



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

Monday, January 30, 2023 | 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 5, 2022, meeting of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a Whole
 - F-1.** LISTEN to an Update of Department Work-to-Date Mid Fiscal Year 2022-2023
 - F-2.** RECEIVE a presentation on the Fiscal Year 2023-2024 Richmond Fund for Children & Youth Request for Proposals review committee selection process and nominate and select Oversight Board members to serve on the committee.
 - F-3.** RECEIVE a presentation on current policies and procedures in place for Oversight Board Co-Chair elections
- G.** Adjournment

MEETING INFORMATION

ALL BOARD MEMBERS WILL PARTICIPATE VIA VIDEO OR TELECONFERENCE

Oversight Board members

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

Staff Liaisons

Patrick Seals
Guadalupe Morales
Nicholas Delgado

Director

LaShonda White

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/88072706741>

Step 2: Password: **659825**

By Telephone:

Step 1: Dial (for higher quality, dial a number based on your current location): +1 669 444 9171 or +1 346 248 7799 or +1 720 707 2699 or +1 253 215 8782 or +1 646 558 8656 or +1 646 931 3860 or +1 301 715 8592 or +1 312 626 6799

Step 2: Webinar ID: **880 7270 6741**

MEETING INFORMATION

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Patrick Seals
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Director

LaShonda White

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 the day of the scheduled meeting, 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) 620-6553. Requests will be granted whenever possible and resolved in favor of accessibility.

MEETING INFORMATION

Oversight Board members

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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, December 5, 2022,
Zoom Webinar Meeting

MINUTES

A. Call to Order and Roll Call

The meeting was called to order at 6:13 P.M. by Co-Chair Guadalupe Enllana.

Present: Diego Castro Curry, Devin Dinh, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Katherine Lee,

Absent: Geselle Alvarado, Khaliaghya Dandie-Evans, Zeonta Johnson, Madiha Qader, Stephanie Sequeira

Vacancies: 4 Vacancies

Staff

Liaison: LaShonda White and Nicholas Delgado – Present

B. Agenda Review and Modifications

None

C. Report from the Director

Department Director LaShonda White Stated that the report would be built into agenda item F-1

D. Public Forum

1. Cordell Hindler spoke to the council regarding goals for the new year and a forthcoming project update he anticipates being ready at the January Oversight Board meeting.

2. Sarah Pritchard introduced Leo Cuevas. The two thanked the RFCY for providing the funds that would allow the Rosie the Riveter Trust to launch the mentor program and hire Leo. LaShonda White appreciated the acknowledgement and Sarah noted her excitement to continue making positive strides in Richmond

E. Consent Calendar:

A motion was made to approve the consent calendar by board member Hegstrom, seconded by Board Member Dinh; approved by the following vote:

Ayes: Diego Castro Curry, Devin Dinh, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Katherine Lee

Noes:

Abstentions:

Absences: Geselle Alvarado, Khaliiegnya Dandie-Evans, Zeonta Johnson, Madiha Qader, Stephanie Sequeira

- E-1.** APPROVE the minutes of the October 3, 2022, meeting of the Richmond Fund for Children and Youth Oversight Board

F. Oversight Board as a Whole

F-1. LISTEN to an End-of-Year Department Update and Outlook on Fiscal Year 2022-2023

Department Director LaShonda White presented this agenda item. She provided statistics on growth over the past year as well as a roadmap for the next few months for the Department of Children and Youth. The Richmond Department of Children and Youth is currently supporting 39 organizations and has given out over 3 million in grants. New staff member, Nicholas Delgado, was introduced. She touched on goals for the end of the year such as the upcoming Community Needs Assessment, the Strategic Investment Plan and recruiting for the Oversight Board to fill current vacancies. It was announced that in person meetings would resume in March of 2023 and that work has begun to have a new Service Provider Working Group established by the return to in person meetings. Board member Hegstrom requested that staff investigate Co-Chair elections. Co-Chair Enllana suggested a possible gathering prior to a return to in person meetings. Department Director LaShonda stated that staff will investigate these requests and report back findings.

Public Comment:

None

F-2. APPROVE the Richmond Fund for Children and Youth Fiscal Year 2021-24 Request for Proposals (RFP), or grant application, to support youth-serving organizations beginning in FY 2023-24 and AUTHORIZE the Richmond Department of Children to release the grant application (RFP) by January 3, 2023.

A motion was made to approve the consent calendar by board member Hegstrom, seconded by Board Member Galloway; approved by the following vote:

Ayes: Diego Castro Curry, Devin Dinh, Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Katherine Lee

Noes:

Abstentions:

Absences: Geselle Alvarado, Khaliiegnya Dandie-Evans, Zeonta Johnson, Madiha Qader, Stephanie Sequeira

Department Director LaShonda presented the Request for proposals, as well as the estimated total funding for our 6 priority areas. The funding will fall as such: Priority area 1 (Behavioral Health) 20% or \$1,120,000, Priority Area 2 (Education Support) 20% or \$1,120,000, Priority Area 3 (Out of School Enrichment) 20% or 1,120,000, Priority Area 4 (Youth Violence Prevention) 20% or \$1,120,000 Priority Area 5 (Basic Needs) 10% or \$560,000, Priority Area 6 (Information and Case Management) 10% or \$560,000. She stated that these dollar amounts are flexible but that these are the general guidelines that the department will use to invest in organizations. A timeline was presented focusing on applications being available starting January 3rd, 2023, with a due date of February 13th, 2023. Finally, staff stated that the location eligibility requirements for applicants is a 15-mile radius from Richmond.

Public Comment:

None

G. Adjournment

There being no further business, Co-Chair Guadalupe Enllana adjourned the meeting at 7:03 P.M

Staff Liaison

Approved:

Zeonta Johnson, Co-Chair

Guadalupe Enllana, Co-Chair

DRAFT



AGENDA REPORT

Department of
Children and Youth

DATE: January 30, 2023

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

FROM: Guadalupe Morales, Assistant Administrative Analyst

SUBJECT: LISTEN TO AN UPDATE OF DEPARTMENT WORK-TO-DATE MID FISCAL YEAR 2022-2023

RECOMMENDED ACTION:

LISTEN to an Update of Department Work-to-Date Mid Fiscal Year 2022-2023

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact to receiving this report.

DISCUSSION:

Richmond Department of Children and Youth (RDCY) staff has completed a number of different projects and milestones over the past few months, including updates on Requests for Proposals (RFPs), Richmond Fund for Children and Youth (RFCY) Pre-Proposal Conferences, and plans for the new Fiscal Year (FY).

Request for Proposals (RFPs)

Staff has been working on several Request for Proposals, some of which have already been released and two that are to be released in February. These RFPs include:

1. Direct Services Grant for FY23-24
2. Evaluation of the RFCY
3. Technical Assistance and Capacity-Building
4. Relationship Management (CRM) System
5. Community Needs Assessment (CNA) and Strategic Investment Plan (SIP)

Direct Services Grant for (FY 23-24): The purpose of this RFP is to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth from January 30, 2023,

birth to 24 years old in Richmond and Unincorporated North Richmond focusing on the six (6) priority areas from 2021-2024 Strategic Investment Plan.

This RFP was issued on December 27, 2022 and will accept applications through February 13, 2023. Staff held two pre-proposal conferences on January 17, 2023 and January 27, 2023 with a total of 42 attendees spanning from various public agencies, non-profit organizations, and other community-based organizations to discuss in depth about the application process. After the deadline, staff will perform a threshold review of the applications and move onto the review committee process of the grant cycle.

Evaluation of the RFCY: Per Article 15 Section 7(d)(ii)(4) of the City of Richmond Charter a certain portion of the City's General Fund (GF) shall be set aside to facilitate an annual evaluation. The purpose of this RFP is to seek proposals from qualified firms who are willing to collect data from grantees and stakeholders and evaluate the effectiveness of RFCY-funded organizations.

This RFP was released on Friday, December 2, 2022, and is tentatively scheduled to extend its deadline to March 2023 based on collaborative efforts with the Community Development Department and similar needs.

Technical Support and Capacity Building: The purpose of this RFP is to seek vendors qualified to pilot a technical assistance and capacity-building program for service providers.

This RFP is in its final internal review phase and is tentatively scheduled to be released in February.

Client Relations Management System (CRM): The purpose of this proposal is to seek experienced firms that will provide an online system to help support an open and fair application process for prospective grantees to utilize.

This RFP is in internal review phase and is scheduled to be released soon in the next few months.

Community Needs Assessment and Strategic Investment Plan: The purpose of this RFP is to solicit proposals from consulting firms that can evaluate existing infrastructure and services for youth 24 years and younger, identifying community assets, needs, and gaps in services. The community needs assessment (CNA) will be aligned with a community engagement plan and should identify trends across the priority populations. The strategic investment plan (SIP) will be explicit in its intended impact and aligned with the City's existing policies.

Oversight Board Recruitment and Retention Strategy Plan: RDCY staff met with Trina Jackson-Lincoln, City Council Liaison and Youth Council Liaison, to discuss and plan for an Oversight Board Recruitment and Retention Strategy Plan to recruit more youth members for our Oversight Board and Youth Council and identify opportunities for resource tabling and outreach. Staff will provide more details and timeline of the strategy at a future Board meeting.

NEXT STEPS:

The RDCY Staff will provide more detailed updates on the progress and status of the RFPs at the March 2023 Oversight Board meeting, including the final application pool and details of the direct service grant cycle that closes on February 13, 2023.



AGENDA REPORT

Department of
Children and Youth

DATE: January 30, 2023

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

FROM: LaShonda White, Deputy City Manager – Community Services
Patrick Seals, Senior Management Analyst

SUBJECT: FISCAL YEAR 2022-2023 REVIEW PROCESS AND BOARD MEMBER REVIEW
SELECTION

RECOMMENDED ACTION:

RECEIVE a presentation on the Fiscal Year 2023-2024 Richmond Fund for Children & Youth Request for Proposals review committee selection process and nominate and select Oversight Board members to serve on the committee.

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact to receiving this report

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. At a regular meeting held on December 5, 2022, the RFP was approved and subsequently released on December 28, 2023, 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.

RFP Application Review and Recommendation Flow

To support the review of the proposals, RDCY staff review process and timeline 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 – April (approx. 4 weeks)	April	April	April - May	May- June

RFCY Grant Review Committee

RDCY staff will coordinate up to six (6) review sub-committees that correspond to the six priority areas identified in the RFP. Review subcommittees members would include a mix of:

- RFCY Oversight Board (Board) members (subset)
- 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
- Staff from neighboring jurisdictions and Departments of Children and Youth which may include, but not limited to Oakland, San Pablo, San Francisco, Alameda County, and Sacramento.

Furthermore, as was done for FY 22-23 RFP review, Department staff is recommending that a subset of the Oversight Board that will review proposal responses, include(s) two (2) - four (4) Board members:

- 1 – 2 Board members 24 years of age or under
- 1 – 2 Board Members over 24 years of age

Next Steps

Continue recruitment for reviewers, including City of Richmond staff, outside staff from neighboring municipalities, and local foundations. Survey and 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 March Board meeting.



AGENDA REPORT

Department of
Children and Youth

DATE: January 30, 2023

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

FROM: Nicholas Delgado, Management Analyst

SUBJECT: RICHMOND FUND FOR CHILDREN AND YOUTH OVERSIGHT BOARD CO-CHAIR ELECTIONS

RECOMMENDED ACTION:

RECEIVE a presentation on current policies and procedures in place for Oversight Board Co-Chair elections

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact to receiving this report.

DISCUSSION:

Background

On June 6, 2021, the Richmond Fund for Children and Youth Oversight Board approved their bylaws. Generally, bylaws are an organization's internal operating rules. They contain the basic rules for conducting and managing the business and affairs of an organization or Board. More specifically, at the Oversight Board meeting held on December 5, 2022, board members raised questions about the appointment or election of new Co-chairs.

The Richmond Fund for Children and Youth (RFCY) Oversight Board Bylaws established the need for Board Co-Chairs as well as outlined who shall serve as Co-Chairs, Article 3 (Officer Positions), Section 1 (Oversight Board Officers) of the Oversight Board Bylaws which states "The officers of the Oversight Board shall be the Co-Chairs (one 15 to 24 years of age and one over 24 years of age). All officers are members of the Oversight Board."

Article 3 (Officer Positions), Section 2 (Oversight Board Co-Chairs) of the Bylaws designates the responsibilities of the Co-Chairs as, "The Co-Chairs shall preside at all meetings of the Oversight Board, alternating presiding roles as necessary. The Co-Chairs are accountable to work with Department staff in setting agendas for Oversight Board meetings. The Co-Chairs shall preserve

order and decorum and shall decide all questions of order consistent with Rosenberg's Rules of Order."

Election Process for Co-Chairs

To facilitate the successful election of new Co-Chairs consistent with the Bylaws the City staff has outlined a process for Co-Chair elections. Per the Oversight Board Bylaw Article 3 (Officer Position) Section 2 (Oversight Board Co-Chairs) officers, "...shall be elected by a majority vote of the Oversight Board at its first regular meeting. Each Co-Chair shall serve a one-year (1) term and cannot serve more than two (2) consecutive terms."

The Richmond Department of Children and Youth (RDCY) interprets the Bylaws to mean that:

- 1) There shall be two Co-Chair members on the Richmond Fund for Children and Youth oversight Board. One shall be a Board member who is between the ages of 15 to 24 and one shall be over the age of 24.
- 2) Terms shall coincide with calendar years. If a board member is elected to serve as a Co-Chair at the first regular meeting of the Oversight Board in a given year (e.g., 2022) they are eligible to serve until the first regular meeting of following year (e.g., 2023) with the option to be elected for one (1) additional year. Oversight Board members must then wait a full term before being eligible to run for Co-Chair again;
- 3) Elections shall be held during the first regular meeting of the Oversight Board in any given calendar year. It is not an action that should happen on special meetings that may occur prior to the first regular meeting of the calendar year.

Recommendation

Staff recommends that the Oversight Board hold an election for new Co-Chairs at the first regular meeting scheduled on March 6, 2023.