



# Agenda

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## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, May 22, 2012  
City 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: April 17, 2012
4. New Business:
  - a. Review Memo to Finance Committee and City Council
  - b. Planning for needs assessment process
5. Old Business:
  - a. Quarterly report and expenditure status of contracts
  - b. Status of Project Manager position
6. Comments from the Chair and Commissioners
7. Staff Report
7. Matters from the Floor
8. Adjournment

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**Index Summary of Minutes  
Children and Youth Commission  
May 22, 2012**

<u>INDEX</u>	<u>ACTION TAKEN</u>	<u>PAGE(S)</u>
<b>Cover Sheet</b>		1
<b>Call to Order</b>	The meeting was called to order at 6:00 pm by the Chair.	2
<b>Roll Call</b>	Roll Call constitutes a quorum, one absence.	2
<b>Approval of Agenda</b>	Dr. Gebhart moved to approve the agenda as presented, second by Mr. Bustamante, motion carried by unanimous voice vote.	2
<b>Approval of Minutes April 17, 2012</b>	Corrections: Page 3. 1 <sup>st</sup> paragraph, end of sentence strike: <del>to</del> Page 3: 3 <sup>rd</sup> paragraph, 2 <sup>nd</sup> sentence: <del>than</del> <i>then</i>  Mr. Bustamante moved to approve the minutes of April 17, 2012 as amended, second by Dr. Gebhart, motion carried by unanimous voice vote.	2
<b>New Business</b> <b>a. Review Memo to Finance Committee and City Council</b> <b>b. Planning for Needs Assessment Process</b>	No formal action taken, staff direction on follow up items.	2-5
<b>Old Business</b> <b>a. Quarterly report and expenditure status of contracts</b> <b>b. Status of Project Manager position</b>	Information.	5-6
<b>Comments from the Chair and Commissioners</b>	Informational	6
<b>Report from Staff</b>	Informational	6
<b>Matters from the Floor</b>	None	6
<b>Adjournment</b>	The chair called for adjournment at 8:00 pm	6
<b>Signature page</b>		7

**CHILDREN AND YOUTH COMMISSION**

**May 22, 2012**

**MINUTES**

The meeting was called to order at 6:00 pm in the City Councilors Conference Room, Santa Fe, New Mexico. A quorum was declared by verbal roll call.

**1. ROLL CALL**

**Present:**

Sue Anne Hermann, Chair  
Joanne Lefrak  
Dolores Fidel  
Thomas Bustamante  
Suzanne Gebhart, MD  
Michael Multari

**Not Present:**

Ernestine Gallegos de Hagman

**Others Present:**

Terri Rodriguez, Director, Youth and Family Services Department  
Anna Serrano for Fran Lucero, Stenographer

**2. APPROVAL OF AGENDA**

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

**3. APPROVAL OF MINUTES**

Corrections: Page 3. 1<sup>st</sup> paragraph, end of sentence strike: ~~to~~  
Page 3: 3<sup>rd</sup> paragraph, 2<sup>nd</sup> sentence: ~~than~~ *then*

Mr. Bustamante moved to approve the minutes of April 17, 2012 as amended, second by Dr. Gebhart, motion carried by unanimous voice vote.

**4. NEW BUSINESS**

**a. Review Memo to Finance Committee and City Council**

Ms. Rodriguez said that she detailed that they had 38 proposals, how much money they had, how much money was requested and who the new proponents were. On one sheet Ms. Rodriguez summarized for the council to be able to see the percent increase over last year. The 2009-2010 amount that went out which was \$1 million was significant for them to see and compare the present \$1 million dollar allocation and how it was being distributed.

At last night's Finance Committee the Human Services Department presented first and they were asked questions on financial stability and justification was provided on the recommendations. Councilor Bushee asked several questions regarding what type of financial plans were presented by the applicants and she is expecting a response to those questions. Ms. Rodriguez suggested inviting Councilor Bushee to the next meeting for discussion purposes and also recommended sending the Councilor the minutes from April 17<sup>th</sup> that detail the discussion regarding the Girls and Boys Club. Councilor Bushee wanted to know actual amounts and details and the information was not available at that time. Another question was the debt amounts for Warehouse 21. Councilor Bushee was involved with Warehouse 21 and Youth Shelters and Family Services in the pursuit of moving Youth Shelter and Family outreach to Warehouse 21 to keep it open more days during the week. Ms. Rodriguez said that as the application for Warehouse 21 was reviewed it stated that they were starting a retail space and they are still interested in seeking that venture. Ms. Rodriguez stated that she could not provide information on the lease commitments. Mr. Bustamante said that they were funded for the amount that they requested. The request was reviewed and vetted and Children and Youth Commission have never been involved in the lease of the building itself. The commissioners agreed that Warehouse 21 had an appropriate plan and it wasn't the right time to cut their funding as we want things for teenagers to do in the city and there are not a lot of choices.

The Finance Committee did vote on the recommendations at the 5/21/12 meeting. The City Council meeting will be on May 30, 2012 and it is on the consent calendar. Staff was directed to provide Councilor Bushee with the answers to the questions that she had and to provide her with the minutes from April 17, 2012 and a cover letter detailing the precautions taken by the commission during the review. It should be noted that this is a source of funding that those who apply are counting on.

The Chair asked if Ms. Rodriguez had heard from the two applicants who missed the deadline. Ms. Rodriguez stated that the Youth Symphony applied to the Arts Commission. The Chair raised the question as to how would the commission know if other city boards or commissions are allocating funds to the same applicants. It would be good to know this information.

**b. Planning for Needs Assessment Process**

Ms. Rodriguez stated that this item is on the agenda in a timely manner than in the past is to be able to put thought and determination into what kinds of issue were seen during this process and which ones would the commission like to see more information or have something more detailed, possibly offering some type of training.

Mr. Bustamante stated that the evaluation form and how it is rated 1 thru 5, that a category definition could be put in for the 1,2,3,4,5. It becomes too arbitrary as everyone has a different interpretation of what a 1 is and what a 5 is and how it works. His suggestion is that for each category implement a definitive number and what you will find is consistency on how it is rated. It might take some work but it would provide consistency.

Ms. Rodriguez said that another reminder on the renewal process was that after the re-do of the RFP, the commission had touched on re-doing the second year re-submittal process. This form should be reviewed in order to assure that the information needed for the second year will be received. It will also be a good time to evaluate if they are meeting the goals. Dr. Gebhart stated that it has been an on-going concern to have measureable goals other than just customer or client satisfaction. The Chair stated that it is also hard to impose outcome evaluations when people are hurting for money, yet it is important to know how the money is being spent. Most of the awardees tell us that they do have outcome evaluations. The Commission needs to be more stringent in getting that information. Ms. Rodriguez said that it is also a process of them telling the commission what are their objectives and measures. Mr. Bustamante said that when organizations are applying for grants that they need to have measurable criteria and not all the measures are the same. Mr. Multari said that he would like to see each organization tells us what would be reasonable in terms of a goal for the funding period and then after a year or two the commission would revisit what they were able to accomplish based on what they said. Ms. Rodriguez said that we do that but the responses were skewed.

Discussion continued on some of the presentations that were very thorough and did provide good outcomes and how they measured success. It was stated that the commission should not create the criteria for measurement. It is time to have more stringent evaluations or the future will hold wonder with limited information. It is more evident that the commission needs to be very honest of how the programs are evaluated. Due diligence is important and more so when evaluating those programs that are in trouble. It was agreed that the organizations need to have measurable goals. Also taking in to consideration if programs are in dire need and may not succeed; the commission needs to provide a good recommendation that they can stand by in recommending to the Finance Committee and the City Council the viability of the program and the award amount. It is taxpayer's money.

The possibility of having a representative from the SFPS is something to pursue for the Commission. It would be good to have a liaison available to ask questions. Ms. Rodriguez said that the Regional Juvenile Justice Board has had representation from the SFPS. Teta Gevers is the one person who is such a positive communicator and provides information. Ms. Rodriguez stated that Teta recently did a very positive presentation on the behavioral health program available to our youth in the schools. The Chair said that follow up is due to the Regional Juvenile Justice Board on the help needed for the children who are in the system. Additional information on this request was trying to build a resiliency program for the siblings who are affected by the problems their older family members go through. They were asking for resources for these children can go to after school.

A big question and discussion evolved around how do you measure Suicide prevention? Ms. Lefrak said that maybe the measurable goal is having the services when they have the problem. Ms. Rodriguez said that through the programs available, PMS does the

response and the counseling and they direct those kinds of kids to have information on which they have to talk to. The mental health piece, the mental health counselors that PMS has; they have made that process streamlined to take children and families and they try to fit in the family counseling.

After school programs was also discussed and it was clarified that these programs are not only a day care program they are inclusive of many activities for the kids. The Chair said one of the things that we have not asked is, "what do you do?" It would be nice if other programs would allow their families to provide comments on what benefits their children gained vs. what Teachers told us. First Serve was a perfect example of this type of feedback. It was noted that some measurements were by the students grades. Some of the parent contributions are from those who have worked in the programs.

Another topic is what is the root of their problems, for example how do they deal with substance abuse? It students are not getting their GED's because of substance abuse or the at risk kids, how do they get helped? Are there meetings that these children attend to get the help that they need? Ms. Rodriguez said that as recent as today, Emily met with the Mayor to help with substance abuse and other endeavors regionally to help our youth. It was a great presentation and dialogue will continue with Emily.

The Chair reiterated that when the letters go out informing them of their awards that we should take the opportunity to emphasize the need for "measurable goals" that meet their mission statement. Question examples: What measures have you put in place? Tell us how you have met your mission. Future discussion is how we want to structure our Needs Analysis.

## 5. Old Business

### a. Quarterly report and expenditure status of contracts.

NDI got in their fourth quarter report as their programs are over and there are others who have closed out their end of year reports. Cooking With Children is a program that will require follow up. Ms. Rodriguez said that she has told the program managers that they can send in their reports monthly as well. (Quarterly report was handed out to the commissioners for their review).

### b. Status of Project Manager position (*Job Description reviewed by the Commission*)

Position has been posted on the City website. The changes in the position are that this person will also have the supervisory and hopefully have their knowledge to place the Monica Roybal after school and summer program and the Carlos Ortega Teen Center after school program brought up. CYFD standards are very stringent and the city did not choose to participate in the CYFD is because it is a different and difficult population. Monica Roybal program was set up to assist those parents after school. It is the desire to have a Manager that can help rejuvenate these programs. Contract management is not the major responsibility of this person; they will have assistance to continue this program. This person will be the liaison to this committee and this person will do the assessments and site visits and have the ability to understand these programs and what they could be and should be, that will be their direct correlation. There was also

mention of this person participating in the Girls and Boys Club food program which is normally a one year assessment to assure we are meeting the federal food operations. The commission asked will the salary be coming out strictly from the Children and Youth funds as the ordinance states that the funds cannot be used for city programs. The Ordinance clearly states that it will have a full time staff member to carry out the work of the Children and Youth Services. It then addresses the Children and Youth Fund. The question was asked if the Planner is going to be 60% Children and Youth and 40% Monica Roybal would Children and Youth then be entitled to another 40% individual. Ms. Rodriguez said it will not be difficult to split the funds for the salary of this position and that at this time CYC does not require a 100% individual. The Chair is concerned that during the summer months when programs are at full operation it could turn in to a full time position for this person and she does not want to see the work of CYC suffer. Ms. Rodriguez said that this person would only manage two sites in the summer program. After HR has vetted out who has met the qualifications, Sue Hermann, Chair for the CYC will be on the interview committee.

**6. Comments from the Chair and Commissioners**

Michael Multari expressed his thanks for the commission working together during his absence. He has accepted the position of Director of Admissions for Santa Fe Prep. Congratulations on this new position.

Ms. Lefrak said that she had received additional information from one of the applicants and for the record she did not respond in his private profession capacity.

**7. Staff Report**

Ms. Rodriguez said that Ken Strauss and Ann contacted her to talk about the Brindle Foundation and how it works with CYC. They were checking in to make sure CYC was still functioning and to make the point again for us to look at babies and to get programs that address pre-natal. Discussion also included the first born program and incorporated goals from the Juvenile Justice program in identifying families in need.

Mr. Multari suggested inviting some of these foundation representatives to hear what their needs and cross over is into Children and Youth Commission. Staff direction was that possibly asking the Brindle Foundation to invite the CYC members to a meeting of theirs.

**8. Matters from the Floor**

None

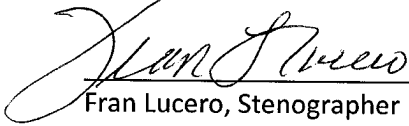
**9. Adjournment**

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

**Signature page:**

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Anne Hermann, Chair



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Fran Lucero, Stenographer