

1 [Administrative Code - Children, Youth and Families Oversight and Advisory Committee and
2 Service Provider Working Group]

3 **Ordinance amending the Administrative Code to create a Children, Youth and Their**
4 **Families Oversight and Advisory Committee and a Service Provider Working Group, as**
5 **provided in Charter, Section 16.108-1.**

6 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
7 **Additions to Codes** are in *single-underline italics Times New Roman font*.
8 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
9 **Board amendment additions** are in double-underlined Arial font.
10 **Board amendment deletions** are in ~~strikethrough Arial font~~.
11 **Asterisks (* * * *)** indicate the omission of unchanged Code
12 subsections or parts of tables.

13 Be it ordained by the People of the City and County of San Francisco:

14 Section 1. The Administrative Code is hereby amended by adding Sections 2A.233
15 and 2A.234, to read as follows:

16 **SEC. 2A.233. CHILDREN, YOUTH AND THEIR FAMILIES OVERSIGHT AND ADVISORY**
17 **COMMITTEE.**

18 *(a) Purpose. As provided in Charter Section 16.108-1, there shall be a Children, Youth and*
19 *Their Families Oversight and Advisory Committee ("Oversight and Advisory Committee" or*
20 *"Committee") to review the governance and policies of the Department of Children, Youth and Their*
21 *Families ("DCYF"), and to take steps to ensure that the Children and Youth Fund ("Fund") is*
22 *administered in a manner accountable to the community.*

23 *The Oversight and Advisory Committee replaces the Children's Fund citizens advisory*
24 *committee formerly established by Charter Section 16.108(n) as adopted by the voters in*
25 *November 2000. Subsection (n) was repealed and the advisory committee terminated by operation of*
law upon the adoption of Proposition C by the voters in November 2014.

1 (b) Duties and Functions. The Oversight and Advisory Committee shall carry out the following
2 duties and functions, some of which are specified in Charter Section 16.108-1, and some of which are
3 not specified by Charter but adopted by ordinance under the authority provided in Section 16.801-1:

4 (1) The Oversight and Advisory Committee shall develop recommendations for DCYF
5 regarding outcomes for children and youth services, the evaluation of services, common data systems,
6 processes for making funding decisions, program improvement and capacity-building of service
7 providers, community engagement in planning and evaluating services, leveraging dollars of the Fund
8 and the use of the Fund as a catalyst for innovation.

9 (2) The Oversight and Advisory Committee shall promote transparency for the Fund
10 and its processes.

11 (3) Pursuant to Charter Section 16.108, the Oversight and Advisory Committee shall
12 review and approve the planning process for the Children and Youth Fund Community Needs
13 Assessment ("CNA") and final CNA, the Services and Allocation Plan (SAP), and the annual Data and
14 Evaluation Report.

15 (4) The Oversight and Advisory Committee shall review and approve DCYF's overall
16 annual budget expenditures (including the approval of grants as a package, work orders, supplemental
17 funds, and add-back funds), and shall conduct a mid-year budget review each year to prepare for the
18 following year's budget process. The Committee shall review best practices developed or identified by
19 DCYF and its Director for the grant-making process, including add-back and supplemental funding,
20 and for interdepartmental work orders. These practices shall be designed to promote, among other
21 things, transparency and accountability in the grant-making process and coordination with the
22 Children and Youth Fund SAP and CNA.

23 (5) The Oversight and Advisory Committee shall participate in the evaluation of the
24 Director of DCYF and assist in recruitment for the Director when the position is vacant, and may
25 recommend candidates to the Mayor for appointment.

1 (6) The Oversight and Advisory Committee shall establish and maintain a Service
2 Provider Working Group as provided in Charter Section 16.108-1 and Administrative Code
3 Section 2A.234.

4 (7) The Oversight and Advisory Committee shall confer with the Director of DCYF at
5 least once a year on DCYF's effectiveness and impact.

6 (c) Meetings. The Oversight and Advisory Committee shall meet at least six times each
7 calendar year. Any member who fails to attend at least half of the meetings in a calendar year shall be
8 deemed to have resigned from the Committee.

9 (d) Composition. As provided in Charter Section 16.108-1, the Mayor shall appoint members
10 for Seats 1, 2, 3, 4, 5, and 6 on the Oversight and Advisory Committee; the Board of Supervisors shall
11 appoint members for Seats 7, 8, 9, 10, and 11 on the Committee. The Mayor's appointments shall take
12 effect 30 days after transmittal of the Mayor's notice of appointment to the Board of Supervisors. The
13 Board of Supervisors shall hold a public hearing on each of the Mayor's appointees to the Committee.

14 If a vacancy occurs in any seat on the Committee, the appointing authority for the vacated seat
15 shall appoint a successor.

16 (e) Qualifications of Members. Members of the Oversight and Advisory Committee shall
17 possess the following qualifications:

18 Seat 1: A youth 19 years old or younger at the time of appointment for the term,
19 recommended to the Mayor by the Youth Commission. Because this Committee member may be
20 younger than 18 years at the time of appointment, this member is not subject to the requirement of
21 Charter Section 4.101(a)(2) that members be electors of the City and County unless and until the
22 member reaches the age of 18 years.

23 Seat 2: The same qualifications as for Seat 1.

24 Seat 3: A parent of a youth, which youth, at the time of the member's appointment for
25 the term, is under the age of 18 years and enrolled in the San Francisco Unified School District. This

1 Committee member shall have demonstrated commitment to improving access to and quality of services
2 for children, youth, and families.

3 Seat 4: A person with expertise or substantial experience working in services and
4 programs for children ages 5 and younger.

5 Seat 5: A person with expertise or substantial experience working in the field of
6 children and youth services in communities that are low-income or underserved.

7 Seat 6: A person who has demonstrated commitment to improving access and quality of
8 services for children, youth, and families in communities that are low-income or underserved.

9 Seat 7: A person who is a Disconnected Transitional-Aged Youth, as that term is used in
10 Charter Section 16.108, 18 through 24 years of age at the time of appointment, and who is familiar
11 with the issues and challenges faced by Disconnected Transitional-Aged Youth and with services,
12 programs, and systems for them.

13 Seat 8: A parent of a child, which child is enrolled in kindergarten through 8th grade at
14 the time of the member's appointment for the term. This Committee member shall be from a low-
15 income community or have expertise or substantial experience working to promote the interests of
16 communities of color and shall have demonstrated a commitment to improving access and quality of
17 services for children, youth, and families.

18 Seat 9: A parent of a child, which child, at the time of the member's appointment for the
19 term, is under the age of 5 years and enrolled in a publicly-subsidized or City-funded program. This
20 Committee member shall have demonstrated a commitment to improving access and quality of services
21 for children, youth, and families.

22 Seat 10: A person with expertise or substantial experience working in the field of
23 children and youth services in communities that are low-income or underserved.

24 Seat 11: A person who has demonstrated commitment to improving access to and
25 quality of services for children, youth, and families.

1 In addition to the stated qualifications for each seat on the Committee, current City employees
2 or current employees or members of the boards of directors of DCYF-funded organizations may not
3 serve as members of the Oversight and Advisory Committee. For purposes of this subsection (e), a
4 part-time intern with a DCYF-funded organization who is 24 years old or younger shall not be
5 considered an employee of that organization.

6 (f) Timing of Appointments; Measuring Terms; First Meeting. The Mayor and the Board of
7 Supervisors shall appoint the initial members of the Committee by July 1, 2015. The appointing
8 authorities are encouraged to make their respective application processes as open and transparent as
9 possible.

10 The terms of the initial appointees shall commence on the date of the first meeting of the
11 Committee, which may occur when at least eight members have been appointed, and no later than
12 July 1, 2015. Terms of Committee members shall be measured from the date of the first Committee
13 meeting.

14 (g) Term Limits. Members may not serve more than two consecutive two-year terms, except
15 that the members initially appointed to Seats 1, 3, 5, 7, 9, and 11, while remaining eligible to serve a
16 consecutive second-two year term, shall serve for a first term of three years. For the purpose of these
17 term limits, serving more than half of a term shall count as serving a full term on the Committee.

18 (h) Committee Operations. At its first meeting, which, as subsection (f) states, shall be no later
19 than July 1, 2015, the Oversight and Advisory Committee shall select a Chair and Vice-Chair.
20 Thereafter, the Oversight and Advisory Committee shall adopt bylaws governing its meetings and
21 operations.

22 (i) Staffing. DCYF shall provide sufficient staffing for the Oversight and Advisory Committee
23 and the Service Provider Working Group referenced in Section 2A.234. The Youth Commission shall
24 provide support to the Committee members in Seats 1, 2, and 7 in areas such as training in city
25 government operations, policy analysis and development, and public outreach.

1 **SEC. 2A.234. SERVICE PROVIDER WORKING GROUP.**

2 (a) Purpose. Pursuant to Charter Section 16.108-1, the Children, Youth and Their Families
3 Oversight and Advisory Committee ("Oversight and Advisory Committee" or "Committee") shall
4 create a Service Provider Working Group ("SP Working Group" or "Working Group"). The purpose
5 of the SP Working Group shall be to advise the Committee on funding priorities, policy development,
6 the planning cycle, evaluation design and plans, and any other issues of concern to the SP Working
7 Group related to the Children and Youth Fund ("Fund") established in Charter Section 16.108, or the
8 responsibilities of the Department of Children Youth and Their Families ("DCYF") or other
9 departments receiving monies from the Fund.

10 (b) Membership and Meetings. The SP Working Group shall have at least 10 members. The
11 Working Group shall engage a broad cross-section of service providers in providing information,
12 education, and consultation to the Committee. All members of the Working Group shall be persons
13 actively providing services to children, youth, and their families during the members' service on the
14 SP Working Group. The Working Group shall meet at least four times each year.

15 The SP Working Group shall include members who are service providers who currently receive
16 funding from DCYF, service providers who have never received funding from DCYF but currently
17 provide services for children and youth, and service providers who have received funding from DCYF
18 in the past and who currently provide services for children and youth. In addition, the Working Group
19 shall include members with expertise or experience in the various funding areas identified in DCYF's
20 most recent Services and Allocation Plan as provided in Charter Section 16.108(i)(2).

21 (c) Governance. Subject to the requirements of the Charter and this Section 2A.234, the
22 Oversight and Advisory Committee shall adopt bylaws to provide for the governance and processes of
23 the SP Working Group.

24 By September 1, 2015, the Oversight and Advisory Committee shall appoint an initial chair and
25 vice-chair for the SP Working Group who shall be responsible for developing its structure and


1 facilitating its meetings. The chair and the vice-chair appointed by the Oversight and Advisory
2 Committee shall serve two-year terms in those positions. Thereafter, upon the expiration of each of
3 these terms as chair and vice-chair, the Working Group shall elect succeeding chairs and vice-chairs.

4 The SP Working Group shall have its first meeting by December 1, 2015. Thereafter, the
5 Working Group shall adopt bylaws governing its meetings and operations. Meetings of the SP Working
6 Group shall be open to the public and conducted in a manner to encourage widespread participation.

7
8 Section 2. Effective Date. This ordinance shall become effective 30 days after
9 enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the
10 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
11 of Supervisors overrides the Mayor's veto of the ordinance.

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14 APPROVED AS TO FORM:
15 DENNIS J. HERRERA, City Attorney

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17 By:


18 THOMAS J. OWEN
19 Deputy City Attorney

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LEGISLATIVE DIGEST

[Administrative Code - Children, Youth and Families Oversight and Advisory Committee and Service Provider Working Group]

Ordinance amending the Administrative Code to create a Children, Youth and Their Families Oversight and Advisory Committee and a Service Provider Working Group, as provided in Charter, Section 16.108-1.

Existing Law

Charter Section 16.108-1, adopted by the voters as part of Proposition C at the November 2014 election, establishes a Children, Youth and Their Families Oversight and Advisory Committee (“Oversight and Advisory Committee”) to review the governance and policies of the Department of Children, Youth and Their Families (“DCYF”), to monitor and participate in the administration of the Children and Youth Fund as provided in Charter Section 16.108 (“Fund”), and to take steps to ensure that the Fund is administered in a manner accountable to the community.

The Charter assigns a number of duties to the Oversight and Advisory Committee, including:

- developing recommendations for DCYF and the administration of the Fund in areas such as goals for children and youth services, evaluation of services, and community engagement;
- promoting transparency in the administration of the Fund;
- participating in the evaluation of the Director of DCYF, and assisting in recruitment for the Director when the position is vacant; and,
- establishing and maintaining a Service Provider Working Group.

In addition, under Charter Section 16.108, the Oversight and Advisory Committee has some substantive powers over the administration of the Fund. The Committee must approve the planning process for the Fund’s Community Needs Assessment (“CNA”) and the final CNA, the Services and Allocation Plan, and DCYF’s overall spending plan.

Charter Section 16.108-1 provides that the Oversight and Advisory Committee shall have eleven members. The Mayor shall appoint six members and the Board of Supervisors shall appoint five members. The Mayor and the Board of Supervisors shall appoint the initial members of the Committee by July 1, 2015.

Charter Section 16.108-1 also provides that the Oversight and Advisory Committee shall create a Service Provider Working Group (“Working Group”) to advise the Oversight and Advisory Committee on funding priorities, policy development, the planning cycle, evaluation design and plans, and any other issues of concern to the Working Group related to the Fund or the responsibilities of DCYF or other departments receiving monies from the Fund. The

Oversight and Advisory Committee shall appoint an initial chair and vice-chair of the Working Group, who shall be responsible for developing the structure of the Working Group and facilitating the meetings.

Finally, Charter Section 16.108-1 provides that the Board of Supervisors shall further provide by ordinance for the membership, structure, functions, appointment criteria, terms and support of the Oversight and Advisory Committee. The Board of Supervisors shall adopt such legislation to be effective by July 1, 2015.

Amendments to Current Law

The proposal is an ordinance that would amend the Administrative Code to adopt further provisions governing the structure and operations of the Children, Youth and Their Families Oversight and Advisory Committee, as directed by Charter Section 16.108-1.

In addition to the provisions specified in the Charter, the proposal would clarify the duties of the Committee and direct the Committee to conduct a mid-year budget review each year to prepare for the following year's budget process, and to review best practices developed or identified by DCYF and its Director for the grant-making process, including add-back and supplemental funding, and for interdepartmental work orders. The proposal would also direct the Committee to confer with the Director of DCYF at least once a year on DCYF's effectiveness and impact.

The proposal would set qualifications for appointments to the seats on the Committee. A chart of those qualifications is attached to this digest. The proposal would provide that the Mayor's appointments to the Committee would take effect 30 days after transmittal of the Mayor's notice of appointment to the Board of Supervisors. The Board of Supervisors would hold a public hearing on each of the Mayor's appointees, although the Board would have no power to delay or reject the Mayor's appointments. And the proposal would bar current City employees or current employees or members of the boards of directors of DCYF-funded organizations from serving as members of the Committee.

The proposal would set the terms of Committee members, establish term limits, and provide for governance of and staffing for the Committee.

The proposal would also include additional provisions governing the Service Provider Working Group ("SP Working Group" or "Working Group"). The proposal would require that the Working Group shall have at least 10 members and provide general criteria for the selection of its members. And the proposal would address governance of the Working Group.

Background Information

The Oversight and Advisory Committee replaces the Children's Fund citizens advisory committee formerly established by Charter Section 16.108(n) as adopted by the voters in November 2000 (Proposition D). Subsection (n) was repealed and the advisory committee terminated by operation of law upon the adoption of Proposition C.

**CHILDREN, YOUTH AND THEIR FAMILIES
OVERSIGHT AND ADVISORY COMMITTEE**

SEATS 1 THROUGH 6 (APPOINTED BY THE MAYOR)

- Seat 1: A youth 19 years old or younger at the time of appointment for the term, recommended to the Mayor by the Youth Commission. Because this Committee member may be younger than 18 years at the time of appointment, this member is not subject to the requirement of Charter Section 4.101(a)(2) that members be electors of the City and County unless and until the member reaches the age of 18 years.
- Seat 2: The same qualifications as for Seat 1.
- Seat 3: A parent of a youth, which youth, at the time of the member's appointment for the term, is under the age of 18 years and enrolled in the San Francisco Unified School District. This Committee member shall have demonstrated commitment to improving access to and quality of services for children, youth, and families.
- Seat 4: A person with expertise or substantial experience working in services and programs for children ages 5 and younger.
- Seat 5: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or underserved.
- Seat 6: A person who has demonstrated commitment to improving access and quality of services for children, youth, and families in communities that are low-income or underserved.

SEATS 7 THROUGH 11 (APPOINTED BY THE BOARD OF SUPERVISORS)

- Seat 7: A person who is a Disconnected Transitional-Aged Youth, as that term is used in Charter Section 16.108, 18 through 24 years of age at the time of appointment, and who is familiar with the issues and challenges faced by Disconnected Transitional-Aged Youth and with services, programs, and systems for them.
- Seat 8: A parent of a child, which child is enrolled in kindergarten through 8th grade at the time of the member's appointment for the term. This Committee member shall be from a low-income community or have expertise or substantial experience working to promote the interests of communities of color and shall have demonstrated a commitment to improving access and quality of services for children, youth, and families.
- Seat 9: A parent of a child, which child, at the time of the member's appointment for the term, is under the age of 5 years and enrolled in a publicly-subsidized or City-funded program. This Committee member shall have demonstrated a commitment to improving access and quality of services for children, youth, and families.
- Seat 10: A person with expertise or substantial experience working in the field of children and youth services in communities that are low-income or underserved.
- Seat 11: A person who has demonstrated commitment to improving access to and quality of services for children, youth, and families.