



Agenda

CITY CLERK'S OFFICE

DATE 8-17-11 TIME 1:05pm

SERVED BY Lynn Hathaway

RECEIVED BY [Signature]

CHILDREN AND YOUTH COMMISSION MEETING

Tuesday, August 23, 2011
Historic Preservation Conference Room
City Hall, 2nd floor
200 Lincoln Avenue
6:00-8:00 p.m.

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: June 21, 2011
4. New Business:
 - a. Introduce Terrie Rodriguez, Director of Youth and Family Services Division
5. Old Business:
 - a. Revision of financial section of RFP 2012-2013
 - b. Report on meeting with national representative from the Boys and Girls Club
 - c. Report on status of programs at Zona del Sol
 - d. Schedule for Annual Needs Assessment for Fall 2011
6. Comments from the Chair and Commissioners
7. Report from Staff
8. Matters from the Floor
9. Adjournment

TO ACCOMMODATE THOSE WITH SENSITIVITIES, PLEASE REFRAIN FROM WEARING FRAGRANCE.

Persons with disabilities in need of accommodations, contact the City Clerk's office at (505) 955-6520, five (5) working days prior to meeting date.

**Index Summary of Minutes
Children and Youth Commission
August 23, 2011**

<u>INDEX</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
Cover Sheet		1
Call to Order	The meeting was called to order at 6:00 pm by Dr. Gebhart, Chair.	2
Roll Call	Roll Call constitutes a quorum.	2
Approval of Agenda	<i>Commissioner Gallegos de Hagman moves to approve the agenda, seconded by Commissioner Multari, motion carried by unanimous voice vote.</i>	2
Approval of Minutes Corrections: Page 10 – Somos <i>Un Pueblo</i> Page 11 – Paragraph 10 – 11 th sentence – All the things universal to cultures – <i>song, dance</i> , music... Page 13 – 4 th paragraph 2 nd sentence – Are we going to pigeon hole what we believe teenagers thing <i>think</i> . Page 13 – Paragraph 9 – The people will tell us what they see and what the <i>they</i> need. Page 17 – There being no further business to come before the Planning Commission should be <i>Children and Youth Commission</i>	<i>Commissioner Hermann moved to approve the June 21, 2011 minutes as amended, second by Commissioner Multari, motion carried by unanimous voice vote.</i>	2-3
New Business a. Introduction of Ms. Terrie Rodriguez	<i>Welcome</i>	3
Old Business a. Revision of financial services section of RFP 2012-2013 b. Report on meeting with national representative from the Boys and Girls Club c. Report on status of program at Zona del Sol d. Schedule for Annual Needs Assessment for Fall 2011	<i>Commissioner Gallegos de Hagman moved to request current copies of the by-laws and ask if the organization is in compliance with the by-laws and that the by-laws be provided electronically, second by Rev. Anderson, motion carried by unanimous voice vote.</i> <i>Information presented on b-c-d, no formal action taken.</i>	3-4

**Index Summary of Minutes
Children and Youth Commission
August 23, 2011**

	<p>September Meeting Topic – Transportation</p> <p>October Meeting Topic - Issues Affecting Immigrant Families and Youth</p>	
Comments from the Chair and Commissioners	<p><i>Informational</i></p> <p><u>Meeting Dates for the rest of the year.</u> September 27, 2011 October 25, 2011 November 15, 2011 December – No Meeting January 24, 2012 February 28, 2012</p>	5
Report from Staff	<p><i>Informational – Thank you to Dr. Lynn Hathaway for her hard work as this was her last meeting before retirement.</i></p>	5
Matters from the Floor	<i>None</i>	
Adjournment	<i>The chair called for adjournment at 7:55 pm</i>	6

CHILDREN AND YOUTH COMMISSION MEETING MINUTES

Tuesday, August 23, 2011
City Councilor's Conference Room
200 Lincoln Avenue
6:00-8:00 p.m.

1. Call to Order – Roll Call

The Chair called the meeting to order at 6:00 pm, a quorum was present.

Present:

Suzanne Gebhart, M.D., Chair
Sue Anne Hermann
Rev. Jon Anderson
Ernestine Gallegos de Hagman
Michael Multari
Joanne LeFrak
Dolores Fidel

Staff Present:

Dr. Lynn Hathaway
Terrie Rodriguez, Director, Youth and Family Services Department

Others Present:

City Councilor Carmichael Dominguez
Fran Lucero, Stenographer

2. Approval of Agenda

Ms. Gallegos de Hagman moved to approve the agenda as presented, seconded by Mr. Multari, motion carried by unanimous voice vote.

3. Approval of Minutes: June 21, 2011

Corrections:

Page 10 – Somos *Un* Pueblo

Page 11 – Paragraph 10 – 11th sentence – All the things universal to cultures – *song, dance*, music...

Page 13 – 4th paragraph 2nd sentence – Are we going to pigeon hole what we believe teenagers ~~thing~~ *think*.

Page 13 – Paragraph 9 – The people will tell us what they see and what ~~the~~ *they* need.

Page 17 – There being no further business to come before the ~~Planning Commission~~
should be *Children and Youth Commission*

Ms. Hermann moved to approve the June 21, 2011 minutes as amended, second by Ms. Gallegos de Hagman, motion carried by unanimous voice vote.

Commissioners would like to have summation of minutes for future meetings vs. verbatim.

5. New Business

a. Introduce Terrie Rodriguez, Director of Youth and Family Services Division.

Mr. Rodriguez provided information on her background to the Commission and stated that she looks forward to working with the Children and Youth Commission members and lends her expertise as a Planner for commission business. Welcome.

4. Old Business:

a. Revision of financial services section of RFP 2012-2013

Attachment(s): Draft application created by Michael Multari: City of SF Children & Youth Grant – Renewal Request and Report and Request, Eligibility Requirements, Grant Applicant Checklist

Exhibit D: Rev. Anderson provided a new draft form which includes Item C&D from Exhibit D. The CSF column will break out what portions will be allocated. There is space provided on the bottom of the sheet for any additional information. This form will provide the same information and become more consistent.

An additional form used by Human Services in the past was reviewed – Agency Budget Form with an income and expense breakdown. It was the general consensus that having a comparison of previous year budget was needed.

It was requested that percentage of administrative cost be broken out. It was stated that this goal could be accomplished on the same form.

Councilor Dominguez would like to see how much money these organizations are getting from public sources and break down private sources. How much of your department is dependent on contributions and/or services. This item is noted in the new draft application (#9) created by Mr. Multari. Councilor Dominguez would like to know: In administrative costs, how much is going to pay your Executive Director? Dr. Hathaway showed that this is one item that is already in the application request. Another question would be to ask for their by-laws.

Commissioner Gallegos de Hagman moved to request current copies of the by-laws and ask if the organization is in compliance with the by-laws and that the by-laws be provided electronically, second by Rev. Anderson, motion carried by unanimous voice vote.

Mr. Multari asked what are the mandatory requirements for an RFP from the city. Ms. Rodriguez answered that there are about 10 pages of what the city requires in the RFP. Mr. Multari would like a copy of those 10 pages in order to do the corrections and updates to the proposed form and application. Rev. Anderson and Mr. Multari will work on this item and coordinate with Ms. Rodriguez.

1. It would be nice to have a line that would have administrative vs. program cost broken down (\$ - amount or percent - %).
2. Incorporate #8 & 9 from Mr. Multari's draft application.
3. What percentage of their funding is from fee for service?

Ms. Hermann asked if the forms are downloadable. Ms. Rodriguez said she can take on this task to create forms electronically.

b. Report on meeting with national representative from the Boys and Girls Club

Mr. Multari, Rev. Anderson, Ms. Hermann and Dr. Hathaway attended the meeting with the representative from Texas who was accompanied by the Interim Director. There were listed conditions that went to City Council and the Finance committee asked for additional conditions which the Boys and Girls Club adhered to. The executive director has been hired and the city was contacted prior to the hiring; Mr. Roman Abeyta, Executive Director.

c. Report on status of program at Zona del Sol

Dr. Hathaway shared a report from Jim Leehan on the payment arrangements with Girls Inc. The YMCA is still interested in moving into the Zona building. The YMCA continues to negotiate with the city on remodeling opportunities and funding. Fine Arts for Teens have not been able to acquire the funding to move the portable over to Zona.

d. Schedule for Annual Needs Assessment for Fall 2011

September Meeting Topic – Transportation

Discussion was to invite Ruth Ann Farris and Stella Gonzales from SFPS who supervise the bus system for the schools and invite Jon Bulthuis from the City Transit Department. Ms. Rodriguez and Dr. Hathaway will format the questions for these presentations.

October Meeting Topic - Issues Affecting Immigrant Families and Youth

Invitees:

Adelante – Gail from the Homeless Program
John Nobile, Local Attorney working with the undocumented
La Familia – a social worker or practitioner.
Catholic Charities – Elizabeth Hemmer

6. Comments from the Chair and Commissioners

The Chair has met with Mr. Robert Romero, City Manager and discussed the timeline and need to have a dedicated staff person to replace Dr. Hathaway by January, 2012. The ordinance requires that the individual be a Senior Planner. This position request will need to go to Finance by September in order to get through the process before the end of year. Human resource requirements were discussed. The Chair asked City Councilor Dominguez if he could discuss the timeline for this position with Mr. Romero, City Manager. The Chair asked the commission members to send her an e-mail to coordinate future meetings with the city councilors to discuss the urgency of having a dedicated staff person by January 1, 2012.

Michael Multari asked that dates for the remainder of the year and beginning of next year be listed for the future CYC meetings.

Dates for the rest of the year.

September 27, 2011

October 25, 2011

November 15, 2011

December – No Meeting

January 24, 2012

February 28, 2012

7. Report from Staff

History of Children and Youth Commission Funding (8/17/11) – Grand Total to date allocated to Children and Youth Grants = \$17,872,795

2010-2011 Grant Financial Report – Total in Grant Amounts: \$900,000, Y-T-D Reimbursed: \$892,258.96, Grant Balance: \$7741.04

Dr. Hathaway received a request from Lorraine Goldman regarding monies that were given to the Southside Music program since it began in 1999. Even though the amount of money was not large, the Children and Youth Commission was the longest funder and gave the most money to this program.

Some Notable Accomplishments

The Book

National League of Cities Awards for Excellence, Finalist

Healthy Lifestyles Report

Two Strategic Plans Completed

Operating Manual Completed

The Chair said as we get along in the interview process we should look closely at our budget to see if we can increase the awards and spend as much as we can on the children and our programs. This can be a topic of discussion at the November meeting once a salary has been determined for Dr. Hathaway's replacement.

Dr. Hathaway expressed her thanks to everyone. The commission expressed their thank you for her leadership. City Council meeting will be on September 14th at 5:00 pm to present Lynn with a Muchas Gracias and all were urged to attend.

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 7:55 pm.

Signature Page:

Suzanne Gebhart, Chair

A handwritten signature in cursive script, appearing to read "Fran Lucero", is written over a horizontal line.

Fran Lucero, Stenographer