



# Special Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Wednesday, January 22, 2020 | 6:00 PM – 8:00 PM  
440 Civic Center Plaza, Richmond, CA 94804  
City Council Chamber

- A.** Pledge to the Flag
- B.** Call to Order and Roll Call
- C.** Agenda Review and Modifications
- D.** Report from the Director
- E.** Public Forum
- F.** Consent Calendar:
  - F-1.** APPROVE the minutes of the December 2, 2019, meeting of the Richmond Fund for Children and Youth Oversight Board
- G.** Oversight Board as a whole
  - G-1.** RECEIVE a presentation regarding a report drafted by a team of UC Berkeley graduate students on the Richmond Fund for Children and Youth Community Needs Assessment
  - G-2.** RECEIVE a presentation and updates on the Request for Proposals (RFP) released on December 10, 2019 to hire a consultant to support the Richmond Department of Children and Youth (Department), the RFP Review Sub-committee process and recommendations, and the RFP Interview Sub-committee process
  - G-3.** RECEIVE and DISCUSS the draft Richmond Fund for Children and Youth Oversight Board Bylaws
  - G-4.** DECIDE on staggered terms of expiration and SELECT eight (8) Oversight Board members, by lottery, to serve an initial term of two years, with the remaining Oversight Board members serving an initial term of one year
  - G-5.** ESTABLISH a regular meeting schedule for future Richmond Fund for Children and Youth Oversight Board meetings
- H.** Adjournment

# MEETING INFORMATION

## **Oversight Board members**

Geselle Alvarado  
Khaliaghya Dandie-Evans  
Guadalupe Enllana  
Teyona Galloway  
Angel Godinez  
Carol Hegstrom  
Kapis James  
Zeonta Johnson  
Katherine Lee  
Kristin Kilian Lobos  
Christian Mendizabal  
Chastity Ochoa  
Madiha Qader  
Stephanie Sequeira

## **Staff Liaison**

David Padilla

The Oversight Board encourages community participation at its meetings and has established procedures that are intended to accommodate public input in a timely manner. As a courtesy to all members of the public who wish to participate, please observe the following procedures:

**Communication Access Information:** This meeting is being held in a wheelchair accessible location. To request disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, please contact Bruce Soublet, ADA Coordinator, at (510) 620-6509 at least three business days before the meeting date.

**Speaker Registration – Public Comment on Agenda Items:** Persons wishing to comment on an item on the agenda shall file a Speaker Request form with Department staff PRIOR to the Oversight Board’s consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute.

**Speaker Registration – Public Forum:** Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board’s purpose may file a Speaker Request Form with Department staff PRIOR to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute.

**Conduct at Meetings:** Oversight Board meetings are limited public forums during which the City strives to provide an open, safe atmosphere and promote robust public debate. Members of the public, however, must comply with state law, as well as the City’s laws and procedures and may not actually disrupt the orderly conduct of these meetings. The public, for example, may not shout or use amplifying devices, must submit comment cards and speak during their allotted time in order to provide public comment, may not create a physical disturbance, may not speak on matters unrelated to issues within the jurisdiction of the Oversight Board or the agenda item at hand, and may not cause immediate threats to public safety.



# Special Meeting of the Richmond Fund for Children and Youth Oversight Board of the City of Richmond

Monday, December 2, 2019  
440 Civic Center Plaza, Richmond, CA 94804  
City Council Chamber

## MINUTES

### A. Call to Order and Roll Call

The meeting was called to order at 6:44 PM by Staff Liaison David Padilla.

**Present:** Geselle Alvarado, Khaliaghya Dandie-Evans, Guadalupe Enllana, Teyona Galloway, Angel Godinez, Carol Hegstrom, Kapris James, Zeonta Johnson, Katherine Lee, Kristin Kilian Lobos, Madiha Qader, Stephanie Sequeira

**Absent:** Christian Mendizabal, Chastity Ochoa

**Vacancies:** 1 Vacancy

#### **Staff**

**Liaison:** David Padilla – Present

### B. Agenda Review and Modifications

Department of Children and Youth (Department) staff recommended that Agenda Item F-2 be moved and discussed after Agenda Item F-5. A motion by Board member Sequeira, seconded by Board member Hegstrom, to have Agenda Item F-2 moved and discussed after Agenda Item F-5 passed by the following vote: **Ayes:** Board members Alvarado, Dandie-Evans, Enllana, Galloway, Godinez, Hegstrom, James, Johnson, Lee, Lobos, Qader, Sequeira. **Noes:** None. **Abstentions:** None. **Absent:** Board members Mendizabal, Ochoa.

### C. Welcome and Introductions

Department staff and Richmond Fund for Children and Youth Oversight Board (Board) members shared brief introductions. Board members were reminded of the availability of food prior to the start of future Board meetings and the requirement that they complete the Oath of Allegiance form.

## D. Public Forum

None.

## E. Consent Calendar

None.

## F. Oversight Board as a whole

- F-1.** Department staff members LaShonda White and Letitia Carpenter presented an overview of the Richmond Department and Fund for Children and Youth. The presentation included an overview of the Kids First Initiative (Measures E & K), Richmond Department and Fund for Children and Youth, Oversight Board, community outreach and collaboration, and timeline. Discussion ensued. There were no public comments on this item.
- F-3.** Department staff member Guadalupe Morales presented an overview of the Richmond Fund for Children and Youth Oversight Board Handbook. No discussion ensued. There were no public comments on this item.
- F-4.** Department staff member Patrick Seals presented an overview of the Ralph M. Brown Act and Rosenberg's Rules of Order. Discussion ensued. There were no public comments on this item.
- F-5.** Department staff recommended that the Oversight Board elect two (2) Board members to serve as Co-Chairs which would include one youth Chairperson between 15 to 24 years of age and one adult Chairperson over 24 years of age. Department staff provided Board members with information regarding the roles and responsibilities of the Co-Chairs. Board member Lee nominated herself for the position of Youth Co-Chair, seconded by Board member Hegstrom. Zeonta Johnson nominated himself for the position of Youth Co-Chair, seconded by Board member Sequeira. Board member Lee and Board member Johnson shared remarks regarding their nominations. Department staff recommended that Board members utilize a secret ballot to vote for the Board member to be selected as Youth Co-Chair. A vote ensued. Board member Johnson received 8 votes, a majority vote of the Board, and is selected to serve as Youth Co-Chair (between the ages of 15 to 24) for a one-year term. **Abstentions:** None. **Absent:** Board members Mendizabal, Ochoa. The process began to select the Adult Co-Chair. Board member Galloway

nominated herself for the position of Co-Chair, seconded by Board member James. Board member Sequeira nominated Board member Enllana for the position of Co-Chair, seconded by Board member Enllana. Board member Galloway and Board member Enllana shared remarks regarding their nominations. A vote ensued. Board member Galloway received 5 votes and Board member Enllana received 6 votes. **Abstentions:** 1 Board member. **Absent:** Board members Mendizabal, Ochoa. Discussion ensued. Because Co-Chairs shall be elected by a majority vote of the Board at its first regular meeting, a second vote ensued. Board member Galloway received 5 votes and Board member Enllana received 7 votes. Discussion ensued. A third vote ensued. Board member Galloway received 4 votes, Board member Enllana received 7 votes, and Board member Sequeira received 1 vote. **Abstentions:** None. **Absent:** Board members Mendizabal, Ochoa. Discussion ensued. Board member Hegstrom corrected her vote to be for Board member Enllana rather than Board member Sequeira. As a result, Board member Enllana received 8 votes, a majority vote of the Board, and is selected to serve as an Adult Co-Chair (over 24 years of age) for a one-year term. **Abstentions:** None. **Absent:** Board members Mendizabal, Ochoa. There were no public comments on this item.

Prior to Item F-2., Board Member Hegstrom motioned to extend the meeting to 9:00 PM, seconded by Co-Chair Enllana. Discussion ensued.

- F-2.** Department staff member Sarah Ferrell presented an update on a Request For Proposals (RFP) to hire a consultant to support the Department of Children and Youth. The update included an overview of the RFP and Scope of Services which includes a community engagement plan, a community needs assessment, and a strategic investment plan. Department staff recommended that Co-Chairs appoint Board members to participate in a sub-committee to help select the consultant. Discussion ensued. For sub-committee members between the ages of 15 to 24, Co-Chair Johnson appointed Board members Dandie-Evans, Lee, Godinez, and himself to serve as sub-committee members. For sub-committee members over the age of 24, Co-Chair Enllana appointed Board members James, Sequeira, and herself to serve as sub-committee members. There were no public comments on this item.





# AGENDA REPORT

Department of  
Children and Youth

**DATE:** January 22, 2020

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Director  
Letitia Carpenter, Fellow

**SUBJECT:** RECEIVE AN UPDATE ON THE DEVELOPMENT OF A COMMUNITY NEEDS  
ASSESSMENT

**RECOMMENDED ACTION:**

RECEIVE a presentation regarding a report drafted by a team of UC Berkeley graduate students on the Richmond Fund for Children and Youth Community Needs Assessment – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

As previously shared at the December 2, 2019, Oversight Board meeting, the Richmond Department of Children and Youth (RDCY) must complete a Community Needs Assessment (CNA) and Strategic Investment Plan (SIP) by December 2020. The CNA will assess the gaps between the types of services currently provided to youth and future service needs. The SIP will synthesize the information collected through the CNA to help determine a 3-year funding allocation plan.

To move this work forward, RDCY was provided an opportunity to work with a team of six (6) graduate students (Berkeley research team - Lujain Al-Saleh, Jamon Franklin, Kekoa Lopez, Enrique Ramirez, Grace Sheeran, and Rafael Velazquez) through a Healthy Cities course taught by Jason Corburn, Professor in the Department of City and Regional Planning and School of Public Health at the University of California at Berkeley. As part of their course work, the Berkeley research team served as consultants for the RDCY to provide a roadmap, framework, and best practices for conducting the upcoming 2020 CNA. Through extensive research, they drafted a report that will inform and explore the following:

- (1) Best practices for community outreach and engagement;
- (2) Methodology for gathering and identifying community needs and characteristics;
- (3) Recommendations on the data collection process; and
- (4) Comprehensive communications & outreach plan to disseminate the CNA findings.

This agenda report provides a high-level summary of the Berkeley research team's findings.

## GOALS & OBJECTIVES

The overarching goal of the report is to evaluate and recommend best practices in conducting a CNA that effectively advances health equity and racial justice to better serve children, youth, and their families. To achieve this goal, the report outlines a set of objectives that will be instrumental in the CNA process. These include:

- Identifying gaps in existing service delivery
- Honoring and incorporating relevant work previously conducted in Richmond
- Highlighting youth voices in the community
- Providing strategies for engaging hard-to-reach youth
- Identifying best practices in data collection
- Identifying youth-serving organizations in Richmond and surrounding areas
- Evaluating perceptions of existing programs

## BEST PRACTICES

The Berkeley research team reviewed CNA's from San Francisco, Oakland, San Pablo, and San Jose. They also evaluated the methods and recommended best practices outlined in the Center for Disease Control (CDC) Community Needs Assessment Participant Workbook, the Center for Urban Research & Learning Community Needs Assessment Guide, and Healthy Network Teen Assessment. From this research they identified the following best practices for data collection and community engagement:

### Focus Groups:

- All CNA's that were analyzed included some form of focus group as a primary data collection method.
- Focus groups offer the capacity to cater a series of thematic questions for targeted or broad-based participants.

### Key Informant Interviews:

- The majority of the CNA's that were analyzed included interviews.
- Key informant interviews will be most important for identifying the needs and experiences of specific demographics of youth, caregivers and service providers in the community.

### Community Meetings in various locations across the City:

- All CNA's that were analyzed hosted community meetings in multiple locations to be accessible to a range of residents.

### Equity Focus:

- San Francisco's CNA Plan 2019-2021 and Oakland's 2019 Strategic Plan had a strong equity focus. There was an effort to ensure youth voice and the input from hard-to-reach populations (i.e. English learners, undocumented youth, foster youth, children of incarcerated parents, LGBTQQ youth, students with academic underperformance or disconnect from school, students with special needs, youth with exposure to violence, abuse or trauma, teen parents, youth with justice system involvement, or youth that may have mild to severe mental and behavioral challenges) were included in the CNA process. It is important to recognize the vast cultural and linguistic diversity across communities. To ensure all of the data collection and dissemination of information is as accurate as possible, the Berkeley research team proposes the use of an evidence-based three-step model:
  - Step One: Ensure there is community representation on the team, both culturally and linguistically.
  - Step Two: Identify the relevant language and visual elements which speak to the target populations
  - Step Three: Translate content and test it to ensure the original meaning was not lost.

### RECOMMENDATIONS FOR DATA COLLECTION

Based on the best practices above, the research team suggests using the following three main methods of data collection throughout the CNA process and recommends compensating and recognizing CBOs and individuals for their participation:

#### Surveys

- Before finalizing surveys for specific stakeholders, consult 2-4 members from each stakeholder group to ensure questions are accurate and specific to each group's experience and expertise.
- There should be two types of surveys: one tailored toward youth and one tailored toward stakeholders/service providers.
- Stakeholders/service providers should be categorized in the following groups: CBOs, parents/guardians, teachers/school staff & administrators, and mental health providers.
- The CNA team should aim to collect 30 surveys per group to ensure that the sampling size is representative and reflects community needs. To meet this aim, at least 50 surveys per group must be sent out.

#### Focus Groups

- Focus groups should be separated into five different groups to best facilitate conversation:
  - Youth between the ages of 8 - 12,
  - Youth between the ages of 13 - 17,
  - Disconnected transitional aged young people between the ages of 18 – 24,
  - Young parents, and
  - Youth educators.
- Efforts should be made so focus groups incorporate the targeted demographics discussed above (e.g., system-involved, LGBTQ youth, etc).

### Key Informant Interviews

- Stakeholders/service providers should identify individuals from each target population group, each age group, and any other specified groups for these interviews.
- Stakeholders who work for CBOs that serve these groups should help write and potentially facilitate the interviews.
- Individuals that will be participating in these interviews should have a choice of location and time best suited for them.

### DISSEMINATION PLAN

The following dissemination plan is a proposal for how to distribute the findings gathered through the CNA process.

1. Make use of standard outreach strategies like flyers and media announcements to reach the community at large.
2. Create infographics that incorporate key demographic information that is specific to factors such as age and education.
3. Hold community workshops to not only present findings, but to properly thank community stakeholders for their time in providing input before presenting findings, but also holding them to present findings.
4. Create an outreach database that identifies key service provider stakeholders (e.g., Invest in Youth Coalition and the Richmond Kids First Committee) to guide distribution of information.
5. Utilize the unique assets available in Richmond and North Richmond to not only highlight resources within the community but also identify information outlets already in use by residents and youth. For example, the RYSE Youth Center hosts a youth podcast that may be useful for engaging Richmond youth in dissemination (as well as initial outreach).

### CONCLUSION AND NEXT STEPS

Once finalized, the Berkeley research team's final report will be accessible on the RDCY website. It will also be provided to the consultants selected to support the development of the CNA and SIP.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** January 22, 2020

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Director  
Sarah Ferrell, Department of Children and Youth

**SUBJECT:** RECEIVE AN UPDATE ON THE REQUEST FOR PROPOSALS (RFP) AND RFP  
REVIEW SUB-COMMITTEE

**RECOMMENDED ACTION:**

RECEIVE a presentation and updates on the Request for Proposals (RFP) released on December 10, 2019 to hire a consultant to support the Richmond Department of Children and Youth (Department), the RFP Review Sub-committee process and recommendations, and the RFP Interview Sub-committee process -- Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact for the RFP review and consultant selection process. Department staff will return with a future agenda item with contract details on the selected consultant.

**BACKGROUND:**

The RFP was released to the public on December 10, 2019, to solicit proposals for consultants to support community engagement, conduct a community needs assessment, and develop a strategic investment plan to inform the first three-year grant cycle of the Richmond Fund for Children and Youth. Proposals were due by January 17, 2020, at 12:00 PM and 5 proposals were received.

The Oversight Board (Board) received a presentation on the details of the RFP at the December 2, 2019, meeting and selected 7 Board members to join the RFP Review Sub-committee. The RFP Review Sub-committee includes selected Board members, Department staff, and staff from surrounding Bay Area city governments.

## DISCUSSION:

The RFP Review Sub-committee received proposals on January 17, 2020, and will meet to discuss the proposals and scores on Monday, January 27, 2020, at 6:00 PM at City Hall. All Board members received a digital copy of all RFP proposals and may submit unofficial feedback prior to January 27, 2020 for the RFP Review Sub-committee's consideration.

Below is a table with a few high-level details on the proposals. A more detailed overview will be provided to the RFP Review Sub-committee at the January 27, 2020, Sub-committee meeting and to the whole Oversight Board at a later date. This list is not intended to be used for evaluating proposals.

<b>Total Number of Proposals:</b>	5
<b>Names of Proposers:</b>	Hatchuel Tabernik & Associates (HTA Consulting) Health Management Associates, Inc. (HMA) Public Consulting Group, Inc. Public Works LLC Research Development Associates
<b>Budget Ranges, as Proposed:</b>	\$131,012 - \$224,458
<b>Size of Proposed Teams:</b>	4 - 9 staff
<b>Specific Expertise:</b>	Several firms have team members with past work experience, volunteer experience, and/or subject matter expertise in the related fields: <ul style="list-style-type: none"><li>• Social Welfare; Social Work; Child Protective Services</li><li>• Public Education; Early Childhood Education; Developmental Disabilities</li><li>• Behavioral Health; Substance Use Disorders; Nursing; Physician;</li><li>• Housing and Homelessness; Youth Shelters; Juvenile Justice</li><li>• Foundations; Philanthropy</li></ul>

## NEXT STEPS:

The RFP Interview Sub-committee will interview finalist(s) on January 30, 2020 from 2:00 PM to 6:00 PM at City Hall and aims to identify a final recommended proposer in order to begin contract negotiations. Department staff will present the final recommendation to City Council for approval by March 2020. Once a contract is finalized, the consultant will begin preparing a community engagement plan as part of the community needs assessment.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** January 22, 2020

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Director  
David Padilla, Management Analyst

**SUBJECT:** RECEIVE THE DRAFT RICHMOND FUND FOR CHILDREN AND YOUTH  
OVERSIGHT BOARD BYLAWS

**RECOMMENDED ACTION:**

RECEIVE and DISCUSS the draft Richmond Fund for Children and Youth Oversight Board Bylaws – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

In accordance with Sections 7 (d) of Measure E, the Oversight Board shall adopt rules and regulations to govern its procedures, which shall, among other things, include the manner of calling and giving notices of meetings.

Department staff researched best practices of the Oakland Fund for Children and Youth and San Francisco Department of Children, Youth, and Their Families' committees and developed draft Bylaws (Attachment 1) to establish the structure of the Oversight Board.

Topics in the draft Bylaws include, but are not limited to, authority and purpose, roles and responsibilities, meetings, agenda requirements, and voting. Oversight Board members are encouraged to review the draft bylaws, provide feedback and share additional topics to be incorporated. Department staff will incorporate feedback and provide an updated version of draft Bylaws at a future Oversight Board meeting.

**ATTACHMENT:**

1. Draft Richmond Fund for Children and Youth Oversight Board Bylaws

## **DRAFT - RICHMOND FUND FOR CHILDREN AND YOUTH OVERSIGHT BOARD BYLAWS**

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## **ARTICLE I – Identification**

### **Section 1: Name**

The name of the Board shall be the “Richmond Fund for Children and Youth Oversight Board” and shall be referred to in the Bylaws as the “Oversight Board.”

### **Section 2: Authority and Purpose**

As provided in Section 7 of Measure E, oversight of the Richmond Fund for Children and Youth shall be provided by the Richmond Fund for Children and Youth Oversight Board (the "Oversight Board"). The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency.

## **ARTICLE II – Mission Statement**

*To be decided*

## **ARTICLE III – Oversight Board**

### **Section 1: Number and Appointing Authority**

As provided in Section 7(a) of Measure E, the Oversight Board shall consist of fifteen (15) members made up of Richmond or North Richmond residents. These members shall be appointed as follows: three (3) members appointed by the Mayor with at least one being 15 to 24 years of age and two (2) members appointed by each member of the Richmond City Council, one over 24 years old, and one who is 15 to 24 years of age (Sections 7(a) and 7(b) of Measure E).

### **Section 2: Term of Appointment**

Members of the Oversight Board serve two-year terms while members under the age of 24 have the option of serving one-year terms. There shall be no limitation on the number of consecutive terms served. The terms of the initial appointees to the Oversight Board shall commence on the date of the first meeting of the Oversight Board, which may occur when at least ten members have been appointed and are present. Oversight Board members shall serve at the pleasure of the appointing authority. If a vacancy occurs during the term of office of any Oversight Board member,

the appointing authority shall appoint a successor to complete the unexpired term in the same manner as the selection of the initial member.

### **Section 3: Vacancy, Removals and Absences**

A vacancy on the Oversight Board will exist whenever a member resigns, is removed, or completes the end of their term. Any vacancy shall be filled immediately after the date that such vacancy occurs by the elected official that appointed the Oversight Board member.

Oversight Board members should inform the Staff Liaison in advance if they are unable to attend a meeting. Failure to comply with the following attendance rules can result in automatic resignation:

- a. Absence from more than three regular meetings within a twelve month period shall be deemed an automatic resignation

Within one week of the third absence, the Staff Liaison shall remind the Oversight Board member of the absence rule. Upon the fourth absence, the staff liaison shall notify the City Clerk to issue a notice of automatic resignation and post the vacancy.

Oversight Board members may make a written request in advance of a meeting to excuse an absence due to scheduling conflicts. Requests for all other excused absences may be considered on a case-by-case basis.

### **Section 4: Oath of Allegiance**

Acceptance of the Oath of Allegiance constitutes an Oversight Board member's sworn responsibility of public trust. Members are required to serve well and to faithfully discharge their duties and responsibilities diligently and consistent with the laws of the City of Richmond and all pertinent state and federal laws.

### **Section 5: Roles and Responsibilities**

The role of the Oversight Board will be to develop written policies regarding the Fund, monitor the Fund, ensure that the Fund is managed in a manner accountable to the community, and ensure the highest standards of care and transparency.

Responsibilities of the Oversight Board shall be:

1. Strategic planning: (a) creating an initial Strategic Investment Plan as described under Section 8 of Measure E, and (b) updating the Strategic Investment Plan every three years.
2. Reviewing applications for funding from the Fund through a transparent and fair application process.
3. Recommending to the City Council a list of grants to be awarded for each funding cycle.
4. Facilitating an annual evaluation: working with a third-party, external independent evaluator to identify relevant evaluation measures and ensure that programs funded through the Fund are impactful and meet established outcomes. Evaluation reports shall be provided to the City Council and the Mayor's office and made available to the public.
5. Reviewing financial reports and audits to confirm that spending from the Fund is consistent with all provisions of this Article, and that the funds are being managed responsibly.

#### **Section 6: Rules, Regulations and Procedures**

Rules, regulations and procedures for the conduct of Oversight Board business shall be established by consensus. However, when a consensus is not obtained, or when the Co-Chairs or a majority of the members present decide to establish rules, regulations and procedures by a vote, then Oversight Board business shall be established by a majority vote of the members present. The Oversight Board must vote to adopt any motion or resolution.

#### **Section 7: Role of Individual Oversight Board Members**

It shall be the duty of individual Oversight Board members to:

- (a) Attend Oversight Board meetings on a regular and consistent basis;
- (b) Review materials in preparation for each meeting;
- (c) Help approve grantees each funding cycle;
- (d) Represent stakeholder groups and the community as a whole in providing input which reflects the concerns, visions and ideas of the Richmond and North Richmond community;
- (e) Engage in analysis and discussion of issues to be brought before the Oversight Board; and
- (f) Participate in Oversight Board activities and functions.

**Section 8: Conflict of Interest**

Each Oversight Board member warrants and represents that they have no financial interest in any program, project, organization, agency or other entity that is seeking or will seek funding approval from the Oversight Board. An Oversight Board member shall immediately notify the Department of Children and Youth staff and the Co-Chairs of any real or possible conflict of interest between membership on the Oversight Board and work or other involvement with entities funded or served by the Richmond Fund for Children and Youth.

**ARTICLE IV – Officer Positions**

**Section 1: Oversight Board Officers**

The officers of the Oversight Board shall be the Co-Chairs (one between 15 to 24 years of age and one over 24 years of age). All officers are members of the Oversight Board.

**Section 2: Oversight Board Co-Chairs**

The Co-Chairs shall preside at all meetings of the Oversight Board. The Co-Chairs are accountable to work with Department staff in setting agendas for Oversight Board meetings. The Co-Chairs shall preserve order and decorum and shall decide all questions of order consistent with Rosenberg’s Rules of Order (Revised 2011).

The Co-Chairs may rule a public speaker out of order if:

- (a) the speaker is speaking beyond the allocated time limit;
- (b) the speaker's remarks are not relevant to the agenda item;
- (c) the manner, tone and content of the speaker's remarks attack the character of individuals or are abusive

The public has the right to criticize policies, procedures, programs or services of the City, the Oversight Board. The Oversight Board shall not abridge or prohibit public criticism.

In addition, the Co-Chairs shall appoint all sub-committees and their Chairs. The Co-Chairs shall encourage Oversight Board members to participate on sub-committees and shall ensure broad and diverse representation of Oversight Board members on all sub-committees.

In the event of the absence or inability of a Co-Chair to act, the corresponding Co-Chair shall preside at meetings and perform the duties of the Co-Chairs. In the event of the absence of both Co-Chairs, the remaining Oversight Board members shall appoint one of the members to preside at the meeting and perform the duties of a Co-Chair until such time as one of the Co-Chairs is available.

Co-Chairs shall be elected by majority vote of the Oversight Board at its first regular meeting. Each Co-Chair shall serve a one year (1) term and cannot serve more than two (2) consecutive terms.

**Section 3: Sub-committee Chairs**

Sub-committee Chairs shall perform the duties and responsibilities that may be delegated by the Co-Chairs and carry out the assignments assigned to that sub-committee.

**ARTICLE V – City of Richmond Staff**

**Section 1: Department of Children and Youth**

The Department of Children and Youth within the City Manager’s Office shall provide the Oversight Board with staff assistance as necessary to enable the Oversight Board to fulfill its functions and duties. The Staff Liaison, in addition to assigned staff, shall assist in preparing agendas, oversee compliance with meeting notice requirements in the Ralph M. Brown Act, and record minutes for all regularly scheduled Oversight Board meetings and sub-committee meetings.

**ARTICLE VI – Committees**

**Section 1: Sub-committees**

Upon approval by a majority of the members of the Oversight Board, standing sub-committees may be formed to advise the Oversight Board. The sub-committees shall be composed of members of the Oversight Board with Department staff providing assistance as deemed appropriate. The Co-Chairs of the Oversight Board shall encourage members to participate on subcommittees and shall seek broad and diverse representations on all sub-committees.

**Section 2: Sub-committee Quorum**

A majority of the members of a sub-committee constitutes a quorum.

**Section 3: Conduct at all Sub-committees**

All sub-committee meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

## **ARTICLE VII - Meetings**

### **Section 1: Quorum**

At all meetings of the Oversight Board, the presence of a majority of the Oversight Board shall constitute a quorum for the purposes of conducting a meeting.

If the meeting is cancelled, unofficial discussion of the items noticed on the agenda may continue, but no formal action may be taken. The Staff Liaison or a designee of the Department of Children and Youth will prepare a record of the discussion and the record will reflect (i) whether or not the meeting was canceled due to a lack of a quorum and (ii) that no formal action was taken on the items discussed.

The Staff Liaison or an individual designated by the Department of Children and Youth to prepare a record of the meeting shall keep a record of Oversight Board members' attendance. An Oversight Board member shall notify Department staff of an anticipated absence.

### **Section 2: Conduct of Meetings**

Meetings shall be governed by Rosenberg's Rules of Order (Revised 2011), unless otherwise stated in these Bylaws.

All Oversight Board meetings shall be held in compliance with all applicable laws, including but not limited to, Ralph M. Brown Act (Cal. Gov. Code, Sections 54950 et. seq.) and the California Public Records Act (Cal. Gov. Code, Section 6250 et. seq.).

### **Section 3: Motions**

If any Oversight Board member shall demand a second to any motion, such motion shall not be debated, or further discussed or considered, or voted upon, until after a second to such motion is made by an Oversight Board member.

### **Section 4: Public Input**

All interested persons shall be allowed to express their views (oral or written) at regular Oversight Board or sub-committee meetings regarding matters within the jurisdiction of the Oversight Board and at special Oversight Board or sub-committee meetings on matters that are agendized.

## **Section 5: Public Input on Agendized Items**

Persons wishing to comment on an item on the agenda shall file a Speaker Request Form with Department staff prior to the Oversight Board's consideration of the item. Once the agenda item is announced and discussion of the agenda item begins, only those persons who have previously submitted Speaker Request Forms shall be permitted to comment on the item. Speakers will be called to address the Oversight Board when the item is announced for discussion. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute.

Each agenda for regular or special meetings of the Oversight Board, or its sub-committees at which action is proposed to be taken on an item, shall provide an opportunity for each member of the public to directly address the Oversight Board prior to action thereupon.

## **Section 6: Public Input on Non-Agendized Items (Public Forum)**

All regular Oversight Board meetings shall provide the opportunity for public comment on items not on the agenda but within the jurisdiction of the Oversight Board. Anyone who wishes to address the Oversight Board on a topic that is not on the agenda and is relevant to the Oversight Board's purpose may file a Speaker Request Form with Department staff prior to commencement of the Public Forum portion of the meeting and will be called to address the Oversight Board during the Public Forum. The amount of time allotted to individual speakers shall be a maximum of three (3) minutes. If there are several speakers, the amount of time allowed may be modified at the Co-Chairs' sole discretion. The time allocation for each speaker that is registered will be as follows: 15 or fewer speakers, a maximum of two (2) minutes; 16 to 24 speakers, a maximum of one (1) and one-half minutes; and 25 or more speakers, a maximum of one (1) minute.

## **Section 7: Meeting Minutes**

Minutes shall be taken at every regular and special Oversight Board meeting. The Minutes shall be taken by Department staff and filed with the City Clerk.

## **Section 8: Regular Meetings**

*Regularly-scheduled date and time to be decided*

**Section 9: Notice and Conduct of Regular Meetings**

Notices and agendas of all regular Oversight Board meetings requiring notice shall be posted on an exterior bulletin board accessible twenty-four (24) hours a day. Notice of regular meetings shall be posted at least seventy-two (72) hours before the meeting.

**Section 10: Notice and Conduct of Special Meetings**

Special Oversight Board or sub-committee meetings may be called at any time by the Co-Chairs or by a majority of the Oversight Board members or sub-committee members. Notice of all special meetings shall be posted on an exterior bulletin board and filed with the City Clerk’s Office at least twenty-four (24) hours (excluding Saturday, Sunday, and Holidays) before the time of the meeting set forth in the Agenda.

**Section 11: Public Access Requirement**

All public meetings must be held in a wheelchair accessible location. Disability-related accommodation(s) to participate in the meeting, including auxiliary aids or services, may be requested by contacting the City Attorney’s Office Americans with Disabilities Act coordinator at (510) 620-6509 at least three (3) business days before the meeting date.

**Section 12: Recess**

The Oversight Board shall recess for the period of August 1 through August 31 each year, which shall be known as the "annual recess." During the annual recess the Oversight Board may be convened by the Co-Chairs for special Oversight Board meetings or by the Chair for a sub-committee meeting.

**ARTICLE VIII - Agenda Requirements**

**Section 1: Agenda Preparation**

Department staff, in collaboration with Co-Chairs, shall prepare the agenda for meetings. The agenda shall contain a meaningful description of each item to be transacted or discussed at the Oversight Board or sub-committee meeting.

**ARTICLE IX- Voting**

**Section 1: Voting, Abstention and Recusal**

Each member present at an Oversight Board or sub-committee meeting shall vote on all matters put to a vote, unless the member abstains, is excused from voting by a motion adopted by a majority of the members present or unless the member declares they have

a conflict of interest, or has been advised to recuse themselves from the vote by the City Attorney's Office because they may have a conflict of interest regarding the item.

**Section 2: Majority Vote Requirement**

All major decisions by the Oversight Board shall require a consensus. The Co-Chairs may call for an affirmative vote of the majority of those members present. The minutes shall reflect how each member voted.

**Section 3: Voting by Proxy**

Voting by proxy is prohibited.

**ARTICLE X - Parliamentary Procedure**

**Section 1: Rosenberg's Rules of Order**

The business of the Oversight Board and its sub-committees shall be conducted, to the extent possible, in accordance with parliamentary rules as contained in Rosenberg's Rules of Order (Revised 2011), except as modified by these rules and in accordance with State open meeting laws.

**ARTICLE XI - Bylaws Amendment**

These Bylaws shall be reviewed annually or as necessary. The Oversight Board may adopt Bylaws amendments at any regular meeting of the Oversight Board by a consensus or by vote of two-thirds of the Oversight Board members present; provided such proposed amendments are circulated in writing to all Oversight Board members at least seven (7) days prior to such meeting, and seven (7) days' public notice shall be posted.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** January 22, 2020

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Director  
Patrick Seals, Supervising Office Assistant  
Letitia Carpenter, Fellow

**SUBJECT:** STAGGERING INITIAL TERMS OF EXPIRATION FOR OVERSIGHT BOARD MEMBERS

**RECOMMENDED ACTION:**

DECIDE on staggered terms of expiration and SELECT eight (8) Oversight Board members, by lottery, to serve an initial term of two years, with the remaining Oversight Board members serving an initial term of one year – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

In accordance with Sections 7 (e),(f), and (g) of Measure E, Oversight Board members serve two-year terms, although members under 24 years of age may choose to serve a one-year term. Those terms begin on the day of the first meeting of the Oversight Board.

Consequently, to avoid having terms end or expire on the same date for all Oversight Board members, Measure E requires that eight (8) or approximately half of the Oversight Board members serve an initial term of two years, with the remaining board members serving an initial term of one year. Given that Oversight Board members, whose terms have expired, do not seek re-appointment, staggered terms assist with retaining institutional knowledge and promoting fresh perspectives.



# AGENDA REPORT

Department of  
Children and Youth

**DATE:** January 22, 2020

**TO:** Members of the Richmond Fund for Children and Youth Oversight Board

**FROM:** LaShonda White, Director  
David Padilla, Management Analyst

**SUBJECT:** ESTABLISHMENT OF A REGULAR OVERSIGHT BOARD MEETING SCHEDULE

**RECOMMENDED ACTION:**

ESTABLISH a regular meeting schedule for future Richmond Fund for Children and Youth Oversight Board meetings – Department of Children and Youth (620-6523).

**FINANCIAL IMPACT OF RECOMMENDATION:**

There is no financial impact.

**DISCUSSION:**

In accordance with Sections 7 (d) of Measure E, the Oversight Board shall adopt rules and regulations to govern its procedures, which shall, among other things, include the manner of calling and giving notices of meetings.

Department staff recommends that the Oversight Board adopt a regular meeting schedule date and time to allow for consistency and increased community participation. In sharing their preference for future Oversight Board meetings, Oversight Board members preferred Mondays (7 votes) and Wednesdays (6 votes) evenings. Oversight Board members overwhelmingly preferred 6:00 PM (8 votes) as their preferred start time for future Oversight Board meetings. Based on current availability of the Council Chamber, possible meeting dates include the following:

- First Monday of the month,
- Second Wednesday of the month, or
- Fourth Wednesday of the month (with the exception of February 2020)