



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

Monday, March 2, 2020 | 6:00 PM - 8:00 PM
440 Civic Center Plaza, Richmond, CA 94804
City Council Chamber

- A.** Pledge to the Flag
- B.** Call to Order and Roll Call
- C.** Agenda Review and Modifications
- D.** Report from the Director
- E.** Public Forum
- F.** Consent Calendar
 - F-1.** APPROVE the minutes of the January 22, 2020, meeting of the Richmond Fund for Children and Youth Oversight Board
- G.** Oversight Board as a whole
 - G-1.** DECIDE on staggered terms of expiration and select four (4) Oversight Board members 15 to 24 years of age, by lottery, to serve an initial term of two years, with the remaining Oversight Board members 15 to 24 years of age serving an initial term of one year
 - G-2.** DISCUSS the draft Richmond Fund for Children and Youth Oversight Board Bylaws
 - G-3.** RECEIVE a presentation and updates on the Request for Proposals released on December 10, 2019, to hire a consultant to support the Department of Children and Youth, the RFP Review Sub-committee's final recommendation, the current status of contract negotiations, and upcoming opportunities for the Oversight Board to participate in the Community Needs Assessment
 - G-4.** DISCUSS potential trainings opportunities for Oversight Board members
- H.** Adjournment

MEETING INFORMATION

Oversight Board members

Geselle Alvarado
Khaliaghya Dandie-Evans
Guadalupe Enllana
Teyona Galloway
Angel Godinez
Carol Hegstrom
Kapris James
Zeonta Johnson
Katherine Lee
Kristin Kilian Lobos
Christian Mendizabal
Chastity Ochoa
Madiha Qader
Stephanie Sequeira

Staff Liaison

David Padilla

The Oversight Board encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner. As a courtesy to all members of the public who wish to participate, please observe the following procedures:

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 three (3) 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 three (3) 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.



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

Wednesday, January 22, 2020
440 Civic Center Plaza, Richmond, CA 94804
City Council Chamber

MINUTES

A. Pledge to the Flag

B. Call to Order and Roll Call

The meeting was called to order at 6:06 PM by Co-Chair Guadalupe Enllana.

Present: Khalieghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Angel Godinez, Carol Hegstrom, Kapris James, Kristin Kilian Lobos, Madiha Qader, Stephanie Sequeira

Absent: Geselle Alvarado, Zeonta Johnson, Katherine Lee, Christian Mendizabal, Chastity Ochoa

Vacancies: 1 Vacancy

Staff

Liaison: David Padilla – Present

C. Agenda Review and Modifications

A motion by Board member Sequeira, seconded by Board member Galloway to have Agenda Item G-4 moved and discussed before Agenda Item G-1 passed by the following vote: **Ayes:** Board members Dandie-Evans, Enllana, Galloway, Godinez, Hegstrom, James, Lobos, Qader, Sequeira. **Noes:** None. **Abstentions:** None. **Absent:** Board members Alvarado, Johnson, Lee, Mendizabal, Ochoa.

D. Report from the Director

Department Director LaShonda White provided a report to Board members. Topics discussed included a reminder for Board members to submit Oaths of Allegiance and next steps regarding business cards, trainings, and marketing. Ms. White also provided an update on Y-PLAN (Youth – Plan, Learn, Act, Now) at Kennedy High School and shared news of the application openings for the Summer Youth Employment Program 2020 with YouthWORKS and Environmental & Community Investment Agreement (ECIA) Community Grant Program.

E. Public Forum

None.

F. Consent Calendar

- F-1.** A motion by Board member Hegstrom, seconded by Board member Galloway to approve the minutes of the December 2, 2019, meeting of the Richmond Fund for Children and Youth Oversight Board passed by the following vote: **Ayes:** Board members Dandie-Evans, Enllana, Galloway, Godinez, Hegstrom, James, Lobos, Qader, Sequeira. **Noes:** None. **Abstentions:** None. **Absent:** Board members Alvarado, Johnson, Lee, Mendizabal, Ochoa.

G. Oversight Board as a whole

- G-4.** Department staff member David Padilla presented an overview of staggered terms of expiration. Discussion continued. A motion by Board member Hegstrom, seconded by Board member Sequeira, initiated staggered term selections for Board members over the age of 24. Co-Chair Enllana and Board members Galloway, James, and Lobos were selected by lottery to serve two-year terms. As a result, Board members Hegstrom, Qader, and Sequeira and will serve an initial term of one year. Department staff will follow-up separately with Board members under the age of 24 to conduct a separate lottery term selection process. There were no public comments on this item.
- G-1.** Department staff member Patrick Seals presented an overview of a report drafted by a team of UC Berkeley graduate students on the Richmond Fund for Children and Youth Community Needs Assessment. Discussion continued. There were no public comments on this item.

- G-2.** Department staff member Sarah Ferrell presented an overview and shared updates on the Request for Proposals (RFP) released on December 10, 2019, to hire a consultant to support the Richmond Department of Children and Youth. Topics presented on include but are not limited to the RFP Review and Interview Sub-committee process, consultant expectations, and next steps. There was no further discussion. There were no public comments on this item.
- G-3.** Department staff member David Padilla presented an overview of Bylaws and their purpose, requirements per Measure E regarding rules and regulations of the Oversight Board, and draft Richmond Fund for Children and Youth Oversight Board Bylaws. Discussion continued. In providing feedback on the draft Bylaws, comments and questions were made on the following topics: majority vote requirement (Article IX, Section 2), mission statement (Article II), oath of allegiance (Article III, Section 4), vacancy, removals and absences (Article III, Section 3), and quorum (Article VII, Section 1), There was one public speaker for this item: Cordell Hindler. Mr. Hindler provided input on retreat requirements per the Brown Act and feedback on the Bylaws development process.
- G-5.** Department staff member David Padilla presented an overview and recommendation to establish a regular meeting schedule for the Oversight Board. Discussion continued. A motion by Board member Sequeira, seconded by Board members James and Hegstrom, to establish the regular meeting schedule of the Oversight Board to be the first Monday of the month with the September meeting to take place on the second Wednesday of the month passed by the following vote: **Ayes:** Board members Dandie-Evans, Enllana, Galloway, Godinez, Hegstrom, James, Lobos, Qader, Sequeira. **Noes:** None. **Abstentions:** None. **Absent:** Board members Alvarado, Johnson, Lee, Mendizabal, Ochoa. Board member Hegstrom also requested that agenda materials not be provided to Board members on Fridays prior to Monday meetings. Department Director LaShonda White stated that Department staff's goal will be to provide agenda materials to Board materials by Wednesdays prior to Monday meetings. There were no public comments on this item.

G. Adjournment

There being no further business, Co-Chair Enllana motioned to adjourn the meeting, seconded by Board member Hegstrom. The meeting adjourned at 7:37 PM.



AGENDA REPORT

Department of
Children and Youth

DATE: March 2, 2020

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

FROM: LaShonda White, Director
David Padilla, Management Analyst

SUBJECT: STAGGERING INITIAL TERMS OF EXPIRATION FOR OVERSIGHT BOARD
MEMBERS 15 TO 24 YEARS OF AGE

RECOMMENDED ACTION:

DECIDE on staggered terms of expiration and select four (4) Oversight Board members 15 to 24 years of age, by lottery, to serve an initial term of two years, with the remaining Oversight Board members 15 to 24 years of age serving an initial term of one year – Department of Children and Youth (620-6523).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

In accordance with Sections 7 (g) of Measure E, eight (8) members shall be chosen by lot, from among those able to serve for two years, to serve for an initial term of two years, with the remaining members to serve for an initial term of one year.

Consequently, to avoid having terms end or expire on the same date for all Oversight Board members, Measure E requires that eight (8) or approximately half of the Oversight Board members serve an initial term of two years, with the remaining board members serving an initial term of one year. Given that Oversight Board members, whose terms have expired, do not seek re-appointment, staggered terms assist with retaining institutional knowledge and promoting fresh perspectives.

At the January 22nd Oversight Board meeting, four (4) Oversight Board members over the age of 24 were chosen by lot to serve for an initial term of two years. Co-Chair Enllana and Oversight Board members Galloway, James, and Lobos were selected, by lottery, to serve two-year terms. As a result, Oversight Board members Hegstrom, Qader, and Sequeira will serve an initial term of one year.

At the March 2nd Oversight Board meeting, four (4) Oversight Board members 15 to 24 years of age will be selected, by lottery, to serve an initial term of two years. The remaining Oversight Board members 15 to 24 years of age will serve an initial term of one year.



AGENDA REPORT

Department of
Children and Youth

DATE: March 2, 2020

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

FROM: LaShonda White, Director
David Padilla, Management Analyst

SUBJECT: RECEIVE THE DRAFT RICHMOND FUND FOR CHILDREN AND YOUTH
OVERSIGHT BOARD BYLAWS

RECOMMENDED ACTION:

DISCUSS the draft Richmond Fund for Children and Youth Oversight Board Bylaws – Department of Children and Youth (620-6523).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

In accordance with Sections 7 (d) of Measure E, the Oversight Board shall adopt rules and regulations to govern its procedures, which shall, among other things, include the manner of calling and giving notices of meetings.

Department staff researched best practices of the Oakland Fund for Children and Youth and San Francisco Department of Children, Youth, and Their Families' committees and developed draft Bylaws (Attachment 1) to establish the structure of the Oversight Board.

At the January 22nd Oversight Board meeting, Oversight Board members provided feedback on sections of the draft Bylaws including: majority vote requirement (Article IX, Section 2), mission statement (Article II), oath of allegiance (Article III, Section 4), vacancy, removals and absences (Article III, Section 3), and quorum (Article VII, Section 1). Department staff incorporated feedback and are providing an updated version of draft Bylaws for review and discussion.

ATTACHMENT:

1. Draft Richmond Fund for Children and Youth Oversight Board Bylaws

DRAFT - RICHMOND FUND FOR CHILDREN AND YOUTH OVERSIGHT BOARD BYLAWS

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ARTICLE I – Identification

Section 1: Name

The name of the Board shall be the “Richmond Fund for Children and Youth Oversight Board” and shall be referred to in the Bylaws as the “Oversight Board.”

Section 2: Authority and Purpose

As provided in Section 7 of Measure E, oversight of the Richmond Fund for Children and Youth shall be provided by the Richmond Fund for Children and Youth Oversight Board (the "Oversight Board"). The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency.

ARTICLE II – Mission Statement

To be decided

ARTICLE III – Oversight Board

Section 1: Number and Appointing Authority

As provided in Section 7(a) of Measure E, the Oversight Board shall consist of fifteen (15) members made up of Richmond or North Richmond residents. These members shall be appointed as follows: three (3) members appointed by the Mayor with at least one being 15 to 24 years of age and two (2) members appointed by each member of the Richmond City Council, one over 24 years old, and one who is 15 to 24 years of age (Sections 7(a) and 7(b) of Measure E).

Section 2: Term of Appointment

Members of the Oversight Board serve two-year terms while members under the age of 24 have the option of serving one-year terms. There shall be no limitation on the number of consecutive terms served. The terms of the initial appointees to the Oversight Board shall commence on the date of the first meeting of the Oversight Board, which may occur when at least ten members have been appointed and are present. Oversight Board members shall serve at the pleasure of the appointing authority. If a vacancy occurs during the term of office of any Oversight Board member,

the appointing authority shall appoint a successor to complete the unexpired term in the same manner as the selection of the initial member.

Additional language for Oversight Board members who turn 25 years old during their term:

If an Oversight Board member turns twenty-five (25) during their term, they may continue to serve until their term expires. If the Oversight Board member would like to continue serving on the Oversight Board following this term expiration, they must apply for a vacant seat, if available, that is reserved for residents over 24 years of age.

Section 3: Vacancy, Removals and Absences

A vacancy on the Oversight Board will exist whenever a member resigns, is removed, or completes the end of their term. Any vacancy shall be filled immediately after the date that such vacancy occurs by the elected official that appointed the Oversight Board member.

Oversight Board members should inform the Staff Liaison in advance if they are unable to attend a meeting. Failure to comply with the following attendance rules can result in automatic resignation:

- a. Absence from more than three regular meetings within a twelve month period shall be deemed an automatic resignation

Within one week of the third absence, the Staff Liaison shall remind the Oversight Board member of the absence rule. Upon the fourth absence, the staff liaison shall notify the City Clerk to issue a notice of automatic resignation and post the vacancy.

Oversight Board members may make a written request in advance of a meeting to excuse an absence due to scheduling conflicts. Requests for all other excused absences may be considered on a case-by-case basis.

Proposed language based off Oversight Board feedback:

A vacancy on the Oversight Board will exist whenever a member resigns, is removed, or completes the end of their term. Any vacancy shall be filled immediately after the date that such vacancy occurs by the elected official that appointed the Oversight Board member.

Oversight Board members may make a written request in advance of a meeting to excuse an absence due to scheduling conflicts. Requests for all other excused absences may be considered on a case-by-case basis.

Oversight Board members should inform the Staff Liaison seventy-two (7)2 hours in advance by written communication if they are unable to attend a meeting. Failure to comply with the following attendance rules will result in an automatic resignation:

- a. Absence from more than three regular meetings within a twelve month period shall be deemed an automatic resignation
- b. A member must be present at least one hour, or 50% of the entire meeting, whichever is less, to be counted as present for purposes of attendance

Within one week of the third absence, the Staff Liaison shall remind the Oversight Board member of the absence rule. Upon the fourth absence, the staff liaison shall notify the City Clerk to issue a notice of automatic resignation and post the vacancy.

Section 4: Oath of Allegiance

Acceptance of the Oath of Allegiance constitutes an Oversight Board member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Richmond and all pertinent state and federal laws.

Proposed language based off Oversight Board feedback:

Completion of the Oath of Allegiance form constitutes an Oversight Board member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Richmond and all pertinent state and federal laws. If an Oversight Board member refuses to complete an Oath of Allegiance form, they must submit the following materials to be reviewed by the City Clerk: (1) Reasoning in written form for not completing the Oath of Allegiance form and (2) blank Oath of Allegiance form. The City Clerk will then review the materials and determine if any additional action is necessary.

Section 5: Roles and Responsibilities

The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency.

Additional language based off Measure E:

The Oversight Board shall meet a minimum of six (6) times per year.

Responsibilities of the Oversight Board shall be:

1. Strategic planning: (a) creating an initial Strategic Investment Plan as described under Section 8 of Measure E, and (b) updating the Strategic Investment Plan every three years.
2. Reviewing applications for funding from the Fund through a transparent and fair application process.
3. Recommending to the City Council a list of grants to be awarded for each funding cycle.
4. Facilitating an annual evaluation: working with a third-party, external independent evaluator to identify relevant evaluation measures and ensure that programs funded through the Fund are impactful and meet established outcomes. Evaluation reports shall be provided to the City Council and the Mayor's office and made available to the public.
5. Reviewing financial reports and audits to confirm that spending from the Fund is consistent with all provisions of this Article, and that the funds are being managed responsibly.

Section 6: Rules, Regulations and Procedures

Rules, regulations and procedures for the conduct of Oversight Board business shall be established by consensus. However, when a consensus is not obtained, or when the Co-Chairs or a majority of the members present decide to establish rules, regulations and procedures by a vote, then Oversight Board business shall be established by a majority vote of the members present. The Oversight Board must vote to adopt any motion or resolution.

Section 7: Role of Individual Oversight Board Members

It shall be the duty of individual Oversight Board members to:

- (a) Attend Oversight Board meetings on a regular and consistent basis;
- (b) Review materials in preparation for each meeting;
- (c) Help approve grantees each funding cycle;
- (d) Represent stakeholder groups and the community as a whole in providing input which reflects the concerns, visions and ideas of the Richmond and North Richmond community;

- (e) Engage in analysis and discussion of issues to be brought before the Oversight Board; and
- (f) Participate in Oversight Board activities and functions.

Section 8: Conflict of Interest

Each Oversight Board member warrants and represents that they have no financial interest in any program, project, organization, agency or other entity that is seeking or will seek funding approval from the Oversight Board. An Oversight Board member shall immediately notify the Department of Children and Youth staff and the Co-Chairs of any real or possible conflict of interest between membership on the Oversight Board and work or other involvement with entities funded or served by the Richmond Fund for Children and Youth.

ARTICLE IV – Officer Positions

Section 1: Oversight Board Officers

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.

Section 2: Oversight Board Co-Chairs

The Co-Chairs shall preside at all meetings of the Oversight Board. 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 (Revised 2011).

The Co-Chairs may rule a public speaker out of order if:

- (a) the speaker is speaking beyond the allocated time limit;
- (b) the speaker's remarks are not relevant to the agenda item;
- (c) the manner, tone and content of the speaker's remarks attack the character of individuals or are abusive

The public has the right to criticize policies, procedures, programs or services of the City, the Oversight Board. The Oversight Board shall not abridge or prohibit public criticism.

In addition, the Co-Chairs shall appoint all sub-committees and their Chairs. The Co-Chairs shall encourage Oversight Board members to participate on sub-committees and shall ensure broad and diverse representation of Oversight Board members on all sub-committees.

In the event of the absence or inability of a Co-Chair to act, the corresponding Co-Chair shall preside at meetings and perform the duties of the Co-Chairs. In the event of the absence of both Co-Chairs, the remaining Oversight Board members shall appoint one of the members to preside at the meeting and perform the duties of a Co-Chair until such time as one of the Co-Chairs is available.

Co-Chairs shall be elected by 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.

Section 3: Sub-committee Chairs

Sub-committee Chairs shall perform the duties and responsibilities that may be delegated by the Co-Chairs and carry out the assignments assigned to that sub-committee.

ARTICLE V – City of Richmond Staff

Section 1: Department of Children and Youth

The Department of Children and Youth within the City Manager’s Office shall provide the Oversight Board with staff assistance as necessary to enable the Oversight Board to fulfill its functions and duties. The Staff Liaison, in addition to assigned staff, shall assist in preparing agendas, oversee compliance with meeting notice requirements in the Ralph M. Brown Act, and record minutes for all regularly scheduled Oversight Board meetings and sub-committee meetings.

ARTICLE VI – Committees

Section 1: Sub-committees

Upon approval by a majority of the members of the Oversight Board, standing sub-committees may be formed to advise the Oversight Board. The sub-committees shall be composed of members of the Oversight Board with Department staff providing assistance as deemed appropriate. The Co-Chairs of the Oversight Board shall encourage members to participate on subcommittees and shall seek broad and diverse representations on all sub-committees.

Section 2: Sub-committee Quorum

A majority of the members of a sub-committee constitutes a quorum.

Section 3: Conduct at all Sub-committees

All sub-committee meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

ARTICLE VII - Meetings

Section 1: Quorum

At all meetings of the Oversight Board, the presence of a majority of the Oversight Board shall constitute a quorum for the purposes of conducting a meeting.

If the meeting is cancelled, unofficial discussion of the items noticed on the agenda may continue, but no formal action may be taken. The Staff Liaison or a designee of the Department of Children and Youth will prepare a record of the discussion and the record will reflect (i) whether or not the meeting was canceled due to a lack of a quorum and (ii) that no formal action was taken on the items discussed.

The Staff Liaison or an individual designated by the Department of Children and Youth to prepare a record of the meeting shall keep a record of Oversight Board members' attendance. An Oversight Board member shall notify Department staff of an anticipated absence.

Proposed language based off Oversight Board feedback:

At all meetings of the Oversight Board, the presence of a majority of the Oversight Board currently appointed shall constitute a quorum for the purposes of conducting a meeting.

If the meeting is cancelled, unofficial discussion of the items noticed on the agenda may continue, but no formal action may be taken. The Staff Liaison or a designee of the Department of Children and Youth will prepare a record of the discussion and the record will reflect (i) whether or not the meeting was canceled due to a lack of a quorum and (ii) that no formal action was taken on the items discussed.

The Staff Liaison or an individual designated by the Department of Children and Youth shall prepare and keep a record of Oversight Board members' attendance. An Oversight Board member shall notify Department staff of an anticipated absence.

Section 2: Conduct of Meetings

Meetings shall be governed by Rosenberg's Rules of Order (Revised 2011), unless otherwise stated in these Bylaws.

All Oversight Board meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

Section 3: Motions

If any Oversight Board member shall demand a second to any motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by an Oversight Board member.

Section 4: Public Input

All interested persons shall be allowed to express their views (oral or written) at regular Oversight Board or sub-committee meetings regarding matters within the jurisdiction of the Oversight Board and at special Oversight Board or sub-committee meetings on matters that are agendized.

Section 5: Public Input on Agendized Items

Persons wishing to comment on an item on the agenda shall file a Speaker 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. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute.

Each agenda for regular or special meetings of the Oversight Board, or its sub-committees at which action is proposed to be taken on an item, shall provide an opportunity for each member of the public to directly address the Oversight Board prior to action thereupon.

Section 6: Public Input on Non-Agendized Items (Public Forum)

All regular Oversight Board meetings shall provide the opportunity for public comment on items not on the agenda but within the jurisdiction of the Oversight Board. 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 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 three (3) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs' sole discretion. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute.

Section 7: Meeting Minutes

Minutes shall be taken at every regular and special Oversight Board meeting. The Minutes shall be taken by Department staff and filed with the City Clerk.

Section 8: Regular Meetings

Regularly-scheduled date and time to be decided

Section 9: Notice and Conduct of Regular Meetings

Notices and agendas of all regular Oversight Board meetings requiring notice shall be posted on an exterior bulletin board accessible twenty-four (24) hours a day. Notice of regular meetings shall be posted at least seventy-two (72) hours before the meeting.

Proposed language based off Oversight Board feedback:

Notices and agendas of all regular Oversight Board meetings requiring notice must be posted on an exterior bulletin board accessible twenty-four (24) hours a day. While notice of regular meetings and their respective agenda packets must be posted at least seventy-two (72) hours before the meeting, Department staff will aim to post materials one hundred fourteen (114) hours in advance of the meeting.

Section 10: Notice and Conduct of Special Meetings

Special Oversight Board or sub-committee meetings may be called at any time by the Co-Chairs or by a majority of the Oversight Board members or sub-committee members. Notice of all special meetings shall be posted on an exterior bulletin board and filed with the City Clerk’s Office at least twenty-four (24) hours (excluding Saturday, Sunday, and Holidays) before the time of the meeting set forth in the Agenda.

Section 11: Public Access Requirement

All public meetings must be held in a wheelchair accessible location. Disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, may be requested by contacting the City Attorney’s Office Americans with Disabilities Act coordinator at (510) 620-6509 at least three (3) business days before the meeting date.

Section 12: Recess

The Oversight Board shall recess for the period of August 1 through August 31 each year, which shall be known as the "annual recess." During the annual recess the Oversight Board may be convened by the Co-Chairs for special Oversight Board meetings or by the Chair for a sub-committee meeting.

ARTICLE VIII - Agenda Requirements

Section 1: Agenda Preparation

Department staff, in collaboration with Co-Chairs, shall prepare the agenda for meetings. The agenda shall contain a meaningful description of each item to be transacted or discussed at the Oversight Board or sub-committee meeting.

ARTICLE IX- Voting

Section 1: Voting, Abstention and Recusal

Each member present at an Oversight Board or sub-committee meeting shall vote on all matters put to a vote, unless the member abstains, is excused from voting by a motion adopted by a majority of the members present or unless the member declares they have a conflict of interest, or has been advised to recuse themselves from the vote by the City Attorney’s Office because they may have a conflict of interest regarding the item.

Section 2: Majority Vote Requirement

All major decisions by the Oversight Board shall require a consensus. The Co-Chairs may call for an affirmative vote of the majority of those members present. The minutes shall reflect how each member voted.

Proposed language based off Oversight Board feedback:

The Oversight Board shall aim for a consensus with all major decisions. If there is not a consensus, the Co-Chairs may call for an affirmative vote of the majority of those members present. The minutes shall reflect how each member voted.

Section 3: Voting by Proxy

Voting by proxy is prohibited.

ARTICLE X - Parliamentary Procedure

Section 1: Rosenberg's Rules of Order

The business of the Oversight Board and its sub-committees shall be conducted, to the extent possible, in accordance with parliamentary rules as contained in Rosenberg's Rules of Order (Revised 2011), except as modified by these rules and in accordance with State open meeting laws.

ARTICLE XI - Bylaws Amendment

These Bylaws shall be reviewed annually or as necessary. The Oversight Board may adopt Bylaws amendments at any regular meeting of the Oversight Board by a consensus or by vote of two-thirds of the Oversight Board members present; provided such proposed amendments are circulated in writing to all Oversight Board members at least seven (7) days prior to such meeting, and seven (7) days' public notice shall be posted.



AGENDA REPORT

Department of
Children and Youth

DATE: March 2, 2020

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

FROM: LaShonda White, Director
Sarah Ferrell, Graduate Student Intern

SUBJECT: RECEIVE AN UPDATE ON THE CONSULTANT CONTRACT PROCESS AND OPPORTUNITIES FOR THE OVERSIGHT BOARD TO PARTICIPATE IN THE COMMUNITY NEEDS ASSESSMENT

RECOMMENDED ACTION:

RECEIVE a presentation and updates on the Request for Proposals released on December 10, 2019, to hire a consultant to support the Department of Children and Youth, the RFP Review Sub-committee's final recommendation, the current status of contract negotiations, and upcoming opportunities for the Oversight Board to participate in the Community Needs Assessment – Department of Children and Youth (620-6523).

FINANCIAL IMPACT OF RECOMMENDATION:

Department of Children and Youth (Department) staff is requesting the Richmond City Council approve a total contract amount that will not exceed \$177,033 (\$153,942 will cover project management, data collection, community engagement, meeting facilitation and reporting, and community needs assessment and strategic investment plan development. A 15% project contingency totaling \$23,091 is also included).

DISCUSSION:

The Request for Proposals (RFP) was released to the public on December 10, 2019, to solicit proposals for consultants to support community engagement, conduct a Community Needs Assessment (CNA), and develop a Strategic Investment Plan to inform the first three-year grant cycle of the Richmond Fund for Children and Youth. A Sub-Committee composed of seven (7) Oversight Board members, Department staff, and staff from surrounding Bay Area city governments reviewed the five (5) received proposals and interviewed three (3) finalist firms.

Based on the Sub-Committee's recommendation, the Department worked with the selected firm to develop a scope of work that was included as part of a contract.¹

The Department will take the final draft contract to the Richmond City Council for approval on March 3, 2020. Upon City Council approval, the firm will begin developing the community engagement plan and CNA processes.

The contract outlines numerous activities aligned with **Community Engagement** and the **Community Needs Assessment**, which the Oversight Board is encouraged to attend and support. These activities include:

- A community engagement plan, developed in collaboration with the Department, Oversight Board, and Service Provider Working Group throughout March and April, to ensure that these stakeholders can determine how they want to participate. The engagement plan will also ensure that outreach methods are tailored to Richmond and unincorporated North Richmond's hardest-to-reach residents and to the gaps that service providers have already identified.
 - In addition, the community engagement plan will identify opportunities for Oversight Board members and Department staff to engage residents at community events such as the Earth Day, Juneteenth, and Cinco de Mayo festivals.
- Capacity building and development for youth participants and Oversight Board members to support and lead CNA activities.
- A review of existing secondary data, including but not limited to: the Richmond Community Survey, West Contra Costa Unified School District (WCCUSD) data, child welfare and human services, healthcare utilization, Health in All Policies (HiAP) reports, and existing needs assessments and data collection by Kaiser Permanente, RYSE, Safe Return Project and more.
- A community questionnaire, distributed online and in hard-copy throughout Richmond and unincorporated North Richmond.
- Key stakeholder interviews will pilot test interview questions and processes, and then additional key stakeholder interviews to hear from Richmond and unincorporated North Richmond residents' knowledge and expertise.
- Focus groups to collect additional qualitative data from more specific target populations, such as service providers and educators for young children and families, service providers and educators for adolescents, and specific youth and transition-age populations.
- At least seven (7) community forums, one (1) in each District and one (1) in unincorporated North Richmond, which will be used to identify assets and have residents respond to maps, gaps and barriers, and preliminary CNA results.
- Report-Backs and Share-Outs at community events to present CNA findings and continue to collect feedback to inform the Strategic Investment Plan.

¹ The Oversight Board will have access to the contract with the selected consultant once the City Council agenda for March 3, 2020, is published.

The Scope of Work includes several activities aligned with the development of the **Strategic Investment Plan**, including:

- Guiding principles and questions, created in collaboration with Department staff, the Oversight Board, and other stakeholders.
- Indicators to measure outcomes for youth, children, and families and to measure the impact of the Fund.
- Communication tools that include a report, a slide presentation, and other visuals to share the Strategic Investment Plan with the general public.

Finally, Department staff discussed with the consultant mechanisms for explicitly centering racial and social equity throughout the assessment and strategic planning process, and therefore the Scope of Work includes:

- Onboarding materials and process for the consultant to become familiar with the Health in All Policies (HiAP) Strategy and Ordinance, Richmond General Plan 2030, and Government Alliance for Race and Equity (GARE).
- The co-creation of the CNA's *Guiding Principles* to ensure the CNA is aligned to the values of the Department and Oversight Board.

In summary, the firm will work with community members, Oversight Board, Service Provider Working Group, Department staff, and other key stakeholders throughout this process. The community engagement plan will be developed in the Spring of 2020 and will guide the CNA process throughout the Spring and Summer. The Oversight Board will have the opportunity to participate in capacity building events, led by the firm, and attend and support CNA activities and general community engagement throughout the Spring and Summer. The firm will also be actively incorporating community feedback and sharing results throughout this process.

NEXT STEPS:

The firm will lead a planning kickoff with Department staff in March 2020. Then the firm will host an event for Oversight Board members and the Service Provider Working Group to co-develop the community engagement plan. Additionally, the Oversight Board can expect updates about the CNA at all upcoming monthly Oversight Board members.

Finally, as some of the first CNA events, Department staff are hosting two Youth Engagement Forums on March 12 and 13 at the East Bay Center for Performing Arts for middle and high schoolers. During the Forum, youth will participate in hands-on activities to describe their day-to-day life and illuminate community assets and areas for change.



AGENDA REPORT

Department of
Children and Youth

DATE: March 2, 2020

TO: Richmond Fund for Children and Youth Oversight Board

FROM: LaShonda White, Director
Guadalupe Morales, Youth Services Coordinator

SUBJECT: TRAINING TOPICS FOR THE OVERSIGHT BOARD

RECOMMENDED ACTION:

DISCUSS potential trainings opportunities for Oversight Board members – Department of Children and Youth (620-6523).

FINANCIAL IMPACT OF RECOMMENDATION:

There is no financial impact.

DISCUSSION:

In order to support the professional and personal development of Oversight Board members, Department staff would like to provide an opportunity for Oversight Board members to discuss potential trainings and areas in which they would like further support.

Potential training topics include but are not limited to:

- **Robert's Rules of Order:** Gain familiarity with the parliamentary procedure for conducting meetings and making decisions as a group
- **Ethics:** Understand the principles of conduct governing an individual or a group; enable members to identify and deal with ethical problems, which are implicit in everyday choices and actions
- **Power Dynamics:** Recognize power dynamics and the impact of age and intersectionality; access the tools and resources to prevent or mitigate negative power dynamic occurrences

- **Community Needs Assessment:** Learn how a Community Needs Assessment identifies the strengths and resources available in the community to meet the needs of children, youth, and families
- **Facilitation and Notetaking:** Enhance facilitation knowledge and ability while developing confidence and competence to lead large and small-group discussions and implement engaging activities for Richmond and unincorporated North Richmond residents. Gather data effectively for further analysis
- **Results-Based Accountability (RBA):** Understand this framework that emphasizes evaluation and outcome-based indicators. With the purpose of improving complex, social problems and addressing the needs of children, youth, families, and adults, RBA is utilized by organizations to improve the effectiveness of their programs
- **City Policies and Frameworks:** Understand City of Richmond policies and frameworks which include but are not limited to the Richmond General Plan 2030, Health in All Policies (HiAP) Strategy and Ordinance, Government Alliance on Race and Equity (GARE), Open Data, Equal Access, and District Elections

Department staff will also work with the consultant selected to support the Community Needs Assessment and Strategic Investment Plan process to provide capacity training for Oversight Board members so that they feel confident and engaged in the process.