



Agenda

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CHILDREN AND YOUTH COMMISSION MEETING

Tuesday, November 27, 2012
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: October 23, 2012
4. New Business:
 - a. Review the RFP description for 2013-14 Renewal Request and Report.
5. Old Business:
 - a. Children and Youth Commission staff
 - b. Fall Assessment Wrap-up
6. Comments from the Chair and Commissioners
7. Report from Staff : Contracts: First Quarter Reports, Payment Report
8. Matters from the Floor
9. Adjournment

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

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**Index Summary of Minutes
Children and Youth Commission
November 27, 2012**

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Call to Order	The meeting was called to order at 6:00 pm by the Chair.	2
Roll Call	A quorum was established at 6:00 pm	2
Approval of Agenda	<i>Ms. Fidel moved to approve the agenda as presented, second by Mr. Multari, motion carried by unanimous voice vote.</i>	2
Approval of Minutes October 23, 2012	<i>Ms. Gallegos de Hagman moved to approve the minutes as presented, second by Ms. Fidel, motion carried by unanimous voice vote.</i>	2
New Business a. Review the RFP description for 2013-2014 Renewal Request and Report	<i>Informational: Staff noted changes and will provide draft to committee for review by e-mail.</i>	3-5
Old Business Children and Youth Commission Staff Update Fall Assessment Wrap-Up	Informational	5-6
Comments from the Chair and Commissioners	<i>Informational</i>	6
Staff Report	<i>Informational</i>	6
Adjournment	<i>The chair called for adjournment at 7:45 pm</i>	6
Signature Page/Exhibits Attached (A-B)		7

CHILDREN AND YOUTH COMMISSION MEETING

Tuesday, November 27, 2012
Historic Preservation Division Conference Room
Second Floor, City Hall
200 Lincoln Avenue, Santa Fe, New Mexico
6:00 PM – 8:00 PM

1. Call to Order

The meeting was called to order by Sue Herrmann, Chair for the Children & Youth Commission at 6:00 pm. A quorum did exist at the time of roll call.

PRESENT

Sue Anne Herrmann
Ms. Dolores Fidel
Ms. Ernestine Gallegos de Hagman
Dr. Suzanne Gebhart
Mr. Michael Multari
Joanne Lefrak

NOT PRESENT

Mr. Thomas Bustamante

STAFF PRESENT

Ms. Terrie Rodriguez, Staff Liaison

OTHERS PRESENT

Fran Lucero, Stenographer

2. Approval of Agenda

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

3. Approval of Minutes: October 23, 2012

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

4. **New Business:**

a. **Review the RFP description for 2013-14 Renewal Request and Report.**

Ms. Rodriguez sent out two forms to the committee for review. One is the actual piece that went out last year and the other is a first draft attempt at what we might want to do with the renewal process. (Exhibit A and B) It is a full RFP process, the scenario presented is what we ask the current contractors to provide.

Comments

Financial Information

The Chair asked about question #2 – Are we asking for all of their funding sources for all of their operation? Ms. Rodriguez said this is what was asked for last year. We are now asking them for additional information listed in Exhibit B [4 items]. Mr. Multari added clarification to the question by stating that we did not want to be the sole funder; we wanted to see what other foundations were helping to fund their program.

Dr. Gebhart said that in the renewal request, she referred to #6; “If seeking a grant renewal, what plans to you have for sustaining your program in the future?” She commented that we want measurable data.

The Chair stated that in #5 we ask for anecdotal and concrete data. Ms. Gallegos suggested we drop anecdotal. Mr. Multari referred to his recollection of the committee discussion during the award process; anecdotal was needed in reference to the after school programs. “We said that all the after school programs are not the same, so it is hard to differentiate. We wanted to make sure it was equitable.” I don’t know if all of the programs can provide concrete information. Ms. Gallegos felt that some of the programs say what they do on the fun stuff yet they should be able to provide the concrete data. She commented that by being involved in programs that provide cultural information, they should be able to provide measurable data. Dr. Gebhart stated that it isn’t that we don’t want places for fun and play but we would like to see the outcome data reported. It was strongly recommended to nudge for concrete data not always anecdotal. It was noted that at some point we could be asked if the money we are awarding has the statistical background information to support the awards vs. just the good feeling program reports.

It was suggested that in the future we might want to pursue asking for the grades of children. The Chair stated that the timeline may be too tight to impose an outcome analysis for this review period. Dr. Gebhart reiterated that we have worked very hard for the last 5 years to attain outcome analysis and we reiterate it every time the groups come before the Children and Youth Commission.

Rewrite #5:

Provide both concrete and anecdotal evidence.

The Chair asked the committee if they would like for staff to research the possibility of finding someone who can create an outcome analysis. Dr. Gebhart suggested that at this time it may be difficult due to lack of city staffing to get the information and meet with these program individuals for collection of data. It is definitely something that should be pursued in the future.

Mr. Multari said that we should meet with the groups that we have not received any measurable criteria. When a staff person is hired that is when the person could be offered to work with the program representative over the next 12 months. It was noted that the committee will need to wait for the reports that come in to see who has supplied the measurable data.

Ms. Rodriguez referred to #1, “What were the specific objectives for which the grant was requested, and what were the activities you undertook or are undertaking to meet these objectives?” At this time we have never asked for their mission statements; the committee was asked if we should request those mission statements. It was unanimous from the committee that they would like the mission statements from the organizations but the timing might not be appropriate at this renewal period.

Dr. Gebhart also reiterated that #2 is very important; “Did your organization meet the goals set forth in the original grant proposal?” At that time we can ask in the future how the answer to #2 correlates to the organization mission statement. Reword: #2 – Please Explain – should read: ***Why or why not and be specific.***

#6 – “If seeking a grant renewal, what plans do you have for sustaining your program in the future?” Dr. Gebhart feels that it is ***programmatic and financial.*** This term should be added in parenthesis so they will address both.

We had commented in the past about other money we had attained and/or might be available if not expended. Where did the money come from? Councilor Dominguez had asked for an added \$200,000. Ms. Rodriguez said that she will always ask for more money for these programs. We heard from the after school programs saying they could take more kids if they had funding for an added staff member.

For the renewals we should be assured that the program managers are doing what they said they were going to do and ask if they have been successful in bringing in added funding to their programs. It was suggested that question #4 be more specific and ask about staffing changes. The other side of this question is that we want to hold the organizations responsible/accountable and hope that the program managers will provide the information of any struggles or changes. Leave wording as is.

1-4 – Financial Information.

#3 asks for a list of donors. Do we want to know the gross amount? We want to know if they are going after national foundations, local foundations, family foundations, etc., i.e. any sources of funding. Re-word: ***List funders of your program. Individual donations may be grouped together.***

Eligibility requirements:

Categories: 1 thru 5

When numbered it indicates a preference in people's minds. It was suggested that they either be alphabetized or bullets vs. numbers.

- Early Child Care and Education
- Healthy Living
- Outdoor Education/Environmental Awareness
- Youth Leadership/Community Service/Student Internship Opportunities
- Supplemental Educational Programs who collaborate with the Santa Fe Public Schools

Ms. Rodriguez asked if there was anything more that she should convey to the Health Policy and Planning Committee.

The Chair asked if there was a feel on if we would have any money left. It was noted that the programs actually received less and it would be nice if we could give people more money this year.

A draft will be prepared of all noted changes and provided to the committee by e-mail. Target date to get applications released is no later than the end of January, 2013. Thank you for participation.

5. Old Business

a. Children and Youth Commission staff

The Chair reported that the plan is to go back to a dedicated Children and Youth staff person. The new person that comes in to this position will need to be resourceful and knowledgeable of programs and the community and it is known that the learning curve will be steep. There are groups that need individualized attention. The hopes are to have someone on board by January, 2013.

b. Fall Assessment Wrap-Up

Note: FACT and Art Smart have merged.

Added organizations we should invite back: Fine Arts for Children and Teens (FACT), Children's Museum, Warehouse 21, ZONA, First Serve, Boys and Girls Club. *(It was noted that Boys and Girls Club have provided their quarterly reports.)*

It was suggested that a 1:1 meeting with Boys and Girls Club administration would be more appropriate. Ms. Rodriguez will set up the meeting logistics and provide the selected committee members with a date and time.

The other above listed organizations will be scheduled for January 2013 as the committee will not meet in December.

6. Comments from the Chair and Commissioners

Next Meeting: January 22, 2012

Calendar will be presented to the City Clerk. Action on 2013 calendar to be placed on next agenda.

Botanical Gardens approached the Chair asking about a group to partner with. Ms. Rodriguez said that she has also been approached for funding and a conversation was held regarding that option. The representative did proceed to say they would like to get the kids up there in the future. Suggested partners could be Partners in Education, SFPS and possibly Youth Works.

Ms. Fidel asked if we were still considering inviting the person who is in charge of after school programs. It isn't known of a person who is in charge of the after school programs. Dr. Boyd made mention that he would like to have a person but it wasn't known if this person has been identified. Ms. Rodriguez will follow up on this question with SFPS. It was also mentioned that follow up is needed on the bus situation. Ms. Rodriguez reported that she did have some information and will provide that information to the committee. The question still stands about double billing.

7. Staff Report – Terri Rodriguez

Contracts, First Quarter Reports, Payment Report

Quarterly Reports: Reviewed by Ms. Rodriguez and the committee. It was noted that in some cases the quarterly reports have been received but they have not submitted their invoices. Terri will follow up with these groups. Some of the program balances are due to the timelines in which their programs need to expend the money.

8. Matters from the Floor

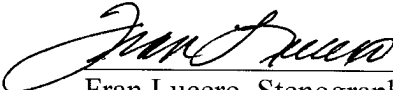
None

9. Adjournment

There being no further business to come before the Santa Fe Children & Youth Commission, the meeting was adjourned at 7:45 pm.

Signature Page:

Anne Herrmann, Chair



Fran Lucero, Stenographer

Exhibit A.

February 8, 2011 Children and Youth Commission Grant Renewal Application

Dear 2010-2011 Grantees,

Please use the following schedule to apply to renew your grant for next year. If you have any questions I can be reached at 955-6678 or Lhathaway@santafenm.gov.

Children and Youth Grant Renewal Process for Grants for FY 2011/2012

The deadline for submitting your renewal request is Tuesday, **March 1st at 3:00 p.m.** Renewal requests will not be accepted after that time. Please email your application to the above address.

You will be contacted about scheduling an interview if the Commission has further questions. Provider interviews will be scheduled for the mornings of April 11-13, 2011. Renewal requests will be reviewed at the regular Children and Youth Commission meeting on Tuesday, April 26th.

Recommendations will be forwarded to the Finance Committee and then to the City Council for final approval.

Renewal Application should be two pages and contain:

Submittal requirements:

1. Name of applicant organization, program(s) and contact information.
2. Copy of current city business license (2011).
3. Copy of current liability insurance with city of Santa Fe listed as co-insured.
4. Federal Tax I.D. number and New Mexico Tax and Revenue CRS number.

Narrative Request for 2nd year funding:

Please write a brief program description (one paragraph) along with up to one page of narrative stating the progress to date on your current scope of services. Note any changes that have been made that were not anticipated in the original proposal and/or any obstacles you have encountered.

Financial information:

1. Show the amount of your current grant and the amount you are requesting for next year. Most requests will be for the same amount awarded for the current year. Has there been any significant loss in expected funding this year, or anticipated loss for next year?
2. Include the budget for the program(s) supported by the City grant for next year, 7/1/2011 – 6/30/2012, including a list of projected funding sources.

Exhibit B

City of Santa Fe
Children and Youth Grant
Renewal Request and Report and Request

1. Name, address, and telephone number of the program receiving the grant
2. Name of the person submitting the request and report and request
3. Amount of total grant and any increase in funding being sought
4. If an increase in funding is being sought; please explain (max. 250 words)

Reports should answer the following questions and include the following:

1. What were the specific objectives for which the grant was requested, and what were the activities you undertook, or are undertaking to meet these objectives?
2. Did your organization meet the goals set forth in the original grant proposal? Please explain. *Why or Why not - be specific*
3. As the program progressed, what modifications, if any, were made?
4. Did your organization encounter any unanticipated challenges during the course of this grant? How are these being addressed, and what would you do differently in the future?
5. What has been the measurable effect of this program on the children being served? Provide both anecdotal as well as concrete evidence to support your findings.
6. If seeking a grant renewal, what plans do you have for sustaining your program in the future?

Reports should include the following financial information:

1. An itemized accounting of the actual revenue and expenditures to date for the program for which you are seeking a renewal. Please include a signed letter from both the CEO and the Board Chair stating the financial information provided is accurate and up to date.
2. A copy of your most recent year-end financial statements, audited if available.
3. A list of donors contributing fund to the program. Small gifts and individual gifts may be grouped together.
4. What new sources of funding, if any, have you been able to secure for your program?