



Agenda DATE 1/31/13 TIME 12:01p

SERVED BY Terrie Rodriguez

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## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, February 5, 2013**  
**Councilors' Conference Room**  
**City Hall, 1st floor**  
**200 Lincoln Avenue**  
**6:00-8:00 p.m.**

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: November 27, 2012
4. New Business:
  - a. Introduction of Chris Sanchez, Children and Youth Program Manager
  - b. Clarification of renewal requests process
5. Old Business:
  - a. RFP final review
  - b. Process for filling vacancy
6. Comments from the Chair and Commissioners
7. Report from Staff : Contracts: Second Quarter Reports, Payment Report
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 955-6520 five (5) working days prior to meeting date.

**Index Summary of Minutes  
Children and Youth Commission  
February 5, 2013**

<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 Ms. Sue Anne Hermann, Chair.	2
Roll Call	Roll Call constitutes a quorum. No absences	2
Approval of Agenda	<i>Mr. Bustamante moved to approve the agenda as presented, second by Mr. Multari, motion carried by unanimous voice vote.</i>	2
Approval of Minutes: November 27, 2012 Page 3: Misplaced quotation: "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."	<i>Ms. Fidel moved to approve the minutes of November 27, 2013 as amended, second by Mr. Multari, motion carried by unanimous voice vote.</i>	2
New Business a. Introduction of Chris Sanchez, Children and Youth Program Manager b. Clarification of Renewal Requests Process	<i>Informational: Mr. Sanchez shared his resume with the commission members.</i>	3
Old Business a. RFP Final Review b. Process for filling vacancy	<i>Informational</i>	3-4
Comments from the Chair and Commissioners	<i>Informational</i>	4
Report from Staff	<i>Informational</i>	5
Matters from the Floor	<i>None</i>	5
Adjournment	<i>The chair called for adjournment at 8:00 pm</i>	6

**CHILDREN AND YOUTH COMMISSION MEETING**  
**Tuesday, February 5, 2013**  
**Councilors' Conference Room**  
**City Hall, 1st floor**  
**200 Lincoln Avenue**  
**6:00-8:00 p.m.**

1. Call to Order and Roll Call

The meeting was called to order by the Chair, Sue Anne Herrmann, at 6:00 pm in the City Councilor's Conference Room.

PRESENT

Ms. Sue Anne Herrmann, Chair  
Ms. Dolores Fidel  
Ms. Ernestine Gallegos de Hagman  
Mr. Michael Multari  
Ms. Joanne Lefrak  
Mr. Thomas Bustamante  
Ms. Joanne Lefrak

STAFF PRESENT

Ms. Terrie Rodriguez, Staff Liaison  
Mr. Chris Sanchez, Children and Youth Program Manager

OTHERS PRESENT

Jill Reichman, Audience – Prospective Member  
Fran Lucero, Stenographer

2. Approval of Agenda

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

3. Approval of Minutes: November 27, 2012

Page 3: Misplaced quotation: "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. Fidel moved to approve the minutes of November 27, 2013 as amended, second by Mr. Multari, motion carried by unanimous voice vote.***

4. New Business

- a. Introduction of Chris Sanchez, Children and Youth Program Manager

Mr. Sanchez has a diverse background and provided his resume to the committee for their information. He has a great deal of experience working with children and youth programs. *(Resume on file in Human Services Department)*

The Chair expressed the excitement of having Mr. Sanchez on board. The synergy between Mr. Sanchez and the committee members will be welcomed. Ms. Rodriguez has been in conversation with Mr. Sanchez related to the funding and administration of some organizations and they are devising a project plan for visitations. Appointments will be set up with the organizations that may need direction and review and reports will be provided back to the commission. The knowledge transfer between Ms. Rodriguez and Mr. Sanchez will move quickly.

b. Clarification of Renewal Requests Process

Ms. Rodriguez said that she has received a couple of requests; one from the Odd Fellows who would like to fund a completely different program. It is a summer program at Capital High that has to do with science and medical/health education interest. Ms. Rodriguez did say this was a new year where the commission had agreed they were not going to entertain new proposals outside of the renewal period. It was noted that this would not create fairness to other organizations that might have the same request for new program ideas. It was also clarified that this request was for seed money.

The consensus of the committee is to uphold their decision; it would not be preferential to fund outside of the program cycle. The Chair expressed the credibility of the review process and staying within the process that is established is important.

It was noted to staff that this directive should be written in to the RFP document. The Chair read verbally what the operating manual states. (The manual was updated in 2011.)

5. Old Business

a. RFP final review

Ms. Rodriguez provided the members with the Renewal Request and Report. It was stated that the Purchasing Department would like for this request to follow the complete RFP process with the inclusion of the content from this report for the Children and Youth Grant.

Ms. Rodriguez stated that the budget will be a flat budget and the amount is \$1 million dollars. It was asked if there were added funding requests how this would play out in the request. It was explained that there are programs that don't apply for the same amount, some programs fail and money is available. It was also clarified that the process is the same every year; i.e., the committee will also go back to the Finance Committee and City Council to present the Children and Youth recommendations.

***Ms. Hagman moved to approve Exhibit A as the approved wording for the RFP, second by Mr. Multari, motion carried by unanimous voice vote.***

Timeline: The RFP should go out next week and the review process should be in 6 weeks. Ms. Rodriguez will contact Solace for use of their facility for review.

b. Process for filling vacancy

Jill S. Reichman who was in attendance at tonight's meeting expressed interest in becoming a member of the Children and Youth Commission. Ms. Reichman has provided a letter of interest to the Mayor and provided the members with her resume for consideration. Ms. Reichman spoke to the commission members about her educational and professional background and her collaboration with many organizations in Santa Fe. One very strong attribute is her statistical and research background. The Chair and the Commissioners introduced themselves to Jill and provided information on the commission, their participation and commitment to the Children and Youth Commission and how they manage the funding for the community children programs.

The Chair looks forward to reaching the day when good outcome analysis can be available for all programs. Many of the organizations are strained in providing hard copy results but they don't have the resources to perform or gather the statistics. Thank you to Ms. Reichman for attending and for her interest to serve on the Children and Youth Commission.

6. Comments from the Chair and Commissioners

The Chair, Mr. Multari, Ms. Lefrak, Ms. Rodriguez and Mr. Sanchez attended the Santa Fe Community Foundation presentation today. (Topic: Private Funding for Santa Fe Public Schools) – The discussion was related to where the funding is going and what it is used for. They focused on the seven major funders (noted in the presentation). Mr. Bustamante will attend another meeting on Thursday for the donor side.

It was noted that the shared concern is; where is the money going and we want to look at the programs we are funding. Ms. Hagman asked; "how did they define enrichment?" There was a lengthy discussion and outlined many areas of concern. There was also an expressed discrepancy on how the Foundation and the Schools defined enrichment. In some cases the discussions contradicted the academic direction for our students. There was also discussion on the duplication of services by some of the organizations funded by the City. There was emphasis on collaboration and communication. It was reiterated that how the money is spent is so important and that there should be a good thought process on how the funding awards are made. There will always need to be a good review of the demographics we serve. Mr. Bustamante will provide a report on this following meeting. The group members in this meeting want to know where the continuum of services is.

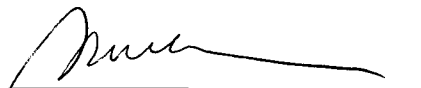
7. Report from Staff: Contracts, Second Quarter Reports, Payment Report  
Number 5, 7 and 14 are new programs. These groups need more attention and when Chris does his site visits more attention will be given to these organizations. There are organizations that haven't billed nor sent in their reports and therefore we can't see what they have done with their funding. In some cases if they don't have a program first quarter they don't bill immediately but the concern is for those who don't provide any feedback. Ms. Rodriguez provided information on one of the programs that is going through a merger and discussion will continue on how that will affect their operation. It was noted that there are positive attributes on the proposed merger as operationally they will share administrative operations and staff. In the future, this particular program will be invited to come before the Children and Youth Commission to update us with their mission and operational functions as they combine their services.

Ms. Rodriguez attended the Safe Schools Health Students forum in Washington, DC and felt that the information exchange was quite valuable. She will provide the commission members with a report on the Safe Schools Healthy Students (Grant Program). The grant was carried over at SFPS for just one more year. Juvenile Justice has asked for behavioral health services in the schools. This is one of the topics that we need to assure Dr. Boyd continues to support. The other piece that isn't being funded by the schools is the anti-bullying programs. There is a great deal of research being done and recommendations have been brought forward. One of them is called the Good Behavior Game which starts at the early age in kindergarten. It was noted that classroom sizes of students will need to be smaller. There were other programs that were more proprietary.

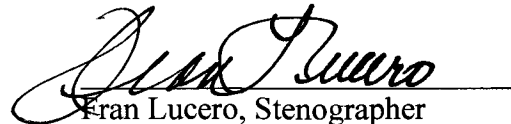
8. Matters from the Floor  
None
9. Adjournment

There being no further business to come before the Children and Youth Commission, meeting was adjourned at 8:00 pm.

Signature Page:



Sue Anne Hermann, Chair



Fran Lucero, Stenographer

City of Santa Fe

Children and Youth Grant

*Renewal Request and Report*

1. Name, address, email and telephone number of the program receiving the grant
2. Name of the person submitting the request and report
3. Amount of total grant and any increase in funding being sought
4. If an increase in funding 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? Why, 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 concrete and anecdotal evidence to support your findings.
6. What plans do you have for sustaining your program in the future both programmatically and financially?

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. List funders of your programs. Small gifts and individual donations may be grouped together.
4. What new sources of funding, if any, have you been able to secure for your program?

*G. H. H. B.*

## Children &amp; Youth Commission Quarterly Reports 2012-2013

	Organization	Total Award	1st quarter received	2nd quarter received	3rd quarter received	4th quarter received	Total amount paid out to date	Balance Remaining	Percentage Remaining
1	Big Brothers Big Sisters	\$ 10,000.00	11/9/2012	1/11/2013			\$ 6,000.00	\$ 4,000.00	40%
2	Boys & Girls Club of Santa Fe	\$ 45,000.00	11/14/2012	1/17/2013			\$ 18,750.00	\$ 26,250.00	58%
3	Citizen Schools/DeVargas School	\$ 15,000.00	11/15/2012	1/15/2013					
4	Cooking with Kids	\$ 30,000.00	10/12/2012	1/13/2013			\$ 7,423.74	\$ 22,576.26	75%
5	Earth Care	\$ 8,000.00	11/6/2012	1/16/2013			\$ 8,000.00	\$ -	0%
6	Fine Arts for Children & Teens (FACT)	\$ 25,000.00	10/15/2012	1/15/2013			\$ 11,123.87	\$ 13,876.13	56%
7	First Serve	\$ 8,000.00					\$ 2,259.00	\$ 5,741.00	72%
8	Gerard's House	\$ 22,000.00	10/15/2012	1/15/2013			\$ 11,000.00	\$ 11,000.00	50%
9	Girls Inc. of Santa Fe	\$ 30,000.00	10/9/2012	1/15/2013			\$ 15,000.00	\$ 15,000.00	50%
10	Girls on the Run of Santa Fe	\$ 3,000.00	10/15/2012	1/16/2013					
11	Las Cumbres Community Serv.	\$ 45,000.00	10/15/2012				\$ 23,118.50	\$ 21,881.50	49%
12	Museum of International Folk Art	\$ 20,000.00	10/10/2012	1/15/2013					
13	National Dance Institute	\$ 10,000.00	10/15/2012	1/15/2013			\$ 3,824.30	\$ 6,175.70	62%
14	NM Center for Therapeutic Riding	\$ 8,000.00	10/10/2012	12/27/2012			\$ 8,000.00	\$ -	0%
15	NM Suicide Intervention Project	\$ 60,000.00	10/9/2012				\$ 33,231.43	\$ 26,768.57	45%
16	New Vistas	\$ 20,000.00	10/11/2012	1/9/2013			\$ 10,203.22	\$ 9,796.78	49%
17	Odd Fellos SFPS Music Program	\$ 10,000.00		1/13/2013					
18	Partners in Education Foundation/SFPS	\$ 35,000.00	10/15/2012				\$ 11,478.50	\$ 23,521.50	67%
19	Planned Parenthood of NM	\$ 6,000.00	10/17/2012	1/15/2013			\$ 3,000.00	\$ 3,000.00	50%
20	Presbyterian Medical Services	\$ 25,000.00	10/15/2012	1/15/2013			\$ 12,500.00	\$ 12,500.00	50%
21	Randall Davey Audubon Center	\$ 27,000.00	10/12/2012	1/15/2013			\$ 14,515.30	\$ 12,484.70	46%
22	Santa Fe Children's Museum	\$ 45,000.00	12/4/2012				\$ 10,767.14	\$ 34,232.86	76%
23	Santa Fe Prep/Breakthrough Santa Fe	\$ 8,000.00	10/15/2012				\$ 8,000.00	\$ -	0%
24	SFPS Adelante Program	\$ 52,000.00	11/28/2012				\$ 32,920.69	\$ 19,079.31	37%
25	SFPS Agua Fria Afterschool Program	\$ 50,000.00	11/12/2012	1/15/2013			\$ 42,992.74	\$ 7,007.26	68%
26	SFPS Salazar Afterschool Program	\$ 25,000.00	11/14/2012	1/16/2013			\$ 14,111.46	\$ 10,888.54	44%
27	SFPS Sweeney Early Intervention Program	\$ 54,000.00	10/15/2012	1/16/2013			\$ 28,046.33	\$ 25,953.67	48%
28	SFPS Teen Parent Center	\$ 50,000.00					\$ 27,053.24	\$ 22,946.76	46%
29	SF Teen Arts/ Warehouse 21	\$ 49,000.00	11/6/2012				\$ 24,108.25	\$ 24,891.75	51%
30	SF SER Jobs for Progress	\$ 30,000.00	10/9/2012				\$ 17,227.85	\$ 12,772.15	43%
31	YMCA of Central NM	\$ 20,000.00	10/15/2012	1/22/2013					
32	Young Fathers/ Partners in Educ.	\$ 10,000.00	10/15/2012	1/15/2013			\$ 5,000.00	\$ 5,000.00	50%
33	Youth Shelters and Family Services	\$ 85,000.00	10/15/2012	1/15/2013			\$ 40,197.68	\$ 44,802.32	53%
34	YouthWorks!	\$ 50,000.00	10/15/2012	1/15/2013			\$ 25,000.00	\$ 25,000.00	50%
35	Zona del Sol	\$ 10,000.00	10/18/2012				\$ 1,539.94	\$ 8,460.06	85%