

EXECUTIVE ORDER NO. 139

TO: All Agencies Under the Mayor

FROM: Michael B. Hancock, Mayor

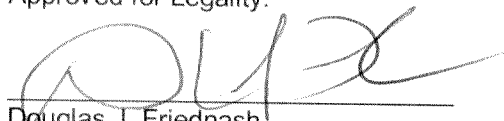
DATE: July 17, 2012

SUBJECT: Denver Children's Cabinet

Purpose: This Executive Order establishes the Denver Children's Cabinet as the policy making group to coordinate city-based programs and services in order to create opportunities for Denver's children and youth to succeed.

- 1.0 **Applicable Authority:** The applicable authority relevant to the provisions and requirements of this Executive Order No. 139 is found in Sections 2.2.1, 2.2.6 and 2.2.10 of the Charter and Sections 2-141 to 2-145 of the Revised Municipal Code of the City and County of Denver.
- 2.0 **Mission:** The Denver Children's Cabinet will improve communication between agencies, coordinate and align programs and services, and develop strategies to address gaps and remove barriers that hinder opportunities for Denver children and youth.
- 3.0 **Members:** The Denver Children's Cabinet shall be comprised of department and agency heads whose departments directly impact Denver children and youth through funding, policies, programs, and or services, including quasi-city or related agencies that affect the lives of Denver children and youth. The Mayor will designate specific departments and agencies whose leaders will be members of the Children's Cabinet by a memorandum attachment to this Executive Order.
- 4.0 **Chair.** The Director of Children's Affairs shall be the chair of the Children's Cabinet.
- 5.0 **Responsibilities:** The Denver Children's Cabinet shall develop and provide policy guidance and coordinate the integration of services for children and youth across City agencies and their partners. The Children's Cabinet shall:
 - 5.1 Create and maintain an updated inventory of programs and services offered for children and youth, and quantify the City's investment in these programs.
 - 5.2 Identify areas where coordination will lead to better services and more opportunities and implement improvements.
 - 5.3 Identify improvement opportunities within City services and implement plans to address them.
 - 5.4 Establish a broad set of children's metrics that establish the baseline for child-well being in Denver from which to measure progress towards desired outcomes.
 - 5.5 Integrate Department and Agency Peak Performance strategic plans, and the performance metrics contained in these plans, to support and achieve the children's metrics to the extent appropriate.
- 6.0 **Memorandum Attachments:** The procedures for implementing this Executive Order may be defined by Memorandum Attachments to the Executive Order which shall become part of the Executive Order. Further, the Children's Cabinet shall have the authority to issue procedural Memorandum Attachments relative to this Executive Order.

Approved for Legality:




Douglas J. Friednash
City Attorney for the City and County
Of Denver


Approved:




Michael B. Hancock
MAYOR




Kim Day
Manager of Aviation




Doug Linkhart
Manager of Environmental Health




Adrienne Benavidez
Manager of General Services




Lauri J. Dannemiller
Manager of Parks & Recreation




Jose Cornejo
Manager of Public Works




Cary Kennedy
Manager of Finance



Alex J. Martinez
Manager of Safety



Penny L. May
Manager of Human Services



Molly Urbina
Manager of Community Planning and
Development

MEMORANDUM No. 139A

TO: All Agencies Under the Mayor

**FROM: Michael Hancock
Mayor**

DATE: July 17, 2012

SUBJECT: Members of the Children's Cabinet

The following officers and officials shall be members of the Children's Cabinet:

- Director of Children's Affairs – representing the Mayor's Office for Education and Children
- Manager of the Department of Human Services
- Manager of Parks and Recreation
- Manager of Safety
- Chief of Police
- Director of Corrections and Undersheriff
- Manager of Finance
- Manager of Environmental Health
- Director of the Office of Economic Development
- Director of Peak Performance
- Director of the Office of Strategic Partnerships
- Manager of Community Planning and Development
- Director of Development Services
- Director of Denver's Road Home
- Director of Career Service Authority
- City Council Member
- City Librarian
- Director of Denver Housing Authority
- Director of Community Health Services, Denver Health and Hospital Authority
- Management representative of Denver Public Schools
- Management representative of the Denver Preschool Program
- A board member of the Scientific and Cultural Facilities District

Memorandum No. 139B

TO: All Agencies under the Mayor

FROM: Michael B. Hancock, Mayor

DATE: April 1, 2019

SUBJECT: Organization and Governance of Denver Children’s Cabinet Subcommittees

This memorandum shall be attached to and become part of Executive Order No. 139, dated July 17, 2012 subject “Organization and Governance of Denver Children’s Cabinet Subcommittees”.

- 1.0 **Denver Children’s Cabinet Subcommittees:** The following subcommittees have been established by the Executive Director of the Office of Children’s Affairs, chair of the Denver Children’s Cabinet.
 - 1.1 Child Safety Net Impact Team Subcommittee (CSNIT)
 - 1.2 Data Subcommittee
 - 1.3 Policy Subcommittee
 - 1.4 Innovation Plan Subcommittee
 - 1.5 Budget Review Subcommittee (meets annually)
- 2.0 **Establishment and Abolishment of Subcommittees:** Additional subcommittees may be established by the Chair of the Children’s Cabinet as needed. Ad hoc or new subcommittees will be presented to the Children’s Cabinet at a regular quarterly meeting and the Chair will designate a subcommittee lead. Subcommittees may be abolished if the Chair determines that the purpose of the subcommittee has been met or is no longer needed.
- 3.0 **Purpose of Subcommittees:** These subcommittees exist to support and advise the full Children’s Cabinet on issues impacting Denver children and youth. Subcommittees may gather information, review processes and procedures, and make recommendations for further action by the Children’s Cabinet.
- 4.0 **Members:** Each subcommittee must include at least two members of the Denver Children’s Cabinet, as identified in XO 139.
 - 4.1 Each subcommittee will identify a chairperson, who will coordinate meetings and communications with the larger Children’s Cabinet
 - 4.2 Additional agency staff may be assigned to a subcommittee per the approval of the subcommittee chairperson.
 - 4.3 Each subcommittee will identify a member to record notes/minutes at each subcommittee meeting.
- 5.0 **Charge/Mission:** Each subcommittee will establish the following at the first subcommittee meeting, to be updated annually:
 - 5.1 Leadership structure, including Chairperson

- 5.2 Roster of all subcommittee members
- 5.3 Meeting Calendar
- 5.4 Purpose Statement
- 5.5 Key Deliverables to Children's Cabinet

6.0 **Subcommittee Reporting:** Each subcommittee will prepare a report to the full Children's Cabinet at each quarterly Children's Cabinet meeting. Subcommittee reports will include:

- 6.1 Key activities during the previous quarter
- 6.2 Updated metrics/outcomes
- 6.3 Recommendations for the Children's Cabinet
- 6.4 Action Items for the Children's Cabinet

7.0 **Subcommittee Recommendations/Actions:** The role of each subcommittee is to advise and make recommendations to the Children's Cabinet. Subcommittees may not implement policies or recommendations without the approval of the Children's Cabinet. As policy issues arise, each subcommittee will present recommendations or action items to the Children's Cabinet as follows:

- 7.1 Subcommittee chairperson will notify the Children's Cabinet chair (OCA Executive Director) of recommendations or action items that they wish to discuss at the next quarterly Children's Cabinet meeting, no later than 2 weeks before
- 7.2 Any items requiring action or approval from the Children's Cabinet will be presented to all Children's Cabinet members at least 2 weeks before the quarterly meeting. If there are questions about an action item the Children's Cabinet chair will coordinate with the Subcommittee chair for clarification. All recommendations and/or action items will be presented by the subcommittee chairperson and other applicable subcommittee members to the full Children's Cabinet. The Children's Cabinet will vote on action items presented by subcommittee. Voting is by consensus, and a majority of the following Children's Cabinet members.

- Executive Director of Office of Children's Affairs
- Executive Director of Human Services
- Executive Director of Parks and Recreation
- Executive Director of Safety
- Sheriff
- Police Chief
- Executive Director of the Denver Department of Public Health and Environment
- Executive Director of the Office of Economic Development
- City Librarian
- Director of Denver Housing Authority
- Budget Director
- Chief Information Officer
- Executive Director of Human Rights and Community Partnerships
- Executive Director of Community Planning and Development

- Director of Denver's Road Home
- City Council Member
- Director of Community Health Services, Denver Health and Hospital Authority
- Management representative of Denver Public Schools
- Management representative of the Denver Preschool Program
- A board member of the Scientific and Cultural Facilities District