



# OAKLAND FUND FOR CHILDREN AND YOUTH



## Planning and Oversight Committee (POC)

February 6<sup>th</sup>, 2013  
6:00 p.m. – 9:00 p.m.

**Oakland City Hall, Hearing Room #4**  
*1 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor,  
Oakland, CA 94612*

## AGENDA

### 1) Call to Order

- *Introductions & Announcements*
- *Agenda Review/Modifications*

### 2) Open Forum for Youth and Parents of Young Children

### 3) Adoption of Prior Minutes

- *December 5th 2012 POC Meeting*

*action*

### 4) Kids First! Fund Revenue Requirement Basics

- *Presented by Staff*

*discussion*

### 5) Measure D Presentation from the Office of the City Auditor

- *Presented by Ms. Courtney Ruby, City Auditor*

*discussion*

### 6) City of Oakland – Boards and Commissions Ethics Training

- *Presented by Mark Morodomi, Sr. Deputy City Attorney*

*discussion*

### 7) OFCY Fiscal Overview (2013-15)

*discussion*

### 8) OFCY Review Process Update

*discussion*

### 9) Administrative Matters

- *Scheduling of Future Meetings*

### 10) Open Forum

### 11) Adjournment

*In compliance with Oakland's policy for people with chemical allergies, please refrain from wearing strongly scented products to meetings. In compliance with the American Disabilities Act, if you need assistance to participate in the meetings for the Oakland Fund for Children and Youth Planning & Oversight Committee, please contact the Oakland Fund for Children and Youth at 510-238-6379. Notification 48 hours prior to the meeting will enable the City of Oakland to make reasonable arrangements to ensure accessibility. If you have questions regarding this agenda or related materials, please contact our office at the number above.*

MINUTES TO BE APPROVED  
Oakland Fund for Children and Youth (OFCY)  
*Planning and Oversight Committee (POC) Meeting*  
Oakland City Hall, 1 Frank H. Ogawa Plaza, Hearing Room 4 Oakland, CA 94612  
**Wednesday, December 5, 2012**  
6:00 p.m. – 9:00 p.m.

Committee Members present: Cesar Sanchez, Steven Wirt, Nina Horne, Kitty Kelly Epstein, Kathy Teng Dwyer, Emma Scoble, Renato Almanzor, Abraham Ruelas and James Mathews

Committee Members absent: Brandon Sturdivant, Vaughn Arterberry, Billy Nivins, Korey Gibson, and David Klein

Staff Members present: Sandra Taylor, CYS Manager; Mike Wetzel, OFCY Program Planner; Scott Kim, OFCY Program Analyst

**I. Call to Order**

The meeting was called to order at 6:13 p.m. Meeting minutes of November 7<sup>th</sup> were amended and approved. It was noted that the date of next POC meeting was incorrectly listed in the minutes as December 7, 2012.

**II. Open Forum for Youth or Families with Small Children**

There were no speakers.

**III. Discussion and Approval of OFCY RFP for FY2013-2016**

Mike Wetzel provided an overview of the RFP including timelines, required attachments, and funding parameters. The POC and staff had discussions on several topics including funding for indirect rates, the need for audited financial statements, and the review process.

➤ **ACTION: Approve the OFCY RFP for FY2013-2016**

Abraham Ruelas moved to approve the OFCY RFP for FY2013-2016. The motion was seconded by James Matthews. The item passed unanimously.

**IV. Administrative Matters**

The review subcommittee was finalized and consists of: Kitty Epstein, Nina Horne, Kathy Teng Dwyer, Emma Scoble, Steven Wirt, and Renato Almanzor. The first review subcommittee meeting is scheduled for February 27, 2013.

The evaluation subcommittee was finalized and consists of: Cesar Sanchez, Nina Horne, Kathy Teng Dwyer, Abraham Ruelas. The next meeting for the evaluation subcommittee is scheduled for March 14, 2013.

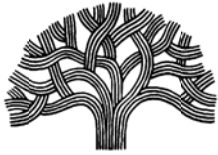
Next Meeting – January 16<sup>th</sup>, 2013, 1 Frank H. Ogawa Plaza, 2<sup>nd</sup> Floor, Hearing Room 4.

**V. Open Forum**

There were no speakers.

**VI. Adjournment**

The meeting was adjourned at 8:51 p.m.



City of Oakland, Department of Human Services  
Oakland Fund for Children and Youth



February 1, 2013

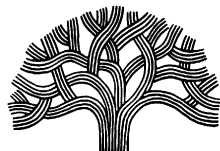
Members of the Planning and Oversight Committee  
Oakland Fund for Children and Youth

Subject: City Auditor Presentation

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The POC will receive a presentation from the City Auditor at the meeting on February 6, 2013. Please refer to Article XIII. of the Oakland City Charter, which contains the legislation enacted by passage of Measure D, for background on the requirements for the Kids First Fund. Additionally copies of the City Auditor's most recent report on Kids First revenues will be available at the meeting. Attached is the May, 2011, letter from David Klein, on behalf of the Planning and Oversight Committee which addressed the matter of revenues owed to OFCY to the attention of the City Administrator's Office.

Sandra Taylor  
Children & Youth Services Manager, DHS



City of Oakland, Department of Human Services  
Oakland Fund for Children and Youth



May 17, 2011

Dear Mr. Ewell,

I hope this letter finds you well.

As Co-Chairman of the Planning & Oversight Committee (POC) for the Oakland Fund for Children and Youth (OFCY) I am reaching out to resolve an outstanding situation.

On July 14, 2009 the City Auditor released an audit report noting that the City of Oakland owed the OFCY \$647,640 in true-up adjustments for Fiscal Years 1997-98 through 2006/07.

The City Administrator's Office contested \$235,380 of the \$647,640 in a memo provided as "Management's Response to the Final Draft of the Kids First! Audit Report", but agreed that the actual amount owed was only \$412,040. Specifically, CAO's memo agreed with the auditor's true-up calculation for FY1997-98 to FY2004-05 owing OFCY \$248,640. CAO's memo states on page 2 regarding the true-up calculation for FY2005-06 and FY2006-07, "Management's calculation of the amount owed is \$163,409. **We will include the amount owed in the FY 2009-11 budget.**"

Consequently, I would like to learn when the City Administrator's office will release these owed funds (\$412,040) to the OFCY. In regards to the amount contested, I would like to know if the formal legal opinion from the City Attorney which your office requested has been obtained. I have attached the City Administrator's management response letter to help you resolve this as soon as possible.

We request that your office provide a written response regarding your intention to increase the 2011-12 Kids First budget, based on CAO management agreement with the completed City Auditor true-up to 2006-07. We also invite you or a representative to attend the Planning and Oversight Committee meeting on June 1, 2011 to respond to these concerns.

Best,

David P. Klein  
Co-Chairman, Planning & Oversight Committee  
Oakland Fund for Children and Youth  
[510-604-4244](tel:510-604-4244)  
[dpk1977@gmail.com](mailto:dpk1977@gmail.com)

# The Oakland Fund for Children and Youth Planning and Oversight Committee Meeting Attendance FY 2012-2013

Committee Member	10.3.12	11.17.12	12.5.12
Abraham Ruelas	A	A	•
Billy Nivins	A	A	A
Brandon Sturdivant	•	A	A
Cesar Sanchez	•	A	•
David Klein	•	•	A
Emma Scoble	•	A	•
James Mathews	A	•	•
Kathy Teng Dwyer	•	•	•
Kitty Epstein	A	•	•
Korey Gibson	A	A	A
Nina Horne	A	•	•
Renato Almanzor	•	A	•
Steven Wirt	•	•	•
Vaughn Arterberry		•	A
VACANT Youth (D.5)			
VACANT Adult (D.7)			
<b>Members Present</b>	<b>7</b>	<b>7</b>	<b>9</b>

• – Attended  
 EX – Excused  
 A – Absent  
 ET – Excused Tardy  
 T – Tardy