



Agenda DATE 3/20/18 TIME 10:54

RECEIVED BY Julie Sanchez

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**CHILDREN AND YOUTH COMMISSION
COMMITTEE MEETING**

**Tuesday, March 27, 2018
Railyard Offices
Conference Room
500 Market Station, Suite 200
6:00 p.m. - 7:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 30, 2018
4. New Business/Action Items:
 - a. Update and Discuss: Children and Youth Commission Electronic RFP
 - b. Discuss and Approve: Applicant Interview Schedule
5. Old Business:
 - a. Update: CYC Data Project
 - b. Update: CYC Grantees Expenditures
6. Comments from the Chair and Committee Members
7. Report from Staff:
8. Matters from the Floor
9. Adjournment

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MARCH 27, 2018

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CALL TO ORDER	The Chair, Joanne Lefrak called the meeting of the Children and Youth Commission to order at 6:00 pm at the Market Station, Santa Fe, New Mexico. A quorum was confirmed by roll call.	Page 1
APPROVAL OF AGENDA	<i>Mr. Rodriguez moved to approve the agenda as presented, second by Mr. Martinez, motion carried by unanimous voice vote.</i>	Page 1
APPROVAL OF MINUTES: JANUARY 30, 2018	<i>Ms. Love moved to approve the minutes of January 30, 2018 as presented, second by Dr. Salazar, motion carried by unanimous voice vote.</i>	Page 1
NEW BUSINESS/ACTION ITEMS a. Update: Children and Youth Commission Electronic RFP b. Schedule for Children and Youth Funding 2018-2020	<i>Dr. Salazar moved to have a special meeting on April 10, 2018 for the Applicant Interviews, second by Ms. Allegra, motion carried by unanimous voice vote.</i>	Page 1- 3
OLD BUSINESS a. Update CYC Data Project b. Update: CYC Grantee Expenditures	Informational	Page 3
COMMENTS FROM THE CHAIR AND COMMITTEE MEMBERS	Informational	Page 3
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ADJOURNMENT	There being no further business to come before the Children and Youth Committee, the Chair called for adjournment at 6:35 pm	Page 3-4

**CHILDREN AND YOUTH COMMISSION
COMMITTEE MEETING
MINUTES**

**Tuesday, March 27, 2018
6:00 p.m. to 6:35 p.m.**

1. Call to Order

The Chair, Joanne Lefrak called the meeting of the Children and Youth Commission to order at 6:00 pm at the Market Station – Suite 200, 500 Market Station, Santa Fe, New Mexico. Roll Call reflects a quorum.

Roll Call – Present

Joanne Lefrak, Chair
Tommy Rodriguez
Joe Berenis
Dr. Lisa Salazar
Gus Martinez
Allegra Love

Not Present:

Daniel Slavin

Others Present

Chris Sanchez, Director
Fran Lucero, Stenographer

2. Approval of Agenda

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

3. Approval of Minutes: January 30, 2018

Ms. Love moved to approve the minutes of January 30, 2018 as presented, second by Dr. Salazar, motion carried by unanimous voice vote.

4. New Business/Action Items:

a. Update: Children and Youth Commission Electronic RFP

RFP has gone out, thank you to Julie Sanchez for digitizing the process; this is the first year it has been done.

95% of the process was successful, there were 5 organizations that had problems but they were able to get everyone in. All organizations were pleased to have this new tool.

Ms. Sanchez asked for review of the following:

1. The Tool – Proposal Evaluation

All the comments are already included in the tool for the commissioners as well as funding expenditures and additional comments.

2. Schedule for Children and Youth Funding 2018-2020

Mr. Sanchez sat with the Chair to discuss the process for completing the evaluations. They created two teams: Team 1 – Joe Berenis, Gus Martinez and Dr. Salazar. Team 2: Tommy Rodriguez, Allegra Love and the Chair, Joanne Lefrak. By April 5th, any agencies that the commission wants to interview should be e-mailed to Ms. Sanchez. The Chair recommended that by April 5th the commission members each read 8 proposals.

The Chair feels that there are approximately 8 that should be brought in to clarify why they did not answer the 2-year funding question appropriately. The purpose of bringing them in person is to explain on record their response to the funding question and why it was incomplete. Mr. Sanchez said that the question was very clear on the proposal and that there are about 8 proposals that did not show the 2-year total. Mr. Rodriguez said that he has reviewed and done the math and it is way over the allowable. Mr. Sanchez said that the max was \$170,000 and they need to be reviewed for accuracy and the score will be important in the decision process.

Follow up: CYC members will need to meet together to discuss the proposals selected. Mr. Sanchez said that all comments and evaluations made by the Commissioners need to be transparent. With this being a new process, some may not get funded and those that do need to reflect the accuracy from the CYC commissioners review. This is extremely important as well as clarity on the outcomes that have been set forth.

Mr. Berenis asked for the document that shows what the organizations received last year. Mr. Sanchez will coordinate with Ms. Sanchez to assure that the commission members receive this historical document. The goal was to start with a zero base and make the decisions for funding based on the information brought forward by each organization.

Tasks

- a. Read the proposals and send Ms. Sanchez any questionable organizations and/or concerns by April 5th.
- b. At the CYC meeting there will be a spreadsheet, as done last year that will show what they previously received and what the recommendations are for this year. Councilor Signe Lindell has asked to be a part of this process. She sits on the Finance Committee and would like to be a part of the process. Mr. Sanchez said that Councilor Harris would also be invited; he is a huge advocate for Human Services.

Spreadsheet was shared by power point with the CYC members indicating the teams, organizations their application status and their area.

Mr. Sanchez also made reference to the Proposal Evaluation tool that was created and serves as a supportive document when reviewing the applications. It is important to have data that supports the information they have submitted.

**b. Presentation: Applicant Interview Schedule
April 10, 2018 (4-7 pm) (A quorum is mandatory)**

Dr. Salazar moved to have a special meeting on April 10, 2018 for the Applicant Interviews, second by Ms. Allegra, motion carried by unanimous voice vote.

5. Old Business

a. Update: CYC Data Project

Ms. Sanchez has worked really well with Jill; the organizations were thankful for the assistance. It was agreed that a future discussion would take place to discuss moving forward on the need for a Data Consultant.

b. Update: CYC Grantees Expenditures

Grantees have done a good job of spending down their funds. Ms. Julie Sanchez will provide a more detailed update at next meeting.

6. Comments from the Chair and Committee Members

Daniel Slavin has resigned as a Commissioner. Jennifer Romero has shown interest and she has submitted her resume to Ms. Sanchez. The Chair has asked that Ms. Romero be invited to the next meeting and that her resume be sent to the CYC members for review.

7. Report from Staff

Innovate Educate Organization – information was provided to CYC on the status of their Executive Director and her performance.

Mr. Sanchez said they recently started a Teen Center. He asked the question if CYC should dedicate funding and/or do another RFP for our youth in the community for Internships. We should have funding available in that specific area and it doesn't look like we have an agency that has applied. The Chair asked instead of it being an RFP could it fall under the Innovation Fund. Mr. Sanchez did not feel comfortable that \$5,000 would be a sufficient amount. Future discussions can be scheduled for future meetings.

8. Matters from the Floor


None

9. Adjournment

There being no further business to come before the Children and Youth Commission, the Chair called for adjournment at 6:35 pm

Signature Page


Joanne Lefrak, Chair


Fran Lucero, Stenographer