



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

Monday, March 6, 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 January 30, 2023 meeting of the Richmond Fund for Children and Youth Oversight Board
- F.** Oversight Board as a Whole
  - F-1.** LISTEN to a status update on the Request for Proposals (RFP) process for the FY 2023-2024 grant cycle
  - F-2.** ELECT two (2) Oversight Board members (one youth and one adult) to serve as Oversight Board Co-Chairs
- G.** Adjournment

# MEETING INFORMATION

## **Oversight Board Members**

Geselle Alvarado  
Diego Castro Curry  
Khalieghya 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

## **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 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.

**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.

**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.

# MEETING INFORMATION

## **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

## **Director**

LaShonda White

**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.

## **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.



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

Monday, January 30, 2023,  
Zoom Webinar Meeting

## MINUTES

**Present:** Diego Castro Curry, Guadalupe Enllana, Khalieghya Dandie-Evans, Teyona Galloway, Carol Hegstrom, Katherine Lee, Madiha Qader

**Absent:** Geselle Alvarado, Devin Dinh, Zeonta Johnson, Stephanie Sequeira

**Vacancies:** 4 Vacancies

### Staff

**Liaisons:** LaShonda White, Patrick Seals, Guadalupe Morales, and Nicholas Delgado  
– Present

### B. Agenda Review and Modifications

None

### C. Report from the Director

Senior Management Analyst Patrick Seals presented on behalf of Department Director LaShonda White. Patrick wished everyone a happy new year and highlighted board member attendance, the return to in person meetings in March as well as a notification that the February Oversight Board meeting would be cancelled.

### D. Public Forum

1. Cordell Hindler reported that his project was in progress and that he will update the Oversight Board with more information when available.

### E. Consent Calendar:

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

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

**Noes:**

**Abstentions:** Khalieghya Dandie-Evans

**Absences:** Geselle Alvarado, Devin Dinh, Zeonta Johnson, Stephanie Sequeira

**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**

Guadalupe Morales provided the Oversight Board with an update that highlighted Request for Proposals that Department of Children and Youth staff have been working on as well as a Recruitment and Retention Strategy Plan for the Oversight Board. The RFP for the Direct Services Grant for FY 23-24 has been released and staff are currently working on RFPs for: an evaluation of the Richmond Fund for Children and Youth, Technical Assistance and Capacity Building trainings, Client Relationship Management (CRM) System, and the Community Needs Assessment (CNA) and Strategic Investment Plan (SIP). Department staff are working in tandem with City Council staff to recruit and retain board members to fill the four (4) vacancies on the Oversight Board. Board member Galloway requested an update regarding the grant applicants since there will be no meeting in February.

#### Public Comment:

Cordell Hindler thanked staff for the work they are completing on fiscal year 22/23.

### **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.**

Patrick Seals presented a workflow on the proposed Request for Proposal review process. Staff will: receive the grant applications, sort them by priority area, submit the applications to the scoring committee, scores will be finalized and ranked, staff will have a meeting with the reviewing committees, staff will bring the applications back to the Oversight Board, and finally present the nominated grants to the Richmond City Council. Patrick then explained the proposed expectations for the nominated review committee members. Staff recommended that one (1) to two (2) board members under the age of 25 and one (1) to two (2) board members over the age of 25 would serve as scoring representatives. Board members Lee, Hegstrom, Galloway, and Qader volunteered to score grant applications.

Public Comment:

None

**F-3. RECEIVE a presentation on current policies and procedures in place for Oversight Board Co-Chair elections.**

Nicholas Delgado presented on current policies and procedures for Oversight Board Co-Chair elections. Current bylaws state that there should be an election for Co-Chairs at the first meeting of the year and that there should be one (1) youth Co-Chair and one (1) adult Co-Chair. Staff recommended that the Oversight Board hold an election for new Co-Chairs at the next regular meeting, scheduled for March 6, 2023

Public Comment:

None

**G. Adjournment**

There being no further business, Co-Chair Guadalupe Enllana adjourned the meeting at 6:43 P.M.

---

**Staff Liaison**

Approved:

---

**Zeonta Johnson, Co-Chair**

---

**Guadalupe Enllana, Co-Chair**



# AGENDA REPORT

**Department of  
Children and Youth**

**DATE:** March 6, 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:** REQUEST FOR PROPOSALS UPDATE

## **RECOMMENDED ACTION:**

LISTEN to a status update on the Request for Proposals (RFP) process for the FY 2023-2024 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 \$2.1 million in total available grant funding is projected to be available during FY 2023-2024. 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:**

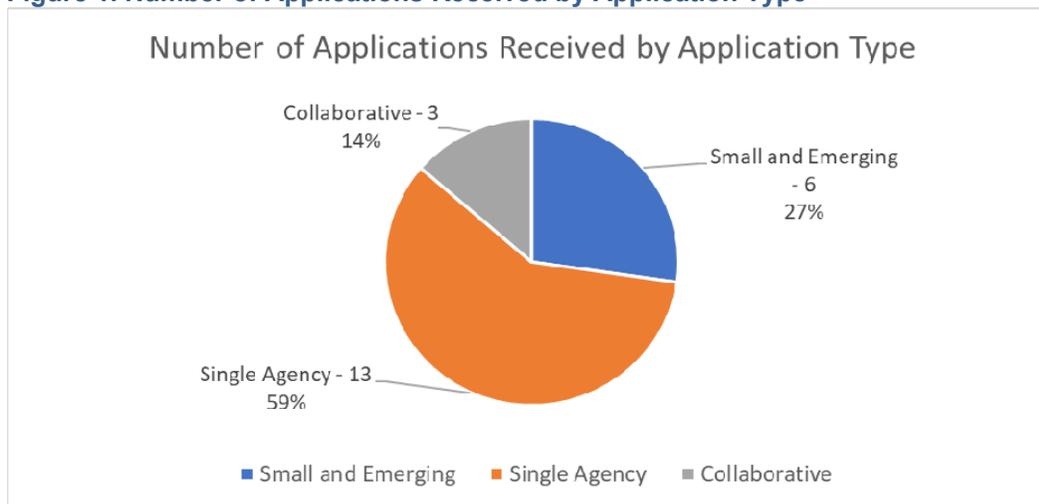
Per the Charter, the 2021-2024 Request for Proposals (RFP) aims to solicit program proposals from non-profit organizations and public agencies to provide services to children and youth in Richmond and North Richmond. At a Special Meeting held on December 5, 2022, the RFP was approved and subsequently released on January 27, 2022, 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 2023-24 Funding Cycle

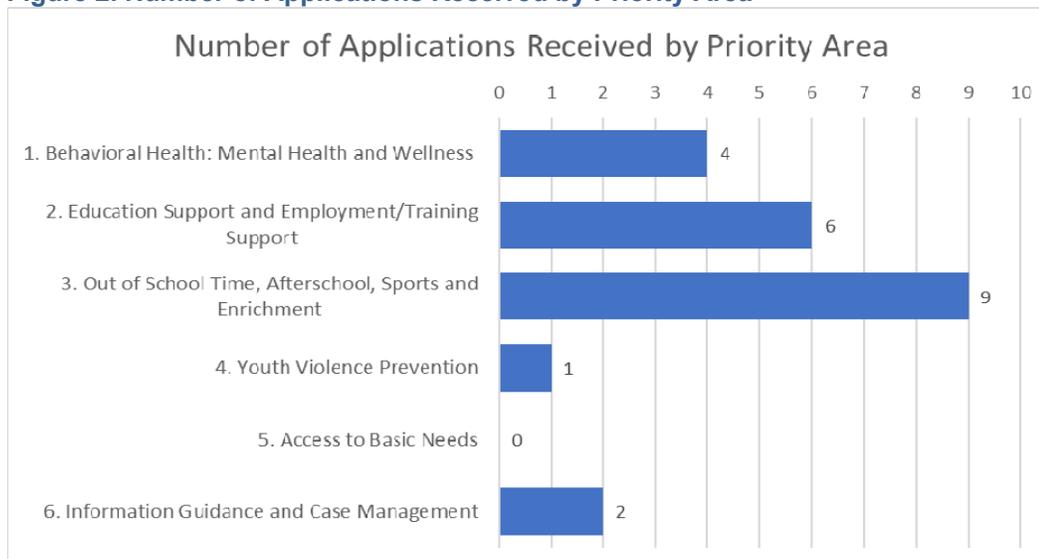
RDCY received 22 application submissions at the end of the grant deadline and of those 22 grant applications (See Figure 1), 6 organizations or 27 percent identified as Small and Emerging (annual budget less than \$250,000), 13 organizations or 59 percent identified as Single Agency (annual budgets over \$250,000), and 3 applicants or 14 percent identified as Collaboratives (two or more organizations).

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



The Strategic Investment Plan approved and adopted by Oversight Board identified six (6) funding priority areas. For the FY 2023-24 RFCY grant cycle, Figure 2 illustrates the number of applications by each Priority Area. More specifically, Priority Area 3: Out of School Time, After school, Sports and Enrichment (9 applications), Priority Area 2: Education Support and Employment/Training Support (6 applications), Priority Area:1 Behavioral Health: Mental Health and Wellness (4 applications) received the most applications in that order. In contrast, Priority Area 6: Information Guidance and Case Management (2 applications), Priority Area 4: Youth Violence Prevention (1 application), and Priority Area 5: Access to Basic Needs (0 applications). Historically, Priority Areas 4-6 have had lower applications then the Priority Areas 1-3.

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



Finally, the overall amount requested by all the applicants totaled approximately \$2.1 million. The Average Grant request was \$96,670, with a median of \$80,875. The lowest amount funding amount requested was \$30,000 from a Small and Emerging organization with a maximum request of \$192,288 from the Collaborative applicant.

**Table 1: Grant Funds Request Overview**

<b>Total Grant Request</b>	<b>\$</b>	<b>2,107,691.00</b>
• Average Grant Request	\$	96,670.88
• Median Grant Request	\$	80,875.00
• Low Grant Request	\$	30,000.00
• High Grant Request	\$	192,288.31

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, three (3) applicants were determined as ineligible due to either, missing required documents, not meeting location eligibility requirements, or the organization not meeting basic eligibility requirements.

RFP Scoring and Recommendation Flow

To support the review of the proposals ~ 25-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:

- Oversight Board members
- Staff members from the City of Richmond (non-RDCY staff from departments such as the City Manager’s Office, Mayor’s Office, Information Technology, Richmond Police Department, and representatives from the City’s Government Alliance on Racial Equity team)
- Staff members from outside agencies (City of San Pablo, City of Sacramento Office of Youth Development)

In March RDCY staff will host a training for all reviewers to provide an overview of the scoring process and answer any questions. Review will be required to submit a Conflict of Interest statement to RDCY staff and will then placed into 1 of 4 review groups based on any existing conflicts of interest and priority area preference. Subsequently, all reviewers will be 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
<b>February – March</b>	<b>March – April</b>	<b>April</b>	<b>April</b>	<b>May</b>	<b>May- June</b>



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** March 6, 2023

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

**FROM:** LaShonda White, Deputy City Manager – Community Services  
Nicholas Delgado, Management Analyst

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

## **RECOMMENDED ACTION:**

ELECT two (2) Oversight Board members (one (1) youth and one (1) adult) to serve as Oversight Board Co-Chairs – Department of Children and Youth (Nicholas Delgado 510-620-5560).

## **FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

## **DISCUSSION:**

### Background

On January 30, 2023, Department of Children and Youth staff presented an interpretation of the Co-Chair election process to the Oversight Board, and recommended that the Oversight Board hold an election for new Co-Chairs pursuant to Oversight Board Bylaws.

Article 3 (Officer Positions), Section 1 (Oversight Board Officers) of the Oversight Board Bylaws 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.”

Recommendation

Department staff recommends that the Oversight Board elects two (2) members to serve as Co-Chairs. There shall be at least one (1) youth Chairperson (between 15 to 24 years of age) and one (1) adult Chairperson (over 24 years of age).