

AGENDA

MADISON COUNTY YOUTH BOARD

February 3, 2015

5:30 PM, Supervisors Conference Room

2nd Floor

County Office Building, Wampsville

1. Approve Minutes from the January 6, 2015 meeting
2. Approve RHY Funding for the Catholic Charities Interim Family Home Program
3. Review Proposals Requesting Youth Development Program Funds
4. Youth Development Specialist's Report
5. Miscellaneous
6. Next Meeting – March 3, 2015 @ 5:30 PM, Supervisors Conference Room

Madison County Youth Board Meeting Minutes
5:30 pm, Supervisors Conference Room, 2nd Floor
County Office Building, Wampsville
January 6, 2015

Members:

Dawn Post, Donna Cashman, Jill Moore, JoAnn Perkins, Sharon Taylor, Cole Jackson, Kalila Lehner, Carol Musacchio

Staff:

Joanne Eddy and Tina Louis

The meeting was called to order at 5:34 p.m.

1. Welcome and Introductions:

Joanne welcomed the group and commented on the great cross-representation on the Board. There are still a few vacancies on the board to fill, which she would like to focus on filling from the underrepresented southern end of the county.

2. Setting Day, Time and Location(s) for Youth Board Meetings:

Joanne stated that the previous Board met the first Tuesday of the month at 5:30 PM in the County Office Bldg. Joanne asked if this is still good for everyone or if a different time, night or location is better. All said this time, day and location are good. Joanne stated that if there are not sufficient agenda items she will not hold a meeting. There are generally eight to nine meetings per year.

3. Election of Officers for 2015 (Chairperson, Vice Chairperson):

In 2014 the Vice Chair was Dawn and the Chair was Donna. Joanne opened the floor for any interest or suggestions for these positions. The Chair runs the meeting and signs documents as needed. The Vice Chair runs the meeting in the absence of the Chair. The incumbents both said they would continue. All approved. The officers were encouraged to 'mentor' the youth members so they are prepared to move into leadership positions on the board if interested. Some of the board's best officers in the past have been youth members.

Joanne reviewed the Board packet with everyone. The Conflict of Interest procedure was reviewed so that everyone understood that if they have a conflict of interest related to any organization or program being considered for funding that they would be required to leave the room during the conversation related to the funding decision for that organization or program. Everyone was asked to complete and turn-in their Statement of Disclosure form prior to leaving the meeting. Donna asked if this form takes the place of the forms that come in the mail from the County Attorney's Office. Joanne stated that this Statement of Disclosure form is specific to the Youth Bureau. The Ethics Code and Statement of Disclosure forms that everyone will be receiving from the County Attorney's Office are state required documents that are completed by dept. heads and individuals appointed to County boards, such as the Youth Board. The forms ask a number of questions related to areas where possible conflicts of interest might arise at the County level. Most, if not all, will answer "none" to these questions. These are official documents and must be notarized. Joanne encouraged anyone with questions to give her a call. Joanne can have a notary come prior to a meeting at 5:00 p.m. if necessary.

4. Approval of Minutes:

A motion was made to approve Minutes from the December 2, 2014 Youth Board Meeting. Motion made by Dawn; seconded by Jo; unanimously approved.

5. 2015 Funding Request for Proposals (RFP):

Joanne explained that last year the Youth Bureau chose to submit a program proposal seeking Youth Development Program funding for its Youth Leadership program as part of the competitive RFP process rather than just encumbering the funds for the program right off the top and providing the Youth Board with a reduced dollar amount to allocate to other programs. She thought that applying competitively was more transparent and it provided the opportunity to walk through the same process that other organizations competing for funding go through. It met with mixed reactions last year. Joanne asked the board to provide guidance to her as to how they wanted her to proceed this year. Should she just take the \$7,000 off the top or do they want her to submit a proposal and compete again this year? Donna said that it is unusual for the distributing organization to jump into the pot and said it was awkward, but it gave the Board a better understanding and value of the program in relationship to other programs. She said she found it helpful. Jo thought it was good to compare across the board, but understood the risk being taken. Joanne stated there is always a risk and no one is guaranteed funding, but felt it was fair to include the proposal last year. Dawn stated it would be helpful for new members to see the proposal; to at least present it to people and then they can decide at the February meeting how to handle it. The Youth Bureau holds itself to the same standard and reporting that it holds its funded agencies to.

It is projected that we will have \$55,000 in Youth Development Program funds to allocate this year. The turnaround date for the RFP is January 21st. All proposals are required to be submitted electronically so Joanne can forward them to Youth Board members. This gives everyone time to review and rate them before the next Board Meeting. 2014 was the first year for the new Youth Development Program funding stream. It combined two previous funding streams and changed the funding dynamics. Historically, there was an automatic set aside for municipal recreation programs for townships/villages. This is no longer the case. Municipals must now compete for funding through the same competitive RFP process as organizations. The Village of Morrisville and Village of Hamilton submitted proposals and were awarded funding in 2014. The application is doable. We may see more recreation type programs applying this year. Agency-wise we will probably receive a lot of the same proposals. Jo asked if the Board gets copies of agency reports. Joanne responded that she will share information and will provide information in more of a summary format. It will be less confusing, as what organizations are giving her in reports does not always line up with what is proposed. Carol mentioned that there was a match requirement before and Joanne stated that the match is not required for the Youth Development Program funds.

Joanne reviewed the RFP packet section by section for clarity. She stated that recreation proposals tend to target younger youth with other programs more teen based. The funding targets programming for youth under the age of 21. Programs have to be outcome based. This was the biggest change in the new funding stream. The Office of Children and Family Services (OCFS) now must report to the state legislature how the money is spent and how it has impacted youth. 2014 was a transitional year with the match requirement removed and the outcome piece needing to be stronger. Some programs have really struggled trying to define and track outcomes in their

programs and are realizing that their programs are not a good fit for the Youth Development Program funding stream. The Earlville Opera House is a good example of this.

The funding is for a calendar year. Though we may not make funding decisions until March, the contracts will be retroactive to January for year-around programs.

The funding limit was \$15,000 last year. It has been reduced to \$12,000 for 2015. Carol asked if the money was allotted up front. Joanne responded that it is reimbursement based. Agencies bill for expenditures per quarter based on documentation of actual expenditures. A budget narrative was added to the proposal this year based on input from the Board. Agencies cannot bill for what is not in the proposal. Carol asked if we do not get results from agencies as written in the proposal if agencies are offered technical assistance. Joanne responded that visits are done and technical assistance is offered. Joanne offered the opportunity to Board Members to be included in visits so they can see firsthand what is happening. The Eight Features portion of the proposals is the part that the Program Quality Assessment (PQA) observational tool is used to assess. She invited Board members to be observers. No one is doing bad work, but sometimes the reality of how programs operate is not consistent with what was in their proposals.

6. Reader's Rubric for Program Proposals

Joanne reviewed the rubric. It goes along with the components of the proposals. Key points are included in each section and are used to rate the proposals. The outcome measures are meant to determine what the youth are expected to learn or accomplish as a result of attending the program. Organizations are being asked to include copies of their evaluation tools in their proposals this year. The RFP asks who is responsible for monitoring, asks about screening and training of personnel, as well as a Board of Directors list. The budget narrative was added to clarify what the funds are being used for in the proposal. Jo asked if a percentage was allowed for administration. Joanne responded that 15% can go toward administrative costs however it cannot be a lump sum flat fee, as all costs are reimbursement based and there is no way to document a lump sum flat fee. 15% is consistent with federal standards. The intent is for the bulk of the funding to go toward providing direct services to youth, not to cover agency overhead.

Joanne will ask for everyone to e-mail her with their total ratings for proposals and she will rank order them before the February meeting. We will see if there is a lot of variation in how people ranked proposals. If it is evident there is not a similarity that will be a place to start for discussion. Donna shared that the group has a variety of backgrounds and understanding of particular programs. If there are questions generated we need to ask them from agencies before we fund them. Joanne will make a list of questions generated from the February meeting and will get answers for the Board. By the February meeting Joanne will be certain about the funding amount of \$55,000 and we will also know who has applied.

One program that gets all its funding from us as a sole source is the Runaway and Homeless Youth (RHY) program. You have to be certified by OCFS to operate an RHY program. Catholic Charities is now our certified RHY provider. The program provides case management and recruits and certifies interim family homes (host homes). Interim family homes provide short-term housing for youth for up to 30 days while services are being put into place to help reunify the youth with their

family (if appropriate and under the age of 18) or help them find other suitable stable housing. Catholic Charities is currently in the process of recruiting host homes. The RHY program is the only option for youth in these kinds of situations in this county. Catholic Charities will submit a non-competitive RHY proposal. It will be for \$42,000; \$27,000 is OCFS designated RHY money, \$15,000 is Madison County tax dollars match. Catholic Charities must provide their own 20% agency match. The overall program budget is about \$70,000. The Board will vote on the RHY funding at the February meeting.

Catholic Charities received \$15,000 of Youth Development Program funds in 2014 as a companion piece to the RHY funds to also provide case management to at-risk youth who do not have housing vulnerability as their primary issue. The funding streams are tracked separately but it allows for a seamless approach for serving all youth requiring case-management services, no matter what their issue. This year they can only apply for \$12,000. Donna inquired regarding the \$12,000 not being guaranteed. Joanne said that Catholic Charities is aware that they will be applying competitively, but thinks it is money well spent.

7. Youth Development Specialist's Report

In the interest of time Tina will save her full report for the next meeting. Tina did encourage everyone to visit the Youth Bureau's webpage (<https://www.madisoncounty.ny.gov/youth-bureau/home>) to see the many pictures of activities with the Leadership Program and the Local Government Interns. LGI recently completed their full day job shadow as well as their final session with a mock board meeting and presentations.

8. Miscellaneous

Sharon Taylor, who is co-owner of Tim Horton's in Oneida, shared that she is seeking two economically disadvantaged male campers between the ages of 9 and 12 to send to the Tim Horton's Foundation camp in Kentucky this summer. Last year two female campers attended and had a fantastic time. If you know of anyone interested please send the name to Sharon. The application deadline is February 7th. She would prefer the children are from the City of Oneida, but is willing to consider youth from farther out. Once youth attend camp and turn 13 they can attend the Tim Horton's Foundation Leadership program for up to four consecutive years. Sharon has worked closely with DSS and will reach out to school counselors. Camp is absolutely free. The costs are paid for under the Tim Horton's Foundation Camp Day. Camp Day is the first Wednesday of June. 100 percent of the coffee sales are donated to the camp initiative.

9. Next Meeting – February 3, 2015, 5:30 p.m., Supervisors Conference Room

Sharon made a motion to adjourn the meeting. Jo seconded. The meeting was adjourned at 7:16 p.m.

Respectfully Submitted by Tina Louis