



# Agenda

## CHILDREN AND YOUTH COMMISSION STRATEGIC PLANNING RETREAT

CITY CLERK'S OFFICE

Monday, July 20, 2015

DATE 7/14/15 TIME 1:42p

Site Santa Fe

SERVED BY Chris Sanchez

Conference Room

RECEIVED BY [Signature]

1606 Paseo de Peralta,

Santa Fe, NM 87501

8:00 a.m.-5:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: May 19, 2015
4. New Business:
  - a. Action Items:
    - Change CYC Grantee Quarterly Reports to Semi Annual Reports
    - Discussion regarding Vacant Commission Seat
    - Review, Revisions and Approval of CYC
      - Key Indicators and Outcomes
      - Evaluation Tool
      - RFP
  - b. Presentation by Zachary Shandler, Assistant City Attorney
5. Old Business:
  - a. N/A
6. Comments from the Chair and Commissioners
7. Report from Staff
8. Matters from the Floor
9. Adjournment

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**CHILDREN AND YOUTH COMMISSION**  
**Strategic Planning Retreat**  
**July 20, 2015**  
**8:00 PM – 5:00 PM**  
**MINUTES**

1. **The Children and Youth Commission meeting was called to order by Joanne Lefrak, Chair at 8:00 am. A quorum was present by roll call.**

**Roll Call**

**Present**

Joanne Lefrak, Chair  
Thomas Bustamante  
Allegra Love  
Gus Martinez  
Lisa Salazar

**Not Present**

Katie Dry (excused)

**Staff Present**

Chris Sanchez, Staff Liaison

**Others Present**

Mayor Javier M. Gonzales  
City Councilor Carmichael Dominguez, District III  
Zachary Shandler, City Attorney

2. Approval of Agenda

Mr. Bustamante moved to approve the agenda as presented, second by Ms. Love; motion carries by unanimous voice vote.

3. Approval of Minutes: May 19, 2015

Mr. Bustamante moved to approve the minutes as presented, second by Ms. Love, motion carries by unanimous voice vote.

4. New Business:

- a. Welcome to Mayor Javier M. Gonzales

- Mayor Gonzales began by thanking the Children and Youth Commission for their hard work and commitment to the City's Children and Youth.

Mayor Gonzales stated that he is focused on working on the root issue plaguing our community, which is poverty. Mayor Gonzales further stated that we have a 65% graduation rate; 20% of our children live in poverty; and 25% of our children are persistently hungry.

Mayor Gonzales then talked about his Children, Youth and Community Family Cabinet. He indicated that he wanted to funders and stakeholders to come together to align policy and funding around the birth to career continuum. He indicated that there have been several meetings regarding his four key areas: Early Childhood, Mentorship, Leadership, and Education, Workforce Development and Career Pathways and Reengagement of Disconnected Youth.

Mayor Gonzales further indicated that there has not been substantial national funding that has entered Santa Fe. He indicated that through his leadership role as Mayor and through his Children's Cabinet, he is attempting to break the silos and gain true alignment within the funders, policy makers, nonprofits and schools to become a leader in NM. Through this alignment, we will be able to break the silos and work on partnering collectively for National Funding. Mayor Gonzales indicated that My Brother's Keeper Initiative is going to be releasing 500 million dollars across the United States.

Ms. Love asked Mayor Gonzales if he could speak to what my Brother's Keeper entails.

Mayor Gonzales indicated that my Brother's Keeper is a national initiative lead by President Obama which focuses on improving life outcomes for young people of color throughout America. Mayor Gonzales further stated that My Brother's Keeper initiative is asking communities to address and work on improving access to high quality early childhood education, close gaps in school readiness, improve graduation rates, post-secondary and/or training, employment and young people are safe from violent crime.

Mayor Gonzales ended by asking the Children and Youth Commission to review and think about how the Commission can align their framework with My Brother's Keeper framework. Mayor Gonzales believes that aligning My Brother's Keeper framework into the Children and Youth Commission's will place our City on a national best practice track on in improving the quality of life for our children and youth.

- b. Discussion and Approval of Children and Youth Commission Quarterly Reports to Semi-Annual Reports.

Mr. Bustamante differed to Mr. Sanchez regarding the impact of changing the Quarterly Report to Semi-Annual.

Mr. Sanchez indicated that changing the Quarterly Reports to Semi-Annual Reports would not have a negative or positive programmatic impact. Mr. Sanchez did state when he is not able to conduct a site visit, the Quarterly Reports are a good check and balance for him, as it pertains to the grantee fulfilling the grand requirements.

Mr. Bustamante asked for Mr. Sanchez's opinion regarding the motion on the table to move from Quarterly Reports to Semi-Annual. Mr. Sanchez recommended staying with the Quarterly Reports.

Mr. Bustamante moved to keep the Quarterly Reporting Requirement, second by Ms. Salazar, motion carries by unanimous voice vote.

c. Discussion regarding vacant Commission Seat.

Ms. Lefrak indicated that the Commission currently has a vacant Commission seat. She suggested to the Commission to search for who they think may be a good fit for the Commission. When they identify an individual and/or individuals, please forward their resume to Mr. Sanchez.

Mr. Sanchez then suggested that the Commission review their current Commission make up and that the vacant position be filled by an expert in the area that we don't already have represented on the Commission. Mr. Sanchez gave an example of a professional in the area of Disconnected Youth, Workforce Solutions, and Public Education.

The voice of the Commission agreed and indicated that they would search for individuals who they think would be a good fit for the Commission and forward their resumes to Mr. Sanchez.

d. Discussion regarding the Data Project Request for Qualifications.

Ms. Lefrak indicated that the revised RFQ for the Commissions Data Project was released on July 14<sup>th</sup>, 2015 and will close on July 27<sup>th</sup>, 2015. Ms. Lefrak indicated that she is optimistic that we will get good submissions for this project.

e. Discussion and approval of the Children and Youth Commission Key Indicators and Outcomes.

Ms. Lefrak indicated that within the packets, we were to take a good look at and compare the Children and Youth Commission indicators and Outcomes to the local, state and nationally best practice indicators and outcomes.

Ms. Lefrak then asked Mr. Sanchez to briefly walk the Commission through each of the documents used, which included: My Brother's Keep suggested Data Fields, Annie E. Casey Key Indicators, New Mexico Voices for Children Key Indicators and local Santa Fe Community Foundation (Birth to Career Collaborative) and Mayor Gonzales's Children, Youth and Family Community Cabinet Key indicators and advise to the alignment of the Commission's Key indicators and Outcomes.

Mr. Sanchez conducted the briefing and indicated that the following were areas which the Commission should consider modifying to align with all the indicators:

- Early Care and Education for Children 0-5 – Mr. Sanchez suggested adopting the Indicators from the Birth to Career Success Indicators, thereby replacing the current indicators being used by the Commission.
- Supplemental Education for School-Age Children – Mr. Sanchez suggested adding 3<sup>rd</sup>, 8<sup>th</sup> and 11<sup>th</sup> grade to the reading, math and science proficiency rates.
- Healthy Lifestyles – Mr. Sanchez suggested adding Arrest Rate and % of disconnected youth 16-24 and 3 re-engaged. Additionally, Ms. Salazar recommended that we add to the Desired Results/Ends of living in a safe home, and add: are safe from violence and crime.

Mr. Bustamante moved to approve the suggestion as presented modifying the Children and Youth Commission Indicators and Outcomes, second by Ms. Love, motion carries by unanimous voice vote.

f. Welcome to Zachary Shandler, City of Santa Fe Assistant Attorney

Ms. Lefrak introduced Mr. Shandler to the Commission. Mr. Shandler thanked the Commission for inviting him to the strategic planning session.

Mr. Shandler indicated that the City Attorney's Office is available to Commissions like the Children and Youth Commission and in the event that legal questions arise, to be not hesitant to ask the questions through the staff liaison. Mr. Shandler indicated that he was asked by Mr. Sanchez to conduct a brief presentation on the Open Meetings Act and Robert's Rule of Order, as it pertains to the Commission.

Mr. Shandler gave a brief overview of the State Open Meetings Act, Emails, and Public Record Requests.

Ms. Lefrak thanked Mr. Shandler for taking the time to come and speak to the Commission.

g. Welcome to Carmichael Dominguez, City Councilor

Ms. Lefrak thanked City Councilor Dominguez for being in attendance. Councilor Dominguez thanked the Commission for the work they have been doing. In particular, Councilor Dominguez was thankful for the work being done regarding the key indicators and outcomes. Councilor Dominguez inquired about the data project and where the Commission was at regarding this project.

Mr. Sanchez indicated that the negotiations between UNM and the City of Santa Fe did not work out. Mr. Sanchez indicated that the Commission decided to repost the Request for Qualifications again and the closing date is set for July 27, 2015. Mr. Sanchez felt confident that there would be sufficient submissions and we would be able to begin this project. Councilor Dominguez thanked Mr. Sanchez for the explanation and asked to be kept in the loop regarding this project.

Councilor Dominguez indicated that there is great work being conducted throughout the community and is happy to know that the Commission is a leader in this movement.

Councilor Dominguez closed by saying thank you and appreciates the Commission's mission to improve the quality of lives for our children and youth.

h. Discussion and approval of the Children and Youth Commission Evaluation Tool.

Ms. Lefrak introduced a modified version of the Evaluation tool to the Commission.

Ms. Lefrak walked the Commissioners through each section of the current evaluation tool in comparison to the modified version.

Ms. Lefrak indicated that there are no significant changes to the Evaluation Tool, aside from the following:

- Assessment Rubric will have three categories, as opposed to five
- Program Narrative will include the all the sections, aside from the Data Collection, and Organizational Stability. These sections will remain the same.

Mr. Bustamante moved to approve the recommendations as presented modifying the Children and Youth Commission Evaluation Tool, second by Ms. Love, motion carries by unanimous voice vote.

- i. Discussion and approval of the Children and Youth Commission Request for Proposal.

Ms. Lefrak indicated that based on the changes to the Evaluation Tool, the Request for Proposal would follow the same format. It would simplify the process and would align exactly with the tool.

Ms. Lefrak walked the Commission through the Request for Proposal and referenced the evaluation tool.

Mr. Sanchez indicated that he could format the Request for Proposal to align with the evaluation tool, but would also have to ensure that the City of Santa Fe's requirements were added to the Proposal.

Mr. Sanchez then recommended that after the modification has been completed, we should vet this modified Request for Proposal through our grantees for their feedback.

Mr. Martinez moved to approve the recommendations as presented modifying the Children and Youth Commission Request for Proposal, second by Ms. Salazar, motion carries by unanimous voice vote.

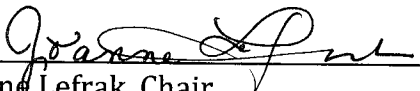
5. Old Business: None
6. Comments from the Chair and Commissioners:

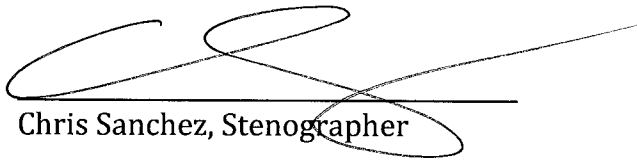
Ms. Lefrak indicated that she will not be able to make the August 25<sup>th</sup>, 2015 Commission meeting and suggested moving the meeting to August 17<sup>th</sup>, 2015.

All Commissioners were in agreement and indicated that the August 17<sup>th</sup>, 2015 would be a good to meet.

7. Report from Staff:
8. Matters from the Floor
9. Adjournment

**Signature Page:**

  
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Joanne Lefrak, Chair



Chris Sanchez, Stenographer