



# **PLANNING AND OVERSIGHT COMMITTEE (POC)**

Wednesday November 15, 2023

6PM – 9PM

In Person

Please see agenda to participate in this meeting



**CITY OF OAKLAND  
PLANNING AND OVERSIGHT COMMITTEE (POC)**

November 15<sup>th</sup>, 2023 | 6:00pm-9:00pm  
IN-PERSON

**PUBLIC PARTICIPATION:**

The public may observe and/or participate in this meeting, in person at 1 Frank H. Ogawa Plaza, Hearing Room 4, Oakland, CA 94612.

**For your safety, we strongly recommend you wear a mask.**

**OBSERVE:**

To observe the meeting by video conference, please click on this link:

<https://us06web.zoom.us/j/82311405823> at the noticed meeting time.

Instructions on how to join a meeting by video conference is available at:

<https://support.zoom.us/hc/en-us/articles/201362193-joining-a-Meeting>

**PUBLIC COMMENT:**

Join us in person, 1 Frank H. Ogawa Plaza, Hearing Room 4, Oakland, CA 94612.

**All public comments must be made In-Person.**

**In-Person comments from members of the public must submit a separate speaker card for each item on the agenda to the commission clerk before the item is called.**

**Email Written Comments to [OFCY@oaklandca.gov](mailto:OFCY@oaklandca.gov).**

**Written Comments Must Be Submitted At Least 24 Hours Prior To The Meeting Time to be Delivered to the Commissioners.**

If you have any questions, please email Robin Love at [rlove@oaklandca.gov](mailto:rlove@oaklandca.gov).



## Planning and Oversight Committee (POC)

City of Oakland | Human  
Services Department



150 Frank H. Ogawa Plaza, Suite 4216 |  
Oakland, CA 94612 (510) 238-3088

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### City of Oakland Planning and Oversight Committee (POC)

Wednesday, November 15, 2023

6:00 p.m. – 9:00 p.m.

*In Person*

Issues that the public wishes to address that **are not** published on the agenda will be heard during the Public Forum section. You will have 2-minutes to comment on the item.

### **AGENDA**

1. Call to Order
2. Roll Call
3. Adoption of Agenda
4. Approval of Minutes: November 1, 2023
5. Public Forum (*Limit to 2 minutes*)
6. POC Governance & Meeting Management Overview (*OFCY Staff*)
7. OFCY Overview (*OFCY Staff*)
8. OFCY Administrative Items & Announcements
9. Closing Remarks & Adjourn

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**NOTE: ACTION ITEMS ARE SPECIFIED ON THE AGENDA.**



**Kid’s First Children’s Fund (OFCY) Planning & Oversight Committee  
MEETING MINUTES**

Wednesday, November 1, 2023 - 6:00 p.m. to 9:00 p.m. - IN PERSON  
1 Frank H Ogawa Plaza, Oakland City Hall, Hearing Rm 4, Oakland, CA 94612

**1. CALL TO ORDER**

- a) **Meeting Called to Order at 6:05 pm by Co-Chair Pecolia Manigo.**
  - Quorum established.

**b) POC Meeting Roll Call:**

	<b>POC Member</b>	<b>District</b>	<b>Attendance</b>
<b>1</b>	<b>Hassan Ahmed (Co-Chair)</b>	<b>D1 – Kalb (Youth)</b>	<b>Present</b>
2	Jessica R. Arlene	D1 – Kalb (Adult)	Excused
<b>3</b>	<b>Selina L. Xue</b>	<b>D2 – Bas (Youth)</b>	<b>Present</b>
4	Vacant	D2 – Bas (Adult)	-----
5	Vacant	D3 – Youth	-----
<b>6</b>	<b>Jasmene C. Miranda</b>	<b>D3 - Adult</b>	<b>Present</b>
<b>7</b>	<b>Anokhi Mehta</b>	<b>D4 – Ramachandran (Youth)</b>	<b>Present</b>
<b>8</b>	<b>Pecolia Manigo (Co-Chair)</b>	<b>D4 – Ramachandran (Adult)</b>	<b>Present</b>
9	Vacant	D5 – Gallo (Youth)	-----
<b>10</b>	<b>Jorge Velasco</b>	<b>D5 – Gallo (Adult)</b>	<b>Present</b>
11	Vacant	D6 - Youth	Vacant
12	Vacant	D6 - Adult	Vacant
13	Vacant	D7 - Youth	Vacant
14	Vacant	D7- Adult	Vacant
15	Vacant	At-Large - Youth	Vacant
<b>16</b>	<b>Meg Evans</b>	<b>At-Large - Adult</b>	<b>Present</b>
17	Vacant	Mayor	Vacant

**c) Welcome & Introductions**

New POC members and POC members provided information about their background and why they are interested in serving on the POC.

CYS Manager / OFCY Director requested Bios from POC members.

**d) Agenda Review**

- No additions or corrections



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**2a. Presentation: Cityspan Technologies, Inc. – OFCY Contract Management System**

- OFCY Director (CYS Manager) introduced Mark Min, CEO of Cityspan Technologies, Inc.
- Copies of the power point presentation were distributed.

**2b. Action Item: OFCY Director recommendation to increase the allocation of Kid's First Children's Fund funding for a Professional Services Agreement with Cityspan.**

Recommendation:

- OFCY recommends the POC approve the allocation of OFCY Administrative funds to enter into a Professional Services Agreement with Cityspan Technologies, Inc.
- OFCY seeks to increase their allocation from \$55,000 to \$254,750 OFCY to expand the grants & data management system, and create new functionality needed to demonstrate program effectiveness and impact. HSD Fiscal and Budget have confirmed the availability of funding.
- The award agreement period for the PSA with Cityspan, is July 1, 2021, through June 30, 2024.

Background:

- **On June 15, 2021, City Council awarded an agreement to Cityspan Technologies, Inc., ([Resolution No. 88692 C.M.S.](#)) to provide licensing, user support, project management, and custom programming for the Oakland Paratransit for the Elderly and Disabled (OPED) and OFCY programs in an amount not to exceed \$92,500 from July 1, 2021 through June 30, 2024. The total amount of \$92,500 allocated \$37,500 for OPED, and \$55,000 for Oakland Fund for Children and Youth (OFCY).**

Question & Answer:

- Q. Backup in case of Data Breach / Disaster
- A. Ben Oregon, Data Recovery & Retrieval Hub; Data is backed up nightly.
  
- Q. Timeline for Custom Development
- A. Ongoing by with a target date of Spring 2024
  
- Q. Usage / Confidentiality
- A. Guard rails / Logic rules are in place; no PII is uploaded to Cityspan CMS.
  
- Q. Data Access if contract is not renewed or City of Oakland identifies a new vendor.
- A. City of Oakland owns the data.



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CYS Manager / OFCY Director shared (verbally) examples of Demographic data we can extract from Cityspan CMS below:

**OFCY FY 22-23**

**Total Number of children, youth and families served:**

Programs Total	136	136
Agencies Total	75	75
Youth Total	17837	17837

Ages Fig.1

Values	Total	
Total Ages 0-5	1309	0.0734
Total Ages 6-10	4764	0.2671
Total Ages 11-15	6263	0.3511
Total Ages 16+	5500	0.3083
Total Other	1	0.0001

Genders Fig.2

Values	Total	
Total Female	8681	0.4867
Total Male	8833	0.4952
Total Non-Binary	101	0.0057
Total Other	222	0.0124

Race Fig.3

Values		
Total Black or African American	5284	0.2962
Total Asian or Asian American	1546	0.0867
Total Indigenous or Native American	373	0.0209
Total Latin@/Latinx	8084	0.4532
Total White	652	0.0366
Total Other (includes 2-or more races)	1377	0.0772
Total Declined to State	521	0.0292



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Ethnicity	Fig. 4	
<b>Values</b>		
Sum of Hispanic or Latino	8133	0.4560
Sum of Not Hispanic/Latino	9183	0.5148
Sum of Decline to State	521	0.0292

	Fig.5
<b>Values</b>	
Total 94601	4035
Total 94602	618
Total 94603	2327
Total 94605	1868
Total 94606	1599
Total 94607	1484
Total 94608	553
Total 94609	467
Total 94610	248
Total 94611	290
Total 94612	376
Total 94613	6
Total 94618	102
Total 94619	690
Total 94621	2839
Total 94704	18
Total 94705	12
Total 94720	14
Total Homeless/Transitioning	177
Total Declined to State	114



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**2b. Action Item: OFCY Director recommendation to increase the allocation of Kid’s First Children’s Fund funding for a Professional Services Agreement with Cityspan.**

**Motion by:** Meg Evans  
**Seconded by:** Jorge Velasco  
**Motion Approved:** 7 = yes, 0 = no, 0 = abstained  
**Roll Call:**

	<b>POC Member</b>	<b>District</b>	<b>Vote</b>
1	<b>Hassan Ahmed</b>	<b>D1 – Kalb (Youth)</b>	<b>Yes</b>
2	Jessica R. Arlene	D1 – Kalb (Adult)	Excused
3	<b>Selina L. Xue</b>	<b>D2 – Bas (Youth)</b>	<b>Yes</b>
4	Vacant	D2 – Bas (Adult)	-----
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6	<b>Jasmene C. Miranda</b>	<b>D3 - Adult</b>	<b>Yes</b>
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16	<b>Meg Evans</b>	<b>At-Large - Adult</b>	<b>Yes</b>
17	Vacant	Mayor	Vacant

**3. ADMINISTRATIVE MATTERS – UPDATES & GENERAL ANNOUNCEMENTS** (verbal presentation)

▪ **OFCY Updates – Staffing**

The office of Children Youth and Services Division currently has a total of three staff:

- Grants Managers
  - *Terry Hill (Program Analyst II)*
  - *Annie Hines, (Program Analyst I / Acting Program Analyst II)*
- Oakland Youth Commission Director, Sara Tiras (Program Analyst II).





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There are several vacancies with the Children and Services Division. We do not have a confirmed timeframe when the vacancies for the recruitment and selection will occur. City of Oakland have several departments with vacancies.

- 3 – Program Analyst II vacancies
  - 1 – Planner I
  - 1 – Administrative Assistant II
- 
- OFCY hosted the first Grantee Convening (Virtual) on 10/20/23. On the Agenda were presentations from the Department of Race & Equity and Cityspan, staff introductions, a brief presentation on the CYS Manager / OFCY Director previous experience and background and highlights of the work planned. We had over 100 participants join us.
  - **OFCY CYS Manager / OFCY Director affirmed the busy schedule and the importance of establishing a quorum. OFCY staff will be sending important information out and requests that POC members be mindful of timely response to emails regarding POC business.**
  - Cityspan presentation to City Council Rules Committee 11/30/23; City Council Life Enrichment Committee December 12, 2023.

#### 4. Open Forum

Co-chair Pecolia Manigo informed POC members that the remainder of the FY 23-23 POC term will be very busy establishing committees, preparing for the OFCY Evaluation for FY 22-23, and requested POC members working with staff review the calendar of meeting dates through the end of the term to ensure there is a quorum for review and voting on action items.

*Recommendation for OFCY staff:*

- Implementation Priorities with due dates mapped out with proposed agenda items to align with POC meetings (1<sup>st</sup> & 3<sup>rd</sup> Wednesday).

CYS Manager / OFCY Director affirmed preparation for an upcoming meeting.

#### 5. Adjourn

Meeting was adjourned at 7: 43 pm

**PLANNING AND OVERSIGHT COMMITTEE  
MEETING CALENDAR 2023-24  
2023**

MONTH	1 <sup>st</sup> Wednesday	3 <sup>rd</sup> Wednesday
SEPTEMBER	9/6 No Meeting	9/20 No Meeting
OCTOBER	10/4 No Meeting	10/18 No Meeting
NOVEMBER	11/1	11/15
DECEMBER	12/6	12/20

**2024**

MONTH	1 <sup>st</sup> Wednesday	3 <sup>rd</sup> Wednesday
JANUARY	1/3	1/17
FEBRUARY	2/7	2/21
MARCH	3/6	3/20
APRIL	4/3	4/17
MAY	5/1	5/15
JUNE	6/5	6/19
JULY	7/3	7/17
<b>AUGUST RECESS</b>		
SEPTEMBER	9/4	9/18
OCTOBER	10/2	10/16
NOVEMBER	11/6	11/20
DECEMBER	12/4	12/18

POC Summary of 2024 Meetings 1<sup>st</sup> & 3<sup>rd</sup> Wednesday

- January - 1/3, 1/17
- February - 2/7, 2/21
- March - 3/6, 3/20
- April - 4/3, 4/17
- May - 5/1, 5/15
- June - 6/5, 6/19
- July - 7/3, 7/17
- August - 8/7, 8/21
- September - 9/4, 9/18
- October - 10/2, 10/16
- November - 11/6, 11/20
- December - 12/4, 12/18