



**Regular Meeting of the Richmond Fund for
Children and Youth Oversight Board
of the City of Richmond
Monday, April 5, 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: None

- F.** Oversight Board as a Whole
 - F-1.** LISTEN to a status update on the Request for Proposals (RFP) process for the FY 2021-2024 grant cycle

 - 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
Kapis 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/98397434239?pwd=dS8wdkQ3c3FMaEwwSnBuZEtDeUZyUT09>

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 +1 929 205 6099
or +1 301 715 8592 or +1 312 626 6799

Step 2: Webinar ID: **983 9743 4239**

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David Padilla

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. All comments received by 3:30 p.m. on Monday, April 5, 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.

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 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 Souplet, 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: April 5, 2021

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

FROM: LaShonda White, Director
David Padilla, Management Analyst
Patrick Seals, Supervising Office Assistant

SUBJECT: REQUEST FOR PROPOSALS UPDATE

RECOMMENDED ACTION:

LISTEN to a status update on the Request for Proposals (RFP) process for the FY 2021-2024 grant cycle

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:

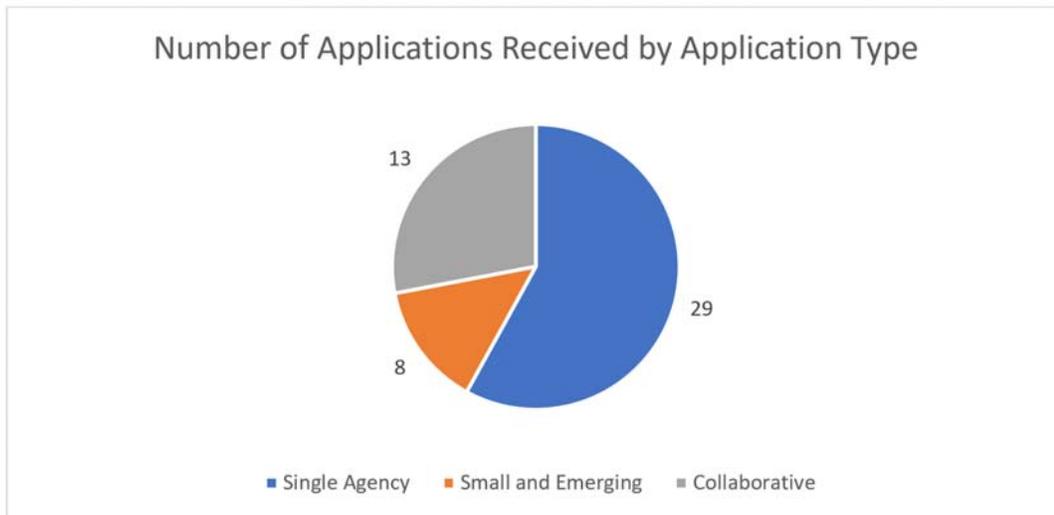
Per the Charter, the 2021-2024 Request for Proposals (RFP) aims to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Richmond and North Richmond. On a Special Meeting held on December 18, 2020, the RFP was approved and subsequently 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 hosted information (pre-bidders) sessions, constructed a webpage for easy access to RFP-related documents, and set up an online proposal submission portal.

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, 8 organizations or 16 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 13 applicants or 26 percent identified as Collaboratives (two or more organizations).

Figure 1. Number of Applications Received by Application Type



RFP Threshold Review

RDCY staff completed a threshold review of applications to determine eligibility and request any additional documents from grant applications. Following this threshold review, 3 applicants were determined as ineligible due to missing required documents and/or not meeting location eligibility requirements.

RFP Scoring and Recommendation Flow

To support the review of the proposals, a 29-member review committee of Oversight Board members, City of Richmond staff, and outside agencies was created. This review committee is made up of the following:

- 6 Oversight Board members
- 14 staff members from the City of Richmond (non-RDCY staff from departments such as the City Manager's Office, Planning, Finance and representatives from the City's Government Alliance on Racial Equity team)
- 9 staff members from outside agencies (Oakland Fund for Children and Youth, City of San Pablo, San Francisco Department of Children, Youth, and Their Families, and Alameda County)

On March 24, 2021, RDCY staff hosted a training for all reviewers to provide an overview of the scoring process and answer any questions. Reviewers were required to submit a Conflict of Interest statement to RDCY staff and were then placed into 1 of 6 review groups based on any existing conflicts of interest and priority area preference.

On March 29, 2021, all reviewers were provided grant applications and materials for scoring.

Timeline

The timeline and next steps are 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
February – March	March 29 – April 19	April	April	May	May- June



AGENDA REPORT

**Department of
Children and Youth**

DATE: April 5, 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 and ideas 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.

DISCUSSION:

In order to support the professional and personal development of Oversight Board (Board) members, Richmond Department of Children and Youth (RDCY) 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 Board goals. In addition to input and feedback given to RDCY staff at previous Oversight Board meetings, Oversight Board members provided feedback through a survey sent out from RDCY staff on February 26, 2021.

Oversight Board Trainings

Based on feedback gathered in the survey, Oversight Board members have indicated they would be most interested in having public speaking and bias trainings, among other types, provided at regular Oversight Board meetings as an agenda item or alternatively, at special Oversight Board meetings over the next few months.

Youth Engagement

Suggestions for youth Board members include youth-specific trainings, job shadowing, event planning, capstone projects, internship support, and receiving academic credit. Based on survey data, youth Oversight Board members were equally interested in all of the options suggested. RDCY staff will work on incorporating all of these suggestions. Pre-meeting 'youth spaces' were incorporated the previous month and were well-received by Youth Board members.

Other Team-Building Activities, Resources, and Opportunities

Other suggestions noted in the survey were Oversight Board retreats, virtual icebreakers, and community/volunteering events with the Department of Children and Youth. Like with trainings, the best suggested scheduling for these items would be at regular Oversight Board meetings, special meetings, or during weekday evenings. These are suggestions that RDCY staff will be incorporating in the coming months to further encourage collaboration with all of the Oversight Board members.

Next Steps

RDCY staff has tentatively planned to schedule the public speaking and bias trainings in May and June 2021 and community events in the summer when Contra Costa County may be opening up more due to loosening shelter-in-place orders. A brief follow-up survey will be sent to Oversight Board members with suggestions on guest presenters for the rest of the year.

RDCY staff looks forward to planning a retreat with Board members to discuss mission and goals, evaluation, and additional topics before the end of Summer. RDCY staff is requesting feedback on additional potential topics to be discussed at the retreat.