



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

Monday, March 2, 2026, | 6:00 PM

City Manager's Conference Room

450 Civic Center Plaza, Suite 300, Richmond, CA

- A.** Call to Order and Roll Call
- B.** Agenda Review and Modifications
- C.** Report from the Department
- D.** Public Forum
- E.** Consent Calendar:
 - E-1.** APPROVE the minutes of the February 2, 2026 meeting of the RFCY Oversight Board.
- F.** Oversight Board as a Whole:
 - F-1.** RECEIVE a presentation on the Richmond Department of Children and Youth Technical Assistance Grant Support Pilot
 - F-2.** SELECT at least two (2) Richmond Fund for Children and Youth (RFCY) Oversight Board members to serve as reviewers for the Fiscal Year 2026-2027 RFCY Participatory Grant Making Pilot Request for Proposals for grant funds.
- G.** Adjournment

MEETING INFORMATION

Oversight Board Members

Khalieghya Dandie-Evans
Guadalupe Enllana
Teyona Galloway
Carol Hegstrom
Madiha Qader
Stephanie Sequeira

Staff Liaisons

Jora Atienza Washington
Nicholas Delgado
Guadalupe Morales
Kaitlen Burnom

Director

Patrick Seals

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.

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.

MEETING INFORMATION

Oversight Board members

Khalieghya Dandie-Evans
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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.

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 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, February 2, 2026
City Managers Conference Room
450 Civic Center Plaza
Richmond, CA 94804

MINUTES

A. Call to Order and Roll Call

The meeting was called to order at 6:00 P.M. by Staff Liaison Burnom

Present: Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

Absent: Khalieghya Dandie-Evans

Vacancies: 9 Vacancies

Staff Liaison: Patrick Seals, Jora Atienza Washington, Guadalupe Morales, Kaitlen Burnom – Present

B. Agenda Review and Modifications

No modifications.

C. Report from the Department

Senior Management Analyst Jora Atienza Washington provided an update of the January 2026 release of the Richmond Fund for Children and Youth (RFCY) Participatory Grant Making (PGM) Pilot Request for Proposal (RFP) and ECIA Grant RFP, both for FY26-27. She talked about the scheduled virtual information sessions for both grant applications on February 4, 2026, as well as in person Technical Assistance workshops on February 5 and February 13. Senior Management Analyst Atienza Washington also shared that 1-on-1 technical assistance coaching sessions are also available for prospective grant applicants to receive specific support for these grant programs.

Management Analyst Kaitlen Burnom announced the Service Provider Working Group Brunch on February 12. The purpose of this event was to celebrate the work of the group over the last year to produce the RFCY PGM grant release, to share Department updates, and encourage participation by new organizations in this coming year.

D. Public Forum

1. Cordell Hindler, Richmond resident, provided an update to Oversight Board Members.

No further comments.

E. Consent Calendar

E-1. APPROVE the minutes of the January 13, 2026 meeting of the Richmond Fund for Children & Youth Oversight Board.

A motion was made to approve the minutes by Board Member Hegstrom, seconded by Board Member Galloway; approved by the following vote:

Ayes: Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

Noes: 0

Abstentions: 0

Absences: Khalieghya Dandie-Evans

F. Oversight Board as a whole

F-1. Elect two (2) Oversight Board Members (one (1) youth and one (1) adult) to serve as Oversight Board Co-Chairs.

The group discussed electing Oversight Board Member Co-Chairs for the calendar year. With no current active youth Board Member, the current Board Members present voted for the adult Co-Chair role.

A motion was made to nominate Board Member Qader to serve as the RFCY adult Oversight Board Co-Chair for calendar year 2026 by Board Member Hegstrom, seconded by Board Member Galloway; approved by the following vote:

Ayes: Guadalupe Enllana, Teyona Galloway, Carol Hegstrom, Madiha Qader, Stephanie Sequeira

Noes: 0

Abstentions: 0

Absences: Khaliaghya Dandie-Evans

F-2. Discuss and select a regular monthly meeting time of Oversight Board.

The group discussed the Oversight Board’s regular meeting schedule to review if the regular time of first Mondays of the month continues to work well for the group. After looking at other potential days of the month, all Board Members agreed to keep the existing Board Meeting schedule on the first Mondays of each month, with a potential review in the future when a scheduled Monday holiday would affect this schedule or when more Board Members join the group.

G. Adjournment

The meeting was adjourned at 6:30 p.m.

Staff Liaison

Approved:

Madiha Qader, Co-Chair



AGENDA REPORT

Department of Children and Youth

DATE: March 2, 2026

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

FROM: Patrick Seals, Administrative Chief
Jora Atienza Washington, Senior Management Analyst
Guadalupe Morales, Associate Management Analyst
Kaitlen Burnom, Management Analyst

SUBJECT: RICHMOND FUND FOR CHILDREN AND YOUTH TECHNICAL ASSISTANCE
GRANT SUPPORT PILOT

RECOMMENDED ACTION:

RECEIVE a presentation on the Richmond Department of Children and Youth Technical Assistance Grant Support Pilot (Jora Atienza Washington, 510-620-5458).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

Background

The Department of Children and Youth (RDCY) actively supports Richmond Fund for Children and Youth (RFCY) grantee through contracting, invoicing, and evaluation processes once organizations have been selected. An emerging area of work for the Department is developing robust supports in the form of focused technical assistance or capacity building for community organizations prior to becoming a grantee.

For the recently released RFCY Participatory Grant Making Pilot FY26-27 RFP, Department staff engaged a contractor, RDA Consulting, to provide individual and group grant planning and writing support for prospective applicants. RDCY is also working closely with the contractor to evaluate these services and will use the resulting information to consider and plan for future technical assistance and general capacity building supports. RDCY staff will provide an update on the recent group workshop, feedback from participants, and coaching sessions so far.



AGENDA REPORT

Department of Children and Youth

DATE: March 2, 2026

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

FROM: Patrick Seals, Administrative Chief
Jora Atienza Washington, Senior Management Analyst
Guadalupe Morales, Associate Management Analyst
Kaitlen Burnom, Management Analyst

SUBJECT: OVERSIGHT BOARD REVIEWERS FOR THE FISCAL YEAR 2026-2027
RICHMOND FUND FOR CHILDREN AND YOUTH GRANT APPLICATIONS

RECOMMENDED ACTION:

SELECT at least two (2) Richmond Fund for Children & Youth (RFCY) Oversight Board members to serve as reviewers for the Participatory Grant Making (PGM) Pilot Request for Proposals for Fiscal Year 2026-2027 (Jora Atienza Washington, 510-620-5458).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact to selecting reviewers. However, the RFCY will award approximately \$500,000 in funding to local organizations for FY 2026-27 to support direct services for children and youth from birth to age 24.

DISCUSSION:

The Richmond Department of Children and Youth (RDCY) released the RFCY PGM Pilot Request for Proposals (RFP) for FY 2026-2027 on January 30, 2026. Interested organizations can submit applications through the [Submittable platform](#) no later than the due date on March 13, 2026 at 11:59 p.m.

To facilitate grant review, scoring, and funding recommendations, staff are requesting that at least two (2) RFCY Board members volunteer to serve as reviewers. In addition, RDCY has begun to recruit reviewers from the City of San Francisco Department of Children Youth and Families (DCYF), City of Sacramento Office of Youth Development, City of San Pablo, regional offices of Children & Youth, as well as City of Richmond Departments. Ultimately, the goal is to compile a pool of 25-30 reviewers to support scoring for the RFP.

Next Steps

Following finalization of the reviewer pool, staff will host a reviewer information session, compile applications, and share reviewer packets by organization budget size so that like-sized organizations are competing with each other.

Staff will seek approval of recommendations from the Oversight Board and City Council in May 2026. Contracting and negotiations with selected grantees will take place from late May to June 2026. The grant cycle with for this RFP will commence on July 1, 2026 and end June 30, 2027.