



Agenda DATE 6/23/16 TIME 3:43

SERVED BY Julie Sanchez

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**CHILDREN AND YOUTH COMMISSION  
MEETING**

**Tuesday, June 28, 2016**

**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: April 26, 2016
4. New Business/Action Items:
  - a. Introduction of New Program Manager (Julie Sanchez)
  - b. Review and Approval of Gerard's House CYC Proposal
  - c. Summer Retreat Discussion
  - d. Discussion about outgoing Commissioner Katie Dry
  - e. Selection of organizations for Data Project
  - f. Discussion regarding an RFQ for digitizing RFP
  - g. Discussion regarding budget adjustment- Wise Fool
5. Old Business
6. Comments from the Chair and Committee Members
7. Report from Staff
  - a. Site Visits
  - b. Data Project
  - c. End of Contract Review (15-16)
8. Matters from the Floor
9. Adjournment

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 & YOUTH COMMISSION**  
**INDEX**  
June 28, 2016

Name		Page
Cover Page		0
Call to Order	The Children and Youth Commission meeting was called to order by Joanne Lefrak, Chair at 6:03 p.m. A quorum was declared by roll call.	1
Approval of Agenda	Ms. Love moved to approve the agenda as presented, second by Mr. Rodriguez, motion carried by unanimous voice vote.	1
Approval of Minutes from April 26, 2016 Page 5: <del>Girard</del> Gerard's House (correct spelling)	Ms. Dry moved to approve the minutes of April 26, 2016 as amended, second by Mr. Martinez, motion carried by unanimous voice vote.	1
New Business Action Items: 1. New Business/Action Items a. Introduction of New Program Manager, Julie Sanchez b. Review and Approval of Gerard's House CYC Proposal c. Summer Retreat Discussion d. Discussion about Outgoing Commissioner Katie Dry e. Selection of Organizations for Data Project f. Discussion regarding an RFQ for digitizing RFP g. Discussion regarding budget adjustment – Wise Fool	<i>a. Informational</i>  <b>Ms. Dry moved to approve funding in the amount of \$26,000 for Gerard's House, second by Mr. Rodriguez, motion carried by unanimous voice vote. Let the record reflect that Ms. Love was recused from the vote.</b>  <i>c-f Informational</i>  <b>Ms. Love moved to approve the request from Wise Fool to move \$2,261 from commodities to contractor, second by Ms. Dry, motion carried by unanimous voice vote.</b>	1-4
Old Business	None	4
Comments from the Chair and Commissioners	Informational	4
Report from Staff a. Site Visits b. Data Project c. End of Contract Review (FY15-16)	Informational	4
Matters from the Floor	None	4
Adjournment and Signature Page	There being no further business to come before the Children and Youth Commission, the meeting was adjourned at: 7:05 pm	5

CHILDREN AND YOUTH COMMISSION

TUESDAY, JUNE 28, 2016

6:00 PM – 7:00 PM

500 MARKET STATION, SANTA FE, NM

**MINUTES**

1. Call to Order

The meeting was called to order at 6:00 pm by Joann Lefrak, Chair for the Children and Youth Commission. Below reflects a quorum.

Roll Call

Present

Joanne Lefrak, Chair

Tommy Rodriguez

Allegra Love

Catherine Katie Dry

Gus Martinez

Excused: Not Present

Lisa Salazar

Staff:

Chris Sanchez

Julie Sanchez

Others Present:

Anna Serrano for Fran Lucero, Stenographer

2. Approval of Agenda

Ms. Love moved to approve the agenda as presented, second by Mr. Rodriguez, motion carried by unanimous voice vote.

3. Approval of Minutes, April 26, 2016

Page 5: ~~Girard~~ Gerard's House (correct spelling)

Ms. Dry moved to approve the minutes of April 26, 2016 as amended, second by Mr. Martinez, motion carried by unanimous voice vote.

4. New Business/Action Items

- a. Introduction of New Program Manager, Julie Sanchez

Mr. Sanchez introduced Ms. Julie Sanchez, she is from San Ildefonso Pueblo and her background is in social work with concentration on Public Policy. She received her undergraduate in California. She will support both Human Services and the Children and Youth Commission. Welcome to Ms. Sanchez.

b. Review and Approval of Gerard's House CYC Proposal

Ms. Love recused herself from the vote and discussion.

A proposal was presented to the CYC members for review. Gerard's house is proposing to provide service to approximately 600-800 children and currently they provide 20 weekly support groups. They are requesting funding to convert a Program Director part-time position to full-time and add a part-time position. There is \$40,000 in cash reserves that is reflected in their report that could be used towards this request. CYC members were able to review a budget report provided by Mr. Sanchez which reflects the staff funding by position title. Gerard's House was funded \$26,000 last year and the recommendation was to stay status quo and create a professional services agreement. This request will need to go through the Professional Services Agreement process with Finance but does not require City Council approval. Ms. Dry did note that in 2013 Gerard's House almost closed their doors.

***Ms. Dry moved to approve funding request in the amount of \$26,000 for Gerard's House, second by Mr. Rodriguez, motion carried by unanimous voice vote. Let the record reflect that Ms. Love was recused from the vote.***

c. Summer Retreat Discussion

Ms. Lefrak informed the commission that a suggestion was to have a combined retreat with Human Services Commission and Children and Youth Commission a date to be determined in August, 2016. Priority is to review the outcome indicators and to discuss commonalities. For a long time CYC and Human Services were on separate tracks. Mr. Sanchez noted that there are City Councilor's who expressed concern over funding of some organizations and how they make an impact on our kids in our community. The retreat will give both committees an opportunity to discuss how they can better serve our kids. New Mexico is rated 49<sup>th</sup> in the country in Education. It was also suggested to have NM Voices for Children make a presentation and other organizations as identified. As we start to listen and hear about these things, we can break out in to work sessions to identify other areas to focus on.

Ms. Love asked if a date has been set for the retreat. Mr. Sanchez noted that the two proposed dates are Monday, August 29<sup>th</sup> and Tuesday, August 30<sup>th</sup>. Mr. Sanchez will follow up with an e-mail to the members to tally their availability. Mr. Sanchez said it is interesting that this collaboration has not been done before.

Ms. Dry asked if there is a limit to how many times an organization can apply for funding.

Mr. Rodriguez asked if this would take the place for the meeting in August. Mr. Sanchez and the Chair said it probably would replace the August meeting. Mr. Sanchez asked for input from the CYC members. Mr. Rodriguez said that a group that has come in the past was Children's Defense Program out of Texas and they were exceptionally good. If they could speak about NM Data, that would be helpful. (Criminal Pipeline Report) Mr. Sanchez will follow up with Richard DeMella.

d. Discussion about Outgoing Commissioner Katie Dry

Ms. Dry informed the CYC members that she will be moving to Barcelona, Spain for one year, she is taking a sabbatical. Mr. Sanchez asked Ms. Dry if they should plan to fill her position on the Children's Cabinet. Ms. Dry asked for some time to consider the necessary action for the Children's Cabinet. CYC members expressed their sadness, Katie will be missed.

e. Selection of Organizations for Data Project

Jill is ready to work with additional organizations to help them with their data collection. Mr. Sanchez has a list of all grantees and those that are priority's to help them collect data. Mr. Sanchez said that there will also be requirements provided to the organizations on reporting to capture the necessary data. The Chair said one area she would like research on is the durational funding and its impact. The Chair provided credential information on Jill for the new members benefit. Ms. Dry also noted that in some cases we hold organizations accountable to what they can't control or change; this is also a topic of discussion during retreat. As a recap the CYC members are suggesting for review by Jill: Boys and Girls Club, two after school programs, Partners in Education Transportation program and Youth Works.

f. Discussion regarding an RFQ for digitizing RFP

The plan is to partner with Human Services and Economic Development to share the cost of the RFQ for digitizing. D. Salazar has expressed her interest to lead the sub-committee and Ms. Love offered to work with the committees as well.

g. Discussion regarding budget adjustment – Wise Fool

Mr. Sanchez explained that anytime a request is received to shift funds over 20% it requires Commission and Finance Committee Approval. Their request is to move \$2,261 from commodities to professional services. It is a little over 20%.

**Ms. Love moved to approve the request from Wise Fool to move \$2,261 from commodities to professional services, second by Ms. Dry, motion carried by unanimous voice vote.**

**5. Old Business**

None

**6. Comments from the Chair and Committee Members**

- **Passports for Children – application on website and passport is not in Spanish for Summer Program. Mr. Sanchez will talk to Ms. Garcia y Griego on this program. It was recommended that a letter be crafted explaining that there is a need for the Spanish speaking families to understand these programs. Mr. Sanchez said that this is a bigger issue and the Immigration Committee is also faced with this concern when important documents or information are not translated from English to Spanish. Ms. Love offered to draft this letter and forward to the Chair.**

**7. Report from Staff**

**a. Site Visits**

Julie is setting up site visits for Thursday, June 30, 2015. Spreadsheet will be sent to the CYC members as an invite. The plan is to do all 38 sites and to begin in July every Thursday until May 2017. Each site visit is about 2 hours and reports are evaluated at future Children and Youth Commission meeting. Future goal is to have accurate reports that can be shared with the governing body; it is not a requirement at this time. Mr. Sanchez reiterated that commission involvement is voluntary and understood if they could not make several site visits. Reports will be prepared by staff.

**b. Data Project**

Ms. Sanchez reported that in working with Jill on these indicators, they are trying to figure out a blanket document that is much easier and less cumbersome for the organizations and still tracking the data that they provide us. We did get an approval on a suggested template so we can match up with the organizations; Ms. Sanchez will head up this endeavor. Note: This is for quarterly reports.

**c. End of Contract Review (FY15-16)**

Mr. Sanchez noted that they are in the process of closing grants as we speak; there are three organizations that are missing their quarterly reports. Calls are being made to organizations to assure that they are working down their funds and preparing their quarterly reports. Ms. Julie Sanchez noted that some organizations only operate in the summer months. (Exhibit A)

**8. Matters from the Floor**

None

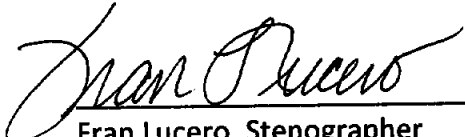
9. Adjournment

There being no further business to come before the Children and Youth Commission,  
the meeting was adjourned at: 7:05 pm

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CHILDREN AND YOUTH COMMISSION  
SIGNATURE PAGE:

  
Joanne Lefrak, Chair

  
Fran Lucero, Stenographer

Children & Youth Commission Quarterly Report 2015-2016

Organization	Total Award	1st quarter received	2nd quarter received	3rd quarter received	4th quarter received	Total amount paid out to date	Balance Remaining	Percentage Remaining
1 ARTSMART	\$ 11,200.00	10/06/2015	01/15/2016	03/30/2016		\$ 7,556.72	\$ 3,643.28	33%
2 Big Brothers Big Sisters	\$ 11,200.00	03/15/2016	03/15/2016	06/21/2016		\$ 8,399.00	\$ 2,801.00	25%
3 Boys & Girls Club of Santa Fe	\$ 55,000.00	10/15/2015	02/02/2016	04/26/2016		\$ 44,372.93	\$ 10,627.07	19%
4 Communities in Schools	\$ 26,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 26,200.00	\$ -	0%
5 Cooking with Kids	\$ 31,200.00	10/15/2015	01/11/2016	04/21/2016		\$ 31,200.00	\$ -	0%
6 First Serve	\$ 21,200.00	10/15/2015	02/24/2016	06/15/2016		\$ 21,200.00	\$ -	0%
7 Gerard's House	\$ 26,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 19,650.00	\$ 6,550.00	25%
8 Girls Inc. of Santa Fe	\$ 26,200.00	10/15/2015	01/15/2016	04/21/2016		\$ 26,200.00	\$ -	0%
9 Girls on the Run of Santa Fe	\$ 9,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 9,200.00	\$ -	0%
10 Impact Personal Safety	\$ 16,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 16,089.71	\$ 110.29	1%
11 International Folk Art Museum	\$ 21,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 21,200.00	\$ 0.00	0%
12 Las Cumbres Community Serv.	\$ 66,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 59,418.82	\$ 6,781.18	10%
13 National Dance Institute	\$ 11,200.00	10/14/2015	01/27/2015	04/18/2016		\$ 11,200.00	\$ -	0%
14 NM Center for Therapeutic Riding	\$ 16,200.00	04/15/2016	04/15/2016			\$ 8,100.00	\$ 8,100.00	50%
15 NM Suicide Intervention Project	\$ 71,200.00	10/14/2015	01/15/2016	06/20/2016		\$ 71,200.00	\$ -	0%
16 New Vistas	\$ 26,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 26,200.00	\$ -	0%
17 Odd Fellows SFPS Music Program	\$ 11,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 5,499.99	\$ 5,700.01	51%
18 PIE Medical Science/Scrub Club	\$ 6,200.00						#VALUE!	#VALUE!
19 Partners in Education Foundation/SFPS	\$ 36,200.00	10/15/2015	02/16/2016	04/18/2016		\$ 35,887.36	\$ -	0%
20 Planned Parenthood of NM	\$ 10,700.00	10/15/2016	01/15/2016	04/15/2016		\$ 9,630.00	\$ 1,070.00	10%
21 Presbyterian Medical Services	\$ 21,200.00	10/23/2015	02/24/2016	04/18/2016		\$ 15,900.00	\$ 5,300.00	25%
22 Randall Davey Audubon Center	\$ 30,200.00	10/15/2015	01/15/2016	04/15/2016		\$ 22,634.00	\$ 7,566.00	25%
23 Santa Fe Children's Museum	\$ 22,500.00	10/19/2015	03/03/2016			\$ 15,588.85	\$ 6,911.15	31%
24 SFPS Adelante Program	\$ 58,200.00	10/15/2015	06/27/2016	06/27/2016		\$ 37,834.55	\$ 20,365.45	35%
25 SFPS Agua Fria Afterschool Program	\$ 24,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 24,172.51	\$ 27.49	0%
26 SFPS Salazar Afterschool Program	\$ 29,200.00	10/14/2015	01/15/2016	04/15/2016	05/23/2016	\$ 29,196.92	\$ 3.08	0%
27 SFPS Sweeney Early Intervention Program	\$ 60,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 60,173.43	\$ 26.57	0%
28 SFPS Teen Parent Center	\$ 51,200.00	10/19/2015	01/15/2016	04/18/2016		\$ 33,759.67	\$ 17,440.33	34%
29 Site Santa Fe	\$ 11,200.00	10/19/2015	01/15/2016	04/15/2016		\$ 11,200.00	\$ -	0%
30 SF Teen Arts/ Warehouse 21	\$ 19,200.00	10/15/2015	02/02/2016	04/27/2016		\$ 18,160.00	\$ 1,040.00	5%
31 Wisefool	\$ 6,200.00	10/15/2015	01/15/2016	04/18/2016			#VALUE!	#VALUE!
32 YMCA of Central NM	\$ 24,700.00	10/15/2015	02/24/2016	04/18/2016		\$ 24,700.00	\$ 0.00	0%
33 Young Fathers/ Partners in Educ.	\$ 16,200.00		01/15/2016	04/18/2016		\$ 14,520.00	\$ 1,680.00	10%
34 Youth Shelters and Family Services	\$ 86,200.00	10/15/2015	01/15/2016	04/18/2016		\$ 79,090.72	\$ 7,109.28	8%
35 YouthWorks!	\$ 76,200.00	10/19/2015	01/15/2016	04/18/2016		\$ 67,295.04	\$ 4,320.96	6%

Exhibit A