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

**Meeting Minutes Draft**

**March 23, 2023 at 6:00 p.m. – 7:30 p.m.**

**Virtual Meeting**

[**https://youtu.be/hZNo93gfreA**](https://youtu.be/hZNo93gfreA)

**Commissioners in Attendance:** Margot Berkey, Marcus Coates, Tacharna Crump, Hillary Desir, Mat Hanson, Gary Hill, Kierra Jenkins, Heather Peeler, Dr. Kelly Rudd Safran, Margaret Siegel, Dr. Shontia Lowe

**Absent:** LeKisha Jordan, Chairperson Walter Peacock, Kenneth Taylor

**Attending Staff Members:** Renee Abdullah, Alex Brown, Kevin Cataldo, Katrina Evans, Gaurav Gawankar, Briana Graham, Sheniyah Mitchell, Kimetha Payton, Shanna Samson. Mark Weinberger

**I. Call to Order**

The commission meeting was called to order by Commissioner Lowe at 6:05 p.m.

**II. Public Comments**

There were no public speakers.

**III. Announcement of a Quorum**

Ten (10) members were present at the time of roll call and quorum was announced.

**IV. Approval of the Agenda**

Commissioner Berkey motioned to approve the agenda. Commissioner Siegal seconded the motion. Unanimous approval. Agenda approved.

**V. Approval of the Minutes**

Commissioner Safran motioned to approve the minutes. Commissioner Hanson seconded the motion. Unanimous approval 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 has hosted 42 events, achieving 42% of the overall goal and 390 unduplicated attendees achieving 46% of the overall goal for FY23. They are currently conducting program site visits for FY23 school year grantees. Participants of the Quality Cohort are currently conducting self-assessments and The Institute team is conducting external assessments.

Gawankar provided an update on OST Data. CitySpan (OST’s database vendor) is working on building an RFA system within CitySpan. The plan is to have all of the grants management operations, from the RFA through managing of the grant, all in CitySpan. They are on track to have the RFA system up and running in time for School Year 23-24 grant applications. Gawankar also reported that the Data Analyst role position has been reposted at a higher grade. The application closed today, 3/23/23, and the OST office will be receiving the list of eligible candidates within the next week.

Brown provided an update on OST Communications. Learn 24’s Summer in the City will be on Saturday, March 25, 2023, at Eliot-Hine Middle School. After the event, the OST Office will distribute a listing of all the organizations/agencies that are providing summer opportunities for youth to the broader public. Brown also reported that the OST Office has been able to identify 35 organizations that display the Learn24 logo on their website. The OST Office has been bringing awareness about supporting the OST Office through the tax-check off box on their tax forms. Funds received will benefit individuals at DHS short-term sites and/or DCHA locations. Here are the amounts received from previous fiscal years: FY 19 - $117,852; FY 20 - $156, 928; FY 21 - $179,860.

Samson provided an update on the Grants Management Team and FY23 grants. The OST Grants Management Team is now fully staffed. The team is in the process of completing administrative compliancy checks on 126 existing OST grantees. Summer Strong grants award letters were sent out on 3/21/23 totaling $3,683,014 to 44 grantees. The Subcontractor RFA for Summer Strong CE closed 3/22/23. A special SPSB competition RFA was announced.

Payton reported on a slide displaying the amounts each competition has been awarded, the total amount invoiced, the total payments made, and the total remaining balance.

Commissioner Lowe welcomed OST’s new Grants Management Team members: Shanna Samson (Supervisory Grants Management Specialist), Mark Weinberger, Sheniyah Mitchell, and Briana Graham (Grants Management Specialists).

Commissioner Lowe welcomed all to the come to Learn24’s event, Summer in the City, on March 25th. She also announced the proposed “My Afterschool DC” plan. Its vision is to guarantee access to quality afterschool programming in DCPS and DC Public Charter Schools. The mayor has proposed an additional $5 million dollars allocated to the OST Office for fiscal year 2024.

The DC Policy Center gave a presentation of the OST Office Needs Assessment summary. Questions were answered throughout the presentation. A public facing event detailing the findings is expected in the upcoming months.

Commissioner Lowe went over the OST strategic plan next steps and timeline.

**VIII. Commission Updates**

Brown reported that there were no major updates from Coordination and Collaboration Committee.

Commissioner Hill and Commissioner Crump reported that the committee is finalizing their strategic plan objectives and reported the topics discussed at the committee’s last meeting.

Commissioner Berkey reported that the Quality Committee has reviewed the draft of the needs assessment at the committee’s February meeting. The committee reviewed their strategic plan at their March meeting.

Commissioner Lowe announced that the Outcomes and Needs Assessment Committee meeting has worked on updating their portion of the strategic plan.

Committee’s next steps will be to review the strategic plan and update it where necessary.

Commissioner Lowe stated the next meeting will be virtual and will be held on May 25, 2023, from 6:00 - 7:30 p.m. Future meetings to be held on the Teams platform.

**VIII. Adjournment**

Commissioner Safran made a motion to adjourn. Commissioner Crump seconded the motion. Unanimous approval. Meeting adjourned at 7:49 p.m.