Children, Youth, and Their Families
Oversight and Advisory Committee (OAC)

Minutes


Date and Time: Monday, May 13, 2019, 5:30pm
Location: DCYF, 1390 Market Street, Suite 900, The Mint Conference Room

I. Call to Order and Roll Call
   A. Meeting called to order at 5:41pm.
   B. Absent: Audrey Xu, Jada Curry, Linda Martley-Jordan, Charley Obermeyer

II. Adoption of Agenda
   A. Agenda approved unanimously.

III. General Public Comments
   A. No public comment.

IV. Review and Approval of February 2019 Minutes
   A. Minutes approved unanimously.

V. Community Needs Assessment (CNA) Draft Plan Report & Feedback
      • Draft Plan presented to the Joint OAC Subcommittee, Service Provider Working Group (SPWG), and will be presented to the Youth Commission on May 20th.
      • Introduced Bright Research Group’s Principal and CEO, Brightstar Ohlson, who will help conduct surveys, district-level community input sessions, and other outreach. A City Hall Fellow will also support the CNA process. Goal is to have more of a youth voice and have youth provide feedback for data collection.
      • CNA Survey will provide streamlined feedback for three key areas: suggested community contacts; meetings, events, or other occasions; and sources of qualitative and/or quantitative data. The survey is intended for OAC, SPWG, interested parties and the public. A link will be on the CNA webpage when it is live. Feedback that has already submitted will be shared to reduce duplication. The Survey will also be presented at the next Joint OAC Subcommittee Meeting.
   B. Member Comments and Questions
      • Member Joanna Powell requested more information on the purpose of the CNA, for clarity around what happens after completion and the intended audience. Member Winnie Chen echoed those comments. DCYF Sarah Duffy explained that the CNA informs DCYF service allocation process and stated that the results of the CNA are also made available to District Supervisors. She also stated the report and videos of the results would be available on DCYF’s website for community-based organizations (CBOs), parents, and the public to access. DCYF Laura Moye elaborated that other departments also use the CNA as a reference. Sarah Duffy iterated that the CNA is a research tool for other entities. CBOs use it to apply for grants and for parents and taxpayers to understand who is being served.
      • Vice Chair Mollie Matull stated that the stories from DCYF provides clarity on who is accessing services. Sarah Duffy agreed.
   C. Public Comment
      • SPWG Chris Tsukida expressed appreciation to DCYF’S Data and Evaluation team and Communications Team for communication and proactivity.
VI. OAC Membership Protocol & Reporting Guidelines
A. DCYF Laura Moye led the discussion on the OAC Membership Protocol and Reporting Guidelines.
B. Member Comments and Questions
   • Chair Zheng expressed the importance of maintaining consistent attendance to continue community dialogue and create a leadership pipeline.

VII. Report of the OAC Chair
A. Chair Zheng shared his report with the committee.
   • Met with SPWG to strategize ways for increased engagement between the OAC and SPWG.
   • The Joint OAC Subcommittee will meet on June 11, 4:00pm-5:30pm at DCYF.
B. Member Comments and Questions
   • Chair Zheng asked Laura Moye for clarification regarding Results Based Accountability (RBA). Laura Moye explained that RBA was the framework used to develop the RFP and suggested having an RBA presentation to the OAC in the future.
   • Member Chen expressed concern about the challenge of finding information easily on the DCYF website. Laura Moye suggested that a website presentation could be put on a future OAC agenda to allow for feedback.
C. Public Comment
   • SPWG Ahmed Waheed suggested placing the RBA scorecards in a more visible location on the DCYF website because it has been a useful tool for grantees.

VIII. Report of the Subcommittees
A. Executive Committee: Chair Zheng reported that there has not been a meeting recently due to lack of attendance and participation.
B. Community Engagement & Communications: Chair Zheng reported that there has not been enough participation in the past but that Community Engagement and Communication Subcommittee has meeting jointly with the Data and Evaluation Subcommittee for the CNA Plan.
C. Data & Evaluation: Chair Zheng reported that the subcommittee is participating in the Joint meeting with the Community Engagement and Communication Subcommittee to discuss with CNA.
D. Technical Assistance & Capacity Building: Member E’Leva Gibson reported on discussions about theory of change and improvement. The subcommittee has been looking at goals, measures and expected outcomes from professional development, and ways to be increase intentionality about change for young people. Member Gibson shared the questions that have been guiding the subcommittee meetings. Laura Moye elaborated that Claremont University will be an evaluator and may attend a subcommittee meeting.

IX. Report of the Service Provider Working Group
A. SPWG Chris Tsukida shared the SPWG Memo.
   • The memo grew out of discussions with Chair Zheng on how to increase engagement with the SPWG. SPWG has 25 providers and meet monthly in addition to phone calls to review what is happening in OAC subcommittees, feedback from the OAC, and issues in the community. SPWG recognizes some of the challenges that OAC may face in reference to the changing OAC membership due to term limits.
   • Three core areas for SPWG support to OAC were identified:
     1. Leadership Pipeline – SPWG/OAC retreat at the beginning of each year to provide historical context to members
     2. Key Aspects of Relationship Building
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3. Increase Engagement with OAC Subcommittees – hard to gain traction and momentum when subcommittees only meet every other month. Increase SPWG activity in subcommittees. Suggested that at the next OAC meeting to discuss which key area is priority.

B. Member Comments and Questions
   - Chair Zheng agreed that communication and engagement is important, and acknowledged the past retreats with Be the Change as facilitators. A retreat will help build SPWG/OAC relationship for the years to come. Suggested the OAC continue to explore the idea of the retreat.
   - Member Powell asked for clarification regarding timing of retreat. SPWG Chris Tsukida said the retreat can happen whenever it is deemed appropriate. Engagement between SPWG and OAC members can be as simple as meeting individually for informal coffee.
   - Member Chen asked a question regarding the seat application process. Chair Zheng stated that Mayoral Seats are appointed, and Board of Supervisors (BOS) seats are approved by the BOS. Chair Zheng said that there has been engagement with Mayor’s Office and BOS for candidates.
   - Member Powell asked if there is a way to get ahead of the seats whose terms are ending, and for open seats. Laura Moye said there has been, she also suggested that the next retreat happen after new members are appointment and the vacant seats are filled.

X. Report of DCYF’s Our Children, Our Families Liaison - E’Leva Gibson
   A. Member Gibson shared OCOF report.
      - Last meeting Mayor Breed kicked off the meeting and discussed support services. Discussed spending analysis and funding.
      - Member Gibson asked how the OAC can help OCOF with convening. Laura Moye said that DCYF has been discussing getting a facilitator to support OCOF meetings.
      - Pegah Faed will return from maternity leave on Wednesday.

XI. Report of DCYF Director
   A. Laura Moye reported on behalf of Maria Su.
      - DCYF University Graduation will be at San Francisco State University on June 5th at 5:00pm. DCYF Monica Flores provided additional details.
      - DCYF Prishni Murillo provided overview and recap of Youth Advocacy Day (YAD).
   B. Member Comments and Questions
      - Chair Zheng commended Fong from Be The Change on their great work at YAD.
   C. Public Comment
      - SPWG Chris Tsukida commented on success of YAD and suggested an Adult Advocacy Day.

XII. Future Agenda Items and Member Comments
   A. Members suggested future agenda items:
      - RBA Presentation
      - Schedule OAC/SPWG retreat
      - DCYF Website orientation/review to help locate important resources and documents

XIII. Adjournment
   A. Meeting adjourned at 7:18 pm.