



Oakland Fund for Children and Youth Planning and Oversight Committee (POC)

November 5, 2014 – 6:00 p.m. – 9:00 p.m.

Oakland City Hall, Hearing Room 4

1 Frank H. Ogawa Plaza, 2nd Floor

Oakland, CA 94612

AGENDA

1. Call to Order

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

2. Open Forum

3. Adoption of Prior Meeting Minutes from September 17th 2014

action

4. Staff Updates

- **OFCY Grants Management and Fiscal Update**
- **White House - My Brother's Keeper Initiative**
- **OUSD Superintendent Antwan Wilson's Entry Plan**

discussion

5. Speaker from Councilmember Noel Gallo's Office on Unaccompanied Minors

discussion

6. Selection of Consultant for Strategic Planning: Bright Research Group

discussion

7. Administrative Matters

- *General Announcements*
- *Upcoming Meetings/ Scheduling*

8. Adjournment

Public Comment: The POC welcomes you to its meetings and your interest is appreciated.

- If you wish to speak before the POC, please fill out a speaker card and hand it to the staff of the POC.
- If you wish to speak on a matter not on the agenda, please sign up for Open Forum and wait for your name to be called.
- If you wish to speak on a matter on the agenda, please approach the Committee when called, give your name, and your comments.

Please be brief and limit your comments to the specific subject under discussion. Only matters within the POC's jurisdiction may be addressed. Time limitations shall be at the discretion of the Chair.

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, September 17, 2014
6:00 p.m. – 9:00 p.m.

Committee Members present: Julie Waters, Steven Wirt, Kathy Dwyer, Ajani Torres-Cedillo, Richard Raya, Marcus Montague, Isaac Ruelas, Kisha Jackson and Derrick Muhammad

Committee Members absent: Brandon Aninipot, Briana Dunn, Kenna Castillo and Sheilagh Polk

Staff Members present: Sandy Taylor, Mike Wetzel, Scott Kim and Marchelle Huggins

I. Call to Order

The meeting was called to order at 6:19 p.m.

II. Open Forum for Youth or Families with Small Children

There were six speakers.

III. Adoption of Prior Meeting Minutes from July 16th

The meeting minutes from the July 16, 2014 POC meeting were reviewed and approved.

IV. POC Orientation for FY2014-2015

An overview of the Oakland Fund for Children and Youth, Kids First! Initiative, legislative goals and lifecycle was presented. Additionally, a review of the Sunshine Act and Brown Act for noticing and conducting public meetings, an understanding of how the City revenues are allocated to the Fund and the Planning and Oversight Committee (POC) bylaws.

V. Strategic Planning for FY2016-19 Update for Discussion

A brief overview of the strategic planning scope of work, process and proposed timelines was presented. Guided by OFCY's current funding strategies as well as the Fund's overall goals, mission, vision and values, the scope of work will involve developing a situational analysis report, forming successful strategies, developing and approving the strategic plan, community engagement and ongoing project management. Staff will release the request for proposal (RFP) on September 19th and schedule interviews for late October. There was some discussion around community engagement, vulnerable populations, language translation and alignment with other collaborative efforts and city, county investments. The strategic plan subcommittee members are Kisha Jackson, Steven Wirt, Richard Raya, Isaac Ruelas and Derrick Muhammad.

VI. Election of Co-Chairs for FY2014-2015 Term

Marcus Montague motioned to nominate Kathy Dwyer for POC Chair. The motion was seconded by Kisha Jackson. Isaac Ruelas motioned to nominate Ajani Torres-Cedillo as

POC Co-Chair. The motion was seconded by Steven Wirt. The motions were approved unanimously. There was additional discussion around POC vacancies and the process for appointing and reappointing members. Scott Kim announced the appointment of two new youth POC members, Kevin Wong, District 2 and Yuliza Rios-Oregon, District 3.

VII. Review of POC By-Laws

OFCY staff reviewed the POC By-Laws and made recommendations for the following revisions. Article IV: Section 1: Election of Officers: to include the following underlined text: The POC must transmit to the City Council any rules, regulations and procedures adopted by the POC within seven calendar days of adoption. A rule, regulation or procedure adopted by the POC shall become effective 60 days after approval and adoption by the POC through consensus or affirmative vote of the majority of those members present. Article VII, Section 1: reduce the time period to 15 minutes in which quorum should be established. Article VII, Section 9: to revise language to read that regular scheduled POC meetings shall be held on the first and/or the third Wednesday of the month. Isaac Ruelas motioned to approve the POC bylaws as amended. Kisha Jackson seconded the motion. The motion was approved.

VIII. Administrative Matters

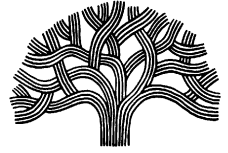
The OFCY 2013-14 interim evaluation plans is expected to be available to the POC in mid- November. An updated POC roster will be provided at the next POC meeting. The next meeting of the POC is scheduled for October 8, 2014

IX. Adjournment

The meeting was adjourned at 8:02 p.m.



City of Oakland
Oakland Fund for Children and Youth



To: Planning and Oversight Committee
From: Mike Wetzel, OFCY Program Planner
Date: October 31, 2014
Re: Selection of Consultant for Strategic Planning

OFCY issued a Request for Proposals (RFP) on September 19, 2014 to solicit proposals for consulting services to develop a Strategic Investment Plan for FY2016-2019. Applications were due on October 16, 2014, and OFCY received three complete responses. After a review of proposals and interview with the three candidates, staff is proceeding to enter into a contract with Bright Research Group (BRG) in an amount not to exceed \$80,000 to develop and facilitate the strategic planning process, and produce the Strategic Investment Plan.

Selection of Consultant

OFCY received three qualified proposals in response to the RFP:

- Bright Research Group
- Resource Development Associates
- Social Policy Research Associates

All three firms demonstrated strong experience, qualified staff, and knowledge and familiarity with Oakland's landscape for children and youth. After a review and ranking of proposals from OFCY staff and City of Oakland Contract Compliance Office, the three consultants participated in a presentation and interview with OFCY staff and POC representative Steven Wirt. The three candidates were scored by the panel based on their presentation and interview, and then ranked based on these scores and the scores from the initial review, consistent with the process outlined in the RFP. Based on the review and rating process, and with consensus from all the panel members, OFCY has selected Bright Research Group (BRG) to develop the FY 2016-2019 Strategic Investment Plan.

Strategic Planning Consulting Services

OFCY will enter into a contract with Bright Research Group (BRG) to support the Planning and Oversight Committee (POC) in conducting a public process for developing a new three-year Strategic Investment Plan for years FY2016-2019 (July 1 2016 to June 30 2019).

Strategic Planning Process – Estimated Timeline

Year	2014		2015						
Phase and Timeline	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
Develop A Situational Analysis Report	X	X	X	X					
Forming Successful Strategies				X	X	X	X		
Develop and Approve Strategic Plan							X	X	X
Community Engagement	X	X	X	X	X	X	X	X	X
Ongoing Project Management	X	X	X	X	X	X	X	X	X

Work will begin in November and continue through until a final Strategic Investment Plan is developed and adopted by Oakland City Council, estimated to be completed in July 2014.