



Agenda
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CHILDREN AND YOUTH COMMISSION MEETING

Tuesday, September 27, 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: March 29, 2011; April 11, 2011; August 23, 2011
4. New Business:
 - a. Annual Needs Assessment: Transportation Issues – presenters: Partners in Education Foundation – Ruthanne Greeley and Stella Gonzales; City Transportation Director, Jon Bulhuis; SFPS
5. Old Business:
 - a. Revision of financial section of RFP 2012-2013
6. Comments from the Chair and Commissioners
7. Report from Staff : Contracts: Final Reports from FY 2010-2011, Payment Balance Report FY 2011-2012
8. Matters from the Floor
9. Adjournment

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

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**Children and Youth Commission Meeting
September 27, 2011
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CALL TO ORDER AND ROLL CALL	By verbal roll call a quorum was declared.	Page 2
APPROVAL OF AGENDA	No changes by commission or staff. Agenda approved as presented	Page 2
APPROVAL OF MINUTES March 29, 2011; April 11, 2011; August 23, 2011	<p>Ms. Hermann moved to approve the minutes of March 29, 2011, second by Ms. Lefrak, motion carried by unanimous voice vote.</p> <p>Ms. Hermann moved to approve the minutes of April 11, 2011, second by Ms. Lefrak, motion carried by unanimous voice vote.</p> <p>Ms. Hermann moved to approve the minutes as amended, second by Ms. Gallegos de Hagman, motion carried by unanimous voice vote.</p> <p>Amendment:</p> <p>Correction of LeFrak – change to lower case “F” - Lefrak</p> <p>John Noble – not: Nobile</p>	Page 2-3
NEW BUSINESS A. Annual Needs Assessment: Transportation Issues – presenters: Partners in Education Foundation – Ruthanne Greeley and Stella Gonzales; City Transportation Director, Jon Bulthuis	Informational Ms. Greeley and Ms. Gonzales were present. Mr. Bulthuis was not present.	Page 3-4

<p>OLD BUSINESS A. Revision of financial section of RFP 2012-2013</p>	<p>Staff Follow Up: Michael Multari, Rev. Anderson and Ms. Rodrigues will meet October 13th at 4:00 pm to finalize this process.</p>	<p>Page 4</p>
<p>COMMENTS FROM THE CHAIR AND COMMISSIONERS</p>	<p>October Meeting Topics: Invitees – Adelante, John Noble, Local Attorney working with the undocumented, La Familia and Catholic Charities, Elizabeth Hemmer. Ms. Rodriguez will follow up with invitations to the October invitees.</p>	<p>Page 4</p>
<p>REPORT FROM STAFF</p>	<p>Informational</p>	<p>Page 4</p>
<p>MATTERS FROM THE FLOOR</p>	<p>None</p>	<p>Page 5</p>
<p>ADJOURNMENT</p>	<p>Meeting adjourned at 7:45 pm</p>	<p>Page 5</p>

CHILDREN AND YOUTH COMMISSION MEETING
MINUTES

Tuesday, September 27, 2011
Historic Preservation Conference Room
City Hall, 2nd floor
200 Lincoln Avenue
6:00-8:00 p.m.

- 1. Call to Order – the meeting was called to order by the Vice Chair, Mike Multari, at 6:05 pm. A quorum was declared by roll call.**

Roll Call:

Sue Ann Hermann
Rev. Jon Anderson
Ernestine Gallegos de Hagman
Michael Multari
Joanne Lefrak

Absent/Excused

Suzanne Gebhart, Chair
Dolores Fidel

Staff Present:

Terrie Rodriguez, Director, Youth and Family Services Department, Staff Liaison

Others Present:

Ruth Anne Greeley, Partners in Education
Stella Gonzales, Partners in Education

Fran Lucero, Stenographer

- 2. Approval of Agenda**

Ms. Hermann moved to approve the agenda as presented, second by Ms. LeFrak, motion carried by unanimous voice vote.

- 3. Approval of Minutes: March 29, 2011; April 11, 2011; August 23, 2011**

Ms. Hermann moved to approve the minutes of March 29, 2011, second by Ms. Lefrak, motion carried by unanimous voice vote.

Ms. Hermann moved to approve the minutes of April 11, 2011, second by Ms. Lefrak, motion carried by unanimous voice vote.

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

Amendment:

Correction of LeFrak – change to lower case “F” - Lefrak

John Noble – not: Nobile

4. New Business:

- a. Annual Needs Assessment: Transportation Issues – presenters: Partners in Education Foundation – Ruthanne Greeley, Director and Stella Gonzales, Field Trip Manager; City Transportation Director, Jon Bulthuis; SFPS

Questions on funding of field trips. Ms. Greeley said that they take a 20% fee off of donations that come in to Partners in Education. Ms. Gonzales handles all the field trip arrangements and reporting. They have an online system to assist the teachers when they schedule a field trip. This alleviates the work load on the teachers. Field Trips have become very expensive, it use to be \$55 and now it is about \$100 per person for in-town trips. If you leave the city limits it is \$130 per person. The capacity for one bus is 3-4 classes. It is required to have a minimum of 2 classes. Mr. Greeley from Partners in Education feels that they are good stewards of city money. Ms. Greeley explained that not all field trips are scheduled through them. City money is used for K-6 not for secondary classes. Ms. Greeley said that private contributions are used for the secondary classes. Ms. Greeley stated that they also try to partner with other organizations such as Audubon and they work with Genoveva Chavez to assure that the kids are in that program. Stella explained the process and interaction with the teachers when they request a trip. The Commission posed the question as to why all city funds are not allocated to Partners in Education for all field trips and they would serve as the broker for other associations. Ms. Greeley would welcome that opportunity if it was a possibility in the future. Thank you letters were presented to the Commission as part of the record. The city provides \$30,000 and they estimated gathering of \$5,000-10,000 from donations with the 20% deduction for administration. Partner’s in Education also serves at Fiscal Agent for approximately 8 programs in the community and for Art Works. Ms. Gonzales works with the schools and schedulers so they can maximize their field trips. This program is working, on-line requests with Ms. Gonzales managing all the requests has been extremely successful. Thank you to the Commission for the support they receive.

Feedback:

1. Should requests from other agencies for funding for field trips go through Partner’s in Education?
2. Are the field trip allocations being monitored by other agencies? Partner’s in Education has an excellent tracking system.
3. City of Santa Fe is one of the largest contributors.
4. Field trips are important. Are the organizations that the CYC is giving the money to doing everything they can to maximize their funding.

5. Youth under the age of 18 can ride the city buses at no charge. The discussion of liability on the city bus has been addressed and use of waivers.
6. Activities Budget for the school district. Can we get those numbers and ask how they utilize the money if they are not using them for field trips. What do they consider an activity?

5. Old Business:

a. Revision of financial section of RFP 2012-2013

Terri suggested that a small meeting be arranged for Mr. Multari and Rev. Anderson to meet and fine tune the RFP. The group will meet October 13th at 4:00 pm to finalize this process.

SF Community Foundation provided a workshop in which one area of information was related to the 990. The 990's have a summary which is helpful as to what is required and how to complete the form. Every non-profit has to complete a 990. The Commission would like to follow up and review this option for use. The Commission has never asked for a 990 from the applicants. Mr. Multari has made mention in the proposed new format to provide their 990.

6. Comments from the Chair and Commissioners

Rev. Anderson will not be available for the October 25th meeting. Ms. Lefrak asked if there was a report on funding for Lynn's position. Ms. Rodriguez said that they are looking at the Job Description. The Mayor is reviewing the JD and will provide feedback at a later date.

October Meeting Topics: Invitees – Adelante, John Noble, Local Attorney working with the undocumented, La Familia and Catholic Charities, Elizabeth Hemmer. Ms. Rodriguez will follow up with invitations to the October invitees.

7. Report from Staff :

Contracts: Final Reports from FY 2010-2011,

Not all final reports have been submitted. Dr. Hathaway did send them e-mails to remind them that reports have not been turned in. No payments will be made until reports have been submitted.

Payment Balance Report FY 2011-2012

5 PO's will be taken to the Purchasing Director which are over \$50,000. Only three requests have been received for reimbursement, PO's are in place and payment will be made when processed. Ms. Rodriguez said there was a \$75,000 discrepancy which took place with a duplicate PO, this error has been identified and it will be corrected.

8. Matters from the Floor

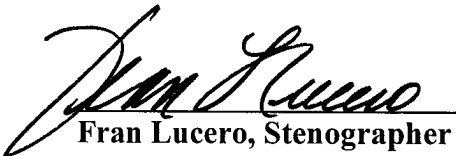
None

9. Adjournment

There being no further business to discuss, the meeting was adjourned at 7:45 pm.

Signature Page:

Michael Multari, Vice Chair



Fran Lucero, Stenographer