



**Regular Meeting of the Richmond Fund for  
Children and Youth Oversight Board  
of the City of Richmond  
Monday, February 7, 2022 | 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 December 6, 2021 meeting of the Richmond Fund for Children and Youth Oversight Board
  - E-2.** APPROVE the minutes of the January 3, 2022 meeting of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a Whole
  - F-1.** RECEIVE a report on the Richmond Fund for Children and Youth Fiscal Year 2021-22 mid-year budget
  - F-2.** RECEIVE a report on Priority Area 2 (Education Support and Employment Training/Support) grantees
  - F-3.** RECEIVE a presentation on current programming from the Community Services, Recreation Division
  - F-4.** RECEIVE a presentation highlighting Richmond Fund for Children and Youth activities since 2019 and plans for 2022
- G.** Adjournment

# MEETING INFORMATION

## Oversight Board members

Geselle Alvarado  
Diego Castro Curry  
Khaliaghya Dandie-Evans  
Devin Dinh  
Guadalupe Enllana  
Teyona Galloway  
Carol Hegstrom  
Kapis James  
Zeonta Johnson  
Katherine Lee  
Madiha Qader  
Stephanie Sequeira

## Staff Liaisons

Patrick Seals  
Guadalupe Morales  
LaShonda White

**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 (for higher quality, dial a number based on your current location): US: +1 720 707 2699 or +1 253 215 8782 or +1 346 248 7799 or +1 646 558 8656 or +1 301 715 8592 or +1 312 626 6799

Step 2: Webinar ID: 878 9764 0423

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

# MEETING INFORMATION

## Oversight Board members

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Teyona Galloway  
Carol Hegstrom  
Kapriss James  
Zeonta Johnson  
Katherine Lee  
Madiha Qader  
Stephanie Sequeira

## Staff Liaisons

Patrick Seals  
Guadalupe Morales

## **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, February 7, 2022 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](mailto:youth@ci.richmond.ca.us) or submitted by phone at (510) 620-6553. Requests will be granted whenever possible and resolved in favor of accessibility.

# MEETING INFORMATION

## Oversight Board members

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Stephanie Sequeira

## Staff Liaisons

Patrick Seals  
Guadalupe Morales

### **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, October 4, 2021  
Zoom Webinar Meeting

## MINUTES

### A. Call to Order and Roll Call

The meeting was called to order at 6:02 PM by Co-Chair Guadalupe Enllana.

**Present:** Diego Castro Curry, Devin Dinh, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Kapris James, Kristin Kilian Lobos, Madiha Qader, Stephanie Sequeira

**Absent:** Geselle Alvarado, Khaliaghya Dandie-Evans, Zeonta Johnson, Alyssia Nichelle Jones, Katherine Lee

**Vacancies:** 1 Vacancy

#### **Staff**

**Liaison:** Patrick Seals and Guadalupe Morales – Present

### B. Agenda Review and Modifications

None.

### C. Report from the Director

Department Director LaShonda White provided a report to Board members. She provided an update regarding in-person meetings—she stated that Board meetings will follow Council direction in this regard. She also provided an update on a vaccine mandate for all public commissions. There is a Bike to Work day event that Board members can join the following day. There are Richmond Community Benefits meetings taking place on Wednesday, October 16, 2021, at 6:00 P.M. and Thursday, October 14, 2021, at 12:00 P.M. and she encouraged Board Members to participate. There is a Richmond Community Surveys and she encouraged Board Members to participate in the Survey to rate the City of

Richmond’s services. Lastly, she also asked Board Members to check out the City of Richmond Community Services programs and offerings.

Staff Liaison Patrick Seals provided a brief update on the scope drafting sessions with the twenty grantees.

**D. Public Forum**

1. Cordell Hindler asked staff to read his written comment (attached).

**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)**

Department Director LaShonda White presented a report regarding the Department and Fund for Children and Youth funds. Topics include an increase in funds every fiscal year until FY23-24, actuals spent since FY 18-19, and upcoming quarterly budget updates. Discussion ensued.

**Public Comment:**

1. Megan Sanchez asked questions about the budget and wanted to know where the funds are going to besides staff salaries, stipends, and benefits. She wanted to know what are some changes with this funding. She was asked to follow up with more questions with offline.

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

Staff Liaison Patrick Seals presented this item. He provided an overview of the grant application review process to-date and presented four possible options for the Board members to approve regarding eligibility in grant applications for the following fiscal year with considerations to boundaries, staff capacity, timelines, and recruitment. Discussion ensued.

Public Comment:

1. Megan Sanchez asked staff to pull up a previous slide and liked the first option as well. She mentioned an organization, Plant to Plate, may be interested in applying for this grant. She also mentioned an idea for upgraded version of a playground.

**G. Adjournment**

There being no further business, Co-Chair Guadalupe Enllana adjourned the meeting at 7:50 P.M.

\_\_\_\_\_  
Staff Liaison

Approved:

\_\_\_\_\_  
Zeonta Johnson, Co-Chair

\_\_\_\_\_  
Guadalupe Enllana, Co-Chair

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**From:** Cordell Hindler <cordellhindler@ymail.com>  
**Sent:** Friday, December 3, 2021 4:28 PM  
**To:** Department of Children and Youth  
**Subject:** Public Comments- not on the agenda

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

hello Patrick, I have a couple of comments for the record

1. The Mayor will mention the vacancies on boards and commissions on Tuesday's council meeting
2. the Update is that the council approve the Proposed Reorg chart, there will be some new positions in the works

Sincerely  
Cordell

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**From:** Cordell Hindler <cordellhindler@ymail.com>  
**Sent:** Friday, December 3, 2021 4:31 PM  
**To:** Department of Children and Youth  
**Subject:** Public comments- F-1 Oversight Board as a whole

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

hello Patrick, the only comment is that I do appreciate all the hard work that the Employment & training department has done for Richmond.

Sincerely  
Cordell



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

Monday, January 3, 2022  
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:** Diego Castro Curry, Devin Dinh, Khaliaghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Kapris James (joined at 6:23 P.M.), Katherine Lee, Madiha Qader (joined at 6:04 P.M.), Stephanie Sequeira

**Absent:** Geselle Alvarado, Zeonta Johnson

**Vacancies:** 1 Vacancy

### **Staff**

**Liaison:** Patrick Seals and Guadalupe Morales – Present

### B. Agenda Review and Modifications

Agenda Item E-2 was removed from the consent calendar due to an error in uploading the wrong attachment.

### C. Report from the Director

Department Director LaShonda White provided a report to the Board Members. She announced that the Department of Children and Youth grant application is now open and encouraged Board Members to distribute this information. She also announced the scheduled information sessions for potential grantees on Tuesday, January 11, 2022, and Thursday, January 20, 2022. She also reminded Board Members to renew their applications to stay on the Oversight Board as many terms expired at the end of December 2021.

## **D. Public Forum**

1. Cordell Hindler sent in a written comment that was subsequently read by Staff Liaison Patrick Seals (attached).

## **E. Consent Calendar**

### **E-1. APPROVE the minutes of the October 4, 2021, meeting of the Richmond Fund for Children and Youth Oversight Board**

A motion was made by Board member Hegstrom; seconded by Board member Castro Curry, to approve the Consent Calendar; the motion was approved by the following vote:

**Ayes:** Diego Castro Curry, Devin Dinh, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Katherine Lee, Madiha Qader, Stephanie Sequeira

**Noes:**

**Abstentions:**

**Absences:** Geselle Alvarado, Khaliaghya Dandie-Evans, Kapris James, Zeonta Johnson

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

### **F-1. RECEIVE a presentation on the proposed Richmond Department of Children & Youth review committee selection process and nominate and select members**

Staff Liaison Patrick Seals presented this item to the Board Members. He presented an overview of the RFP review process timeline, proposed expectations, and selection of members for the RFP Review Committee. Several Board Members volunteered to be a part of the review committee. Discussion ensued.

#### **Public Comment:**

1. Cordell Hindler sent in a written comment that was subsequently read by Staff Liaison Patrick Seals (attached).

### **F-2. RECEIVE an update on the Fiscal Year 2022-23 proposed draft budget**

Department Director LaShonda White presented this agenda item. She provided an update on the RDCY budget including current and projected revenues, expenditures, and remaining balances. She also presented a timeline of the City's budget calendar. Discussion ensued.

#### **Public Comment:**

1. Cordell Hindler sent in a written comment that was subsequently read by Staff Liaison Patrick Seals (attached).

**F-3. RECEIVE a presentation on the 2021 Community Survey presentation**

Department Director LaShonda White presented this item. She provided an overview of the results of the City of Richmond's 2021 Community Survey. She noted that the results can be used to inform decisions in the City's performance and touched on various survey highlights including the percentage of the survey response, methods of outreach, respondent demographics, and positive trends. She provided brief overviews and respondent ratings on various City services and quality of life aspects such as safety, economy, issues of concerns, and overall Richmond sentiment. Discussion ensued.

**Public Comment:**

1. Cordell Hindler sent in a written comment that was subsequently read by Staff Liaison Patrick Seals (attached).

**G. Adjournment**

There being no further business, Co-Chair Guadalupe Enllana adjourned the meeting at 7:22 P.M.

Approved:

\_\_\_\_\_  
Zeonta Johnson, Co-Chair

\_\_\_\_\_  
Guadalupe Enllana, Co-Chair

\_\_\_\_\_  
Staff Liaison

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**From:** Cordell Hindler <cordellhindler@ymail.com>  
**Sent:** Thursday, December 30, 2021 1:52 PM  
**To:** Department of Children and Youth  
**Subject:** Public Comments- not on the agenda

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

hello Patrick, I have a couple of comments for the record

1. the MAYOR did mention the oversight board at the December 7th Council Meeting
2. I want to thank Employment & Training Department on Their Presentation at the last meeting

Sincerely  
Cordell

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**From:** Cordell Hindler <cordellhindler@ymail.com>  
**Sent:** Thursday, December 30, 2021 1:55 PM  
**To:** Department of Children and Youth  
**Subject:** Public Comments- F-1 Oversight Board as a whole

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

hello Patrick, I really like the Presentation that staff has provided

Sincerely  
Cordell

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**From:** Cordell Hindler <cordellhindler@ymail.com>  
**Sent:** Thursday, December 30, 2021 2:10 PM  
**To:** Department of Children and Youth  
**Subject:** Public Comments- F-2 Oversight Board as a whole

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

hello Patrick, I have some comments in related to the budget

1. my concern is along the expenditure side,

spending over 200,000 dollars to have some additional analysts on board

2. also I am concerned about the amount of money that is being proposed for Facility Rental

Sincerely  
Cordell

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**From:** Cordell Hindler <cordellhindler@ymail.com>  
**Sent:** Thursday, December 30, 2021 2:12 PM  
**To:** Department of Children and Youth  
**Subject:** Public Comments-F-3 Oversight Board as a whole

This email originated from outside of the City's email system. Do not open links or attachments from untrusted sources.

hello Patrick, the Only Comment is that staff has a wonderful job in preparing the community survey

Sincerely  
Cordell



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** February 7, 2022  
**TO:** RFCY Oversight Board  
**FROM:** LaShonda White, Director  
**SUBJECT:** FY 2021-22 RICHMOND FUND FOR CHILDREN & YOUTH MID-YEAR 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 mid-year update for Fiscal Year (FY) 2021-22 for the Richmond Fund for Children and Youth (RFCY).

## **RECOMMENDED ACTION:**

RECEIVE a report on the Richmond Fund for Children and Youth Fiscal Year 2021-22 mid-year budget.

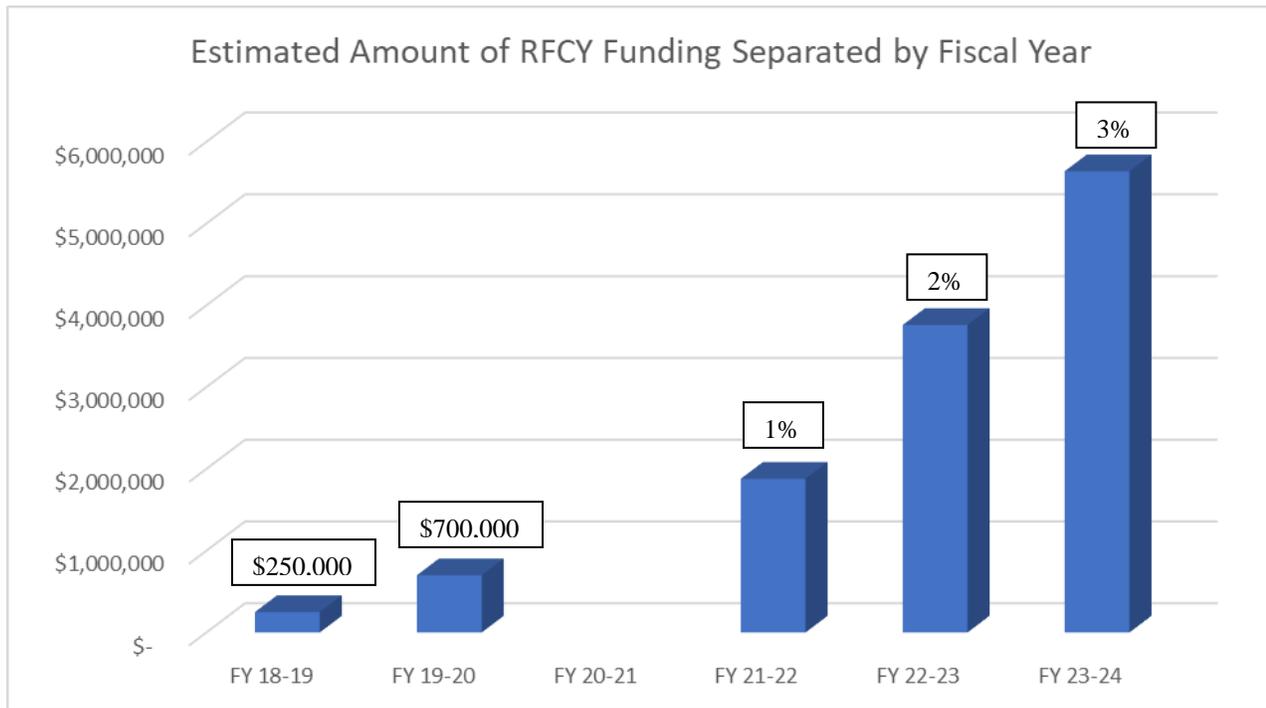
## **FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to 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.



The above is 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.

### **FY 2021-22 Mid-Year Budget Update**

Based on the projected revenue numbers, RFCY staff were able to develop a FY 2021-22 budget that allows for the successful implementation of the Department and Fund as outlined in the Charter. This report provides a status update on the FY 2021-22 budget through December 2021.

The high-level summary of the proposed RFCY revenue and expenditures for FY 2021-22 includes the following:

- Revenue = ~\$1.99 million budgeted with \$900,000 received through 12/31/22
- Expenditures = ~\$1.68 million budgeted with \$813,000 spent and encumbered (set aside but not spent) through 12/31/22

The majority of expenditures in FY 2021-22 through December 2021 are related to (1) staff costs for the director, analysts and interns (salary and benefits), and \$766,850 has been encumbered (set aside but not spent) for 7 of 20 grant awards. Due mainly to the impacts

of COVID, RDCY staff have not spent funds budgeted for outside meetings, food, translation, training, etc. Based on the current rate of spending, staff does not expect to expend all of the funds budgeted in FY 2021-22.

FY 2021-22 budget details can be found in the table below and in the attachment.

	FY 21-22 Budget	FY 21-22 Actuals	FY 21-22 Encumbrances	FY 21-22 Remaining
<b>REVENUE</b>				
Fund Balance (Previous Years Unspent Funds)	\$ 189,739	\$ 194,967	\$ -	
Kids First Initiative Measure Allocation (2% of General Fund)	\$ 1,800,000	\$ 900,000	\$ -	\$ 900,000
<b>TOTAL REVENUE</b>	<b>\$ 1,989,739</b>	<b>\$ 1,094,967</b>	<b>\$ -</b>	<b>\$ 900,000</b>
<b>EXPENDITURES</b>				
<b>Salaries/Wages &amp; Benefits</b>				
Director*	\$ 19,200	\$ 9,600	\$ -	\$ 9,600
Analysts (.8 FTE = 2 Staff)*	\$ 69,708	\$ 32,839	\$ -	\$ 36,869
Part-Time Interns	\$ 15,000	\$ 2,543	\$ -	\$ 12,457
Stipends (Youth Oversight Board Members)	\$ 5,000	\$ 950	\$ -	\$ 4,050
<b>TOTAL SALARIES/WAGES &amp; BENEFITS</b>	<b>\$ 108,908</b>	<b>\$ 45,932</b>	<b>\$ -</b>	<b>\$ 62,976</b>
<b>Professional Services</b>				
RDCY Grant Contracts (90% of 2% GF Kids First Allocation) *	\$ 1,552,673	\$ -	\$ 766,850	\$ 785,823
Contracts (Community Needs Assessment, Strategic Investment Plan, Grant Management System)	\$ -			\$ -
Training (Board and/or Staff)	\$ 3,500	\$ -	\$ -	\$ 3,500
Meeting Support and Outreach (Interpretation, Child Care, Social Media Ads)	\$ 2,000	\$ -	\$ -	\$ 2,000
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$ 1,558,173</b>	<b>\$ -</b>	<b>\$ 766,850</b>	<b>\$ 791,323</b>
<b>Other Operating</b>				
Mailing, Printing & Copying	\$ 3,000	\$ -	\$ -	\$ 3,000
Facility Rental (for community meetings)	\$ 5,000	\$ -	\$ -	\$ 5,000
Misc Exp (Food for community meetings)	\$ 4,000	\$ -	\$ -	\$ 4,000
Office Supplies	\$ 2,000	\$ 243	\$ -	\$ 1,757
<b>TOTAL OTHER OPERATING</b>	<b>\$ 14,000</b>	<b>\$ 243</b>	<b>\$ -</b>	<b>\$ 13,757</b>
<b>TOTAL REVENUE</b>	<b>\$ 1,989,739</b>	<b>\$ 1,094,967</b>	<b>\$ -</b>	<b>\$ 900,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 1,681,081</b>	<b>\$ 46,175</b>	<b>\$ 766,850</b>	<b>\$ 868,056</b>

RFCY staff plan will provide a 3<sup>rd</sup> quarter FY 2021-22 budget update to the Oversight Board in April 2022.

#### ATTACHMENTS:

1 – Proposed Budget FY 22-23 - RDCY

PROPOSED BUDGET  
FY 22-23 - RDCY

**Richmond Fund for Children and Youth**

		FY 21-22	FY 21-22	FY 21-22	FY 21-22
		Budget	Actuals	Encumbrances	Remaining
<b>REVENUE</b>					
	Fund Balance (Previous Years Unspent Funds)	\$ 189,739	\$ 194,967	\$ -	
	Kids First Initiative Measure Allocation (2% of General Fund)	\$ 1,800,000	\$ 900,000	\$ -	\$ 900,000
	<b>TOTAL REVENUE</b>	<b>\$ 1,989,739</b>	<b>\$ 1,094,967</b>	<b>\$ -</b>	<b>\$ 900,000</b>
<b>EXPENDITURES</b>					
<b>Salaries/Wages &amp; Benefits</b>					
	Director*	\$ 19,200	\$ 9,600	\$ -	\$ 9,600
	Analysts (.8 FTE = 2 Staff)*	\$ 69,708	\$ 32,839	\$ -	\$ 36,869
	Part-Time Interns	\$ 15,000	\$ 2,543	\$ -	\$ 12,457
	Stipends (Youth Oversight Board Members)	\$ 5,000	\$ 950	\$ -	\$ 4,050
	<b>TOTAL SALARIES/WAGES &amp; BENEFITS</b>	<b>\$ 108,908</b>	<b>\$ 45,932</b>	<b>\$ -</b>	<b>\$ 62,976</b>
<b>Professional Services</b>					
	RDCY Grant Contracts (90% of 2% GF Kids First Allocation) *	\$ 1,552,673	\$ -	\$ 766,850	\$ 785,823
	Contracts (Community Needs Assessment, Strategic Investment Plan, Grant Management System)	\$ -			\$ -
	Training (Board and/or Staff)	\$ 3,500	\$ -	\$ -	\$ 3,500
	Meeting Support and Outreach (Interprettation, Child Care, Social Media Ads)	\$ 2,000	\$ -	\$ -	\$ 2,000
	<b>TOTAL PROFESSIONAL SERVICES</b>	<b>\$ 1,558,173</b>	<b>\$ -</b>	<b>\$ 766,850</b>	<b>\$ 791,323</b>
<b>Other Operating</b>					
	Mailing, Printing & Copying	\$ 3,000	\$ -	\$ -	\$ 3,000
	Facility Rental (for community meetings)	\$ 5,000	\$ -	\$ -	\$ 5,000
	Misc Exp (Food for community meetings)	\$ 4,000	\$ -	\$ -	\$ 4,000
	Office Supplies	\$ 2,000	\$ 243	\$ -	\$ 1,757
	<b>TOTAL OTHER OPERATING</b>	<b>\$ 14,000</b>	<b>\$ 243</b>	<b>\$ -</b>	<b>\$ 13,757</b>
	<b>TOTAL REVENUE</b>	<b>\$ 1,989,739</b>	<b>\$ 1,094,967</b>	<b>\$ -</b>	<b>\$ 900,000</b>
	<b>TOTAL EXPENDITURES</b>	<b>\$ 1,681,081</b>	<b>\$ 46,175</b>	<b>\$ 766,850</b>	<b>\$ 868,056</b>
	<b>REMAINING</b>	<b>\$ 308,658</b>			<b>\$ 31,944</b>

Notes

\* Journal transfers and/or budget adjustments are needed

PROPOSED BUDGET  
FY 22-23 - RDCY

26676.12  
6162.64  
32838.76

1880000  
0.9  
1692000  
1552673  
139327

500

500  
2500



# AGENDA REPORT

**Department of  
Children and Youth**

**DATE:** February 7, 2022

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

**FROM:** LaShonda White, Interim Director of Community Services  
Guadalupe Morales, Administrative Aide

**SUBJECT:** RECEIVE a report on Priority Area 2 (Education Support And Employment Training/Support) Grantees

**RECOMMENDED ACTION:**

RECEIVE a presentation on the Priority Area 2 (Education Support And Employment Training/Support) Grantees.

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to receiving this report.

**DISCUSSION:**

Richmond and North Richmond youth have expressed the desire to be successful in school, go to college, or gain employment, based on data gathered during Community Needs Assessment(CNA), approved by both the RFCY Oversight Board and City Council in the fall of 2020. CNA participants also identified the need for programs that could support children and youth along their journey toward educational success, college, career, and employment. These needs emerged across multiple surveys, focus groups, forums, and other sources both from the Department of Children and Youth and other external sources.

There was a strong desire for more tutoring, broader college access programs, and extra support for those who may be struggling with a range of barriers such as transitional age youth (TAY) or new immigrants arriving as unaccompanied minor children. Many older youth participants wanted support in moving toward employment and identified the need to learn more about employment requirements and career options via mentoring, internships, and, in some cases, job skills training as key to their success.

Based on the data collected and analyzed during the CNA the Strategic Investment Plan identified Priority Area 2, Education Support And Employment Training/Support as a necessary areas to focus efforts and resources Grantees and several outcomes shared thus far during midyear. During the initial grant cycle in Fiscal Year 2021-2022, the following six grantees were awarded funding for Priority Area 2 totaling \$445,150 in grant funds.

#### College is Real

College is Real received \$85,000 in grant funds, and in partnership with WriterCoach Connection, PricewaterhouseCooper, PG&E, Richmond Promise, UPchieve, Signal Vine, 10,000 Degrees, and Moneythink, College is Real (CIR) is expanding and growing their current programming to uplift students from Richmond, Kennedy, and De Anza High Schools (predominantly low-income people of color) to be first in their families to graduate from college at. In addition, they are initiating horizontal expansion of its services with the addition of a middle school program, BRIDGE, at Lovonya DeJean and Helms Middle Schools.

#### Urban Tilth

Urban Tilth received \$80,000 in grant funds to support their Urban Agriculture Academy (UAA) program, a 10-month long accredited course in Urban Agriculture and American Food Systems taught at Richmond High school as a regular credited elective course with college science credit, and their Summer Youth Apprentice Program (SYAP), a six-week summer intensive employment and training program. Both programs will serve nearly 100 youth, ages 13 to 18, recruited from North and Central Richmond. The UAA will provide instruction and practical experience around healthy soil, water conservation, plant anatomy, fruit tree care, agroecology, permaculture 3-layer design, industrial agriculture, social movements in agriculture, environmental justice, and food justice. Similarly, the SYAP will also prepare the local youths with job readiness skills, as well as the instruction and experiences.

#### Employment and Training/Richmond Build

The City of Richmond's Employment and Training/Richmond Build division (E&T) received \$125,000 in grant funds to support the RichmondBUILD program. This program includes three 12-week training cohorts of 20 participants to complete several standardized building, safety, and certificate programs such as the Multi-Craft Core Curriculum, a Hazardous Waste Operations and Emergency Response training, an Occupational Safety and Health Administration training, first aid CPR, and Traffic Control trainings. In addition to these certifications, E&T is partnering with John Muir Charter school and the Literacy for Every Adult Program (LEAP) to offer GED or high school equivalency instruction. Participants will also have access to basic skills instruction through LEAP, as well as supportive services through referrals from their case manager.

#### Richmond Promise in collaboration with Health Career Connections and City of Richmond, Economic Development

The Richmond Promise in collaboration with Health Career Connection, and the City of Richmond, Economic Development division received \$132,000 in grant funds to provide educational career exploration and training support to expand the pipeline of diverse, local health leaders and increase health career, educational, and economic opportunity for approximately 40 Richmond Promise Scholar undergraduate students, particularly low-income, under-represented, and first-generation college students.

Thirty 1st or 2nd year students will be identified to attend a series of college and career success workshops and participate in mentoring and networking opportunities and nine 3rd or 4th year students will be selected for paid internships in health organizations for hands-on career exposure and additional workshops including project management, interpersonal skills, and Microsoft Office Suite tools.

#### Black Firefighters Association

The Black Firefighters Association, in cooperation with the West Contra Costa Unified School District, Lovonya DeJean and Helms Middle School, Kennedy High School, Richmond High School, and De Anza High Schools, received \$22,500 in grant funds to support 25 middle-school and high school students between the ages 13 and 18 to engage in activities and mentorship with firefighters every Saturday morning for 4 hours in the Richmond Youth Academy Program. These cadets are targeted for support and attend under-resourced and under-performing schools and/or reside in socio-economically distressed neighborhoods. Cadets will meet with firefighters and other public safety mentors to receive their program curriculum in a structured and disciplined environment, which include goals in academic achievement, community service, self-discipline, and completion of their Cadet Development Curriculum.

#### Concluding Thoughts

Grantees are in the midst of submitting progress reports to staff and will share this updated information with Board members in the future. Furthermore, staff also plans to present Priority Area 3 grantee information and the rest of the Priority Areas in upcoming Oversight Board meetings to continue to share grantee outcomes.

#### **ATTACHMENTS:**

None.



# AGENDA REPORT

**Department of  
Children and Youth**

**DATE:** February 7, 2022

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

**FROM:** LaShonda White, Interim Director of Community Services  
Guadalupe Morales, Administrative Aide

**SUBJECT:**

**RECOMMENDED ACTION:**

RECEIVE a presentation on current programming from the Community Services, Recreation Division

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to receiving this report.

**DISCUSSION:**

Many of the City of Richmond Community Services, Recreation Division programs have returned back to in-person programming and have added additional activities in 2021. The following represents the current and upcoming programming at the City's various community centers, senior centers, and outdoor/park spaces.

### Youth and Adult Programs

The Elevate and Achieve after-school camps have returned back to in-person programming. In addition, there have been a number of successful specialty camps as well, most recently the winter break camp in December 2021. Specialty camps continue to be very popular for youth, as they provide a learning opportunity for students who may not get additional educational support during holiday breaks.

Our youth and adult sports programs, including basketball, tennis, soccer, volleyball, and futsal programs have also resumed in-person programming. Furthermore, popular adult programs, most notably Zumba classes, have come back in-person. In total, there have been about 1,882 participants both virtually and in-person for 2021.

### Aquatics Programs

Several aquatics programs have been back in session for several months now. Both the Richmond Natatorium “Plunge” and the Richmond Swim Center have reopened lap and recreational swimming. Additionally, both provide swim lessons now, and offer a ‘Little Splashers’ class. Swim programs in Richmond are immensely popular, with over 3,215 participants in 2021.

### Senior Centers and Developing Personal Resources Center (DPRC)

There continues to be an array of senior programming at both senior center sites: Richmond Senior Center and Richmond Annex Senior Center. Hybrid online and in-person classes in arts & crafts, dance, languages, chess, and more are including in the class offerings.

The DPRC remained virtual during the past year, but provided an excellent mix of programming for its participants, including arts & crafts, wellness connections, musical mind excursions, and plenty of games. Despite the online-only format, they have a record of 1,742 participants in 2021.

### Richmond Tool Library

The Richmond Tool Library anticipates extend days/and hours of operation to three (3) days a week again with extended hours. Since opening in 2016, the Tool Library has had over 9,000 completed tool loans, nearly 800 patrons in the system, and new tools purchases with I Love Richmond funding through the City Manager’s Office.

### Next Steps

The Recreation Division continues to bring back more programming to its community centers in the coming year and hopes to return back to pre-pandemic service levels.

### **ATTACHMENTS:**

None.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** February 7, 2022  
**TO:** RFCY Oversight Board  
**FROM:** LaShonda White, Director  
**SUBJECT:** RICHMOND FUND FOR CHILDREN & YOUTH ACTIVITY UPDATES

## **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 (Department), require that a portion of the General Fund be set aside to fund youth programs and services. This report provides an update on Department activities .

## **RECOMMENDED ACTION:**

RECEIVE a presentation highlighting Richmond Fund for Children and Youth activities since 2019 and plans for 2022

## **FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact to receiving the budget report.

## **DISCUSSION:**

The purpose of the Department is to facilitate the allocation of funds for youth-serving organizations by administering an open and fair application process that is in compliance with the policies adopted by the Oversight Board. Furthermore, the Department supports the Oversight Board in the development of a Strategic Investment Plan and conducts a community needs assessment. We want to celebrate our collective work since the beginning of 2019 and discuss future projects in 2022.

Highlights from 2019 - 2021

- Developed a new department of Children and Youth in 2019
- Recruited and helped seat a diverse 15-member Oversight Board with a mix of young adults and adults
- Held 14 regular meetings and 7 special meetings
- Released the inaugural Richmond Fund for Children and Youth Request for Proposals
- Awarded ~\$1.6 million in grants to 20 organizations (individual organizations and collaborations)
- Worked closely with the Oversight Board, service providers, city staff, HT&A consulting firm, parents/caregivers, community, youth and others to conduct a comprehensive community needs assessment that was centered on a robust community engagement process
  - 12 Key Informant Interviews
  - 8 focus groups
  - 4 community meetings
  - 100+ survey results
  - Worked with UCB Y-Plan and Kennedy High School to receive valuable input in English and Spanish from 580+ youth
- Offered childcare, translation services, and food to help meet the needs of interested stakeholders during in-person meetings
- Released FY 22-23 RFCY RFP (2<sup>nd</sup> cycle) to allow for the issuance of an additional \$1.6M in grant awards
- Collaborated with Children’s Funding Network, a collection of municipal jurisdictions across California serving youth, to share promising practices related to the various stages of developing implementing Departments of Children and Youth
- Met with WCCUSD staff on a monthly basis to provide updates on RDCY and discuss possibility of collaborations for programs and/or grant opportunities
- Met with San Pablo youth department staff to discuss the opportunity to leverage resources to support capacity building of community-based organizations that benefit youth and families in both jurisdictions
- Issued 3 Newsletters
- Operated with a balanced budget since the inception of the department and ended each year with a fund balance

### Future Projects in 2022

- Grant Management system: Staff hopes to draft and release a RFP for a grants management system which will allow applicants to apply online, allow grantees to upload required information into an online portal, allow staff to manage grantee reports and invoices, and will help with evaluations.
- Capacity Building: Staff plans to draft and release a RFP to find qualified consultants to provide capacity building for grantees to strengthen their organizations for continued service to Richmond youth and community.
- Staff will find a consultants or facilitate a RFCY Oversight Board retreat and plan to offer more trainings for both staff and Oversight Board members
- Develop and issue at least 2 newsletters
- Increase RFCY’s social media exposure

- Create videos highlighting staff, board members, grantees and RFCY work
- Re-convene Service Provider Working Group meetings quarterly
- Continued collaborations with WCCUSD and neighboring cities
- Develop an internship pipeline for Richmond youth
- Work collaboratively with the Richmond Youth Council
- Release of FY 23-24 RFP (3<sup>rd</sup> cycle based on 3-year Strategic Investment Plan)
- Begin Community needs assessment and 3-year Strategic Investment Plan process
- Convene City of Richmond grantees (across different City grant programs) to share and discuss collaborations
- Host grantees, review reporting, and analyze demographic and activities metrics
- Strengthen data metrics and collection processes and begin FY 21-22 grantee evaluation report

Both lists do not capture all of our great work completed through 2021, not does it include all of our 2022 planned. However, it does highlight how the Oversight Board, RDCY staff, service providers, youth, parents/guardians, and interested stakeholders, have worked collectively to develop a brand new department and establish a new fund that will provide funding for key services to support Richmond's youth.