



**Youth and Family Affairs Committee  
Special Meeting**

**November 28, 2023 at 5:30 p.m.**

Lawton City Hall First Floor Conference Room (Banquet Hall)  
212 SW 9<sup>th</sup> Street, Lawton, Oklahoma

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This meeting will be conducted in person for all Committee members and members of the public to attend.

**AGENDA**

**I. Call to Order/Roll Call**

**STATEMENT OF COMPLIANCE WITH OKLAHOMA OPEN MEETING ACT, 25 O.S. 301-314**

**II. Introduction of Guests**

**III. Unfinished Business**

- A.** Consider and discuss a request for funding from All About Understanding in the amount of \$74,861.00 for youth programs within the City of Lawton and make a recommendation to the City Council.

**IV. Business**

- A.** Consider approving the minutes of the July 24, 2023 meeting.
- B.** Consider approving the Annual Meeting Notice for 2024.
- C.** Discuss procedures regarding grant administration and take action as deemed necessary.
- D.** Discuss the annual written report required by the city council on the progress of programs recommended by the committee and approved by the city council for funding and take action as deemed necessary.

**V. Adjourn**

*The Youth and Family Affairs Committee encourages participation by all City of Lawton citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The 48-hour time period may be waived if an interpreter for the deaf (signing) is not the necessary accommodation.*

July 25, 2023

Youth Family Affairs Committee  
City of Lawton, Oklahoma

To Whom It May Concern

All About Understanding, Inc. is a 501c3 non-profit organization in Lawton, Oklahoma. Our mission and vision are as follows:

Our purpose is to mentor the youth of Lawton-Ft. Sill with programs focused on understanding oneself and the development of life skills. We will ENCOURAGE our youth to better understand themselves, MENTOR our youth in the necessary life skills to be successful, and MOTIVATE our youth to be the best version of themselves.

Our vision is to motivate young thinkers (ages 12-25) to envision their goals by creating refreshing and enriching ideas and programs to uplift their minds and spirits, build self-confidence, and encourage the possession of a mentality that anything is achievable. Our programs are designed to bridge the gap between the traditional classroom setting and “real-life” situations. They will educate the youth on the life skills necessary to become productive citizens and take pride in striving for a better future.

Our introduction to our grant application reflects a glimpse of the process and goals of our program. We aim to achieve and maintain a high attendance rate in school and within our program activities and excellent grades, decrease In School Suspension & Detention instances, and increase and sustain parent participation and cross-community collaboration, including other organizations and community members. Attendance of volunteering organizations and community members will display cross-community collaboration, and youth attendance will prove the positive relationships built between ABU and the youth and decrease criminal activity with less time being spent in negative environments. We will assist the youth in achieving and maintaining a 70% or above retention rate each year, reach our expectations of maintaining a 3.0 or higher G.P.A, and maintain a 75%+ attendance rate (relating to behavioral issues), indicating good behavior and decreasing In School Suspension/Detention (ISS/ISD) and Out of School Suspension (OSS). We will assist our youth with significantly reducing and/or eliminating suspensions and In School Detention (ISD). Their attendance will keep them out of the streets and away from negative activity. They will want to attend our program because we will build and nurture lifetime relationships and work towards developing them as mentors as they grow. The evidence of our mentorship will be noticeable within respective school settings as their behavior and educational achievement improves. We will eliminate barriers that might hinder their success.



The Youth and Family Committee  
Project Funding Application  
Rolling Application - Selection 60 days after Submission

**SECTION A**

|                                                                                                                                                                                                                                                                                                                                                              |                                                                     |                   |               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-------------------|---------------|
| Agency                                                                                                                                                                                                                                                                                                                                                       | All About Understanding, Inc.                                       | Years existing: 3 |               |
| Project/Program                                                                                                                                                                                                                                                                                                                                              | Know Yourself, Be Yourself                                          | Program: Existing |               |
| Director's Name                                                                                                                                                                                                                                                                                                                                              | Glen Gatling                                                        | Phone             | 580-591-1229  |
| Application Lead                                                                                                                                                                                                                                                                                                                                             | Glen Gatling                                                        | Phone             | 580-591-1229  |
| Website                                                                                                                                                                                                                                                                                                                                                      | www.allaboutunderstanding.org                                       | Fax:              | n/a           |
| Email                                                                                                                                                                                                                                                                                                                                                        | glengatling@allaboutunderstanding.org                               | # Employees: 6    |               |
| Physical Address                                                                                                                                                                                                                                                                                                                                             | 605 SW 11th St. Lawton, Oklahoma 73505 (Partner with Hungry Hearts) |                   |               |
| Mailing Address                                                                                                                                                                                                                                                                                                                                              | 1316 NW Sheridan Rd. PMB 298 Lawton, OK 73501                       |                   | Same as above |
| <b>Mission Statement: Our purpose is to mentor the youth of Lawton-Ft. Sill with programs focused on understanding oneself and the development of life skills. We will ENCOURAGE our youth to better understand themselves, MENTOR our youth in the necessary life skills to be successful, and MOTIVATE our youth to be the best version of themselves.</b> |                                                                     |                   |               |

**SECTION B**

**CHECK ALL THAT BEST DESCRIBES YOUR PROGRAM/PROJECT**

- Education for gang prevention/life skills x
- Gang prevention
- Family basic needs x
- After school/out of school skills program x
- Mentoring program x
- Parent/guardian workshop
- Parent/youth activities x
- Basic Needs - providing, linking, and or referring,(ie. Food shelter, resources) x

**What is the total funding requested?**

**\$74,861.00**

## **SECTION C: SUSTAINABILITY**

### **PROGRAM BASICS: SUSTAINABILITY**

Provide a description of your SMART program/project. General example:

**Goal:** to reduce recidivism crime rate among youthful first offenders - **Performance measure:** the number of first offenders in Lawton, OK - **Benchmark:** In 2015 200 youth had contact with the court system and the recidivism rate was 62% - **Data collection plan:** Data will be gathered from the Juvenile Bureau monthly to get the number the recidivism rate among the those completing the program. Data will reflect the recidivism rate among those completing the Teen Court process to those who do not complete the Second Chance process. **Ultimate Outcome:** In 2017, the rate of recidivism rate for juvenile first offenders completing the Second Chance process was 18%; the recidivism rate for juvenile first offenders not completing the Second Chance process was 64%.

**Detail your program/project “SMART” goals. (specific, measurable, attainable, relevant and time-bound). List by each goal.**

**Goals - To achieve and maintain a high attendance rate in school and within our program activities and excellent grades, decrease In School Suspension & Detention instances, increase and sustain parent participation and cross-community collaboration, including other organizations and community members. Attendance of volunteering organizations and community members will display cross-community collaboration, and youth attendance will prove the positive relationships built between ABU and the youth and decrease criminal activity with less time being spent in negative environments. Objectives - To assist the youth in achieving and maintaining a 70% or above retention rate each year, reach our expectations of maintaining a 3.0 or higher G.P.A, and maintain a 75%+ attendance rate (relating to behavioral issues) indicating good behavior and decreasing In School Suspension/Detention (ISS/ISD) and Out of School Suspension (OSS). Outcome(s) – Our youth will significantly reduce and/or eliminate suspensions and In School Detention (ISD). Their attendance will keep them out of the streets and away from negative activity. They will want to attend our program because we will build and nurture lifetime relationships and work towards developing them as mentors as they grow. The evidence of our mentorship will be noticeable within respective school settings as their behavior and educational achievement improves. We will eliminate barriers that might hinder their success.**

**Provide a schedule of activities.**

**Social & Emotional Life Skills classes: Tuesday and Thursday 2-4 pm (This will change to every day once we get our center); Social & Emotional Life Skills Transition Program @ Boys Group Home: Monday, Wednesday, Friday 4-5 pm; Success By 6/United Way Parenting Class in Social & Emotional Health: Every Thursday 4:45-6 pm month of June and December; Social & Emotional Life Skill session for SCORE students: Once a year in January on Life Skills Friday;**

**ABU Community Service Clean-Up Day: Once a month (pending weather), ABU/S&B Burger joint fundraiser: Every 2nd Tuesday of the month, ABU End of The School Year Bash: Every year in May; Kickball Slip-n-Slide: Every year in June; Collaborate and Volunteer with Great Plains Special Olympics; Speak to Great Plains Vo-Tech students on social & emotional health/life skills; Collaborate/Volunteer with Events By Our Team (EBOT) Mental Health Big Drive: June Collaborate with Events By Our Team (EBOT) hosting Young Entrepreneurs event: Every August; Collaborate with Bethlehem Baptist Church Back to School Bash: August**

**How long is this program expected to last? What measures will determine visibility?**

**This program is the foundation of our organization and is expected to last the lifetime of the organization. ABU maintains an active presence on social media. We engage with our audience on a daily basis and keep them informed about our ongoing and upcoming projects and events. ABU stays active within the community. We frequent local events and provide our marketing materials to schools and our partners that serve youth so that it reaches the youth, their families, and concerned educators. Due to our marketing strategy, program provision, and community collaborative efforts, we have witnessed growth in the number of youth we have positively impacted. Between the years 2020-2023, the number of attendees grew from 62 to 100 to 275.**

**What are your goals for years 2-6 & 7-10?**

**We are in the 3rd year of our program and have seen tremendous growth in the number of attendees at our classes, activities, and special events. We have established a successful social & emotional life skills transition program for the past year and a half, where we have motivated more than twelve juveniles to receive their high school diploma while in placement. We have established a Social & Emotional Life Skill summer program which will extend to an after-school program for all students, including home-school and public school students. We accomplished our goal thus far in acquiring an ABU commercial van to transport our youth. During year 3, our goal is to continue the growth of our program, measured by the number of youth that continue to attend. By year 4, we aim to establish an ABU community center that provides another place within the Lawton/Ft. Sill community for the youth to call home. According to the 2020 U.S. Census Bureau, it was last reported that there are 21,790 youth and young adults between the ages of 10-25 residing in Lawton, Oklahoma. As the community continues to grow due to reproduction and military families relocating to Lawton, a steady increase in these numbers is expected. Lawton has approximately seven community centers listed. According to the City of Lawton Parks and Recreation, each center can hold roughly 250 youth and young adults. Assuming these numbers are accurate, the community centers combined can hold 1750 youth and young adults at maximum capacity. That is 8% of Lawton's youth population. This alarming statistic is the reason why our goal is to establish an ABU community center. By years**

5 and 6, our goal is to continue growing the program and provide more special events that will decrease the possibility of the youth engaging in negative activity. Parent workshops are one of the areas of focus to get more parents involved in what is going on with their youth. By year 7, our goal is to establish a training program that will transition selected mentees into mentors and paid staff and continue enhancing the program's growth by developing the program from within. By year 8, we will increase our curriculum by updating and developing new components that will assist our youth in reaching the best version of themselves. By years 9 and 10, we aim to increase and maintain funding for the increase in staff, equipment, and resources to handle the number of youth participants requesting our services.

#### **SECTION D: PROGRAM BASICS**

Has the program received funding from other resources?

Yes

How many years has the program existed?

3

What is your proposed staff/volunteers:

Full Time Staff: 6

Part Time Staff: Volunteers: 20

What is your projected number/percentage of low income participants served?

200

#### **PROGRAM DEMOGRAPHICS**

**Existing Programs ONLY** Select if new program

**Describe program background to include year started, activities and accomplishments.**

We established All About Understanding (ABU) in 2020 with a mission to mentor Lawton-Ft. Sill youth with programs focused on understanding oneself and the development of life skills. Our Vision is to motivate young thinkers (ages 12-25) to envision their goals by creating refreshing and enriching ideas and programs intended to uplift their minds and spirits, build self-confidence, increase success in school and at home, and encourage possessing a mentality

that anything is achievable. Our programs bridge the gap between the traditional classroom and “real life” situations and educate youth on various social & emotional life skills necessary for them to become productive citizens and take pride in striving for a better future. Our program has provided our youth with increased self-awareness and an improved vision of their purpose in life as they transitioned from high school to college. The program has also enlightened the parents and ignited their interest to become more involved, evident in our increase in youth participants. We have positively impacted 13 youths placed in the boys' group home. Our transition program is a version of "Know Yourself, Be Yourself" that motivates youth to achieve their high school diploma during placement and provides them with the social & emotional life skills that help them successfully transition from juvenile incarceration back into the community. The 13 youth previously mentioned have received their diploma and have not returned to the juvenile justice system. Our program events, activities, and social & emotional classes have grown in attendance, which has kept our youth out of trouble and engaged in our program. The number of youth volunteering at our activities and community service events has increased, teaching the youth responsibility and accountability for caring for their community. This shows the enhancement in the quality of life within the community. An increase in the youth we serve (62 to 100 to 275) reflects the positive impact we continue to have on the community. Besides the positive effects that we are having on the youth and their families, one of our greatest achievements thus far is the recognition from the community regarding our efforts. We were recognized by the Mayor's Council in February and were named Citizens of the Month! \*Please note our annual activities listed in the schedule of activities section\*

**Number of unduplicated individuals served last year/last time program was active:**

|     |                                              |
|-----|----------------------------------------------|
| 0-5 | 6-12 13-18 19+ 175 unduplicated youth served |
|-----|----------------------------------------------|

**What is the number of families served?**

|     |
|-----|
| 215 |
|-----|

**What was the total number of individuals served from the City of Lawton?**

|                       |                                    |
|-----------------------|------------------------------------|
| African American: 215 | Asian: Alaskan: n/a                |
| Caucasian: 25         | Hispanic: Indigenous: 31           |
| Pacific Islander: 4   | Multiple: Other: n/a               |
| Male: 180             | Female: Other: Self Designated: 95 |
|                       |                                    |

## **SUCCESS STORIES**

**Provide 3 success stories**

**Select One**

**13 youth from the boys' group home that participated in our transition program received their high school diploma during placement. This was a collaborative effort between the participants, their instructor, and our tutor, and the guidance, life skill lessons, and motivation received from our program.**

**Select One**

**In February 2023, we were recognized by the Mayor's Council and named Citizen of the Month**

**Select One**

**We have witnessed a significant growth in youth attendance (62-100-275) and an increase in the number of organizations and local businesses willing to collaborate.**

### **Existing and New Programs**

**If there are similar programs in Lawton, describe how the program/project is significant and different.**

**Yes, other programs mentor the youth in Southwest Oklahoma, but our uniqueness is in the personnel that operates All About Understanding. Our uniqueness is in our ability to build longer, more in-depth relationships because our program reaches young people ages 12-25, while most programs mentor to age 18. We bridge the gap between traditional classroom settings and real-life situations. Although the school system is improving, the school system's history is to provide life skill programs that cater to household management and focuses on trades. Educators that teach life skills within the school system are restricted to the limited amount of time they have with each student; additionally, classes are taught by one designated teacher. The teacher may be unable to relate to every student due to the lack of time and the limitations of only reaching the students in their designated grade level. Everyone's life story is unique; therefore, we are unique. The members of our organization come from diverse backgrounds and have been through various life events, both good and bad, that equip us with the skills to relate to the youth within our community. Another important aspect of our program is our intentional focus on prevention and intervention. The diversity of our program is beneficial to the uniqueness of each individual youth we mentor.**

**Explain the experience the staff/volunteers have to meet the needs of those to be served.**

The ages of our staff/volunteers range from 70 and above to age 30, with most families consisting of children within a wide range of ages. This experience allows us to understand the youth while making our own experiences relatable to them. Our staff/volunteers possess various Bachelors's and Masters's degrees in education and human services; we have worked in the educational system (primary, secondary, and college) and early childcare development. This enables us to combine evidence-based education with our own life experiences. Some of us have military experience and come from military families residing in places other than Lawton, Oklahoma (this is significant because of the military attachment with Ft. Sill).

**List and describe collaborations.**

**Hungry Hearts Feeding Ministry (Partner provides facility for mentorship, volunteers, and collaborative fundraising efforts)**

**Collaboration with EBOT (Events By Our Team), a local non-profit organization, on several events involving the youth**

**Collaboration with local businesses to host our events involving the youth include:**

**Ice Tres Barbershop (In-kind donations: free hair cuts)**

**Gramz Fitness (In-kind donations: free youth personal training)**

**BancFirst (Financial literacy classes and financial sponsorship)**

**S&B Burger Joint (Once a month fundraising opportunities)**

**Pam and Barry Remax (financial support for events and fundraising)**

**Edible Arrangements (In-kind donation: food)**

**Viridian Coffee (In-kind donation: Healthy drinks at our events)**

**No Name Pizza (In-kind donation: Food)**

**Nothing Bundt Cakes (Fundraising opportunities, sponsorships, and collaborative efforts to bring awareness)**

**Bethlehem Baptist Church (Event collaboration)**

**SCORE (Collaborative efforts to bring awareness)**

**Great Plains Special Olympics (Youth activities and events collaboration)**

**United Way/Success By 6 (Teaching young parents social & emotional health)**

**Owens Center (Provides classrooms to teach social & emotional life skill classes)**

**Lawton Business Women (Collaborative efforts to bring awareness to ABU)**

**Wichita Mountains Prevention Network (Collaborative efforts of resources for the wellness of teens)**

**How will the program limit access to Lawton and at-risk youth and their families?**

**Our program is conducted within Lawton city limits. Due to the awareness of the components of our program, we receive referrals from parents and Lawton community members seeking**

services for underserved youth in the areas of social and emotional life skills.

## **PROGRAM EFFECTIVENESS**

All programs must align with at least one building block for healthy development listed in the Search Institute of America's **40 Developmental Assets**. Select one from each of the 4 categories for both Internal and External for a total of 8 selections. Describe how they line up with the program/project.

### **INTERNAL ASSET**

Select One Select One

**Commitment to Learning, # 23 (Homework):** One of the requirements of our program and one of the ways we measure the program's success is through the accountability of good grades. Our goal is to assist our youth in reaching our expectations of maintaining a 3.0 or higher G.P.A., measured by their progress reports and report cards through our tutoring component. We also aim for the youth to achieve a 75% or higher school attendance rate (related to behavioral issues), measured by their disciplinary reports. Parents will sign a release form providing us permission to access the reports. We will monitor and assist the youth with accomplishing these goals through the tutoring component of our program. Youth will spend time accomplishing their homework during our after-school portion of the program before engaging in any free time. During the summer portion of the program, students going to summer school will operate under the same guidelines.

Select One Select One

**Positive Values, #28 (Integrity):** Instilling the value of integrity is one of our committed goals for the program. When teaching the youth to "Know Yourself, Be Yourself," the title and foundation of the program, we are helping them seek and define the positive qualities within themselves and their beliefs. The more they are comfortable with themselves, the more their confidence increases, which enables them not to compromise their integrity and stand up for their beliefs. Several components within our curriculum are designed to mentor the youth in accomplishing this goal. Some examples of our life lessons teachings are "Respect" (one of our "Rules of Life"), "Decision Making" (which limits the effects of negative peer pressure), and "Character Building."

Select One Select One

**Positive Values, #29 (Honesty):** Like internal asset #28 (integrity), we are committed to instilling honesty within the youth. In addition to the many components of our program used to instill integrity, we mentor the youth to "Be honest with themselves so that they can be honest with

others.” Once again, by teaching the youth to “Know Yourself, Be Yourself,” the title and foundation of the program, we are helping them seek and define the positive qualities within themselves and their beliefs. The more they are comfortable with themselves, the greater their confidence, which enables them not to compromise their integrity and to stand up for their beliefs. Honesty is aligned with integrity in the teaching of values.

**Select One Select One Positive Values, #26 (Caring):** One of the goals of our program’s “Respect” component is teaching the youth about compassion and how to be compassionate. Compassion is synonymous with caring and is mentored in other areas: caring for others eliminates bullying, and caring enables them to stand up for someone victimized by bullying. Another component of our program ( “Do You Have My Back”) teaches the art of caring by discussing the importance of teamwork, unity, and accountability.

## **EXTERNAL ASSETS**

**Select One Select One**

**Support # 1 (Family Support):** Our program addresses Support # 1 of the External Asset by identifying and discussing the Hierarchy of Needs with the youth. We introduce an activity that enables the youth to understand and express which one of Maslow’s Hierarchy of Needs (Self-actualization, Esteem needs, Belongingness & love needs, safety needs, and physiological needs) are important, missing, or both in their lives. This conversational activity enables us to continue building relationships with our youth while identifying what resources their family needs.

**Select One Select One**

**Support #, 2 (Positive family communication):** Our program addresses Support # 2 of the External Asset by giving our youth participants a communication assessment. This assessment enables our staff and youth to discover their strengths and weaknesses relating to communication. We use this tool to mentor and motivate our youth to understand the “power of the voice” and how to express themselves in every aspect of their lives effectively. We invite and encourage their parents to participate in the same activity during parent workshops. Parent participation increases the understanding of how they communicate and what communication style they best receive. This provides a skill for the family and gives them an opportunity to become comfortable with open, honest, and positive communication.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Select One Select One                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Support, # 4 (Caring neighborhood): Our program, “Know Yourself, Be Yourself,” focuses on teaching self-awareness and life skills. One of the strategies of our curriculum is our cross-community collaboration. Throughout the program, we take the youth on field trips to other organizations and local businesses to expand their mindset and ignite their hopes and dreams as they discover what they love and desire to do with the rest of their lives. Throughout the program, guest speakers from the community donate their time and speak to the youth on various life skills relating to their expertise and profession. This aspect of the program shows the love, care, and support that other adult neighboring community members have for the youth, instilling confidence in them that they are not alone. |
| Select One Select One                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Support, #6 (Parent involvement in schooling): Our program includes parent workshops designed to allow the parents of our youth participants to experience similar aspects of the program to bring awareness of what their youth are learning and experiencing as well as maintaining open communication between parents and the organization. Parents are also encouraged to join the youth in participating in our events to build positive relationships between the youth and parents. We aim to keep the parents involved in the program, extending their involvement in their schooling. All of these strategies are ways to bridge the gap between the community, parents, the youth, and the school system.                                                                                                         |

Attach additional pages as needed.

#### PROGRAM BUDGET

Current program budget. Complete attached budget sheet.

|                              |
|------------------------------|
| \$19,750.76 (see attachment) |
|------------------------------|

How will YFAC funding be used?

| Description Amount: Operating Expenses                                              |
|-------------------------------------------------------------------------------------|
| Program Supplies\$5,743                                                             |
| Insurance\$2,868                                                                    |
| Youth incentives for graduating high school while in group home\$2,655              |
| Backpacks for students throughout the school year and annual End of the School Year |

|                                                        |                                |
|--------------------------------------------------------|--------------------------------|
| <b>ABU T-shirts that we give out during our events</b> | <b>bash\$4,375<br/>\$1,500</b> |
| <b>Vehicle expenses</b>                                | <b>\$2,000</b>                 |
| <b>Repairs/maintenance</b>                             | <b>\$17,000</b>                |
| <b>Marketing/Advertising</b>                           | <b>\$480</b>                   |
| <b>Office Supplies</b>                                 | <b>\$1,470</b>                 |
| <b>Rent</b>                                            | <b>\$17,000</b>                |
| <b>Staffing</b>                                        | <b>\$13,000</b>                |
| <b>Utilities</b>                                       | <b>\$6,370</b>                 |
| <b>Dues/Fees/Permits</b>                               | <b>\$400</b>                   |

**\$**

**Total (subtotal if using additional sheets) \$74,861**

### Budget Summary:

**List current funding sources**

| Category                                             | Source Amount       |
|------------------------------------------------------|---------------------|
| Grant                                                | Select One \$15,000 |
| Fundraising, sponsorship donors                      | Select One \$4,751  |
|                                                      | Select One \$       |
|                                                      | Select One \$       |
|                                                      | Select One \$       |
|                                                      | Select One \$       |
|                                                      | Select One \$       |
|                                                      | Select One \$       |
|                                                      | Select One \$       |
|                                                      | Select One \$       |
| Total (subtotal if using additional sheets) \$19,751 |                     |

**Use additional sheets if necessary.**

| ABU Current Organizational Operating Budget |  |  |             |
|---------------------------------------------|--|--|-------------|
| Revenue                                     |  |  |             |
| 1. Fundraising/Sponsorship/Donors           |  |  | \$4,751     |
| 2. Communities Foundation Grant             |  |  | \$15,000    |
| Total                                       |  |  | \$19,751.00 |
| Expenses                                    |  |  |             |
| 1. Supplies                                 |  |  | \$5,743     |
| 2. Insurance                                |  |  | \$2,868     |
| 3. Special Events                           |  |  | \$2,654     |
| 4. Backpacks                                |  |  | \$4,375     |
| 5. ABU T-shirts for youth                   |  |  | \$1,500.76  |
| 6. Vehicle fuel/maintenance                 |  |  | \$1,500.00  |
| 7. Marketing/Advertising                    |  |  | \$630       |
| 8. Office supplies                          |  |  | \$480       |
| Total                                       |  |  | \$19,750.76 |



**Youth and Family Affairs Committee  
SPECIAL MEETING MINUTES  
July 24, 2023, 5:30 p.m.  
Lawton City Hall, Banquet Hall**

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- I. The meeting was called to Order at 6:05 pm by Rick Lowe, Chairman. Upon roll call vote, a quorum was determined to be present, and public notice requirements have been met.

**Members Present:** Rick Lowe, Dianne Owens, Jeff Elbert, Brenda Myers, Willie Smith,

**Members Absent:** Lisa Shaw, Mary Ann Hankins, Davison Virgil

**Also Present:** Kobe Humble, Deputy City Clerk; Marcia Frazier, Teen Court; Kerrie Matthews, Marie Detty; Vanessa Perez, Lawton Public Schools

- II. Introduction of Guests: Marcia Frazier - Teen Court Director, Kerrie Matthews - Marie Detty, Vanessa Perez – Lawton Public Schools

III. Business

**\*Started with Item E.**

- E. Discuss how to develop and communicate performance measures and take action as deemed necessary.

Chairman Lowe stated that the Ordinance requires the Committee to provide an annual report to the City Council on the progress of programs recommended by the Committee and approved by Council for funding.

Chairman Lowe provided a copy of the Ordinance to the Committee members which is on file in the City Clerk's Office.

Chairman Lowe stated that as the Committee has been awarding grants, the individuals are asked to give measurables which are included in all the Committees applications for funding.

Chairman Lowe said that there may be a disconnect when the City Council approves the grant and the contract is drawn up, the measurables are not being included in the contract.

Chairman Lowe stated that the Committee has struggled with receiving feedback such as progress reports, etc. from the programs that are being funded.

Chairman Lowe suggested creating a plan that lists out things that need to be tracked so that when the contract is signed, the grantees know ahead of time what they are required to give progress updates on.

Owens suggested that it should be stated in the application up front as well as in the contract.

Chairman Lowe stated that most of the applications are giving some information regarding what they are doing and what they are going to track.

Chairman Lowe asked what the Committee thought about requiring “check-ins” throughout the year. He mentioned that when he did grants, he was required to complete quarterly or semi-annual reports.

Elbert asked if the check-in requirement would be part of the contract.

Chairman Lowe stated that this would not be a requirement for all programs. For instance, the Lawton Public Schools Makerspace Camp is in the Summer only, therefore they would not be required to submit a report in January.

Smith asked if the City Council gives the ultimate approval, how can the Committee enforce the “check-ins” if the programs are not in the quarter where they need to be.

Owens stated that if a program is wanting funding, they should give a report.

Chairman Lowe stated ideally that Committees like this one usually have someone full-time that manages reports received by grantees. Unfortunately, this is something that the Committee does not have so there may be a struggle in requiring the “check-ins.”

Chairman Lowe pointed out some things to the Committee that he pulled from some of the applications received which are filed with the City Clerk’s Office for review.

Chairman Lowe mentioned that most applications will have the number of participants, the participation rate, number of service hours provided, etc.

Chairman Lowe stated that one thing he did not add, is a budget reconciliation that would be required at the end of the year to ensure that the money is spent like it was proposed to be spent.

Elbert suggested making a Google form with questions that will be sent out to the applicants. This allows the programs that are requesting funding to go in and fill out the questions on their own.

Vanessa Perez gave some advice on another source that could be used for instead of Google. She offered the Committee her assistance in demonstrating how to use the source.

## **NO ACTION TAKEN**

- A. Consider and discuss a request for funding from Lawton Public Schools Makerspace Camp in the amount of \$62,908.00 for youth programs within the City of Lawton and make recommendation to the City Council.

Chairman Lowe stated this request for funding was submitted back in May and was not brought to the Committees attention until the last meeting. The Makerspace Camp has already taken place at the beginning of the summer. If approved tonight, this would be a reimbursement to Lawton Public Schools.

Owens asked how the camp went.

Vanessa Perez stated that the camp went very well. The camp serves first through fifth grade students during the summer half a day. It is for students who attend Lawton Public Schools and there are a limited number of spots available. Once those spots are filled, there is a waiting list.

Perez stated that for this year, the camp lasted the entire month of June. She also mentioned that every elementary within the Lawton Public School system has a “Makerspace” set up where every student gets about 30 minutes a week during the school year to participate in different step-by-step

activities.

Perez said that there is a Makerspace teacher who doesn't necessarily follow a certain curriculum but instead what they do is more responsive to current events, what the students may be interested in or what they are currently covering in their classroom.

Perez stated that the "Makerspace" program is set up for students in Pre-K through fifth grade. Once the students enter middle school, they no longer have "Makerspace." Instead, they have specific stem electives and classes that the students can take.

Perez said that when she hires teachers for the Makerspace Camp, she incorporates the "Makerspace" teachers, different elementary teachers, and middle school teachers that these elementary students will see later in their school career.

Perez stated that there are units throughout the camp that the students rotate through. There is 3-D Printing, Aviation, Construction, etc. Each unit has a specialist who knows the unit well so that they can teach the students.

Perez said that there are facilitator teachers that travel with the students from unit to unit. It is great for building relationships, for students who have high mobility and for students who have not had much social interaction with other students.

Smith asked how the high-risk students are being filtered throughout the camp.

Perez stated that Makerspace Camp is based on students who "want" to be there. The camp is voluntary, so these students must be willing to participate in the camp.

Smith mentioned that the funds are for high-risk students.

Perez stated that her understanding is that the funds are for high-risk students not just in terms of pattern of behavior but also in terms of poverty levels. She said that the program could be stronger in these areas.

Chairman Lowe stated that in the application, it was projected to have 175 students from low socioeconomic groups. He asked if the program hit that projection.

Perez stated that the program was close to that projected number of 175.

Elbert asked the Committee about anything specific in the by-laws to 501C-3.

Chairman Lowe said that it is not limited to 501C-3, it could include governmental entities as well.

Elbert mentioned that he is all for this program and he personally believes that any student in Lawton is considered at-risk.

Smith stated this is an excellent program, he just hopes that the students that need it can take advantage of it.

Myers asked how the program gets the students.

Perez said that parents sign them up.

Owens asked how the parents find out about the program.

Perez stated that it is advertised on social media and the newspaper.

Myers asked if it would be uncalled for to have so many students from Pat Henry, Lincoln, or other high-risk school areas.

Chairman Lowe stated that he is not comfortable setting quotas to the condition of funding the grant, but he encourages the program to look more into the higher-risk students.

Smith stated he encourages the program to investigate the high-risk students because that's what the funds are for.

Myers noted that the teachers should be able to assist in finding these high-risk students that would benefit from this program.

**Motion by Smith, Second by Owens**, to approve the request for funding from Lawton Public Schools Makerspace Camp in the amount of \$62,908.00 for youth programs within the City of Lawton and make recommendation to the City Council. **AYE:** Elbert, Myers, Smith, Owens, Lowe. **NAY:** None. **Motion Passed.**

- B. Consider and discuss a request for funding from Teen Court, Inc. in the amount of \$45,000.00 for youth programs within the City of Lawton and make a recommendation to the City Council.

Chairman Lowe gave some background information on this item which was provided to the Committee and is filed in the City Clerk's Office.

Marcia Frazier stated that she has been the director of Teen Court for 29 years and she is looking into retiring within the next year. This is depending on who she can hire for the position and get them trained to take over.

Frazier said that whoever is hired for the position will need to shadow her for at least a year.

Frazier is seeking a funder who will give Teen Court the funds to hire an employee that will sustain the program once she retires. The program will fall apart if there is no one to take it over.

Smith clarified that Teen Court was just seeking the funds for a year.

Frazier stated that it will depend on how much time it takes to get the employee trained to completely take over the position.

Owens asked if the program already had someone in mind for the position.

Frazier answered no. There are still discussions being made about pay and the job description.

Frazier said that she is wanting someone to shadow her every move as the director of Teen Court which covers many bases throughout each week. The potential employee will need to know how to talk to funders, write grants, run the program, deal with teenagers and volunteers, complete outcome measurements, etc.

Frazier stated that overall, there is a lot to learn about the position. She said that she would most likely need the potential employee's salary for a year.

Elbert asked for explanation on the \$10,000 for education for 100 teens.

Frazier stated that program spends \$100,000 contracted with New Start Education to educate risked youth through Lawton Public Schools and Teen Court. All the teens go through 18 hours of education which breaks down to \$5.55 per hour.

Frazier said that the education covers faulty thinking, substance abuse and conflict resolution/anger management. It is mandatory for court cases and for all teens who are put in in-house suspension.

Frazier stated that the program has educated 1,270 teens in 2022. For this year their current education rate is 758 teens.

Frazier mentioned that the education is \$100.00 per teen so the \$10,000 will only educate so many teens which is why the program allocates and signs a contract for \$100,000 a year. She mentioned that the McMahon Foundation and the Priddy Foundation funded the curriculum.

Chairman Lowe mentioned that he was confused by the budget. He asked how much of the \$45,000 will go towards the salary of the position.

Frazier stated that the salary is \$35,000. After discussion with her CPA, there will be about \$4,000 in taxes and the remaining funds will go towards the education of teens.

Owens asked if funded, when does the program anticipate bringing someone on board.

Frazier stated that the board members are meeting on the 4<sup>th</sup> of August to finalize the job description. The board members discussed the salary at their last meeting. After discussion the board decided that it would be dependent on the persons experience and college degree.

Frazier is hoping to hire by September or October of this year at the latest.

**Motion by Smith, Second by Elbert**, to approve the request for funding from Teen Court, Inc. in the amount of \$45,000.00 for youth programs within the City of Lawton and make a recommendation to the City Council. **AYE:** Elbert, Owens, Myers, Smith, Lowe. **NAY:** None. ***Motion Passed.***

- C. Consider and discuss a request for funding from All About Understanding in the amount of \$74,861.00 for youth programs within the City of Lawton and make a recommendation to the City Council.

Chairman Lowe stated that Mr. Gatling was unable to attend the meeting due to prior obligations but he would be available to answer any questions that the Committee may have after discussion of his request for funding.

Elbert noticed that the operational budget to run the organization is different from the amount that was requested. He also noticed on the budget that Mr. Gatling is asking for funds for the brick and mortar.

Elbert asked what the Committee rules for funding these organizations?

Chairman Lowe stated that there are no set rules on how much is appropriate for rent, leasing, etc. That is something that is up to the Committee to decide on and the City Council to decide if they would like to approve the budget.

Chairman Lowe said that from the beginning, the guides that the Committee has gone with is declining applications for funding the construction of a building.

Chairman Lowe stated that to some degree, funding rent is appropriate within reason.

Chairman Lowe said that he also has some concerns on the budget for All About Understanding. He said that he likes what they are doing, and he would like to fund the organization, but they need to focus more on how they will use the money.

Elbert stated that he believes that they are asking the Committee to fund their organizational operation. He is just having a hard time understanding their budget.

Smith asked if the Committee could schedule another meeting where Mr. Gatling could attend and answer the questions that the Committee has.

Chairman Lowe stated that it should be possible, and he would see about Councilwoman Onreka Johnson to come and connect her resources to help Mr. Gatling with this application.

Myers mentioned that she remembered the Committee asking what curriculum that Mr. Gatling was using because he did not have any. She asked if it was mentioned in the application.

Chairman Lowe said that he did not see it mentioned but it was a huge part of the first grant application that he put in.

Elbert read some information that was stated in the application.

Owens said that she feels the Committee needs more information and suggested that this item be tabled until the next meeting and invite Mr. Gatling to attend.

Myers mentioned that if the Committee does grant this organization and they can't show us an outcome report, then the Committee does not have to approve the grant next time.

Myers stated that she remembers wanting to help this organization because they have the most access to children who are in the at-risk category.

Elbert mentioned the conversation that the Committee had a year or two ago, was that the Committee needs to sit down with this organization and figure some things out.

Chairman Lowe stated that he would reach out to Councilwoman Johnson to see if she would mind getting with Mr. Gatling and helping him make some adjustments to his application.

Chairman Lowe said that he wouldn't mind sitting down with Mr. Gatling to assist him as well.

## **NO ACTION TAKEN**

- D. Consider and discuss a request for funding from Marie Detty Youth and Family Service Center Gang Program in the amount of \$100,000.00 for youth programs within the City of Lawton and make a recommendation to the City Council.

There was no discussion on this item.

**Motion by Myers, Second by Elbert**, to approve a request for funding from Marie Detty Youth and Family Service Center Gang Program in the amount of \$100,000.00 for youth programs within the City of Lawton and make a recommendation to the City Council. **AYE:** Elbert, Owens, Myers, Smith, Lowe. **NAY:** None. ***Motion Passed.***

IV. Adjourn: The meeting was adjourned by Chairman, Rick Lowe, at 6:39 p.m.

ANNUAL MEETING NOTICE - 2024  
NOTICE OF MEETING

YOUTH AND FAMILY AFFAIRS COMMITTEE  
TYPE OF MEETING

|                             |                                       |
|-----------------------------|---------------------------------------|
| Regular Meeting*    ( X )   | Rescheduled Regular Meeting*** (   )  |
| Special Meeting **    (   ) | Continued or Reconvened Meeting (   ) |
| Emergency Meeting    (   )  |                                       |

| DATE               | TIME                 | PLACE OF MEETING       |
|--------------------|----------------------|------------------------|
| January 16, 2024   | 5:30 p.m.            | Banquet Room-City Hall |
| February 20, 2024  | 5:30 p.m.            | Banquet Room-City Hall |
| March 19, 2024     | 5:30 p.m.            | Banquet Room-City Hall |
| April 16, 2024     | 5:30 p.m.            | Banquet Room-City Hall |
| May 21, 2024       | 5:30 p.m.            | Banquet Room-City Hall |
| June 18, 2024      | 5:30 p.m.            | Banquet Room-City Hall |
| July 16, 2024      | 5:30 p.m.            | Banquet Room-City Hall |
| August 20, 2024    | 5:30 p.m.            | Banquet Room-City Hall |
| September 17, 2024 | 5:30 p.m.            | Banquet Room-City Hall |
| October 15, 2024   | 5:30 p.m.            | Banquet Room-City Hall |
| November 19, 2024  | 5:30 p.m.            | Banquet Room-City Hall |
| December           | No meeting scheduled |                        |

To be completed by person filing notice:

Name: Tammy Branstetter  
Title: Sr Deputy City Clerk  
Address: 212 SW 9<sup>th</sup> Street  
Phone: 580-581-3305

Filed in the office of the municipal clerk at \_\_\_\_\_ a.m./ p.m. on \_\_\_\_\_.

Signed: \_\_\_\_\_  
Clerk/Deputy Clerk

- \* The notice and the agenda of the meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 24 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (§ 311, #9, Title 25, Okla. Statutes)
  
- \*\* The notice of the special meeting shall be given in writing, in person or by telephone at least 48 hours before the meeting. The notice and the agenda of the special meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 48 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (§ 311, #11, Title 25, Okla. Statutes)
  
- \*\*\* Notice of any change in the date, time or place of a regularly scheduled meeting shall be given not less than 10 days prior to the implementation of such change. (§ 311, #8, Title 25, Okla. Statutes)