



# Agenda

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## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, September 29, 2015**

**Market Station**

**Conference Room**

**500 Market Station**

**6:00 p.m.-7:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: August 17, 2015
4. New Business:
  - a. Presentation by
    - Warehouse 21
    - Santa Fe Children's Museum
  - b. Discussion on My Brother's Keeper Resolution
  - c. Action Item:
    - Data Project:
      - Discussion and approval of selected sites for pilot project
      - Next steps – Jill Reichman, Data Project Contractor
5. Old Business:
  - a. Children and Youth Commission Request for Proposal and Evaluation Tool
6. Comments from the Chair and Commissioners
7. Report from Staff
  - a. Mayor Gonzales 2015 Youth Summit
  - b. Opportunity Santa Fe Community Summit
8. Matters from the Floor
9. Adjournment

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Approval of Minutes from August 17, 2015	<i>Ms. Salazar moved to approve the minutes of August 17, 2015 as presented, with a second from Ms. Love which passed by voice vote.</i>	1
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d. Added Action Item: Approval of BAR for Warehouse 21	<i>Mr. Bustamante moved to approve the Budget Adjustment Request for Warehouse 21, with a second from Ms. Love which passed by voice vote.</i>	3
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**CHILDREN AND YOUTH COMMISSION**  
CITY OF SANTA FE RAILYARD OFFICES  
Tuesday, September 29, 2015  
6:00 PM -7:12 PM

**1. Call to Order**

The Children and Youth Commission meeting was called to order by Ms. Joann Lefrak, Chair at 6:29 p.m. A Fire Alarm caused a disturbance and the meeting was moved next door to another location. A quorum was declared by roll call.

**Roll Call**

**Present**

Joanne Lefrak, Chair  
Thomas Bustamante  
Lisa Salazar  
Allegra Love

**Not Present**

Gus Martinez  
Catherine Katie Dry

**Others Present**

Jill Reichman, PhD  
Chris Sanchez, City Liaison  
David Tardy, Co-Director of Warehouse 21  
Michael Hare, SF Children's Museum  
Linda Vigil, Stenographer

**2. Approval of the Agenda**

Ms. LeFrak would like to add to the Action Items the approval to budget adjustment request for Warehouse 21.

Mr. Bustamante moved to approve the agenda as amended, with a second from Mrs. Salazar which passed by voice vote.

**3. Approval of the Minutes of August 17, 2015**

Ms. Salazar moved to approve the minutes of August 17, 2015 as presented, with a second from Ms. Love which passed by voice vote.

#### **4. New Business**

##### **a. Presentation by:**

- Warehouse 21

Mr. Tardy introduced himself and his background as well as his role at Warehouse 21. He explained all of the upcoming events. Mr. Tardy briefly discussed the current makeup of the staff and board members. Mr. Tardy discussed the importance of outreach to the schools and the radio to inform the community that the center is not just for teens it is open for kids of all ages. Mr. Tardy explained the various workshops that he would like to bring that would be useful tools for life.

Ms. Love mentioned that the south side of town is where the majority of the youth lives and goes to school. She asked about outreach there and perhaps the issue of transportation. She would like to discuss those workshops with him, her organization can benefit from them.

Mr. Tardy stated he has spoken to the Boys and Girls Club about that issue and it is a possibility to use that service. Mr. Bustamante asked about the financials involved where there any changes when the leadership at Warehouse 21 changed. Mr. Tardy stated it should still be there from past events.

Mr. Tardy described his excitement for the work he wants to do at Warehouse 21 and with the Commission.

- Santa Fe Children's Museum

Mr. Hare introduced himself and his background. He is fairly new as the Executive Director with the Santa Fe Children's Museum. Mr. Hare briefly described the history of the founding of the Museum since the start in 1985. Mr. Hare discussed his predecessors and the work they did getting donations.

Mr. Hare described the makeup of the Board of Directors at the Museum. Mr. Hare mentioned he met with SFPS and will present to the SFPS Board to outreach to the schools at all levels. One change he would like to make is the admission price, and perhaps the free admission times. At this time, there is only 2.5 free hours.

Mr. Sanchez mentioned the internship program and would it still be available. Mr. Hare would like to learn more about what the program needs. The YCC was state funded, there was five young adults in the program young adults have worked so well, he hired them all part time last week.

The members thanked him for coming in to present and discuss his programs.

##### **b. Discussion on My Brother's Keeper Resolution**

Mr. Sanchez updated the board the City Council passed the resolution. There still needs to be a few steps for finalizing the program but so far everything is in alignment and working well. He will send the link to the members so they can review it.

**c. Action Item:**

**Data Project:**

- Discussion and approval of selected sites for pilot project

Mr. Sanchez discussed the agencies selected that were chosen to include in the project. Mrs. Reichman presented the members with the hand out listing the sites. (See Exhibit A)

Ms. Love asked what the criteria were for picking the organizations. Ms. LeFrak explained each one and why they were discussed to be chosen. A brief discussion was held about the Warehouse 21 presentation and the history of working with them. That is why they would like Jill to start working on this project as soon as possible.

A discussion was held about which ones to choose. It was decided to move some organizations to the second round of funding and keep them rolling as they go along. Ms. Reichman will need cooperation from each site to make her reports back to the commission.

Ms. Salazar moved to recommend Youth Shelters, Warehouse 21 and the three SFPS afterschool programs (Agua Fria, Sweeney and Salazar Schools) to be the selected sites for the Pilot Project with a second from Ms. Love which passed by voice vote.

- Next Steps-Jill Reichman, Data Project Coordinator

Ms. Reichman presented her scope of work (See Exhibit A). She would like to know if the Commission wants her to assist with the RFP. A brief discussion was held about what is missing from the RFP and the evaluation tool. Mr. Sanchez would like to work with a subcommittee on finalizing it. Ms. LeFrak presented her notes from the retreat showing the RFP has been discussed several times. It was decided to keep it as it is and set up a meeting with providers and get feedback to get it moving by February. If there are any big changes Mr. Sanchez will bring it to the Commission.

Ms. Reichman discussed her attendance at the meetings with the Mayors Cabinet and Christus St. Vincent. Ms. Reichman reviewed her methods that she will use. Ms. Reichman would like to review the grantee models and their goals and priorities. Ms. Reichman would like to attend every Commission meeting to stay updated.

**Added Action Item:**

Mr. Sanchez reviewed and discussed the Budget Adjustment Request (BAR) for Warehouse 21 and the scope of services change. It only changes the Director of Programs from Executive Director now that the dynamics have changed there.

Mr. Bustamante moved to approve the Budget Adjustment Request for Warehouse 21, with a second from Ms. Love which passed by voice vote.

## **5. Old Business**

- a. Children and Youth Commission Request for Proposal and Evaluation Tool

This matter was previously discussed in new business.

## **6. Comments from the Chair and Commissioners**

Ms. LeFrak and other Commissioners did not have comments.

## **7. Report from Staff**

- a. Mayor Gonzales 2015 Youth Summit

Mr. Sanchez briefly discussed the Summit and it will be held in October and the schools that are participating. If anyone wants to assist as a facilitator please let Mr. Sanchez. Ms. Love would like to assist and in Spanish.

- b. Opportunity Santa Fe Community Summit

Mr. Sanchez discussed the event which will be November 18, 2015. Seven committees will be presenting their collective work that is working together in the community.

## **c. Matters from the Floor**

There were no matters from the floor.

## **d. Adjournment**

There being no further business, the meeting was adjourned at 8:10 p.m.

Signature:

  
JoAnn LeFrak, Chair

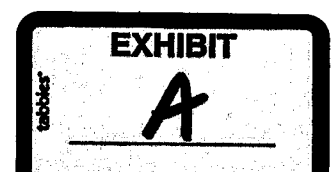
  
Linda Vigil, Stenographer

Thomas Bustamante presiding in  
JoAnn LeFrak's absence

**Children & Youth Commission  
Data Development Project  
Scope of Work  
Autumn 2015**

**Buckets:**

1. Edit/update/assist in finalizing the RFP document for grantees and CYC evaluation document for Commissioners. What is the process?
  - Subcommittee, Program Manager and contractor carry the project over the finish line?
  - Contractor finalizes the documents and submits them for approval of the Commission?
2. Create/maintain connections with the Mayor's Cabinet, SFCF (Data Team and My Brother's Keeper), and Christus St. Vincent contractor(s) who work with Christus grantees (some overlap exists with youth providers funded by both the CYC and Christus St. Vincent).
3. Collaborate with Susan Duncan, school board member, who is tasked with creating a new "Extended Learning" program for the SFPS afterschool programs (three of which the Commission funds). The SFCF funds a "Collective Workgroup" focused on these issues. The goal of the Commission is to have a hand in crafting the indicators and performance measures of the programs so they are in alignment with the population-based indicators chosen by the Commission during strategic planning sessions.
4. Work closely and collaboratively with 5 CYC grantees to assist them in strategizing to align their program goals, performance measures and outcomes with those of the Commission. The focus will be on 3 "Extended Learning" (afterschool) programs as well as a couple others to be determined by Commission members.
  - Grantees proposed in previous Commission meetings:
    - Communities in Schools
    - Youth Shelters
    - Warehouse 21
    - Three SFPS afterschool programs



## CYC Grantee Scope of Work

1. Review most recent grant proposals of CYC grantees to get an idea of their organizational goals and CYC-funded program focus.
2. Introductory meetings with grantee leadership (managerial staff?), CYC Program Manager and contractor to better understand how we can be of assistance to grantee.
3. Assessment of grantee capacity to align goals, performance measures, outcomes, etc., with those of the CYC. This will involve informal meetings, unstructured interviews, internal document review, etc.
  - Many different mechanisms exist to begin work with grantees. Two in use locally are RBA and the Annie Case Data Scholars' rubric. RBA uses the "7 Questions" methodology, which is more program focused from the outset.
  - Annie Casey Data Scholars refer to a "Continuous Quality Improvement" [CQI] approach that utilizes a different set of 7 questions that are focused more on the population based data that give rise to program development.
  - Methodology to work with the grantees will depend upon the outcome of the initial assessment phase and will mostly likely consist of a hybrid of methodologies (not necessarily utilizing the two mentioned above). Focus will be on helping grantees determine their **population**-level goals (i.e. indicators) and the **performance measures** they will use to decide if their programs are effective
  - One of the goals of the work with grantees will be to assist them in creating (if they have not already done so), or at least beginning to think about creating, a **Logic Model** that will help them illustrate how their program(s) will produce the proposed "change" in their client population. Many templates exist online. Elements in most Logic Models include:
    - **Title:** Describes the program, project, etc. The title summarizes the primary long-term outcomes, i.e., "Screening for Pregnancy-related Depression; or "Positive Youth Development."



- **Overarching Goals:** These are more in line with the Indicators outlined by the CYC. For example, “Reduce the rate of obesity in children,” or “Improve the physical and emotional health of the youth of Santa Fe.”
- **Priorities:** Briefly summarizes the context for why the program exists. For example, “Childhood obesity in our community; Teen suicide rate.”
- **Inputs:** These are the resources that are available prior to program implementation. For example, staff (human resources), technology, equipment, grant funding, evidence-based practice, etc.
- **Outputs:** the strategy used and the people it impacts. For example, a strategy might be: “Educate about teen depression and suicide,” whereas a population might be: middle school kids, pediatricians, parents, teachers, etc.
- **Outcomes:** refers to the changes that are expected to occur as a direct result of implementing the strategies. These are often a change in attitudes, behaviors, knowledge, skills, etc. Outcomes describe what has changed. An example of a short-term outcome is: pediatricians and teachers improved understanding of the need for informal screening of teens with potential suicidal behavior. A medium-term outcome might be: quicker referral, diagnosis and treatment times for depressed teens. An outcome (performance measure) will also show, for example, how many teens actually benefited (showed a reduction in suicidal ideation), 6 months out from exiting the program.
- **Impact:** Long term changes that are expected to result if the strategies are carried out effectively. These can take many years to accomplish. Examples are: increased rates of physical activity for kids; reduced rate of untreated depression (and suicide) in teens, etc. These dovetail with the CYC indicators.
- **Logic Assumptions:** Explains the underlying assumptions about why the chosen strategies will produce the desired short, medium and long-term outcomes. An example might be, “Recent research literature illustrates that early intervention for depressed teens reduces teen suicide rate.”
- **External Factors:** These could be the political or funding environments that may impact the program. Examples are: ZYX

Family Foundation has decided to increase funding to grantee program area; or the NM legislature has just passed a bill mandating that all middle school students be assessed for depression before they enter high school.

- **Evaluation** of performance measures chosen to show, “How much did we do? How well did we do it? Is anyone better off?” (RBA). “How can we do better” is also a key question.
- Language of Logic Models can be confusing, so coaching sessions will be customized to fit “where the grantee agency is at.”
- Grantee assistance with selection of evidence-based practices may be necessary if current programs are not showing positive performance outcomes.
- Grantees may seek assistance with grant writing, rather than assistance with selection of indicators, development of performance measures, etc.

**Non-profit name:**

**Contact name and title:**

**Program name:**

**Number served and cost per participant:**

**Funding Category selected:**

Assessment rub  
3. Exceeds requ  
2. Meets require  
1. Does not me

1

2

3

Organization has clearly identified desired results/ends that are aligned with the CYC desired results/ends:

Organization has clearly identified indicators that are aligned with the CYC indicators

**Program Narrative:**

The applicant organization clearly states the purpose, goals and objectives of the program(s):

Applicant organization clearly includes location(s), frequency, and type of services provided:

The program(s) fulfill an essential need in our community as demonstrated by the program narrative

The applicant organization describes how the proposed project will address issues of income, age, race, ethnicity, culture, language, sexual orientation, disability, literacy, and/or gender in the population of focus:

The applicant organization shows that their program is effective with their population of focus:

The applicant organization demonstrates how the proposed program will meet its goals/objectives:

**Data Collection:**

Organization has a plan in place for collecting data to assess their programming as it relates to the desired results/ends and indicators:

Organization is collecting data that assesses their programming as it relates to the desired results/ends and indicators:

Organization is looking at national data to compare their data collected with national statistics:

Organization is assessing their data and in turn assessing their programs in the community:

**Organizational stability:**

**Governance**

The applicant organization has board/advisory oversight with diversified representatives that provide the non-profit stability and sustainability (in the event of a fiscal agent, evidence of advisory oversight must be demonstrated

**Staff**

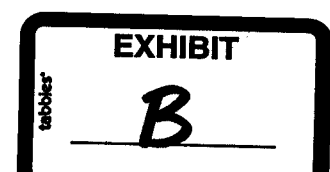
The organization provides a key list of staff positions for the project and shows the role of each and their level of effort and qualifications.

**Fiscal**

The organization shows periodic and timely comparisons of actual vs. budget income and expenses, shortfall contingency plan, preparer/reviewer's competence, and 990/audit report:

The organization shows a balance sheet of available liquid, debt level, and adequacy of net assets.

The staff and Board promote timely and accurate reports which are monitored.



**City of Santa Fe**  
**Children & Youth Commission Contracts**  
**Budget Adjustment Request Form**

Program/Organization: Warehouse 21				Request Number:
Name and Title of Person Preparing BAR: Ana G y Reinhardt				
<b>1.0 PERSONNEL</b>	Original Budgeted Amount <b>\$15,000</b>	+	-	New Budgeted Amount
Line Item from City Contract: <small>Programs and Services</small>	\$15,000	\$		
<b>2.0 CONTRACTUAL</b>	Original Budgeted Amount <b>\$4,200</b>	+	-	New Budgeted Amount
Line Item from City Contract:				
<b>3.0 COMMODITIES</b>	Original Budgeted Amount <b>\$0</b>	+	-	New Budgeted Amount
Line Item from City Contract:	<b>\$19,200</b>	\$		

**NARRATIVE JUSTIFICATION** (use additional pages if necessary)

Request:

\$15,000

Director of Programs \$15,000 (New Position)

\* W21 has a Director of Programs and a Director of Operations instead of an Executive Director

Contractual

\$4,200

1.1 Contractors

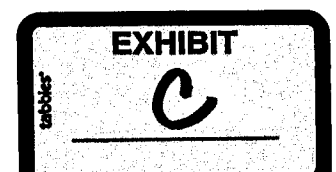
Program Instructors \$20/hr x 50hrs	\$1,000
Event Staff \$12-17/hr x 67hrs	\$1,000
Artistic Youth \$11/hr x 91hrs	\$1,000

**SUB-TOTAL** **\$3,000**

1.2 Contractors

Bookkeeping & Audit	\$1,200
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**SUB-TOTAL** **\$4,200**



<input type="checkbox"/> APPROVED <input type="checkbox"/> DISAPPROVED DATE:	SIGNATURE:
COMMISSION APPROVAL REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, APPROVAL DATE(S)

☐ APPROVED  
DATE:

COMMISSION

DATE:

COMMISSION

Warehouse 21 2015-2016  
Children and Youth Commission  
\$19,200

Dear Children & Youth Commissioners,

Thank you for the consideration to revise the budget as per below.

Thank you!

**EXHIBIT B**  
Warehouse 21

**W21 Budget Revision Request**

Total Children and Youth Fund Contract **\$19,200**  
Fiscal Year 2014-2015

**1.0 Personnel**

**Co-Directors**

Director of Operations \$7,500  
Director of Programs \$7,500

**SUB-TOTAL** **\$15,000**

**2.0 Contractual Services Program Management**

2.1 Contractors  
Program Instructors \$20/hr x 50hrs \$1,000  
Event Staff \$12-17/hr x 67hrs \$1,000  
Artistic Youth \$11/hr x 91hrs \$1,000

**SUB-TOTAL** **\$3,000**

**3.0 Contractual Services Support**

3.1 Contractors  
Bookkeeping & Audit \$1,200

**SUB-TOTAL** **\$4,200**

**GRAND TOTAL** **\$19,200**

## SCOPE of WORK

### **SPECIAL EVENTS/PRODUCTIONS** (Weekends, weekdays and summer months)

**((50 Events))** W21 youth driven events for approximately 2,000 teens and 1,000 unduplicated youth under 21. Events will include Concerts/Music Nights, Art Shows, Theater, and Movie Nights.

### **LOUNGE HANG-OUTS** (45)

(Socializing, Internet, Recreation, Mentorships or those not attending an event or workshop)

### **COMMUNITY SERVICE** (50)

Teen Court, Municipal or Probation Court

### **WORKSHOP INSTRUCTION**

#### ***VISUAL ARTS (50 youth)***

- Screen Printing (25) youth
- Art Projects (25)

#### ***PERFORMING ARTS (82 youth)***

- Theater (12) youth
- Event Promoters (10) youth
- Dance (40) youth
- Music (20)

#### ***MEDIA ARTS (71)***

- Recording (25)
- Ground Zero Radio (12)
- Computer Programming (30)
- Sound and Light training (4)

#### ***FIELD TRIP WORKSHOPS (75)***

Schools & Organizational -Multidisciplinary Workshops

#### ***YES! YOUTH EMPOWERMENT SERVICES (25 youth)***

- Youth will participate as volunteers or will be compensated in Entertainment events including entertainers such as musicians and actors, event staff such as MOD's, promoters, door support, and sound tech 's. Youth will also assist in administrative support and special art projects.

**OUTREACH** to other youth provider organizations and community collaborations that attract children, youth and families to special events at W21. **(80)** Organizations including schools, youth providers, colleges, art organizations, social services