

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 citizens advisory committee formerly established by Charter Section 16.108(n) as*  
25 *adopted by the voters in 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 Subsection (n) was repealed and the advisory committee*  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 16.108-1**  
4 **16.801-4.**

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

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

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

16           **(4) The Oversight and Advisory Committee shall review and approve DCYF’s overall**  
17 **annual budget expenditures (including the approval of grants as a package, work orders, supplemental**  
18 **funds, and add-back funds), and shall conduct a mid-year budget review each year to prepare for the**  
19 **following year’s budget process and may request budget information as necessary for any of its**  
20 **meetings. The Committee shall review best practices developed or identified by DCYF and its**  
21 **Director for the grant-making process, including add-back and supplemental funding, and for**  
22 **interdepartmental work orders. These practices shall be designed to promote, among other things,**  
23 **transparency and accountability in the grant-making process and coordination with the Children and**  
24 **Youth Fund SAP and CNA. The Committee shall review any changes or adjustments in revenue**  
25 **to the Children and Youth Fund and the Baseline as defined in Section 16.108. Nothing in**

1 this Section shall limit the authority of the Mayor and Board of Supervisors to propose, amend,  
2 and adopt a budget under Article IX of the Charter.

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

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

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

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

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

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

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

24 Seat 1: A youth 19 years old or younger at the time of appointment for the term,  
25 recommended to the Mayor by the Youth Commission. Because this Committee member may be

1 younger than 18 years at the time of appointment, this member is not subject to the requirement of  
2 Charter Section 4.101(a)(2) that members be electors of the City and County unless and until the  
3 member reaches the age of 18 years.

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

5 Seat 3: A parent or guardian of a youth, which youth, at the time of the member's  
6 appointment for the term, is under the age of 18 years and enrolled in the San Francisco Unified  
7 School District. This Committee member shall have demonstrated commitment to improving access to  
8 and quality of services for children, youth, and families.

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

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

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

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

19 Seat 8: A parent or guardian of a child, which child is enrolled in kindergarten through  
20 8<sup>th</sup> grade at the time of the member's appointment for the term. This Committee member shall be from  
21 a low-income community or have expertise or substantial experience working to promote the interests  
22 of communities of color and shall have demonstrated a commitment to improving access and quality of  
23 services for children, youth, and families.

24 Seat 9: A parent or guardian of a child, which child, at the time of the member's  
25 appointment for the term, is under the age of 5 years and enrolled in a publicly-subsidized or City-

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

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

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

7 In addition to the stated qualifications for each seat on the Committee, current City employees  
8 who are at the department head or deputy department head level of authority, and SFUSD  
9 employees who are at the Director or Assistant Superintendent level of authority or higher,  
10 and/or current employees or members of the boards of directors of DCYF-funded organizations  
11 where DCYF is the decision-maker for funding may not serve as members of the Oversight and  
12 Advisory Committee. For purposes of this subsection (e), a part-time intern with a DCYF-funded  
13 organization who is 24 years old or younger shall not be considered an employee of that organization.

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

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

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

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

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

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

11 (a) Purpose. Pursuant to Charter Section 16.108-1, the Children, Youth and Their Families  
12 Oversight and Advisory Committee (“Oversight and Advisory Committee” or “Committee”) shall  
13 create a Service Provider Working Group (“SP Working Group” or “Working Group”). The purpose  
14 of the SP Working Group shall be to advise the Committee on funding priorities, policy development,  
15 the planning cycle, evaluation design and plans, and any other issues of concern to the SP Working  
16 Group related to the Children and Youth Fund (“Fund”) established in Charter Section 16.108, or the  
17 responsibilities of the Department of Children Youth and Their Families (“DCYF”) or other  
18 departments receiving monies from the Fund.

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

24 The SP Working Group shall include members who are service providers who currently receive  
25 funding from DCYF, service providers who have never received funding from DCYF but currently

1 provide services for children and youth, and service providers who have received funding from DCYF  
2 in the past and who currently provide services for children and youth. In addition, the Working Group  
3 shall include members with expertise or experience in the various funding areas identified in DCYF's  
4 most recent Services and Allocation Plan as provided in Charter Section 16.108(i)(2).

5 (c) Governance. By September 1, 2015, the Oversight and Advisory Committee shall develop  
6 initial bylaws for the SP Working Group, and shall appoint an initial chair and vice-chair for the  
7 SP Working Group who shall be responsible for developing its structure and facilitating its meetings.  
8 The chair and the vice-chair appointed by the Oversight and Advisory Committee shall serve two-year  
9 terms in those positions. Thereafter, upon the expiration of each of these terms as chair and vice-chair,  
10 the Working Group shall elect succeeding chairs and vice-chairs.

11 The SP Working Group shall have its first meeting by December 1, 2015. Thereafter, the  
12 Working Group shall review and amend, as necessary, adopt bylaws governing its meetings and  
13 operations. Meetings of the SP Working Group shall be open to the public and conducted in a manner  
14 to encourage widespread participation.

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

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20 APPROVED AS TO FORM:  
21 DENNIS J. HERRERA, City Attorney

22  
23 By: \_\_\_\_\_  
24 THOMAS J. OWEN  
25 Deputy City Attorney

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