Children and Youth Commission

Policies and Procedures

Mission and Vision

- Mission:
  - To improve the lives of children by supporting local non-profit and school programs that work for kids.
- Vision
  - To support the healthy development of children and youth in a community environment in which the strengths of young people and recognized and nurtured.

Duties and Powers

- The commission shall be advisory to the governing body and shall initiate, sponsor or otherwise create, along or in cooperation with other public or private agencies, programs that enhance and further the development and education of Santa Fe's Children.
- Survey and assess the needs of the children and youth within the city.
- Identify and recommend to the governing body legislation, policies, and programs that promote the healthy development of young people.
- Determine priorities for program development.
- Advocate in the community on behalf of children and youth.

Duties and Powers (cont.)

- Plan short and long range improvements for young people by applying a results-based framework, from birth through the age of twenty-one (21).
- Conduct a strategic planning process that recommends funding priorities.
- Make a recommendation to the governing body for the use of children and youth fund for children and youth programs.

Membership and Terms

- The Mayor, with the consent of the city council, shall appoint at least seven (7) members and not more than seventeen (17) members to the commission.
- Commissioners shall be appointed for the terms of three (3) years.
- Members appointed in excess of the 7 required members shall serve two-year terms.

In 2019, the CYC merged with the Regional Juvenile Justice Board (RJJB). Through that merge, at least one appointee must represent each of the following entities:

- Children's court
- District attorney's office
- Public defender's office
- Public Schools
- Local law enforcement

Membership and Terms (cont.)

- The Mayor may appoint a member of the Mayor's Youth Advisory Board as an ex-officio member.
- Members are removed automatically after the three (3) consecutive absences and notified accordingly.
- Terms are staggered so that two Commissioners are appointed in each of two years and three in one year.
- Commissioners must reside in Santa Fe County and be actively involved with children and/or youth issues.
- The Chairperson is elected at the January meeting for a term of two (2) years.
- All members must comply with the City of Santa Fe Code of Ethics.

Membership and Terms (cont.)

- To avoid conflicts of interest, it is desirable that commissioners are not a member of the staff or board of an organization receiving or requesting a grant to avoid any real or apparent conflict of interest.
- Commissioners should disclose any association with a grantee or applicant that may influence that member's vote and it is appropriate that he/she recuse himself/herself from a vote dealing with the award of a grant to such organization.
- The Commission may designate advisory members on an annual basis, for example, a senior member of the administration of the Santa Fe Public Schools, or advisor with specialized knowledge. Advisory members may attend all meetings but have no voting rights. The Commission may also hire consultants as needed.

Children and Youth Fund

- An amount of the general fund equal to a minimum of three percent (3%) of the city's share of the state gross receipts tax shall be allocated annually to the fund.
- The fund may be increased by other annual allocations the governing body approves, contingent upon sufficient appropriations and authorization by the governing body.
- The fund will be used to support community programs that promote the healthy development of children and youth, ages birth through 21.
- All requests for the use of the fund shall be reviewed by the commission.
- The fund is limited to non-city programs except as specified in Section 6-10.3 SFCC 1987.
- Applicants for the fund shall be limited to non-profit organizations that have been granted and currently hold tax exempt status under Section 501(c)(3) of the Internal revenue code, or to public schools.

Staff Liaison

The commission shall have a full-time, paid, children and youth professional to administer programs overseen by the commission and other staff as deemed necessary.

The staff shall:

- Manage the children and youth fund
- Staff the commission
- Award, track, and administer the grants to children and youth programs
- Work with others in the community to plan, coordinate and fund activities, programs, and services that promote the healthy development of youth.