



# Agenda

CITY CLERK'S OFFICE

DATE 2-16-11 TIME 11:46 am

REMOVED BY Lynn Hathaway

REMOVED BY Debbie Calkins

## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, February 22, 2011**

**City Councilors' Conference Room, City Hall, 1<sup>st</sup> floor**

**200 Lincoln Avenue**

**6:00-8:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 25, 2011
4. Old Business:
  - a. Membership
  - b. Support for MYAB
  - c. Grant renewal process for 2011-2012
5. New Business:
  - a. Review meeting schedule
  - b. Discuss board retreat
6. Comments from the Chair, Suzanne Gebhart, M.D. and other Commissioners
7. Report from Staff: Lynn Hathaway
  - a. Status of quarterly reports
8. Matters from the Floor
9. Adjournment

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**CHILDREN AND YOUTH COMMISSION**  
**INDEX**  
**February 22, 2011**

<b>Agenda Items</b>	<b>Action</b>	<b>Page No.</b>
<b>Cover Sheet</b>		
<b>Roll Call</b>	A quorum was declared by roll call, 4 absences.	1
<b>Approval of Agenda</b>	The Chair stated that the minutes of July 29, 2010 need to be approved, there was not a quorum.  Move report #7 to #6.  Ms. Hermann moved to approve the agenda as amended, second by Ms. Gallegos de Hagman, motion carried by unanimous voice vote.	1
<b>Approval of Minutes:</b>	Ms. Hermann moved to approve the minutes of January 25, 2011 as presented, second by Mr. Multari, motion carried by unanimous voice vote.  Ms. Gallegos de Hagman moved to approve the July 29, 2010 minutes as corrected, second by Ms. Hermann, motion carried by unanimous voice vote.  Page 2, line 1: <del>fr</del> should be for Page 5: question on <del>recorded</del> funding should be received funding.	1-2
<b>Old Business</b> a. <b>Membership</b> b. <b>Support for MYAB</b> c. <b>Grant Renewal process for 2011-2012</b>	Informational, no formal action taken on these items. Commission support for MYAB funding is to be communicated to the City Manager.	2-3
<b>New Business</b> a. <b>Review Meeting schedule</b> b. <b>Discuss board retreat</b>	There is a conflict on March 22 <sup>nd</sup> and the Chair recommended March 29 <sup>th</sup> . The Chair recommended canceling the May 2011 meeting as there would not be a quorum.  The next meeting agenda item would be discussion on provider interviews.	3-4
<b>Comments from the Chair, Suzanne Gebhart, M.D. and other Commissioners</b>	Informational	3-4
<b>Report from Staff: Dr. Lynn Hathaway – Status of Quarterly Report</b>	Informational	4-5
<b>Matters from the Floor</b>	None	5
<b>Adjournment</b>	There being no further business, the CYC adjourned at 8:00 pm	6

**Children and Youth Commission**  
**Tuesday, February 22, 2011**  
**City Councilors' Conference Room, City Hall, 1<sup>st</sup> floor**  
**200 Lincoln Avenue**  
**6:00-8:00 p.m.**

**MINUTES**

**1. Call to Order**

The meeting was called to order by the Chair, Dr. Suzanne Gebhart at 6:00 pm in the City Councilor's Conference Room, City Hall, Santa Fe, New Mexico.

**Roll Call**

In Attendance:

Suzanne Gebhart, M.D., Chair

Sue Anne Hermann

Rev. Jon Anderson

Michael Multari

Ernestine Gallegos de Hagman

Dolores Fidel

**Staff Present:**

Dr. Lynn Hathaway

**Others Present:**

**Councilor Carmichael Dominguez**

Anna Serrano for Fran Lucero, Stenographer

**2. Approval of Agenda**

The Chair stated that the minutes of July 29, 2010 need to be approved, there was not a quorum.

Move report #7 to #6.

Ms. Hermann moved to approve the agenda as amended, second by Ms. Gallegos de Hagman, motion carried by unanimous voice vote.

**3. Approval of Minutes: January 25, 2011**

Ms. Hermann moved to approve the minutes of January 25, 2011 as presented, second by Mr. Multari, motion carried by unanimous voice vote.

Ms. Gallegos de Hagman moved to approve the July 29, 2010 minutes as corrected, second by Ms. Hermann, motion carried by unanimous voice vote.

Page 2, line 1: fir should be for

Page 5: question on recorded funding should be received funding.

**Dr. Hathaway stated that the City Clerk has informed all staff liaisons that minutes will all be published on the website beginning January 1, 2011.**

**4. Old Business:**

**a. Membership**

Dr. Hathaway stated that there are two interested individuals interested in membership; one is Joanne LeFrak from Site Santa Fe who Mr. Multari recommended and Jo Reikman who Joanne works with teenagers in her program and introduces them to the art program and they are diverse. Dr. Hathaway has worked with in the Santa Fe County Maternal and Child Health council. She understands this sort of process as she has done similar things in the county. The process is for the Chair and Dr. Gebhart to do an information interview and take a look at their resume's and see who would be a better fit. The operating manual says it has to be voted on by this Commission and then sent on to the Mayor for appointment. The next meeting is in March when renewal applications will be done and it would be nice to have the prospective member come to the meeting. The Chair said we could circulate the resume to the members in order to get feedback quickly. The Chair said she is concerned over the criteria, as both are excellent suggestions, how does the selection process take place. The Chair asked if the commission would be comfortable with the Chair and the Director making the decision or if the members would like to review the resume and provided feedback from the chair. Note that there is only one vacancy available at this time. Mr. Multari reaffirmed that all he wants is for the Commission to be consistent on the process and he would be happy on the choice of either two candidates. The Chair said that the process in the past was that the Commission was asked for suggestions, contact would be made with the person, a luncheon interview would be conducted and an invitation would be given to the prospective member to attend a meeting and a vote would then be made at the next meeting. In this case, both candidates are excellent suggestions. Ms. Gallegos de Hagman does not want to lose the representation for our young people representation.

Dr. Hathaway stated that Rev. Anderson does represent the pre-school and early childhood children, Mr. Multari represents the middle school and high school population, Ms. Hermann is physical education and Dr. Gebhart is health. 0-3 population and early grade school needs to be represented. Mr. Multari asked if there is a written rule that the committee members represent a diverse group. Dr. Hathaway asked the members to reference their handbook. The resumes will be forwarded to the membership by 2/23/11.

**b. Support for Mayors Youth Advisory Board (MYAB)**

At the last meeting it was discussed that the Children and Youth Commission would like to support that the MYAB have a budget to be able to function. We have voiced our support for this. Dr. Hathaway was asked to follow up on this item.

**c. Grant renewal process for 2011-2012**

Dr. Hathaway said that they have received 4 applications and they have been sent electronically to the commission members. The deadline for submission is March 1, 2011 at 3:00 pm and they can submit via e-mail. Membership is responsible to make their own copies of the applications. The Chair said after review of these applications the commission

would discuss at the March meeting which applicants they would like to interview. If the applications are straightforward it might not be required to interview all of them. Dr. Hathaway asked the membership to take into consideration that she has no staff and much of what she is tasked with right now is very tiring. Should a site visit need to be made, please communicate this to Dr. Hathaway as soon as possible. Dr. Hathaway provided a short review of the site visits done to-date. Dr. Hathaway said that she is fortunate to have this commission and the amount of money for the programs will be the same for this year.

The Chair reconfirmed that all questions and concerns will be discussed at the March meeting. The message is to try to simplify and streamline the process as much as possible.

Dr. Hathaway said that in the operating manual it will make reference to other related documents. Page 5-6 spells out the funding/application process and the Chair encouraged the members to read through this operating manual. Dr. Hathaway said again, she does not have the staff to set up these interviews with these applicants. The Chair would like to follow the process as outlined and discussed above, review the applications and share concerns at the March meeting if necessary.

It was the consensus of the commission members that it would be beneficial to have the new member by the time the review process takes place.

Councilor Dominguez weighed in by acknowledging that Dr. Hathaway does not have the staff that she should have and he asked the commission to work at streamlining the process so it would not create an administrative burden.

Dr. Hathaway asked the Commission Members to provide feedback on the operating manual and she welcomed any corrections, etc.

**5. New Business:**

**a. Review meeting schedule**

There is a conflict on March 22<sup>nd</sup> and the Chair recommended March 29<sup>th</sup>. The Chair recommended canceling the May 2011 meeting as there would not be a quorum.

The next meeting agenda item would be discussion on provider interviews.

**b. Discuss Board Retreat**

Dr. Hathaway that normally a retreat is held away from city hall, at this time Dr. Gebhart has offered her home. This is a good time to discuss goals, mission and opportunities. A tentative date of July 9, 2011 was proposed possibly noon or mid-day. The regular meeting of the Commission would be June 28<sup>th</sup> and this could be held as a retreat. Both date options will be left for future discussion.

**6. Comments from the Chair, Suzanne Gebhart, M.D. and other Commissioners**

The Chair really appreciates the comments and participation in many of the discussion items this evening. Thank you to Councilor Dominguez for attending the meeting and sharing his comments of concern.

Rev. Anderson said that in the Sunday paper they stated that the Child Care center at Holy Faith is closing for budget reasons and a lot to do with the chaos with CYFD funding. There may be a way to salvage the program somewhere else. They did state in the paper that some of this is because the state subsidy for low income families is so low it doesn't pay for the cost of child care and last year they lost \$1500 a month.

Ms. Hermann asked about the closing of Salvador Perez; is this a true statement. Councilor Dominguez said that it is probably too premature to talk about this and he has not heard about Salvador Perez specifically. He knows nothing about it closing down.

**7. Report from Staff: Lynn Hathaway**

**a. Status of quarterly reports**

Dr. Hathaway stated that quarterly reports are on target. Teen Health Center has a quarterly report; it is either in the mail or she will bring the report with back up by 2/23/11. In the first quarterly report they put in the number of participants, in the subsequent quarterly reports they put the new participants and at the end it should add up.

Dr. Gebhart asked about the figures that Boys and Girls Club has submitted. Dr. Hathaway will look into their calculations; it might be that the number are duplicated.

Rev. Anderson asked if these reports come by e-mail and then Dr. Hathaway puts the numbers in to the spreadsheet. Dr. Hathaway said they are not all e-mailed.

**Financial Report**

Y-T-D – 57% of the budget has been expended.

The report indicates the program, amount granted how much expended and their balance. Dr. Hathaway provided an explanation to the commissioner members as to who has been paid, what the pattern is for payment, etc. Mr. Multari asked if the grantees are aware of how they should bill and the city's expectations.

Rev. Anderson is concerned over the reconciliation process of these accounts due to Dr. Hathaway's lack of staffing. He wants to make sure that payments are being made in a timely manner. Rev. Anderson does not want to see Dr. Hathaway be backed up in to a corner due to the vendors not meeting the timelines for submission of their billing. Mr. Multari said this is one important topic that he will reiterate to the applicants during the review process. Mr. Multari wants to make sure that they meet the reporting requirements for each quarter.

Budget was reviewed at the February meeting. It is a flat budget for next year and that is what the City Manager has asked us to do is ask for the same amount of money as last year. Currently it is a one person staff which is Dr. Hathaway's position and they will keep the project management position in the budget. For 3 years she has asked the position be reclassified from Senior Planner to Commission Director. This would put the CYC on the same standing as the Art Commission. Dr. Gebhart and Dr. Hathaway will talk to Mr. Pino about this request. The amount that is in the request, one million sixty three thousand 874 dollars (\$1,063,874) was the projected amount of the GRT for last year. If we have a flat budget this is the same amount we would put down for next year, however what was project

was \$75,000 less that came in and the budget was reduced by \$75,000. The cash reserved is based on the 10% calculation so that amount will be \$100,000. There is \$5,000 for professional contracts which was used this year for the book and Don Usner [photography]. In the past it has been used for professional outreach or the retreat which CYC has not done. One year a small amount was used for room rental for a meeting. Last year the budget went in at a million dollars and we changed it to \$900,000. Dr. Hathaway shared a projection of the GRT money and how far it has gone down and how long it will take to recover. In 2008-09 there was extra money to cover the after school programs. There was an additional \$223,000 that year which we ordinarily have. So the GRT for this year and next year is a million dollars with some interest; personnel cost this year because we didn't pay for a project specialist starting probably in July [salary plus benefits which is about 30%] was about \$56,000 so our operating costs were reduced. We have to plan ahead so we don't use all our money. Instead of saying we can give one million dollars this year we should calculate at \$800,000-\$900,000. We keep a cash reserve for the same reason and the cash reserve has been diminished by \$75,000. We still have around \$300,000 going forward. It use to be if the GRT was more than projected we would get that amount and if it was less they would make up the difference which isn't happening anymore. Therefore, for 2011-12 we have about the same amount of money coming in; keep the project specialist and senior planner/director position in there.

Councilor Dominguez asked why in the beginning of time, (1989) was the GRT the funding source? It seems that the Commission should be looking at a more stable funding source, plus we don't know what is going to happen in the future with the GRT. Have their ever been any discussions about a more stable funding source. Dr. Hathaway said that at one time they briefly touched it but it was not pursued. Dr. Hathaway asked Councilor Dominguez what other sources of funding they should be looking at. Councilor Dominguez said that in Albuquerque they use Quality of Life funds. They asked what other type of tax money could be used as a portion of funding comes from the county as well. Councilor Dominguez stated that his inquiry is based strictly in putting this thought in the Commission's process of thought as no one knows what the future holds but he is very optimistic for a positive outcome. Dr. Hathaway reiterated there is very little for after school programs and Century 21 money is almost gone. This all happens when more parents are working longer hours and have a need for after school care. Dr. Hathaway said that programs that happen during the day are having a difficult time because many of the federal programs are being pushed out, NCLB and healthy lifestyles. Councilor Dominguez has been successful in keeping 3% in the budget for many of these types of programs.

Book of photographs is almost done.  
Santa Fe Public Schools has a new board.

**8. Matters from the Floor**  
**None**

**9. Adjournment**

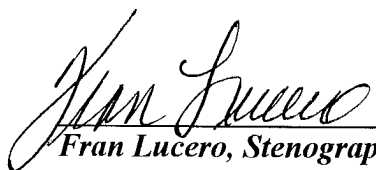
**The Chair called for adjournment of the meeting at 8:00 pm.**

**Children and Youth Commission**

*Signature Page:*

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*Suzanne Gebhart, M.D., Chair*



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*Fran Lucero, Stenographer*