



**PLANNING AND OVERSIGHT COMMITTEE
(POC)**

WEDNESDAY, JANUARY 17, 2024

IN PERSON

Please see agenda to participate in this meeting.



**City of Oakland Planning and Oversight Committee
(POC)
January 3rd, 2024 | 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.

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.



City of Oakland Planning and Oversight Committee (POC)

City of Oakland | Human Services Department
150 Frank H. Ogawa Plaza, Suite 4216 | Oakland, CA 94612 (510) 238-3088

January 17th, 2024 | 6:00pm-9:00pm
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 NOTE:

- **January 3, 2023, Meeting Cancelled – No Meeting Minutes**

5. PUBLIC FORUM (*Limit to 2 minutes*)

6. POC DISCUSSION (ACTION) (OFCY Staff)

- I. **OFCY STRATEGIC PLANNING – Bright Research Group (BRG)**

7. PRESENTATION & DISCUSSION

- I. **DEPARTMENT OF RACE AND EQUITY – Director Darlene Flynn, Analyst Amy Ferguson-Ye**

8. Administrative Items & Announcements

- I. **MEETING SCHEDULE & PROPOSED AGENDA ITEMS**

9. Closing Remarks & Adjourn



**ACTION ITEMS ARE SPECIFIED ON THE AGENDA.
City of Oakland Planning and Oversight Committee
(POC)**

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

**January 3rd, 2024 | 6:00pm-9:00pm
IN-PERSON**

MEETING CANCELLED - NO MEETING MINUTES



MEMORANDUM

To: OFCY Planning and Oversight Committee (POC)
From: Robin Love, Children & Youth Services Division, Human Services Dept. Manager
Date: January 11, 2024
Re: OFCY Strategic Planning Professional Services – Bright Research Group (BRG)

Summary

OFCY staff recommends entering into a Professional Services Agreement (PSA) with Bright Research Group (BRG) beginning January 1, 2024, through June 30, 2025. The PSA will support the implementation and completion of following services:

OFCY Strategic Planning process

- a. Community Needs Assessment (*qualitative and quantitative data collection, analysis, and reporting*)
- b. Grantee Engagement & Convening
- c. Development of a 3-year Strategic Plan FY 2025 – 2028
- d. Consultation & Technical Assistance

The OFCY funding award will total an amount not to exceed Three Hundred Fifty Thousand Dollars (\$350,000).

Competitive RFQ #27034 for Professional Services for the Human Services Department and Department of Violence Prevention:

In October 2022, a joint Competitive RFQ was released for the following professional service categories for the period covering FY 2022 - 2025:

1. Strategic Planning and Community Engagement
2. Design, Marketing and Communication Services
3. Independent Evaluation of Program Services
4. Application and Review System, Data Systems and Management Information Services
5. Training, Technical Assistance and Capacity Building
6. Workforce-Focused Capacity Building and Employer Engagement
7. Independent Auditing (Financial and Programmatic)

BRG proposal submission was the most responsive and most qualified respondent in Category 1. Strategic Planning and Community Engagement.



Fiscal Update: City Revenue and Oakland Kids First! Children's Fund Allocation FY 23-24

The City of Oakland's General-Purpose Fund is required to allocate 3% of the City's projected annual budget to Oakland Kids First! Children's Fund, per the Oakland City Charter. General Purpose Funds are generally supported by tax revenue.

Legislation requires that 90% of funds be used for direct services for children and youth through the award process, while 10% is used for administration and evaluation. The City of Oakland Proposed Budget for FY 2023-2024 identifies an allocation of \$24,689,417 for the Oakland Kids First! Children's Fund, of which \$22,220,475 (90%) is available for grants, and \$2,468,941 (10%) is available for administration and evaluation.

Workplan OFCY Strategic Planning

Bright Research Group (BRG) will facilitate a collaborative process with the Policy Oversight Committee (POC), OFCY staff, and community stakeholders to update the existing OFCY strategic plan for the 2025-28 period. The key deliverables consist of a: Community Engagement Plan, Stakeholder and Community Engagement Summary, Draft Strategies, and Strategic Plan Update. The goals of this process are to:

- Embed a race equity lens in strategic planning process and product
- Learn about the priorities of key stakeholders, grantees, young people, and community members when it comes to supporting Oakland's children, youth, and families
- Assess the needs of children, youth and families and identify gaps to inform updates
- Partner with the Policy Oversight Commission and OFCY to refine existing strategies and expected outcomes
- Create a visually engaging and comprehensive update to the existing strategic plan.

The key phases of the planning process are described below.

Community Engagement Plan: BRG will integrate a race equity approach to strategic planning drawing on our experience with GARE, RBA, and race equity indicators analysis. Through meetings with OFCY staff and the POC strategic planning subcommittee, BRG will develop a plan for community and stakeholder engagement. We will prioritize hearing from existing grantees, community-based providers, system partners, and young people currently served by OFCY funded programs. To ensure that communities most likely to benefit from the plan participate in a meaningful way, BRG will coordinate with the Youth Commission and other consultants who are facilitating a YPAR on youth needs to integrate their insights into the plan. The plan will lay out a format for stakeholder engagement, timeline, and roles.

Stakeholder and Community Engagement Summary of Input: BRG will host a series of community webinars to gather community perspectives, and key informant interviews with system partners and agency leaders, such as First Five, Alameda County Health Care Services, OUSD and other agency leaders. BRG will develop protocols, facilitate data collection, and analyze data by key theme.



We will also review existing reports and data, integrate results of the YPAR project and update the quantitative needs assessment based on any changes observed on key indicators of youth well-being using a race equity indicator lens. The findings will be summarized in a report of youth needs and priorities.

Working Sessions and Strategy Documentation: We will facilitate a series of working sessions with OFCY and the POC Strategic Planning Subcommittee to develop recommended updates based on the stakeholder and community engagement process. The strategies will reflect an understanding of OFCY’s role within the broader ecosystem of partners that fund and support programs for children, youth and families and the articulated needs and priorities of young people.

Strategic Plan Update: BRG will draft an update to the strategic plan for 2025-28. We will present the plan before the Life Enrichment Committee and adjust based on input and feedback. We will facilitate community/grantee meetings to solicit feedback on the strategic plan.

Project Management: BRG will meet monthly with OFCY staff and additionally as needed. A single project manager will be responsible for managing the process and serving as the primary point of contact.

| <u>Deliverable / Activity</u> | <u>Start</u> | <u>End</u> |
|--|---------------------|-------------------|
| Community and Stakeholder Engagement Develop stakeholder and community engagement plan integrating a race equity lens in planning activities. Draw on GARE, RBA, and Race Equity Indicators and other OFCY equity frameworks to inform planning process. | 2/1/24 | 3/15/24 |
| Facilitate community engagement and needs assessment activities based on plan | 3/1/24 | 4/30/24 |
| Facilitate 4 grantee/community webinars and 10-12 key informant interviews with system agency partners (OUSD, First Five, Alameda County etc.) regarding strategic priorities. | 3/1/24 | 4/30/24 |
| Update prior needs assessment and data regarding needs of children, youth, and families. Analyze qualitative data and update high level quantitative indicators on youth wellbeing using publicly available data sources using a race equity indicator lens. Prepare summary memo of youth needs and key themes from stakeholder engagement. | 5/1/24 | 6/15/24 |



Strategic Plan Development

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| Review of legislation, background materials, evaluations, and other relevant documents | 5/1/24 | 5/30/24 |
| 4 Monthly working sessions with OFCY Staff and POC subcommittee | 4/1/24 | 8/15/24 |
| Update strategies based on stakeholder engagement and internal working sessions | 7/10/24 | 8/30/24 |
| | 9/1/24 | 9/30/24 |
| Facilitate 2 community presentations on draft strategic plan to provide feedback and public comment in collaboration with OFCY. | 8/15/24 | 10/15/24 |
| Draft update to the strategic plan based on agreed upon strategic updates; copyediting and design; additional updates based on feedback. | | |

Project Management

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| Monthly meetings with OFCY; up to 3 presentations to POC or other committees | 2/1/24 | 10/15/24 |
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Grantee Meetings

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| Facilitate two 3-hour grantee meetings in person (facility and food costs covered separately by OFCY) | 3/1/24 | 10/15/24 |
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Consultation & Technical Assistance

BRG proposes to provide strategic advising, executive coaching, technical assistance, and pre-implementation consultation to the OFCY Human Services Manager regarding the upcoming OFCY strategic planning and evaluation processes. Through regular strategic advising meetings and executive coaching sessions, we will assist with clarifying priorities and identifying & addressing potential barriers. This engagement with BRG will lay the groundwork for successful community and stakeholder engagement, refinement of existing strategies and expected outcomes in partnership with the Policy Oversight Commission (POC), and execution of an updated strategic plan.

| <u>Deliverable</u> | <u>Start</u> | <u>End</u> |
|--|--------------|------------|
| Meet biweekly or as needed to provide executive coaching, technical assistance, advising & consultation to OFCY Human Services Manager regarding the strategic planning and evaluation processes | 1/1/24 | 3/28/24 |