

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 16, 2015
6:00 p.m. – 7:00 p.m.

Committee Members present: Kathy Teng Dwyer, Steven Wirt, Kisha Jackson, M Shawn Cunningham II, Julie Waters, Gerald Williams, Kevin Wong, Fred Price, Bolor-Erdene Erdenebat, and Ajani Torres-Cedillo

Committee Members excused: Karen Lara, Marcus Montague

Committee Members absent: Issac Ruelas

Staff Members present: Sandy Taylor and Sachelle Heavens

1. **Call to Order**

The meeting was called to order at 6:15 p.m.

2. **Open Forum**

There were no speakers.

3. **Adoption of Prior Meeting Minutes from November 4, 2015**

Ajani Torres-Cedillo made a motion, seconded by Kisha Jackson, to approve the meeting minutes from the November 4th POC meeting. The POC unanimously approved the minutes of the meeting.

4. **Update on OFCY's RFP release**

Sandy Taylor gave an overview regarding the OFCY RFP release on November 13, 2015. Staff has hosted three bidders' conferences and four in-person trainings on the Cityspan online application system. Staff is providing technical assistance via email and is posting questions and responses to the OFCY website. OFCY will allow applicants to submit if they are in process of obtaining their audit financial statements rather than require proof of audit upon submission. As of 12/15/2015 there were approximately 150 accounts registered on Cityspan.

5. **Update from the POC Evaluation Subcommittee meeting from December 9, 2015**

Gerald Williams and Shawn Cunningham provided an update from the December 9, 2015 Evaluation Subcommittee meeting. Staff will develop and release a Request for Proposals in early 2016 for an independent evaluation team for the next fiscal year (FY2016-2017), which will begin with the new grant funding cycle.

6. **Administrative Matters**

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Sandy Taylor announced that mid-year evaluation reports from Public Profit and SPR should be available in March or April 2016 for POC review.

There will not be a POC meeting in January 2016 due to the RFP deadline and proposal review process. POC membership on the RFP Review and Appeal subcommittees will be finalized and confirmed to assist with the proposal review and appeal process. The next general POC meeting will be scheduled for February 3, 2016.

7. **Adjournment**

The meeting was adjourned at 6:42pm.