



# Agenda

DATE 2/20/14 TIME 8:00am

PREPARED BY Chris Sanchez

APPROVED BY [Signature]

## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, February 25, 2014**

**Market Station**

**Conference Room**

**500 Market Station**

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

1. Call to Order
2. Approval of Agenda
3. Approval of Minutes: January 14, 2014
4. New Business:
  - a. RFP Evaluation Workshop
5. Old Business:
  - a. Confirmation of Paige Aarniokoski to the Children and Youth Commission
6. Comments from the Chair and Commissioners
7. Report from Staff :
  - a. Pre-RFP Workshop Report
  - b. Review of RFP Timeline
8. Matters from the Floor
9. Adjournment

**PERSONS WITH DISABILITIES IN NEED OF ACCOMMODATIONS, CONTACT THE CITY CLERK'S OFFICE AT 955-6520, FIVE (5) WORKING DAYS PRIOR TO MEETING DATE.**

CHILDREN AND YOUTH COMMISSION  
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FEBRUARY 25, 2014

Cover Page		Page 1
Call to Order and Roll Call	The Children and Youth Commission meeting was convened by the Vice Chair at 6:00 pm, Market Center, Santa Fe, New Mexico. A quorum was declared by roll call. The Chair resumed the meeting leadership at 6:10 pm	Page 2
Approval of Agenda	<i>Mr. Multari moved to approve the agenda as presented, second by Ms. Fidel, motion carried by unanimous voice vote.</i>	Page 2
Approval of Minutes	<i>Ms. Lefrak moved to approve the minutes of January 14, 2014 as presented, second by Mr. Multari, motion carried by unanimous voice vote.</i>	Page 2
New Business:  RFP Evaluation Workshop Chris Sanchez started with an overhead of the Grants Review. It was recommended that the commission have 3-break out groups to review the submission and the tool.	<i>Interactive discussion in work groups, presentation viewed on overhead projection.</i>	Page 2-4
Confirmation of Paige Aarniokoski to the Children and Youth Commission	<i>Welcome</i>	Page 4
Comments from the Chair and Commission	None	Page 4
Staff Reports Pre-RFP Workshop Report Pre RFP Timeline Next Meeting Date	Informational with Timeline presented to the commission members.  All proposals should be ready and released by March 21, 2014. It was agreed to not meet on March 25 <sup>th</sup> , meet April 22 <sup>nd</sup> discussion of proposals and interviews on April 25-26, 2014. If there are 62 organizations compared to the 35 we normally get we will need more time. The	Page 4-5

	<p>suggestion is to meet on April 8<sup>th</sup> to decide who should be called in. March 25<sup>th</sup> would be a pick up date in Mr. Sanchez office. It was noted that any new group could get up to \$25,000 and existing programs a maximum of \$100,000, the funding available is \$1.1 million dollars. (Exhibit</p> <p>B) Mr. Sanchez asked if April 25-26 could be moved to April 24-25<sup>th</sup>. The Commission agreed to this date change. Starting time will be 9:00 am – 4:00 pm at the Food Depot, Rufina Street.</p>	
Matters from the Floor	None	Page 5
Adjournment	There being no further business to come before the Children and Youth Commission, the meeting was adjourned at 6:15 pm	Page 5
Signature Page		Page 5

## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, February 25, 2014  
Market Station  
Conference Room  
500 Market Station  
6:00 p.m. - 8:00 p.m.**

1. Call to Order  
Ms. Reichman, Vice Chair called the meeting order. Chair Sue Herrmann arrived at 6:05 pm and resumed the Chairmanship of the meeting.

### Roll Call

#### Present:

Sue Anne Herrmann, Chair  
Thomas Bustamante  
Dolores Fidel  
Michael Multari  
Jill Reichman  
Paige Aarniokoski  
Joanne Lefrak

#### Not Present:

#### Others Present:

Mike Dimas, Santa Fe Police Department  
Chris Sanchez, Staff Liaison  
Fran Lucero, Stenographer

2. Approval of Agenda  
  
*Mr. Multari moved to approve the agenda as presented, second by Ms. Fidel, motion carried by unanimous voice vote.*
3. Approval of Minutes: January 14, 2014  
  
*Ms. Lefrak moved to approve the minutes of January 14, 2014 as presented, second by Mr. Multari, motion carried by unanimous voice vote.*
4. New Business:
  - a. RFP Evaluation Workshop  
Chris Sanchez started with an overhead of the Grants Review (Exhibit A). It was recommended that the commission have 3-break out groups to review the submission and the tool.

Order to review: Note that this is a metric of how proposals will be reviewed.

Section I - Priority Categorization

Section II - Program Review

- a. Greatly Exceeded
- b. Exceeded
- c. Fully Satisfactory
- d. Below Satisfactory
- e. Unsatisfactory

Mr. Bustamante explained the tool and its rating. He stated that if they had a mid range score of 3 would be good. If they rated a 4 or 5 it would be asked why they are doing more than what is expected.

Section III – Accomplishment of Ends/Results

Section IV – Overall Performance

Section V – Future Objectives

Section VI – Development Plan

It was further explained that this process tonight is to be in full agreement and to be consistent with the in depth ratings.

Mr. Sanchez said that he and Ms. Rodriguez will do the initial review before the formal applications come before the commission members.

The Chair said that the title of Section II - *Program* Review is misleading. Mr. Sanchez recommended renaming it *Proposal* Review.

Detailed page by page review with the commission members by document on overhead project and Mr. Sanchez as the moderator.

Ms. Lefrak suggested that next time around they should have the tool mimic the RFP.

Question was raised under the title of Governance and the area of Diversified Board Support and Oversight (Legal, Accounting, Finance, etc.). It was suggested that the wording be changed to *professional support*. Mr. Bustamante said that he strongly recommended that there not be any changes to the wording or title description “Diversified Board”. It is important to add instructions on how to use the check list, do you need to check the others in this category.

Fiscal and Administrative Capability will be very clear, they either have it or they don't.

Typo: systems and (insert space)

~~Ends/Results~~ End/Results

Collaboration – We would like to see agencies work together.

Data Collection – Measuring outcomes and knowing what indicators organizations are using and if they are making an impact. It was noted if there are any exceptions there is a commentary area.

Accomplishment of End/Results: What are we measuring? Mr. Sanchez said that this is what the organization is focusing on. The Commission could make a decision that it is critical and yet the agency may not feel the same. The consensus was if we really need this section? Ms. Lefrak feels that a future planning session should include this as a topic of discussion. Discussion evolved on the term critical – say if you were describing suicide, what should be used? The Chair suggested compiling the results from each commissioner’s evaluation and at that time have more feedback to this question on what is critical, high or medium.

Ms. Jill Reichman asked if this was going to be seen by the agencies i.e., the public. Mr. Sanchez said we want to be transparent but all documents are public record. It was recommended to take out Section III for the actual RFP process.

Future Objectives: Identify objectives for organizations to work towards. We want to help organizations grow not hinder their growth.

*Evaluation by commission members to review RFP responses from last year utilizing the tool as a mock session: <30 minutes> Recording equipment was turned off during this portion of the meeting as commissioners worked in groups.*

Meeting resumed with commission participation at 7:35 p.m. discussing feedback from the program reviews.

The commission members agreed that this was a good tool. The ranking 1-2 and 3-5 was discussed and how to add a total score and if it required a meeting or no meeting. Another example is if there was a rating of 4 you could bring them in to compliment their accomplishments. It was noted that the reviews will be done before the interview.

Mr. Sanchez asked if all proposals should be evaluated or should they be put into certain areas. The commission members said they should review all proposals. There were 62 organizations at the Pre-RFP meeting. The commission members will consider if they should review in teams.

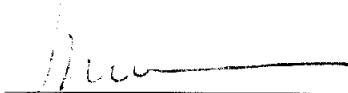
5. Old Business:
  - a. Confirmation of Paige Aarniokoski to the Children and Youth Commission  
Congratulations and welcome.
6. Comments from the Chair and Commissioners  
None
7. Report from Staff
  - a. Pre-RFP Workshop Report  
Notes reflected above. There were 62 organizations at the Pre-RFP meeting. Tool will be shared at the Pre-RFP Workshop, excluding Section III.
  - b. Review of RFP Timeline  
All proposals should be ready and released by March 21, 2014. It was agreed to meet on March 25<sup>th</sup>, April 22<sup>nd</sup> discussion of proposals and interviews on April 25-26, 2014. If there are 62 organizations compared to the 35 we normally get we will need more time. The suggestion is to meet on April 8<sup>th</sup> to decide who should be called in. March 25<sup>th</sup>


would be a pick up date in Mr. Sanchez office. It was noted that any new group could get up to \$25,000 and existing programs a maximum of \$100,000, the funding available is \$1.1 million dollars. (Exhibit B) Mr. Sanchez asked if April 25-26 could be moved to April 24-25<sup>th</sup>. The Commission agreed to this date change. Starting time will be 9:00 am – 4:00 pm at the Food Depot, Rufina Street.

8. Matters from the Floor  
None
9. Adjournment

There being no further business to discuss, the Chair called for adjournment at 8:15 pm.

Signature Page:

  
Sue Anne Herrmann

  
Fran Lucero, Stenographer



A City that Cares about Kids!

# Grants Review

## SECTION I – Priority Categorization

Identifying how the program best aligns with one of the City of Santa Fe's Children and Youth Commission priorities.

## SECTION II – Program Review

This is a review of how the Agency is meeting the requirements of the City's RFP.

Performance Rating & Definitions		
5	<b>GREATLY EXCEEDED</b>	Performance clearly and consistently exceeded the objective/standard by a wide margin.
4	<b>EXCEEDED</b>	Performance frequently exceeded the objective/standard.
3	<b>FULLY SATISFACTORY</b>	Performance fully met the objective/standard.
2	<b>BELOW SATISFACTORY</b>	Performance usually, but did not always, meets the objective/standard. This may be acceptable for a newly formed non-profit agency. This level is marginal for more experienced non-profits.
1	<b>UNSATISFACTORY</b>	Performance failed to meet the objective/standard by a wide margin.

## SECTION III – Accomplishment of Ends/Results

This is a list of ends/results set forth by the City of Santa Fe Children and Youth Commission.

## SECTION IV – Overall Performance

This is the performance rating of the agency.

## SECTION V - Future Objectives

Plan the changes to address the children and youth needs.

## SECTION VI - Development Plan

Identify specificThis is a development plan to assist an agency in successfully meeting the Commission's criteria

**Reviewer Instructions**

The City of Santa Fe Children and Youth Commission sets high standards for reviewing agency and nonprofits who request funding to serve our children and youth. It is an obligation to our tax payers and the non-profit agencies that we rate each category in an objective and fair manner to accomplish the mission of the Commission. A rating of 3 - Fully Satisfactory means an agency is accomplishing what is required. A rating above or below a "3 - Fully Satisfactory" requires written comments to support the higher or lower rating and to justify how the organization specifically exceeds or does not meet expectations with cited examples. For example a 5 - Greatly Exceeded might have received state or national recognition for one of the review categories. A rating of a 1 - Unsatisfactory will likely require immediate remedy to qualify for funding.



<b>Non-Profit Name:</b>			
<b>Program:</b>			
<b>Contact Name:</b>		<b>Title:</b>	
<b>Review Period:</b>		<b>Amount Requested:</b>	

**SECTION I - PRIORITY CATORGIZATION**

**PRIORITY INDICATORS**

Vision: The development of children and youth and a community environment in which the strengths of young people are recognized and nurtured. Below are the indicators: (Which of the City's priority best represents the program. Check all program desired results that apply.)

**Children Raised in Stable and Nurturing Families**

**Early Care and Education for Children 0-5**

**Program Desired Results/Ends**

Developing healthy cognitively, emotionally and physically healthy kids raised by parents/adults who know how to stimulate them.

Physically healthy and developing

Born to mothers who are healthy and not abusing substances. Indicator:

Being raised by positive female and male influences

- Indicators**
- Infant death and injuries
  - Child abuse/neglect rates
  - Children enrolled in Pre-K programs and % who are ready for kindergarten based on assessments
  - Infants receiving well-baby care
  - Mothers receiving prenatal checks
  - Children born to addicted parent
  - Family involvement

**Children Succeed in School**

**Supplemental Education for School-Age Children**

**Program Desired Results/Ends**

Learning and thriving in school

Developing essential competencies and skills

Being cared for by an adult

Staying engaged in school

Involved in after-school enrichment experiences.

Getting good jobs and/or going to college

Becoming leaders and citizens

- Indicators**
- School attendance rates/truancy
  - Reading, math and science proficiency rates
  - Graduation rate & drop out rates
  - Participate in after-school activities which demonstrate improvement/growth (academic, social skills, etc.)
  - % of youth who can identify a caring adult/caretaker
  - Involvement in community services, apprenticeships or school activities who show growth in leadership or career preparation skills

**Youth Choose Healthy Behaviors**

**Healthy Lifestyles**

**Program Desired Results/Ends**

Mentally and physically healthy

Exercising

Not abusing substances

Avoiding unwanted pregnancies

Living in a safe place

Attending school

Not engaged in illegal activities

Being supported and challenged to develop their strengths

- Indicators**
- Suicide rates, depression rates
  - Obesity rates
  - Rate of abuse of substances
  - Teen pregnancy rates
  - Homeless rates
  - Abuse and neglect rates
  - Suspension rates/JJPO involvement
  - School attendance rates
  - Immunization rates, flu shots
  - Participate in after-school or enrichment activities which show growth & improvement in skills, attitudes or behaviors (e.g. enrichment activities such as outdoor education, arts education & positive learning experience).

**Comments**

**SECTION II - PROGRAM REVIEW**

**AGENCY PROGRAM**

Program structure to effectively achieve priorities.

**PROGRAM LEVEL**

The non-profit is recognized as a national leader in providing a model program to cultivate and support youth.

The non-profit has researched and implemented models from other non-profits (local or national) to serve the City's children and youth.

Structured Program developed locally.

Unstructured, creative program developed locally.

**RATING SCALE**

**(CHECK ONE)**

Performance clearly and consistently exceeded the objective/standard by a wide margin.

Performance frequently exceeded the objective/standard.

Meets essential expectations and requirements for the program.

Performance usually, but did not always, meets the objective/standard. This may be acceptable for a new non-profit agency or new to the program. This is marginal for more experienced non-profits.

Needs development to meet essential expectations and requirements for the program.

Comments:

**SCOPE OF ACTIVITY**

Agency/Program serves appropriate number of young people. (Estimate cost per participant.)

Dollar Amount:	Participant Number	Cost per Participant.	EXPECTED NUMBER SERVED
Number 151 +			<input type="checkbox"/>
Number 76-150			<input type="checkbox"/>
Number 26-75			<input type="checkbox"/>
Number 0-25			<input type="checkbox"/>

**RATING SCALE**

**(CHECK ONE)**

- Performance clearly and consistently exceeded the objective/standard by a wide margin.
- Performance frequently exceeded the objective/standard.
- Meets essential expectations and requirements for the program.
- Performance usually, but did not always, meets the objective/standard. This may be acceptable for a new non-profit agency or new to the program. This is marginal for more experienced non-profits.
- Needs development to meet essential expectations and requirements for the program.

**Comments:**

Empty space for providing comments.

**GOVERNANCE**

The agency/program has sufficient oversight to provide sustainability.

**TYPE OF OVERSIGHT AND SUPPORT**

Diversified Board with Committee Structure Support and Oversight.

Diversified Board Support and Oversight (Legal, Accounting, Finance etc).

Fiscal Agent Board and Advisory Committee Support and Oversight.

Advisory Committee Support and Oversight.

**RATING SCALE**

**(CHECK ONE)**

Performance clearly and consistently exceeded the objective/standard by a wide margin.

Performance frequently exceeded the objective/standard.

Meets essential expectations and requirements for the program.

Performance usually, but did not always, meets the objective/standard. This may be acceptable for a new non-profit agency or new to the program. This is marginal for more experienced non-profits.

Needs development to meet essential expectations and requirements for the program.

**Comments:**

**PROGRAM CAPABILITY**

Agency/program has qualified staff and appropriate organizational structure to meet program requirements

**EXPECTED LEVEL OF PERFORMANCE**

Staff active and contributing to both state and national support organizations.

3-5 year average experience with continual training and supervisory support.

1-2 year average experience and support training.

Sufficient training and experience.

**RATING SCALE**

**(CHECK ONE)**

Performance clearly and consistently exceeded the objective/standard by a wide margin.

Performance frequently exceeded the objective/standard.

Meets essential expectations and requirements for the program.

Performance usually, but did not always, meets the objective/standard. This may be acceptable for a new non-profit agency or new to the program. This is marginal for more experienced non-profits.

Needs development to meet essential expectations and requirements for the program.

**Comments:**

**FISCAL AND ADMINISTRATIVE CAPABILITY**

Agency/program has proper fiscal systems and administrative capability including program record keeping and accountability.

**TYPE OF FISCAL REPORTING**

A detailed monthly accounting p/l statement with review by board and staff including items noted below.

An audited statement including items below.

A standard record keeping system along with a 990 report

Utilizes a fiscal agent and also provides independent accounting support.

**RATING SCALE**

**(CHECK ONE)**

Performance clearly and consistently exceeded the objective/standard by a wide margin.

Performance frequently exceeded the objective/standard.

Meets essential expectations and requirements for the program.

Performance usually, but did not always, meets the objective/standard. This may be acceptable for a new non-profit agency or new to the program. This is marginal for more experienced non-profits.

Needs development to meet essential expectations and requirements for the program.

Comments:

**COLLABORATION**

Agency/Program collaboration level with the community.

**COLLABORATIVE ACTIVITIES**

Realign resources (funding or personnel) to support community. Ability to demonstrate the effectiveness of a collaboration.

Coordinates with other agencies and is compensated for services.

Participation in community collaborative to support efforts beyond their area of specialty.

Knowledge of community resources and referral system.

**RATING SCALE**

**(CHECK ONE)**

Performance clearly and consistently exceeded the objective/standard by a wide margin.

Performance frequently exceeded the objective/standard.

Meets essential expectations and requirements for the program.

Performance usually, but did not always, meets the objective/standard. This may be acceptable for a new non-profit agency or new to the program. This is marginal for more experienced non-profits.

Needs development to meet essential expectations and requirements for the program.

Comments:

**DATA COLLECTION**

Measuring outcomes.

**OUTCOME MEASUREMENT LEVEL**

Comprehensive Quantitative and Qualitative tracking and measurement of program with peer (national) comparisons.

Comprehensive Quantitative and Qualitative tracking and measurement of the effectiveness of the program.

Non-profit attempts to collect some qualitative or quantitative data to show positive outcome.

Non-profit provides only demographic information and/or number of program participants.

**INDICATORS**

**Children Raised in Stable and Nurturing Families**

- Infant death and injuries
- Child abuse/neglect rates
- Children enrolled in Pre-K programs and % who are ready for kindergarten based on assessments
- Infants receiving well-baby care
- Mothers receiving prenatal checks
- Children born to addicted parent
- Family involvement

**Children Succeed in School**

- School attendance rates/truancy
- Reading, math and science proficiency rates
- Graduation rate & drop out rates
- Participate in after-school activities which demonstrate improvement/growth (academic, social skills, etc.)
- % of youth who can identify a caring adult/caretaker
- Involvement in community services.

**Youth Choose Healthy Behaviors**

- Suicide rates, depression rates
- Obesity rates
- Rate of abuse of substances
- Teen pregnancy rates
- Homeless rates
- Abuse and neglect rates
- Suspension rates/JPPO involvement
- School attendance rates
- Immunization rates, flu shots
- Participate in after-school or enrichment activities which show growth & improvement in skills, attitudes or behaviors (e.g. enrichment activities such as outdoor education, arts education & positive learning experience)

**RATING SCALE**

(CHECK ONE)

- Performance clearly and consistently exceeded the objective/standard by a wide margin
- Performance frequently exceeded the objective/standard.
- Meets essential expectations and requirements for the program.
- Performance usually, but did not always, meet the objective/standard. This may be acceptable for a new non-profit agency or new to the program. This is marginal for more experienced non-profits
- Needs development to meet essential expectations and requirements for the program.

**Comments:** (Please note any other indicators mentioned by the agency)



## SECTION IV - OVERALL PERFORMANCE

Summarize the Agency's overall performance for the period using the performance evaluation definitions given.

(CHECK ONE)

- 5 Performance consistently exceeds all grant requirements.
- 4 Performance frequently exceeds most grant requirements.
- 3 Performance meets all grant requirements.
- 2 Performance usually, but not always, meets grant requirements. (This performance level may be acceptable for those relatively new to their program and who are making good progress toward fully satisfactory levels.) (This level of performance would be considered marginal for more experienced non-profits.)
- 1 Performance seldom meets grants requirements.

Comments:

## SECTION V - FUTURE OBJECTIVES

This section is to be used to plan the non-profits work objectives

## SECTION VI - DEVELOPMENT PLAN

- 1 Indicate the non-profit's overall performance strengths that can be enhanced and/or more broadly applied to meet the CSFCYC objectives.
- 2 Indicate areas in which the non-profits needs to further develop in order to perform more effectively in his/her current position or to be ready for expanded CSFCYC objectives.
- 3 Identify the one or two most important developmental objectives for the agency in the coming year. Include an action plan and timeframe.

Reviewer Name:

Date:

**SCHEDULE FOR CHILDREN AND YOUTH FUNDING PROCESS 2014-2015**

Friday, February 21, 2014	Public Notice Advertisement in newspaper for the availability and disbursement of RFP packets for Children and Youth applicants. Packets available at City of Santa Fe Purchasing Office, 2651 Siringo Road Building "H" Santa Fe, New Mexico 87505 or on the website – www.santafenm.gov.
Friday, March 7, 2014	Technical Assistance Training: recommended for new applicants, 3:30 p.m. to 5:00 p.m. Market Station Office, 500 Market Street Suite 200, Santa Fe, NM 87504
Friday, March 21, 2014	Deadline for submittal of proposals to the <u>Purchasing Office, 2651 Siringo Road, Building H, no later than 2:00 p.m.</u> <b><u>No late proposals accepted.</u></b>
March 24-April 7, 2014	Review and analysis of Proposals by Staff and Commission.
Tuesday, April 22, 2014	Children and Youth Commission meeting and discussion of proposals.
Friday, April 25 -Saturday, April 26, 2014	Interviews with applicants to be held at undetermined location.
Monday, May 19, 2014	Recommendation of award to Finance Committee
Wednesday, May 28, 2014	Recommendation of award to City Council
Monday, June 2, 2014	Prepare contracts for Fiscal Year 2014-2015
Tuesday, July 1, 2014	Beginning of Fiscal Year 2014-2015

**DATES FOR CONSIDERATION BY THE CITY COMMITTEES AND CITY COUNCIL ARE TENTATIVE AND SUBJECT TO CHANGE WITHOUT NOTICE.**

*Exhibit B*