

**LEGISLATIVE DIGEST**

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

**Ordinance amending the Administrative Code to establish 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.