

Children's Trust Fund Committee

April 22, 2020 Meeting Minutes

Location: Virtual meeting via video/tele conference

Angelina Woodberry	P	Ellie Duncan	P	Gini Maulfair*	A
Briana Mullen	P	Ernie Brown	A		

*Membership Attendance (P=Present; A=Absent; *=Not counted for quorum).*

Guests/Contractors: Carol Noreen, CASA Sacramento; Violetta Terzi, CASA Sacramento; Robynne Rose-Haymer, Wind Youth Services; Peter Bell, Wind Youth Services; Ashley Simon, CAPC; Jasmine Brosnan, CAPC; Stephanie Biegler, CAPC; Kristine Dobson, CAPC; Linda Ram, Heidi Keiser, Robin Blanks-Guster

Meeting Called to Order: 3:05pm

- Woodberry called the meeting to order and introductions were made. Quorum was established.
- The January 22, 2020 meeting minutes approval and Children's Trust Fund status update were tabled to next meeting. In light of recent restrictions related to the COVID-19 pandemic and its impacts on business operations, contractors were given permission to submit their Q3 Quarterly Reports with their Q4 reports in July.

Contractor Quarterly Invoices

- The Child Abuse Prevention Center (CAPC), CASA of Sacramento County, and Wind Youth Services shared success stories and how their operations are shifting, in light of the pandemic.
- CTF members reviewed the contractor invoices. Note: the Wind Youth Services invoice covered January and February, as their March books are not finalized yet. They will submit a revised invoice to include March.
 - **Motion was made by Duncan, and was seconded, to approve all contractors' quarterly invoices and give staff the authority to approve the revised invoice on behalf of the committee. Motion carried.**

Requested Budget Modifications

- Committee reviewed and discussed the requested budget modifications for the Child Abuse Prevention Center, CASA of Sacramento County, and Wind Youth Services contracts.
 - **Motion was made by Mullen, and was seconded, to approve the requested budget modifications and authorize staff to proceed with contract amendments with Child Abuse Prevention Center, CASA of Sacramento County, and Wind Youth Services. Motion carried.**

FY20/21 Scope & Budget Documents

- Staff and contractors presented proposed FY20/21 scope and budget documents for the Child Abuse Prevention Center, CASA of Sacramento County, and Wind Youth Services contracts.
 - **Motion was made by Mullen, and was seconded, to approve the FY20/21 scope and budget documents and authorize staff to proceed with contract renewals with Child Abuse Prevention Center, CASA of Sacramento County, and Wind Youth Services. Motion carried.**

Award Recommendation from RFA Evaluation Committee for Children's Report Card Project Lead

The RFA Evaluation Committee completed its Children's Report Card RFA process. A summary of the process and results is described below:

- Three organizations attended the bidder's conference.
- Two of the organizations submitted a joint application: Child Abuse Prevention Council of Sacramento (CAPC) and California State University's (CSUS) Institute for Social Research, with CAPC as the lead.
- The Evaluation Committee conducted a pre-screening of the application. A Sacramento County Department of Child Family and Adult Services accountant conducted the fiscal screening. The application passed both screenings.
- Each member of the Evaluation Committee individually scored the application. Scores were combined to produce a total score. The total score met the criteria to award a contract.
- The committee discussed the application and determined to make a recommendation to award the contract to CAPC, with CSUS as the partnering organization.

- At the Children's Coalition's April Special Meeting, it voted to give the CTF Committee authority to approve the recommendation of the Evaluation Committee and move forward with executing a contract.
 - **Motion was made by Duncan, and was seconded, to award CAPC with the contract to be the project lead for the Children's Report Card. Motion carried.**
- The request to authorize the contract will be on the Board of Supervisor's June 16, 2020 consent calendar.

Announcements

None.

Public Comment

None.

Next Meeting

Wednesday, July 22, 2020

Virtual meeting

Meeting adjourned at 4:35 pm