

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 how we had good representation on the Board; however the southern end is underrepresented. There are a few vacancies to fill so it would be nice to gain some interest from the southern end of the county such as Morrisville or Hamilton.

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

Joanne stated that the previous Board met the first Tuesday of the month with a start time of 5:30 p.m. Joanne asked if this is still good for everyone or if a different time or night is better. All said the time and day works. Joanne stated that if there are not sufficient agenda items we will not hold a meeting. There are generally eight to nine meetings.

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

For 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 Joanne presents agenda items; the Vice Chair runs the meeting in the absence of the Chair. The Chair signs documents as needed and otherwise runs the meeting. The incumbents both said they would continue. If youth were interested they could be “mentored” in the role as they attend meetings and pay attention to the flow.

Joanne reviewed the Board packet with everyone. The conflict of interest procedure was reviewed so that everyone understood if they had a conflict with any topic or organization that they should leave the room during the conversation, particularly with funding decisions. Joanne asked that everyone please sign it prior to leaving the meeting. Donna asked if the form takes the place of the “other form” that comes in the mail. Joanne stated that the conflict of interest form is just for funding. Joanne then explained the State Ethics Code and the Statement of Disclosure form everyone would be receiving in the mail for the County Attorney’s Office. The form asks a number of questions most of which if not all the answer will be “none” for everyone. Joanne encouraged anyone with questions to give her a call. This is an official document and must be notarized. 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.

Prior to moving on to the next item Joanne reviewed the conflict of interest procedure again. She explained that if you have any affiliation with an organization it should be noted on the form. The form is to ensure that no one can say a Board Member was pressured to give money and there is no conflict with being on the Board and making funding decisions.

5. 2015 Funding Request for Proposals (RFP):

Joanne explained that last year the Youth Bureau chose to seek funding along with outside agencies by writing a proposal. It could have been taken off the top and left the Board with a figure to give to other organizations; however Tina wrote an RFP and does the paperwork all other nonprofits do. This was the Youth Bureau's way to be transparent. It met with mixed reaction and was a little awkward last year. Joanne told the Board that they need to determine if they would take \$7,000 off the top if the Youth Bureau is not included in the competitive process, or if it would be included in competition with other proposals. 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. Joanne stated that Tina always does a report on the program at each Board Meeting. Joanne stated that what organizations are giving her in reporting does not always line up with what is proposed. The Youth Bureau holds itself to the same standard we hold agencies to. We do hold people accountable for not a lot of money. The state budget has not been good to Youth Bureaus or not for profits, but small funding amounts do help with overall costs of programs.

The total funding stream this year is projected at \$55,000. The turnaround date for the RFP is January 21st. All proposals will come in electronically and Joanne will turn around and send them out by Friday January 23rd. This gives everyone time before the next Board Meeting. Jo asked how many proposals are expected. Joanne estimated 10 to 15. We may see new ones and may not see ones we had funded in the past. 2014 was the first year for the new Youth Development funding stream; it took old funding streams and combined them and changed the funding dynamics. Historically, the funding had an automatic set aside for municipal recreation programs for townships/villages. \$40,000 was coming off the top for these programs. The change was made due to a lot of money going unspent because municipalities were not equipped to submit billing. Municipals can still submit a proposal and now must use the same RFP as organizations. The Morrisville Eaton Smithfield Youth Commission and Village of Hamilton were funded last year. The application is doable. According to recent feedback we may see more recreation type programs applying. The Village of Canastota has a year-round program. The Town of Georgetown Supervisor has inquired about the application. Agency-wise we will see a lot of the same proposals. Jo asked if the Board gets copies of agency reports. Joanne responded that she will share information and we will have conversations on reports in more of a summary format. Joanne is presently waiting on 4th quarter reports. Carol mentioned that there was a match requirement before and Joanne stated that the match is not required.

Joanne reviewed the RFP packet section by section for clarity. She stated that recreation proposals tend to be younger youth with other programs more teen based. The funding can support programming for youth under the age of 21. Programs have to be outcome based. This was a bigger change in the new funding stream. The Office of Children and Family Services has to report to the state legislature

how the money is spent and how it has impacted youth. Some programs cannot track outcomes so they are not fitting into the funding stream. 2014 was a transitional year with the match requirement removed and the outcome piece needing to be stronger. It sounds good on paper, but for example, Earville Opera House, with whom we had a long history, could not document outcomes.

The funding is for a calendar year, but we may not make funding decisions until March with funding retroactive to January. The Governor will release the 2015 – 2016 budget late. Once Joanne sees the budget she can tell what we have to work with.

The funding limit was \$15,000 last year. In 2015 it will be \$12,000. 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 and billing. 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 that 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. No one is doing bad work, but sometimes programs are not working out like they sound on paper.

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.

Joanne shared the value of the PQA as a tool for defining the Eight Features. She invited the Board to be observers.

Joanne announced that everyone should review the proposals and we will discuss them in February. We will not put any money to anything in February, but will have discussion then and put money on them in March.

Joanne shared other comments about the proposal rating in various areas. The outcome measures are meant to determine what the hope is for youth who attend the program. Copies of evaluation tools are being asked for in this round. The application asks who is responsible for monitoring, asks about screening and training of personnel, as well as a Board of Directors list. It is interesting to see organizations with Board Members who do not live in the county. The budget narrative was added to clarify what the amounts are being used for in the proposal. Jo asked if a percentage was allowed for administration, to which Joanne responded that a flat fee is not allowed and that the budget needs to be reimbursement based. There is no way to document a lump sum. Administration is allowed if supervision is noted or time is allotted to a financial person. 15% is consistent with federal money, but the bulk of the money needs to show that services are being provided and that it is not paying for overhead. We want to see that the money is doing the most it can do for young people.

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. Hopefully by the February meeting Joanne will be certain about the funding amount of \$55,000 and we will also know who has applied. It would be wonderful if new programs applied.

One program that gets all its funding from us as a sole source is the Runaway and Homeless Youth program. One agency is certified, Catholic Charities. It received its certification in September 2014. The program does case management and can recruit host homes. Interim family homes house youth for three weeks maximum. It gives youth a place to stay that is stable and offers case management to work with the teen and the family. The program is for youth under 18 and is meant to reunite family unless there is abuse, at which time Social Services can work with youth 18 to 20 years old. This would be considered a different case as they would not be going home, but would be established in safe reliable housing. Catholic Charities is in the process of recruiting host homes. The RHY program is the only option for youth in these kinds of situations in this county. For youth who are in the county and still going to school it allows for the least disruptive situation as possible. Catholic Charities will submit an RHY proposal. No one competes. It is \$42,000; \$27,000 is OCFS designated money, \$15,000 in Madison County match designated tax dollars. The budget from Catholic Charities is about \$70,000. \$15,000 also went to Catholic Charities to do case management for any child under Youth Development funds in 2014. This year they can only apply for \$12,000. Carol asked if there was an independent living piece. Joanne said that the case management piece would kick them into RHY and a plan would be prepared based on their issues. To youth it is seamless, but they are actually separate funding streams. Donna inquired regarding the \$12,000 not being guaranteed. Joanne said that Catholic Charities was told that was the max they can apply for under YD funding. Joanne foresees they will have a more realistic budget this year. The Board will vote on RHY at the February meeting. The resolution needs to go through the Board of Supervisors to get the contract written.

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 the Tim Horton's Foundation is again seeking two economically disadvantaged youth to send to camp in Kentucky. This year she is hoping to find two male campers between the ages of 9 and 12. 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 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