**Commission on Out of School Time Grants and Youth Outcomes**

**Meeting Minutes Draft**

**November 17, 2022 at 6:00 p.m. – 7:30 p.m.**

**Virtual Meeting**

[**https://youtu.be/rcyW9LWrDuQ**](https://youtu.be/rcyW9LWrDuQ)

**Commissioners in Attendance:** Margot Berkey, Marcus Coates, Tacharna Crump, Hillary Desir, Gary Hill, Vice Chairperson Burnell Holland, Kierra Jenkins, Chairperson Walter Peacock, Heather Peeler, Dr. Kelly Rudd Safran, Dr. Shontia Lowe

**Absent:** Mat Hanson, LeKisha Jordan, Margaret Siegel, Kenneth Taylor

**Attending Staff Members:** Renee Abdullah, Alex Brown, Kevin Cataldo, Debra Eichenbaum, Katrina Evans

**I. Call to Order**

The commission meeting was called to order by Chairperson Peacock at 6:13 p.m.

**II. Public Comments**

There were no public speakers.

**III. Announcement of a Quorum**

Eleven (11) members were present at time of roll call and quorum was announced.

**IV. Approval of the Agenda**

Commissioner Peeler motioned to approve the agenda. Commissioner Holland seconded the motion. Unanimous approval. Agenda approved.

**V. Approval of the Minutes**

Commissioner Berkey motioned to approve the minutes. Commissioner Safran seconded the motion. Commissioners Crump and Peeler abstained. All other Commissioners approved. Minutes approved.

**VI. Updates: Office of Out of School Time Grants and Youth Outcomes**

Cataldo provided an update for the Institute for Youth Development. The Institute exceeded the goals for FY22 by providing 100 events for 909 unduplicated attendees. FY23 in-person and virtual program site visits are being organized and in-person workshops began in October with a new Social Emotional series of trainings.

Evans provided an update on grants. FY22 grant period is closed, however due to capacity issues not all grantees have received close out letters. Due to changes with the DC Vendor Portal, some grantees are experiencing delayed payments. This change to the system should not have any impact on FY23 payments. FY23 grant period began and all award notices and draft grant agreements have been sent to awardees. Safe Passage Safe Blocks grantees have submitted initial invoices. Summer Strong RFAs are expected to be released later this month. The OST Office is coordinating with DCPS, DCHA, and DHS on Summer programming. Total funding for the Summer Strong RFA will be up to $3.2 million dollars, Coordinating Entity RFA will be up to $400 thousand dollars, and Summer Strong Small Nonprofit RFA will be up to $300 thousand dollars. NOTE: there was an error in the PowerPoint presentation.

Commissioner Lowe announced that Malik Lang had transitioned out of the OST Office on November 4th and Debra Eichenbaum will be transitioning out of the office in mid-December. She then explained the number of vacancies and the current state of hiring for all positions which include Supervisory Grants Management Specialist (SGMS); Data Analyst (DA); Resource Allocation Analyst (RAA); and 3 Grants Management Specialists (GMS). Four roles have been posted and have now closed (SGMS, DA, RAA, GMS), and two roles (GMS) are pending to be posted by DC’s Department of Human Resources.

**VII. Commission Updates**

Commissioner Lowe announced that Commissioner Spector will not be renewing his tenure on the OST Commission but will continue on the Outcomes and Needs Assessment Committee through the completion of the Needs Assessment. Co-Chairperson Holland announced that he will be stepping down from the OST Commission and was thanked by all for his many years of service.

Chairperson Peacock announced and welcomed new Committee members as follows: Peter Guttmacher for the Quality Committee and Kelli Quinn, Vera Yaa Anna, Andrew Lee, Jackie Carter, John Campbell, Kendall Bryan, and Nicole Newman for the Funding and Capacity Building Committee.

There will be a special OST Commission meeting on December 8th that features a presentation by the DC Policy Center of the recently conducted Needs Assessment. Following that, Committees can finalize the Strategic Plan before providing time for public comment. An updated timeline was provided, as well as a calendar year of future OST Commission meetings. Proposed 2023 Commission meeting dates are January 26, March 23, May 25, July 27, September 28, and November 16 from 6:00 – 7:30 p.m. Meetings to remain virtual until further notice.

Commissioner Lowe presented the current draft of objectives and strategies of the Strategic Plan as put forth by the various Committees to date. Additional updates to the Strategic Plan will be conducted within each OST Commission Committee. The goals were not altered from the original strategic plan.

Public comment period was suggested to be prior to the March and May meetings with the final vote at the July meeting. Commissioner Berkey suggested adding a meeting into June since the July meeting had very low attendance.

Descriptions of all committees were shared and Commissioners will work with their networks to recruit additional Committee members.

Chairperson Peacock asked the committees for updates.

Commissioner Lowe stated that the Outcomes and Needs Assessment Committee met October 12, 2022 and discussed the updated work plan for the OST Needs Assessment. The next committee meeting is scheduled for November 28, 2022, from 1:00 – 2:00 p.m.

Commissioner Hill stated that the Funding and Capacity Building committee have updated the objectives and strategies for the strategic plan and will next meet on November 21, 2022 from 6:00 – 7:30 p.m.

Commissioner Berkey, on behalf of the Quality committee, stated the committee met on November 15, 2022 and was pleased to welcome the newest Committee member and discussed the presentation from the Quality cohort and 18 sites that had external assessments completed in FY22. As a result of covid, and the external assessments being interrupted, there is no longitudinal data, but they look forward to building that in the future and examining trends. They will be using the Needs Assessment to inform any additional changes and discuss at the next meeting scheduled for December 13, 2022 from 10:30 – 11:30 a.m.

Brown, on behalf of the Coordination and Collaboration committee, stated that the strategic objectives and strategies have been finalized. The Committee is waiting for the Needs Assessment data before taking additional steps. The next meeting has not yet been scheduled.

Chairperson Peacock stated the next meeting will be virtual and will be held on December 8, 2022, from 6:00 - 7:30 p.m.

**VIII. Adjournment**

Commissioner Holland made a motion to adjourn. Commissioner Berkey seconded the motion. Unanimous approval. Meeting adjourned at 7:20 p.m.