



**CHILDREN AND YOUTH COMMISSION MEETING**

**Tuesday, June 24, 2014  
Market Station  
Conference Room  
500 Market Station  
6:00 p.m. - 8:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: October 23, 2013, April 22, 2014 and May 6, 2014
4. New Business:
  - a. Summer Retreat
5. Old Business:
  - a. Agency Evaluations
6. Comments from the Chair and Commissioners
7. Report from Staff:
  - a. Update on contracts for FY 14-15
8. Matters from the Floor
9. Adjournment

**TO ACCOMMODATE THOSE WITH SENSITIVITIES, PLEASE REFRAIN FROM WEARING FRAGRANCE.**

**Persons with disabilities in need of accommodations, contact the City Clerk's office at 955-6520, five (5) working days prior to meeting date.**

## CHILDREN AND YOUTH COMMISSION – INDEX – JUNE 24, 2014

ROLL CALL	A quorum was present by roll call.	Page 2
CALL TO ORDER	The Vice Chair called the meeting to Order at 6:00 pm.	
APPROVAL OF AGENDA	Mr. Bustamante moved to approve the Agenda as amended , second by Ms. Lefrak, motion carried by unanimous voice vote.	Page 2
Change: Minutes listed as October 12, 2013 are October 12, 2012.		
APPROVAL OF MINUTES	<i>Mr. Multari moved to approve the minutes of October 23, 2012, April 22, 2014, April 22, 2014, second by Ms. Lefrak, motion carried by unanimous voice vote.</i>	Page 2
NEW BUSINESS	Summer Retreat <i>Ms. Aarniokoski moved to approve the Summer Retreat meeting on July 22, 2014, 9:00 am – 4:00 pm, second by Mr. Multari, motion carried by unanimous voice vote.</i>	Page 2-3
OLD BUSINESS	Agency Evaluations	Page 3-4
COMMENTS FROM THE CHAIR	None	Page 4
REPORT FROM STAFF	Informational	Page 4
MATTERS FROM THE FLOOR	None	Page 4
ADJOURNMENT	The meeting was adjourned at 7:00 pm	Page 4
SIGNATURE PAGE		Page 5

CHILDREN AND YOUTH COMMISSION  
JUNE 24, 2014  
6:00 PM – 7:00 PM  
MINUTES

1. The Children and Youth Commission meeting was called to order by Ms. Jill Reichman, Vice Chair at 6:00 pm. A quorum was declared by roll call.

Roll Call - Present

Thomas Bustamante  
Dolores Fidel  
Michael Multari  
Jill Reichman, Acting Chair  
Joanne Lefrak  
Paige Aarniokoski

Not Present:  
Sue Anne Herrmann, Chair

Others Present:  
Chris Sanchez, Staff Liaison  
Fran Lucero, Stenographer

2. Approval of Agenda:  
Staff Change: Minutes listed as October 12, 2013 are minutes from October, 2012.

***Mr. Bustamante moved to approve the agenda as amended, second by Ms. Lefrak, motion carried by unanimous voice vote.***

3. Approval of Minutes  
Action on minutes dated October 23, 2012, April 22, 2014 and May 6, 2014.

***Mr. Multari moved to approve the minutes of October 23, 2012, April 22, 2014, April 22, 2014, second by Ms. Lefrak, motion carried by unanimous voice vote.***

4. New Business
  - A. Summer Retreat  
Will be held on July 22, 2014 – 9:00 am – 4:00 pm at Santa Fe Prep.  
Lunch will be ordered from Walter Burke and commissioners will pay for their lunches.

***Ms. Aarniokoski moved to approve the Summer Retreat meeting on July 22, 2014, 9:00 am – 4:00 pm, second by Mr. Multari, motion carried by unanimous voice vote.***

5. Old Business

A. Agency Evaluations

Jill Reichman: Agency Evaluations (Exhibit A – Children and Youth Commission Grant Evaluation Template, May 2014)

Mr. Bustamante would like to see incorporation of some of the guidelines in to the CYC evaluation form.

Mr. Multari asked if CYC could invite some of the grantees that did a good job and get their input on the evaluation. It was discussed and decided that this could be done and would formalize once all of the edits are made to the CYC Evaluation form and the old RFP.

One comment was made on Grant Writers capabilities and how it negatively affects the program when they are not good writers. It is important that they represent the program well.

It was agreed that the evaluation tool should also go out when the RFP goes out.

Ms. Reichman asked the committee to review Exhibit A and the old RFP and to provide their comments to her and Mr. Bustamante. Ms. Reichman will incorporate all comments into a format that can be reviewed at the retreat.

Ms. Lefrak suggested that for the retreat the review of the evaluation documents and the RFP should have been done prior to arriving at the retreat in order to have an organized discussion.

Mr. Sanchez will send the RFP document to the commission members. The electronic document sent by Ms. Reichman is for review and comments should be sent to her directly.

Mr. Multari asked if Mr. Sanchez could edit the old RFP with the input and suggestions from the presented evaluation to discuss at the retreat. Mr. Sanchez will get this done.

Mr. Sanchez asked the commission members if all evaluations had been turned in to him. He shared with the CYC members that some of the applicants who were not selected are asking for feedback.

Mr. Sanchez noted that everyone who is receiving an award has been notified and a press release will follow in the next few days with all of the details of their awards.

Topic of Discussion regarding \$60,000 remaining.

Mr. Sanchez said there is \$60,000 and initially \$5,000 was going to the grantees. The City Finance Committee did not feel this was the process that should be followed. There was discussion on the preparation of an RFP for the application at \$60,000 for data capacity [Consultant] selection. The money would be routed through a consultant to the grantees. The commission members concurred with Mr. Sanchez that one RFP in the amount of \$60,000 is their choice vs. 2-in the amounts of \$30,000 each. The Children and Youth Commission members will have an important role in creating the process for this selection. Mr. Multari asked what the term would be for this contract. Mr. Bustamante said it would be a 12-month contract, one fiscal year. Mr. Sanchez will work on the RFP and send to the commission members. He would like to have it implemented by the school year. Mr. Multari asked that this also be placed on the Agenda for the Retreat.

6. Comments from the Chair and Commissioners

None

7. Report from Staff

Update on the Contracts. Legal has signed the 36 contracts and once they are complete they will go to the Finance Committee for signature and issued by July 1, 2014. Mr. Sanchez is working on the reconciliation of funding from last FY.

Feedback from the Organizations: There were two after school programs who were shocked that they were not selected. Mr. Sanchez explained the parameters on the funding amount and explained that CYC is looking at outcomes. Some of the organizations were disappointed that their amounts went down. Those that were awarded were very happy.

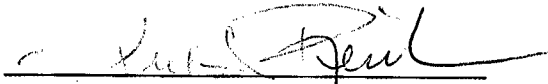
8. Matters from the Floor

None

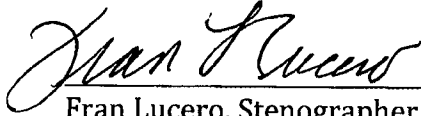
9. Adjournment

There being no further business to come before the Children and Youth Commission, the meeting was adjourned at 7:00 pm.

Signature Page:



Jill Reichman, Acting Chair



Fran Lucero, Stenographer

Children & Youth Commission Grant Evaluation Template  
May 2014

Section A: Statement of Need

In this section the applicant must describe the population of focus and the geographic area to be served, and it must justify its selection of both. Also, the applicant organization must include demographic information on the population of focus.

The applicant organization must also describe the nature of the problem and extent of the need (e.g. current prevalence rates or incidence data) for the current population of focus based on available data, and it must also include a clearly established baseline for its project.

Overall Assessment of Section A: Statement of Need

Outstanding	Very Good	Acceptable	Marginal	Unacceptable
		x		

A.1.1. The applicant organization describes the population of focus and the geographic area to be served, and justifies the selection of both.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

A.1.2. The applicant organization includes demographic information on the population of focus.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

A.2.1. The applicant organization describes the nature of the problem and extent of the need (e.g. current prevalence rates or incidence data) for the population of focus based on data, and includes a clearly established baseline for the project in its statement of need.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

A. 2.2. Documentation of need may come from a variety of qualitative and quantitative sources. The applicant organization demonstrates that quantitative data comes from local data or trend analyses, State data (e.g. from State Needs Assessments and/or national data).

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

A.2.3. For data sources that are not well known, the applicant organization provides sufficient information on how the data were collected so reviewers can assess the reliability and validity of the data.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

A.3.1. Non-tribal applicants show that identified needs are consistent with priorities of the State or county that has primary responsibility for the service delivery system. The applicant organization also includes, in Appendix, a copy of the State or county (CYC?) Strategic Plan, or State or county Needs Assessment, or a letter from the State or county indicating that the proposed project addresses a State-or-county identified priority.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

### Section B: Proposed Evidence Based Service/Practice

In this section of the Project Narrative, the application organization must clearly state the purpose, goals and objectives of the proposed project. The applicant organization must also describe how achievement of the goals will produce meaningful and relevant results (e.g. increased access, availability, prevention, outreach, pre-services, treatment and/or intervention) and support CYC's goals for the program. In addition, the applicant organization is required to identify the evidence-based service/practice that it proposes to implement and the source of the information.

### Overall Assessment of Section B: Proposed Evidence-Based Service/Practice

Outstanding	Very Good	Acceptable	Marginal	Unacceptable



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Assessment of Specific Sub-Criterion/Elements, Section B.

B.1.1. The applicant organization clearly states the purpose, goals and objectives of its proposed project.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.1.2. The applicant organization describes how achievement of the goals will produce meaningful and relevant results (e.g. increase access, availability, prevention, outreach, pre-services, treatment, and/or intervention) and support CYC's goals for the program.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.2.1. The applicant organization identifies the evidence-based service/practice that it proposes to implement, the source of the information, and discusses the evidence that shows that this practice is effective with its population of focus.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.2.2. If the evidence is limited or non-existent, the applicant organization provides other information to support the selection of the intervention for the population of focus.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.3. The applicant organization documents the evidence that the practice it has chosen is appropriate for the outcomes it wants to achieve.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.4. The applicant organization identifies and justifies any modifications or adaptations it will need to make to the proposed practice to meet the goals of the project and it states why it believes the changes will improve outcomes.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.5. The applicant organization explains why it chose the evidence-based practice over other evidence-based practices. If this is not an evidence-based practice, it explains why it chose this intervention over other interventions.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.6. The applicant organization describes how the proposed project will address issues of age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and gender in the population of focus, while retaining fidelity to the chosen practice.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.7.1. The applicant organization demonstrates how the proposed service/practice will meet its goals/objectives.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

B.7.2. The applicant organization provides a logic model that links the need, the services or practice to be implemented, and outcomes.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

**Section C: Proposed Implementation Approach**

In this section the applicant must describe how the proposed service or practice will be implemented. Furthermore, it is expected to provide detail on how it will screen and assess clients for \_\_\_\_\_, and use the information obtained from the screening and assessment to develop the appropriate treatment approaches for the person identified as having \_\_\_\_\_.

It must also include a realistic time line for the entire project period (chart or graph) showing key activities, milestones, and responsible staff.

**Overall Assessment of Section C: Proposed Implementation Approach**

<b>Outstanding</b>	<b>Very Good</b>	<b>Acceptable</b>	<b>Marginal</b>	<b>Unacceptable</b>

**Assessment of Specific Sub-Criterion Elements, Section C.**

C.1. The applicant organization describes how the proposed service or practice will be implemented.

<b>Outstanding</b>	<b>Very Good</b>	<b>Acceptable</b>	<b>Marginal</b>	<b>Unacceptable</b>

C.2.1. The applicant organization describes how well it will screen and assess clients for the presence of \_\_\_\_\_ or absence of \_\_\_\_\_.

<b>Outstanding</b>	<b>Very Good</b>	<b>Acceptable</b>	<b>Marginal</b>	<b>Unacceptable</b>

C.2.2. The applicant organization describes how it uses the information obtained from the screening and assessment to develop appropriate treatment/service approaches for the person identified as having \_\_\_\_\_.

<b>Outstanding</b>	<b>Very Good</b>	<b>Acceptable</b>	<b>Marginal</b>	<b>Unacceptable</b>

C.3. The applicant organization provides a realistic time line for the entire project period (chart or graph) showing key activities, milestones, and responsible staff.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.4.1. The applicant organization clearly states the unduplicated number of individuals it proposes to service (annually or over the entire project period) with grant funds.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.4.2. The applicant organization clearly includes the types and numbers of services to be provided, and anticipated outcomes.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.4.3. The applicant organization describes how the population of focus will be identified, recruited, and retained.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.5.1. The applicant organization discusses the language, beliefs, norms and values of the population of focus, as well as socioeconomic factors that must be considered in delivering programs to this population.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.5.2. The applicant organization discusses how the proposed approach addresses the issues referenced in C.5.1.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.6. The applicant organization describes how project planning, implementation and assessment will include client input.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.7.1. The applicant organization describes how the project components will be embedded within the existing service delivery system, including other funded projects, if applicable.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.7.3. The applicant organization includes letters of commitment from community organizations supporting the project in Appendix (\_\_\_).

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.8. The applicant organization shows that the necessary groundwork (e.g. planning, consensus development, development of memoranda's of agreement, identification of potential facilities) has been completed or is near completion so that the project can be implemented and service delivery can begin as soon as possible and no later than \_\_\_ after grant award.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.9. The applicant organization describes the potential barriers to successful conduct of the proposed project and how it will overcome them.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

C.10. The applicant organization describes its plan to continue the project after the funding period ends. It also describes how program continuity will be maintained when there is a change in the operational environment (e.g. staff turnover, change in project leadership) to ensure stability over time.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

#### Section D: Staff and Organizational Experience

In this section the applicant must discuss the capability and experience of the applicant organization and other participating organizations with similar projects and populations. The applicant organization must demonstrate that it and other participating organizations have linkages to the population of focus and ties to the grassroots/community-based organizations that are rooted in the culture and language of the population of focus. It should also include in the narrative a complete list of staff positions for the project, showing the role of each and their level of effort and qualifications.

#### Overall Assessment of Section D: Staff and Organizational Experience

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

#### Assessment of Specific Sub-Criterion/Elements, Section D.

D.1.1. The applicant organization discusses its capability and experience and that of other participating organizations with similar projects and populations.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

D.1.2. The applicant organization demonstrates that it and other participating organizations have linkages to the population of focus and ties to grassroots/community-based organizations that are rooted in the culture and language of the population of focus.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

D.2. The applicant organization provides a complete list of staff positions for the project, including the Project Director and other key personnel such as treatment/prevention personnel, and shows the role of each, their level of effort and qualifications.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

D.3.1. The applicant organization discusses how key staff have demonstrated experience in serving the population of focus, and are familiar with its culture and language.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

D.3.2. If the population of focus is multicultural and multilingual, the applicant organization describes how the staff is qualified to serve this population.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

D.4.1. The applicant organization describes the resources available for the proposed projects (e.g. facilities, equipment).

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

D.4.2. The applicant organization provides evidence that services will be provided in a location that is adequate, accessible, compliant with the Americans with Disabilities Act (ADA), and amenable to the population of focus.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

D.4.3. If the ADA does not apply to the applicant organization, it provides an explanation why.

Check here if not applicable.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

#### Section E: Performance Assessment Data

In this section, the applicant organization must document its ability to collect and report on the required performance measures and describe its plan for data collection, management, analysis and reporting. In addition, it must specify and justify any additional measures or instruments it plans to use for its grant project. The applicant organization must also describe how data will be used to manage the project and assure continuous quality improvement.

#### Overall Assessment of Section E: Performance Assessment and Data

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

#### Assessment of Specific Sub-Criterion/Elements, Section E.

E.1.1. The applicant organization documents its ability to collect and report on the required performance measures as specified in Section \_\_\_ of the RFP.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable



E.1.2. The applicant organization describes its plan for data collection, management, analysis and reporting.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

The applicant organization specifies and justifies any additional measures of instruments it plans to use for its grant project.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

E.2. The applicant organization describes how data will be used to manage the project and assure continuous quality improvement.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable

E.3. The applicant organization provides a per-person or unit cost of the project to be implemented.

Outstanding	Very Good	Acceptable	Marginal	Unacceptable