECEMBER

**RECOMMENDED ACTION:**

PLAN and DECIDE on the meeting calendar for future Oversight Board Meetings and Board retreat, and DISCUSS the important topics for those meetings – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

According to the City Charter, which is like the Constitution for the City of Richmond, Article 15 Section 8(c) describes how the Richmond Fund for Children and Youth (RFCY) should be established or set-up. The City Charter also describes three (3) major elements the RFCY needs to complete including the: (1) Community Needs Assessment (CNA), the (2) Strategic Investment Plan (SIP), and the (3) Request for Proposal (RFP), which is like a grant application.

More importantly, the City Charter or Constitution of Richmond lists the following deadlines for RFCY:

- **December 30, 2020 - Complete and approve the Strategic Investment Plan (SIP)**
- **January 1, 2021 – Release the grant application (RFP)**
- **June 1, 2021 – Award grant funding (money) to grant applicants**

Over the next few months, planning the Richmond Department of Children and Youth (Department) meeting calendar will be important to meeting these requirements.

**STATUS: WHAT DO YOU NEED TO KNOW?**

1. **Community Needs Assessment (CNA)** is a way to collect information and report on the strengths, resources, and gaps in services for youth and their families in the community. Information may be collected with interviews, focus groups, community meetings, and surveys.



2. **Strategic Investment Plan (SIP)** is a report that highlights the needs ranked most important in the CNA Report and highlights different areas that youth and/or their families may need or funding (money) to support better outcomes.



3. **Request for Proposal (Grant Application)** is a fair and open process that allows organizations to apply for grant money from the RFCY to support youth and their families based on high ranking areas in the SIP.

By the end of September, the Department anticipates that the CNA data (information) gathering phase (i.e., interviews, focus groups, community meetings, and surveys) will be completed. By the end of October through mid-November, the Department anticipates that the Strategic Investment Plan ranking service areas from the CNA will be completed. By the end of November, the Department anticipates that the draft RFP (grant application) and grant guidelines will be complete and ready for release by January 1, 2021. To keep Board members up-to-date and informed, Department staff will place special items on each of the following agendas to focused on the CNA, SIP, and RFP (grant application).

Lastly, the Department intends to present to the City Council on the dates below regarding the progress to and get approvals for the CNA, SIP, and RFP (grant application):

<b>RDCY Presentation Dates to City Council</b>	<b>Purpose and Intent</b>
September 29, 2020	Present on the CNA process and next steps
October 27, 2020	Present findings from the CNA Report
November 17 or 24, 2020	Discuss draft components of SIP and present draft RFP/Guidelines
December 1, 2020	Present draft SIP and draft RFP/Guidelines (if necessary)
December 15, 2020	<b>Final approval of SIP and RFP/Guidelines</b>

**SIGNIFICANCE: WHY IS THIS IMPORTANT?:**

Again, the City Charter or Constitution of Richmond lists the following deadlines for RFCY:

- **December 30, 2020 - Complete and approve the Strategic Investment Plan (SIP)**
- **January 1, 2021 – Release the grant application (RFP)**
- **June 1, 2021 – Award grant funding (money) to grant applicants**

The Department must complete the task(s) listed above by the deadlines provided, per the approved ballot measure.

**ACTION: WHAT DOES THE OVERSIGHT BOARD NEED TO DO?**

Currently, the Oversight Board meets regularly on the 1<sup>st</sup> Monday of every month. With deadlines and tasks quickly approaching, the Oversight Board may need to consider one of the following calendar/meeting date options for the next few months:

- A. Hosting only regular meetings, or
- B. Hosting both regular meetings and additional special meetings, or
- C. Hosting only special meetings.

Department staff recommends that if the Oversight Board is inclined to host a special meeting in any of the following months, that it be set prior to the Council Date in the table below.

Regular Oversight Board Meeting Dates	RDCY Presentation Dates to City Council	Intent	Oversight Board Meeting Date Option(s)
September 9, 2020	September 29, 2020	Present on the CNA process and next steps	Option B: Sept. 21 <sup>st</sup>
October 5, 2020	October 27, 2020	Present findings from the CNA Report	Option A: Oct. 5 <sup>th</sup> Option B: Oct. 5 <sup>th</sup> and Oct. 19 <sup>th</sup> Option C: Oct. 19 <sup>th</sup>
November 2, 2020	November 17 or 24, 2020	Discuss draft components of SIP and present draft RFP/Guidelines	Option A: Nov. 2 <sup>nd</sup> Option B: Nov. 2 <sup>nd</sup> and week of the 9 <sup>th</sup> or 16 <sup>th</sup> Option C: Nov 9 <sup>th</sup>
N/A	December 1, 2020	Present draft SIP and draft RFP/Guidelines (if necessary)	*Highly Recommended Option: Nov. 23 <sup>rd</sup> or 30 <sup>th</sup>
December 7, 2020	December 15, 2020	<b>Final approval of SIP and RFP/Guidelines</b>	Option A: Dec. 7 <sup>th</sup> Option B: Dec. 14 <sup>th</sup> (Tentative)

**Oversight Board Retreat**

Finally, at the Board’s request for further training, the Department is proposing that the Oversight Board consider scheduling or hosting a retreat in the first quarter of 2021.