



**Special Meeting of the Richmond Fund for Children and
Youth Oversight Board of the City of Richmond
Monday, October 4, 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. RECEIVE a RFCY budget update for Fiscal Years (FYs) 18-19 (July 1, 2018 – June 30, 2019) through FY 21-22 (July 1, 2021 – June 30, 2022)

F-2. DISCUSS and PROVIDE DIRECTION to staff regarding the FY 22-23 RFCY grant release eligibility options.

- G.** Adjournment

MEETING INFORMATION

Oversight Board members

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

Staff Liaison

Patrick Seals

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://us06web.zoom.us/j/87897640423?pwd=bnVSb1hQaDVFfaXB5Z2gwOVhKSnY4dz09>

Step 2: Enter the following password: **046836**

By Telephone:

Step 1: Dial US: US: +17207072699,,87897640423# or +12532158782,,87897640423#

Step 2: Enter Webinar ID: **878 9764 0423**

Step 3: Enter the following password: **046836**

MEETING INFORMATION

Oversight Board members

Geselle Alvarado Diego
Castro-Curry Khalieghya
Dandie-Evans Devin D.
Dinh
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Patrick Seals

How to participate in Public Forum and/or speak on an agendized 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, August 23, 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-by phone.

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.

MEETING INFORMATION

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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: October 4, 2021

TO: RFCY Oversight Board

FROM: LaShonda White, Director
Patrick Seals, Supervising Office Assistant
Guadalupe Morales, Administrative Aide

SUBJECT: DEPARTMENT OF CHILDREN & YOUTH BUDGET UPDATE

STATEMENT OF THE ISSUE:

On June 5, 2018, Richmond voters approved Measures E and K, known as the Richmond Kids First Initiative, which approved a City of Richmond charter amendment to create a Department of Children and Youth, require that a portion of the General Fund be set aside to fund youth programs and services. This report provides a budget update for FY 2018-19 through FY 2021-22 for the Richmond Fund for Children and Youth (RFCY).

RECOMMENDED ACTION:

RECEIVE a RFCY budget update for Fiscal Year (FY) 2018-19 (July 1, 2018 – June 30, 2019) through FY 21-22 (July 1, 2021 – June 30, 2022) – Department of Children and Youth (LaShonda White 620-6512).

FINANCIAL IMPACT OF RECOMMENDATION:

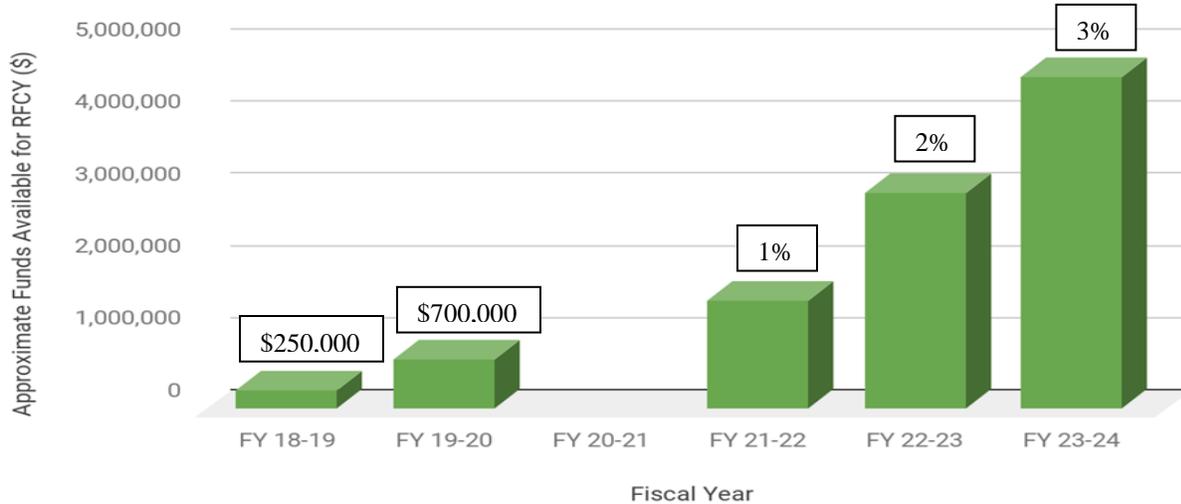
There is no financial impact of receiving the budget report.

DISCUSSION:

The Charter authorized the creation of the Department and the Richmond Fund for Children and Youth (“RFCY”) to provide increased and dedicated funding for children, youth, and young adult services. The City is required to allocate \$250,000 from the City’s annual General Fund budget in FY 2018-19, and \$700,000 in FY 2019-20 for the purpose of supporting the establishment of the Department of Children and Youth (Department) and

the Richmond Fund for Children and Youth (Fund). There was no proposed allocation in FY 2020-21. The Charter also requires the City to allocate one, two, and three percent of the City's General Fund in FYs 2021-22, FY 2022-23, and FY 2023-24 respectively, and three percent each fiscal year thereafter through FY 2027-28.

Estimated Amount of Funding for RFCY Separated by Fiscal Year



It is important to note that the numbers in the chart above were based on FY 2020-21 but provide a visual depiction of the approximate amount of funds available to RFCY each fiscal year. Per the Charter, the percentages will remain at 1%, 2% and 3% starting in FY 2021-22 but the corresponding revenue amount will increase or decrease based on that FY's General Fund budget. As an example, the FY 2021-22 General Fund revenue numbers were \$188.5 million and therefore, the 1% allocation for FY 2021-22 is at \$1.88 million. Previous estimates were lower. Based on FY 21-22 revenue numbers, the FY 2022-23 RFCY allocation could be approximately \$3.76 million and the FY 2023-24 and further RFCY allocation could be approximately \$5.64 million.

Based on the projected revenue numbers, RFCY staff are able to develop an annual budget that allows for the successful implementation of the Department and Fund as outlined in the Charter. Attachment 1 provides a high-level summary of the RFCY revenue and expenditures since the inception of the program in FY 2018-19 through the current FY 2021-22. Per the Charter, the FY 2021-22 budget allows for the allocation of 10% (~\$188,000) of the 1% (\$1.88 million) to be used for administrative costs. Administrative costs include but are not limited to staff salaries and benefits, professional services contracts, translation, youth stipends, food, copying, and outreach. The remaining 90% (~\$1,692,000) will be used to provide grants to organizations awarded funds as part of the FY 2021-22 RFCY Request for Proposals process. RFCY staff did not fully expend funds from FYs 2018-19, 2019-20 or 2020-21 and was able to utilize those unexpended funds to support FY 2021-22 administrative costs.

RFCY staff will provide quarterly budget updates to the Oversight Board and will bring the proposed FY 2022-23 budget to the Oversight Board prior to adoption.

Attachment: FY 2018-19 through FY 2021-22 RFCY Budget Summary

RICHMOND DEPARTMENT OF CHILDREN AND YOUTH
FY 18-19 THROUGH FY 21-22 Budget

	FY 18-19	FY 19-20	FY 20-21	3-YEAR	CURRENT YEAR BUDGET		
	ACTUALS	ACTUALS	ACTUALS	ACTUALS	FY 21-22 BUDGET	FY 21-22 TOTAL	FY 21-22 REMAINING
REVENUE							
Revenue Type							
Fund Balance from Previous Years*	\$ -	\$ -	\$ -	\$ -	\$ 199,051	\$ -	\$ 199,051
Transfer from General Fund	\$ 250,000	\$ 700,000	\$ -	\$ 950,000	\$ 1,880,000	\$ 450,000	\$ 1,430,000
Interest	\$ -	\$ 3,999	\$ 1,701	\$ 5,701	\$ -	\$ -	\$ -
TOTAL	\$ 250,000	\$ 703,999	\$ 1,701	\$ 955,701	\$ 2,079,051	\$ 450,000	\$ 1,629,051
EXPENDITURES							
Expenditures Type							
Salaries	\$ 52,859	\$ 142,471	\$ 110,024	\$ 305,354	\$ 147,373	\$ 7,548	\$ 139,825
Benefits (health, dental, vision, etc.)	\$ 29,024	\$ 104,281	\$ 94,535	\$ 227,840	\$ 39,060	\$ 8,499	\$ 30,561
Part-time Staff	\$ 12,228	\$ 22,730	\$ 12,186	\$ 47,144	\$ 15,000	\$ 2,443	\$ 12,557
Stipends (Youth Board Members)	\$ -	\$ 950	\$ 1,450	\$ 2,400	\$ 5,000	\$ 250	\$ 4,750
Prof Svcs/Professional	\$ -	\$ 67,298	\$ 103,156	\$ 170,454	\$ 1,672,000	\$ -	\$ 1,672,000
Hatchel, Tabernik & Associates (Community Needs Assessment & Strategic Investment Plan Consultants)	\$ -	\$ 67,298	\$ 103,156	\$ 170,454	\$ -	\$ -	\$ -
Grant Awards	\$ -	\$ -	\$ -	\$ -	\$ 1,620,000	\$ -	\$ 1,620,000
Other (translation, childcare, consultants, etc)	\$ -	\$ -	\$ -	\$ -	\$ 52,000	\$ -	\$ 52,000
Training / Conferences	\$ -	\$ -	\$ -	\$ -	\$ 3,500	\$ -	\$ 3,500
Advertisement (Social media ads)	\$ -	\$ 427	\$ 420	\$ 847	\$ 2,000	\$ -	\$ 2,000
Postage, Mailing, Printing, & Duplicating	\$ 62	\$ 555	\$ 358	\$ 975	\$ 3,000	\$ -	\$ 3,000
Rental Expense/Convention Rm Rental	\$ -	\$ -	\$ -	\$ -	\$ 5,000	\$ -	\$ 5,000
Misc. Expenditures (food)	\$ 573	\$ 1,062		\$ 1,635	\$ 4,000	\$ -	\$ 4,000
Office Supplies	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ -	\$ 2,000
TOTAL	\$ 94,747	\$ 339,774	\$ 322,129	\$ 756,650	\$ 1,897,933	\$ 18,740	\$ 1,879,193
DIFFERENCE (Between Revenue and Expenditures)				\$ 199,051	\$ 181,118		

* The fund balance from FY 18-19 through FY 20-21 of \$199,051 can be used to support administrative costs in FY 21-22 of future years



CHILDREN AND YOUTH

AGENDA REPORT

DATE: October 4, 2021

TO: Richmond Fund for Children and Youth(RFCY) Oversight Board

FROM: LaShonda White, Interim Library and Community Services Director
Patrick Seals, Supervising Office Assistant
Guadalupe Morales, Administrative Aide

SUBJECT: FY 22-23 Richmond Department and Fund for Children and Youth Grant (RFCY)
Grant Release Eligibility Options

STATEMENT OF THE ISSUE:

According to Article 15 - Section 2 of the Richmond Charter (Richmond Fund for Children and Youth) "The City shall set aside a portion of the annual actual unrestricted general purpose revenues of the City to be transferred to the Fund in the amounts specified.." More specifically, for Fiscal Year(FY) 2022-2023, there is a set aside for the Fund, in an amount equal to two percent (2%) of the City's General Fund. This set aside represents an increase from the preceding FY 2021-22 one percent (1%) for the Fund. Given the increase and additional funds, the RFCY needs to consider options for disbursing these funds going forward.

RECOMMENDED ACTION:

DISCUSS and PROVIDE DIRECTION to staff regarding the FY 22-23 RFCY grant release eligibility options – Department of Children and Youth (LaShonda White/Patrick Seals/Guadalupe Morales 620-6512).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

The Kids First Amendment of the City of Richmond charter (Article 15 Section 2) requires the City to allocate one, two, and three percent of the City's General Fund (GF) in FYs 2021-22, FY 2022-23, and FY 2023-24 respectively, and three percent each fiscal year thereafter through FY

2027-28. These funds are to be set aside as annual revenues and appropriated to the Richmond Department of Children and Youth Fund. Based on revenue projections during the FY 21-22 budget development process, a total of \$1,800,000 was allocated in the RDCY FY 2021-2022 budget, with 10% (\$180,000) allocated to cover administrative and evaluation costs and 90% (\$1.62 million) allocated to fund grants to eligible nonprofits and public agencies providing programs and services to children and youth.

The Board recommended and City Council approved the RDCY entering into grant agreements with 20 non-profit and public agencies in the amount of \$1.62 million for programming in Fiscal Year (FY) 2021-2022.

Grant Release Eligibility Options

Organizations who received RFCY grants are awarded for an initial one-year period, July 1, 2021, to June 30, 2022 (FY 2021-2022), which can be renewed up to two additional one-year periods between July 1, 2022 – June 30, 2024, contingent on past year’s grant performance and availability of funds. The available funds for grants, from both renewing and new applicants, in years two and three will increase based on the funding allocations outlined in the Charter. Based on revenue projections during the FY 21-22 \$1.62 million (1% GF) was allocated to fund grants therefore it is estimated that approximately \$3.24 million (2% GF) or an additional \$1.62 million will be available above the current grant awards approved by the City Council.

To that end, options for disbursing the additional funds available as a consequence of the funding increase need to be considered. The table below represents a set of options available for consideration and discussion by the Oversight Board regarding FY 22-23 organization eligibility.

Table 1: FY 2022-23 Grant Release Organization Eligibility Options

WHO'S ELIGIBLE TO APPLY?		IMPACTS (+/-)
OPTION 1	Everyone	- More organizations (↑ applic.) - More diverse pool of services
OPTION 2	Everyone <i>(excluding current grantees)</i>	- More diverse pool of awardees - Exclude Richmond-based Orgs
OPTION 3	Only FY 21-22 Applicants	- Faster award turnaround - Honor reviewers work - Exclude “Good” organizations - Exclude needed priority services
OPTION 4	<i>Hybrid</i> % Former Applicants + % of Priority Area	- Address gaps in current services - Increase diverse pool of applic.

Request for Proposal(RFP) or Grant Application Considerations

Additional considerations are necessary to factor into a determination regarding applicant eligibility options including, but not limited to:

- Modification or expansion of the definition of proximity (expanding geographic eligibility)
- Staff capacity
- Increased need for additional reviewers
- Increased or lengthen timelines to accommodate additional applications

Next Steps

Staff will return to the RFCY Oversight Board with the RFP (grant application) to discuss proposed updates, plan or schedule release, information sessions (technical advising), and plans to incorporate direction provided regarding grant eligibility for FY 2022-23.