



# Agenda

CITY CLERK'S OFFICE

DATE 1-4-12 TIME 12:09 pm

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## CHILDREN AND YOUTH COMMISSION MEETING

**Tuesday, January 10, 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 25, 2011
4. Approval of Informational Minutes: November 15, 2011
5. New Business:
  - a. Review and approve financial reporting requirements for RFP
  - b. Election of Officers
6. Old Business:
  - a. Information on applicants for open position on Commission
7. Comments from the Chair and Commissioners
8. Report from Staff: Contracts, Payment Report
9. Matters from the Floor
10. Adjournment

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

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**Index Summary of Minutes  
Children and Youth Commission  
January 10, 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 Dr. Gebhart, Chair.	2
<b>Roll Call</b>	Roll Call constitutes a quorum, one absence.	2
<b>Approval of Agenda</b>	<i>Ms. Hermann moved to approve the agenda as presented, second by Ms. Ernestine Gallegos de Hagman, motion carried by unanimous voice vote.</i>	2
<b>Approval of Minutes</b>  Approval of Informational Minutes: November 15, 2011  Minutes of November 15, 2011 were provided for point of record, no formal motion was taken as there was not a quorum and meeting was informal.	Corrections: Page 3: Remove the apostrophe on <del>Visa's</del> should be visas. Page 4: 2 <sup>nd</sup> paragraph, third sentence: They have held eye <b>and</b> diabetic programs. Page 4: Capitalize Early Head Start  <i>Ms. Gallegos de Hagman moved to approve the minutes as amended, second by Ms. Hermann, motion carried by unanimous voice vote.</i>	2-3
<b>New Business</b> a. Review and approve financial reporting requirements for RFP b. Election of Officers	<i>Ms. Lefrak moved to approve the RFP with the noted comments, second by Ms. Gallegos de Hagman, motion carried by unanimous voice vote.</i>  <i>Mr. Multari moved to accept the nominations of Ms. Sue Hermann as Chair and Ms. Gallegos de Hagman as Vice Chair, second by Ms. Lefrak, motion carried by unanimous roll call vote.</i>	3-4

**Index Summary of Minutes  
Children and Youth Commission  
January 10, 2012**

<b>Old Business</b> a. <b>Open Children and Youth Commission positions</b>	<i>Staff Direction to submit the name of selected candidate for consideration.</i>	4-5
<b>Comments from the Chair and Commissioners</b>	<b>Informational</b>	5
<b>Report from Staff</b>	<i>Informational</i>	5
<b>Matters from the Floor</b>	<i>Informational – Shanetta Martine</i>	5
<b>Adjournment</b>	<i>The chair called for adjournment at 7:45 pm</i>	6

**CHILDREN AND YOUTH COMMISSION MEETING  
MINUTES**

**Tuesday, January 10, 2012  
Historic Preservation Conference Room  
City Hall, 2nd floor  
200 Lincoln Avenue  
6:00-8:00 p.m.**

1. Call to Order

**Roll Call**

**Present:**

Suzanne Gebhart, M.D, Chair  
Sue Anne Hermann  
Ernestine Gallegos de Hagman  
Michael Multari  
Joanne Lefrak

**Excused:**

Dolores Fidel

**Staff Present:**

Terrie Rodriguez, Director, Youth and Family Services Department

**Others Present:**

Fran Lucero, Stenographer  
Thomas Bustamante, Prospective Member for CYC  
Shanetta Martin, Youth Providers Coalition

2. Approval of Agenda  
*Ms. Hermann moved to approve the agenda as presented, second by Ms. Ernestine Gallegos de Hagman, motion carried by unanimous voice vote.*
3. Approval of Minutes: October 25, 2011  
Corrections:  
Page 3: Remove the apostrophe on Visa's should be visas.  
Page 4: 2<sup>nd</sup> paragraph, third sentence: They have held eye *and* diabetic programs.  
Page 4: Capitalize Early Head Start  
  
*Ms. Gallegos de Hagman moved to approve the minutes as amended, second by Ms. Hermann, motion carried by unanimous voice vote.*

4. Approval of Informational Minutes: November 15, 2011  
Minutes of November 15, 2011 were provided for point of record, no formal motion was taken as there was not a quorum and meeting was informal.
5. New Business:
  - a. Review and approve financial reporting requirements for RFP  
Ms. Rodriguez provided the commissioners a document on submittal requirements starting with page 15-27. This document shows the inclusions; #7 – Non Collision Affidavit and the EEO/ADA Certification forms. It also notes in #8 that all applicants will provide their IRS 990 tax forms. The Signature Sheet (pg. 19) refers to Page 8 under Funding Categories referencing the Funding Category List. Note that this form is not interactive but they can get it from the website. Page 20: Proposal Narrative – Add to the description – *include the evidence on how you are meeting your goals*. The questions under 2-3, Budget and Financial History are questions directed by the Commissioners.

There was a comment regarding identifying the other funders. Staff referenced; #4a – Donor List and noted that it partially answers this question. Proposed wording: List corporations, foundations and other major sources as ~~either~~ committed, pending ~~or~~ and anticipated with amounts stipulated.

#3a – Applicant’s financial statement from last complete fiscal year to include revenue sources.

Form: Draft prepared by Rev. Anderson for review.

Evaluation Process – page 25

Implies that there will be a provider hearing for every applicant and last year it was discussed that we hear only those applicants who had problem areas. The commission was asked if they want to hear from every applicant. One comment is to hear from every applicant. Ms. Rodriguez suggested a review system which would allow the tenured commissioners to review the applicants as First Readers and Secondary Readers with new applications and the newer of the Commissioners to review the older and historical applicants. The Chair stated that they do not sit and read each application over a two-day process; they do it prior to the interviews. Ms. Rodriguez introduced a new form on page 26 which is the Staff/Children and Youth Commission Evaluation Criteria which creates consistency for all applicants. One of the suggestions is to have each commissioner circulate all of the applications and have each one read two of the proposal in order to have a secondary opinion on the same proposal. The Chair said that there will probably be interest to read all of the proposals. It was reiterated that more than one person read the application. The Chair favors having two principle readers for the proposals if the number received is controllable. It was the consensus that every commissioner read all application/proposals and that we not have a primary/secondary reader.

The review of the draft Funding Sources form can be correlated to #4a.

Budget would say: Last completed FY ending (indicate date) to Actual: of last fiscal year (indicating the date) depending on the fiscal years. It is recommended to remove the CSF column from the funding source section and add it to the Expenses heading and grey out the areas to make it clearer. This will be included in the RFP packet and referenced. Ms. Rodriguez and Mr. Bustamante will work on the form.

It was asked what is the legend meaning for 1 – 2 – 3 – 4 – 5 rating. (1 is low and 5 is high. The rubric needs to be documented. Next is how will the commission look at these results. The question was asked on what is the definition of “intensity”? It was recommended that the title of this category in question read as follows: Scope of Activity and the sentence that follows should read: Agency/program *serves* appropriate number of young people in quality of program.

Ms. Lefrak offered to proof and assure that the numbering sequence is adequate.

Ms. Lefrak moved to approve the RFP with the noted comments, second by Ms. Gallegos de Hagman, motion carried by unanimous voice vote.

b. Election of Officers

Dr. Gebhart said that she has been chair for two years and she would like to see someone from the Commission take the position of Chair.

Mr. Multari nominated Ms. Sue Hermann as Chair and Joanne Lefrak as Vice Chair. Ms. Lefrak declined the nomination. Ms. Gallegos de Hagman was nominated as Vice Chair.

***Mr. Multari moved to accept the nominations of Ms. Sue Hermann as Chair and Ms. Gallegos de Hagman as Vice Chair, second by Ms. Lefrak, motion carried by roll call vote.***

	<b>Chair</b>	<b>Vice Chair</b>
Sue Gebhart	yes	yes
Mike Multari	yes	yes
Joanne Lefrak	yes	yes
Sue Hermann	yes	yes
Ernestine Gallegos de Hagman	yes	yes

6. Old Business:

a. Information on applicants for open position on Commission

The position to replace Dr. Hathaway is not open at this time. It was pulled because it had to have a union review. There is a question regarding the defined title. The Union review is already going on 2 weeks and the hope is that it gets completed in another week. If it is not completed then Chair Gebhart would like to meet with Mr. Pino to discuss the delay.

Mr. Bustamante provided a resume and spoke to the commission regarding his involvement with Youth and Children. He works with the Civitan Club whose purpose is to serve disabled individuals and is Past Chair of the Santa Fe Community Foundation. Mr. Bustamante does still serve on the Santa Fe Community Foundation Board. He brings a tremendous amount of banking experience which will be helpful to the commission.

Second candidate was Will Schmitt. The Commission would like a more detailed resume.

The Chair asked Ms. Rodriguez to present the resume and letter of support to the Mayor for appointment of Mr. Thomas Bustamante as the new member to the Children and Youth Commission.

7. Comments from the Chair and Commissioners

The Chair said that she would transition comments and direction on getting the replacement for Ms. Hathaway's position and follow through with a meeting with Mr. Pino.

Next meeting is scheduled the 4<sup>th</sup> Tuesday in February.

Ms. Lefrak is happy to help in the next year.

Ms. Hermann will be working the 30 day session.

8. Report from Staff: Contracts, Payment Report

Ms. Rodriguez distributed the quarterly report update for 2011-2012. Ms. Rodriguez has contacted those who have not met their deadline for reports.

9. Matters from the Floor

Shanetta Martin is a Consultant for youth issues. With help from the Santa Fe Community Foundation she is working to convene 17 of the organizations in Santa Fe. She came to NM from Washington through the NM Community Foundation and worked through the Youth Alliance and other organizations. She helped by doing due diligence for the Kellogg Foundation. She is interested in finding out as much as possible on youth issues. The Santa Fe Youth Collaborative is made up of the 17 organizations that are active in the group and about a total of 30 who are interested in collaborating. In the next day a retreat will be held to get to concrete action points. The members are exclusively Executive Directors. She looks forward to strengthening the relationship with the Children and Youth Commission and bringing the youth organizations closer to the commission. There are reports that she has worked on and is happy to share them with the Commission. Shanetta will send her contact information and a short bio on what she does.

Thank you to Chair Gebhart and to Michael Multari, Vice Chair as they exit their positions.

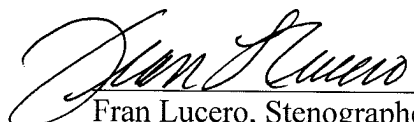
10. Adjournment

The Chair moved for adjournment at 7:45 pm

Signature Page:

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Suzanne Gebhart, MD, Chair



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Fran Lucero, Stenographer