



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

Monday, March 1, 2021 | 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 Monday, February 1, 2021, meeting of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a Whole
  - F-1.** LISTEN to a status update on the outcome of the Request for Proposals (RFP) process for the FY 2021-2024 grant cycle and DISCUSS and APPROVE the creation of the RFP Review Committee and Process
  - F-2.** DISCUSS and CONSIDER opportunities for Oversight Board participation, youth engagement, and the development of 2021 Oversight Board goals, and SHARE any ideas, recommendations, or feedback
- G.** Adjournment

# MEETING INFORMATION

## Oversight Board members

Geselle Alvarado  
Diego Castro Curry  
Khaliaghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Kapris James  
Zeonta Johnson  
Alyssia Nichelle Jones  
Katherine Lee  
Kristin Kilian Lobos  
Madiha Qader  
Stephanie Sequeira

## Staff Liaison

David Padilla

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

## **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.

## **Zoom Information**

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

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

<https://zoom.us/j/94302377463?pwd=V0VoY3o4OHZFQ0RxSDRvUEdGRVhWQT09>

Step 2: Enter the following password: **349363**

### **By Telephone:**

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

Step 2: Webinar ID: **943 0237 7463**

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## **How to participate in Public Forum and/or speak on an agenda item in the meeting:**

### **Public Comment via Email:**

Comments can be submitted via email to [youth@ci.richmond.ca.us](mailto:youth@ci.richmond.ca.us). All comments received by 3:30 p.m. on Monday, March 1, 2021, 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. Email must contain in the subject line: **public comments – not on the agenda** or **public comments – agenda item #**. All public comments will be available after the meeting as supplemental materials and will be posted as an attachment to the meeting minutes when the minutes are posted.

### **Public Comment via Zoom:**

Speakers will be called to address the Oversight Board when Public Comment is announced. Each speaker will be allowed two (2) minutes to address the Oversight Board on the item(s) for which the speaker is registered.

To comment by video conference, click on the Participants button at the bottom of your screen and select the **"Raise Your Hand"** button to request to speak when Public Comment is being asked for. Speakers will be called upon in the order they select the "Raise Your Hand" feature. When called upon, you will be unmuted. After the allotted time, you will then be re-muted.

To comment by phone, you will be prompted to **"Raise Your Hand"** by pressing **"\*9"** to request to speak when Public Comment is asked for. When called upon, you will be unmuted. After the allotted time, you will then be re-muted. Instructions on how to raise your hand by phone are available at: <https://support.zoom.us/hc/en-us/articles/201362663> -Joining-a-meeting-byphone.

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.

## **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.

# MEETING INFORMATION

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David Padilla

### **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, February 1, 2021  
Zoom Webinar Meeting

## MINUTES

### A. Call to Order and Roll Call

The meeting was called to order at 6:01 PM by Co-Chair Guadalupe Enllana.

**Present:** Geselle Alvarado, Khaliaghya Dandie-Evans, Guadalupe Enllana, Carol Hegstrom, Kristin Kilian Lobos, Madiha Qader, Zeonta Johnson

**Absent:** Katherine Lee, Teyona Galloway, Stephanie Sequeira, Kapris James

**Vacancies:** 4 Vacancies

#### **Staff**

**Liaison:** David Padilla – Present

### B. Agenda Review and Modifications

No changes were made to the agenda.

### C. Report from the Director

Department Director LaShonda White provided a report to Board members. Topics discussed included an appreciation to Oversight Board members for their dedication and efforts in 2020, a reminder of a future discussion item regarding Oversight Board goals in 2021, an update that new Board members will be appointed to fill the four youth vacancies, and an announcement about new Brown Act rules that were adopted by the California Legislature regarding social media communications.

## **D. Public Forum**

Cordell Hindler commented by email, informing Board members that the Mayor mentioned the Oversight Board in the previously-held Council meeting and that Mr. Hindler will be scheduling a conference call with Richmond and De Anza High School to discuss a timeline to bring to the City Council. In addition, Mr. Hindler stated that his projects are coming along elegantly and that he will keep the group updated.

Sarah Pritchard made a public comment over Zoom, thanking the Oversight Board for their work and support in releasing the grant application and informing Board members of her new position as Executive Director of Rosie the Riveter Trust.

## **E. Consent Calendar**

A motion by Board member Hegstrom, seconded by Board member Qader, to approve the following Consent Calendar items passed by a voice vote with no objections or abstentions.

**Absent:** Board members Lee, Galloway, Sequeira, James

- E-1.** APPROVE the minutes of the December 18, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board

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

- F-1.** Department staff member Patrick Seals provided an overview of the Request for Proposals (RFP) and grant application process to award funding to youth-serving organizations in 2021 and proved an update on next steps for the Oversight Board and Department Staff. Topics presented on included an overview of the RFP and grant application, an upcoming pre-proposal meeting for prospective applicants, an online grant application form, priority areas and estimated funding allocation, eligibility requirements, a funding request summary table by application type, proposal instructions, RFP review process, and an expected timeline. Discussion continued. There were no public comments on this item.





# AGENDA REPORT

**Department of  
Children and Youth**

**DATE:** March 1, 2021

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

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

**SUBJECT:** RFP UPDATE AND FINALIZATION OF REVIEW PROCESS

**RECOMMENDED ACTION:**

LISTEN to a status update on the outcome of the Request for Proposals (RFP) process for the FY 2021-2024 grant cycle and DISCUSS and APPROVE the creation of the RFP Review Committee and Process

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to receiving this report. The City is required to set aside a portion of the annual unrestricted general purpose revenues for transfer to the Richmond Fund for Children and Youth. An estimated \$1.5 million in total available grant funding is projected to be available during FY 2021-2022. The available funds for grants in years two and three will increase based on the funding allocations outlined in Article 15, Section 2 of the Richmond Charter.

**DISCUSSION:**

Per the Charter, the 2021-2024 Request for Proposals (RFP) aims to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Richmond and North Richmond. On a Special Meeting held on December 18, 2020, the RFP was approved and subsequently released on January 1, 2020, in accordance with the charter requirements.

Following release of the RFP, Richmond Department of Children and Youth (RDCY) staff posted the proposal on its website, the City's BidsOnline portal (an online portal that allows vendors to bid on various city projects), and shared the announcement utilizing its social media platforms and listservs. RDCY staff also constructed a webpage for easy access to RFP-related documents and set up an online proposal submission portal.

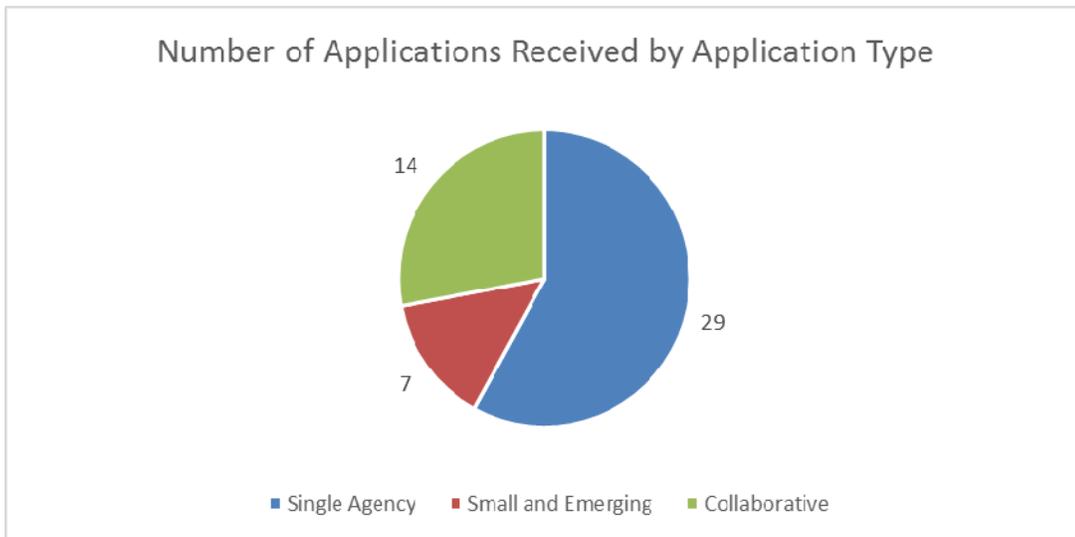
On the dates of January 19, 2021, January 26, 2021, and February 3, 2021, the department hosted more than 60 individuals for the information (pre-bidders) sessions. Following the meeting, a recording of the session and slide deck information was posted to the department's webpage as a reference. Additionally, Department staff hosted and invited all youth-serving City departments to a special information session on February 12, 2021.

RDCY fielded technical questions from potential applicants from January 1, 2021, through February 8, 2021, and produced and shared out a frequently asked questions (FAQ) document on February 12, 2021. Finally, on Monday, February 22, 2021, at 11: 59 pm, Department staff closed the online submittal portal and begun downloading and compiling applications.

Proposals Received for FY 2021-22 Funding Cycle

RDCY received 50 application submissions at the end of the grant deadline and of those 50 grant applications, 7 organizations or 14 percent identified as Small and Emerging (annual budget less than \$250,000), 29 organizations or 58 percent identified as Single Agency (annual budgets over \$250,000), and 14 applicants or 28 percent identified as Collaboratives (two or more organizations).

**Figure 1. Number of Applications Received by Application Type**



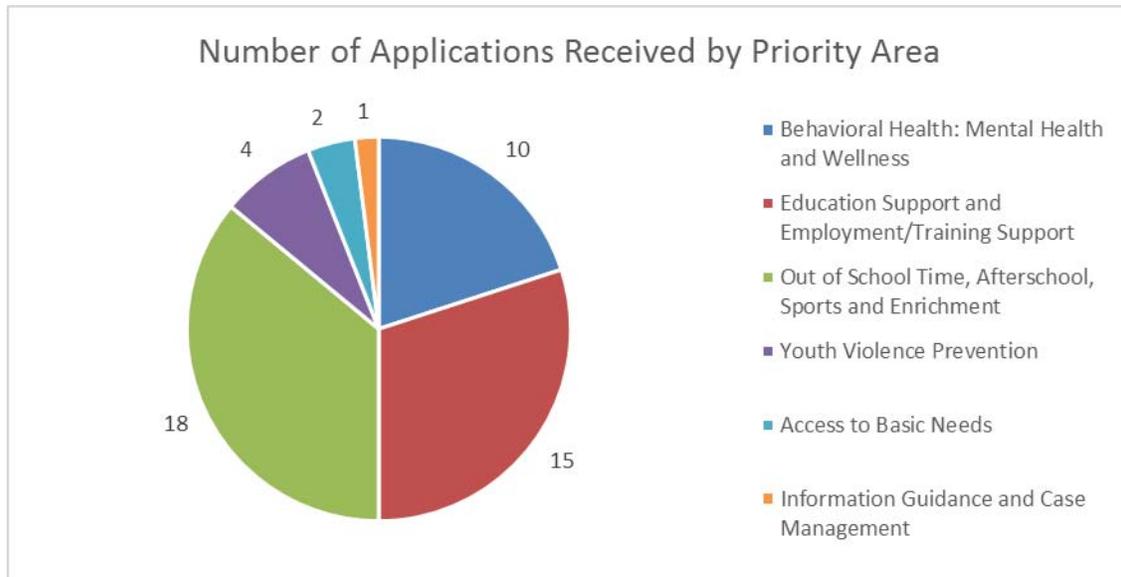
Proposals by Funding Priority Areas

The Strategic Investment Plan (SIP) identified six priority areas for FYs 2021-2024 and assigned a percentage allocation based on the need and potential for equity impact.

PRIORITY AREAS	Estimated % of Total Funds
<b>1. Behavioral Health: Mental Health and Wellness</b>	<b>20% = \$300,000</b>
<b>2. Education Support and Employment/Training Support</b>	<b>20% = \$300,000</b>
<b>3. Out of School Time, After-School, Sports, and Enrichment</b>	<b>20% = \$300,000</b>
<b>4. Youth Violence Prevention</b>	<b>20% = \$300,000</b>
<b>5. Access to Basic Needs</b>	<b>10% = \$150,000</b>
<b>6. Information, Guidance and Case Management</b>	<b>10% = \$150,000</b>
<b>Total Estimated Funding in FY 2021-22</b>	<b>100% = \$1.5M</b>

The majority of the applications fell into both Priority 3: Out of School Time, After-School, Sports, and Enrichment with 18 applications or 36 percent and Priority Area 2: Education Support and Employment/Training Support with 15 applications or 30 percent. The third most received priority areas were Priority Area 1: Behavioral Health: Mental Health and Wellness with 10 applications or 20 percent, followed by Priority Area 4: Youth Violence Prevention with 4 applications or 8 percent, Priority Areas 5: Access to Basic Needs with 2 applications or 4 percent, and Priority Area 6: Information, Guidance and Case Management with 1 application or 2 percent.

**Figure 2. Number of Applications Received by Priority Area**



**RFP Application Review and Recommendation Flow**

To support the review of the proposals, RDCY staff considered the process flows from neighboring Departments of Children and Youth (ex. Oakland Fund for Children and Youth) and current grant review processes utilized by the City of Richmond’s Environmental Community Investment Agreement (ECIA) Grant program. The table below represents other review processes and includes RDCY’s recommendation.

	<b>Threshold Review</b>	<b>Readers/Scorers</b>	<b>Reviewers</b>	<b>Recommendation</b>
OFCY	Department Staff	Department Staff Outside Staff	Sub-committee of Board	Oversight Board
ECIA	Department Staff	Sub-committee of: Richmond Residents and Workers	Sub-committee	Sub-committee
<b><i>RDCY Recommendation</i></b>				
<i>RDCY</i>	<i>Department Staff</i>	<i>Sub-committee of: Richmond Staff; Sub-Committee of RFCY Board; &amp; Outside Staff</i>	<i>Sub-committee of: Richmond Staff; Sub-Committee of RFCY Board; &amp; Outside Staff</i>	<i>Oversight Board</i>

The proposed review process and timeline is depicted below:

Threshold Review	Readers/Scorers		Reviewers	Recommendation	Approval
					
City staff reviews applications	RFCY review committee to review and score proposals	Ranking of proposals by priority area	RFCY review committee review	RFCY oversight board discussion & recommendations	Richmond City Council approval & adoption
<b>February</b>	<b>March – April</b> (approx. 4 weeks)	<b>April</b>	<b>April</b>	<b>April - May</b>	<b>May- June</b>

Recommended RFCY Grant Review Committee

RDCY staff is recommending up to six (6) review sub-committees that correspond to the six priority areas identified in the RFP and referenced above. Department staff’s recommendation is that the review subcommittees would include a mix of:

- A subset of RFCY Oversight Board (Board) members,
- Non-RDCY City Staff from departments such as the City Manager’s Office, Planning, Finance and representatives from the City’s Government Alliance on Racial Equity (GARE) team, and
- Staff from neighboring jurisdictions and Departments of Children and Youth which may include, but not limited to Oakland, San Pablo, San Francisco, and Alameda County.

Furthermore, Department staff is recommending that the subset of the Oversight Board includes up to six (6) Board members:

- 3 Board Members over 24 years of age
- 3 Board members 24 years of age or under

Next Steps

- 1) Complete threshold review and electronic compilation of the completed applications; and
- 2) Finalize recruitment for outside staff from neighboring municipalities;
- 3) Survey reviewers regarding preferred transmittal of application (ex. hard-copy or electronically); and
- 4) Host a brief meeting to orient reviewers to the review criteria, logistics, and schedule/timelines.

RDCY staff will provide an update on the RFP process during the April Board meeting.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** March 1, 2021

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

**FROM:** LaShonda White, Director  
Guadalupe Morales, Administrative Aide

**SUBJECT:** DISCUSS OPPORTUNITIES FOR OVERSIGHT BOARD PARTICIPATION,  
YOUTH ENGAGEMENT, AND THE DEVELOPMENT OF 2021 GOALS

**RECOMMENDED ACTION:**

DISCUSS and CONSIDER opportunities for Oversight Board participation, youth engagement, and the development of 2021 Oversight Board goals, and SHARE any ideas, recommendations, or feedback

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to receiving this report.

**DISCUSSION:**

In order to support the professional and personal development of Oversight Board (Board) members, Department staff has researched best practices from similar youth and adult boards and would like to provide an opportunity for Board members to discuss opportunities for participation, youth engagement, and the development of 2021 goals.

Oversight Board Survey

At the February 1, 2021, Board meeting, Department staff received input and feedback from Board members. Department staff is seeking further input through a survey sent out to Board members on February 26, 2021. Responses are requested by March 12, 2021, at 5:00 PM. Information from this survey will be analyzed and shared with the Board to finalize plans for the 2021 year. In addition to this survey, there will be additional opportunities to provide feedback at upcoming Board meetings. An idea suggested at the previous February 1, 2021, meeting is sending out a brief post-meeting survey to Board Members for Department staff to receive feedback throughout the year. Department staff is working on this survey and will have it ready for the April meeting.

### Oversight Board Participation and Trainings

Department staff would like to provide additional trainings, resources, and opportunities that will support the growth and development of its Board members. Department staff is providing an array of opportunities and suggestions for Board Members to consider and implement for the 2021 year.

A specific training that was suggested at the last meeting was public speaking. Department staff will move forward with developing training opportunities on topics such as public speaking in the next couple of months. Other possible opportunities for the Board as a whole still include trainings covering topics such as youth-adult power dynamics, communications, city government functions, and bias training.

Board Members at the previous February 1, 2021, meeting mentioned the need for relationship-building with their fellow Board Members. Additional ideas for Board participation include team-building exercises such as having a retreat and online activities, hosting community events, and volunteer/service projects.

### Youth Engagement

Opportunities for youth Board members include youth-specific trainings, but may also expand to job shadowing, event planning, capstone projects, internship support, and receiving academic credit.

In addition, options include (1) establishing a scheduled space for youth Board members to engage with one another and prepare for Board meetings and (2) creating specific roles for Board Members to further incorporate youth voice and creating opportunities for collaboration with other boards and commissions including the Richmond Youth Council. Department staff will continue to seek input from our youth Board members. Based on this feedback, Department staff decided to schedule time for youth Board members to connect with each other and meet with Department staff prior to each regularly scheduled Board meeting. Our first check-in meeting is scheduled for March 1.

### Development of 2021 Oversight Board Goals

Department staff would also like to provide an opportunity to discuss 2021 Oversight Board goals which may include, but is not limited to discussing a workplan and future meeting topics for the Board, milestones for the initial FY 2021-2022 grant cycle, and ongoing opportunities for Board suggestions and feedback to Department staff.

Department staff hopes to encourage and foster growth for all Board members and is eager to receive ideas and feedback from Board members on opportunities for participation, youth engagement, and the development of 2021 goals.

### Next Steps

Department staff look forward to any input on Board participation and engagement opportunities, including the development of a Board retreat.