

Tompkins County Youth Services Board
Minutes
January 27, 2020

Present: Patty Vandebogart, Khaki Wunderlich, Ronny Hardaway, Tamer Elshourbagy, Kathy Servoss, Bernice Yarosh, Sara Watrous, Lisa Campbell

Excused: Magdalena Smith, Kelly Suave

Absent: Austin Kuczek, Jennifer Foote-Dean, Shawna Black, Ian Schachner, Karlem Sivira Gimenez

Guest: Lisa Monroe (pending Enfield approval)

Staff: Kate Shanks-Booth, Bridgette Nugent

Meeting called to order at 5:05 p.m.

Approval of Minutes:

Minutes were not approved due to lack of quorum.

Director's Update

- The Department has been working on 2020 workplans, RBA measures for the Department, and Point Person specific workplans. Kate has submitted the 2020 Department workplan to County Administration in preparation for her performance evaluation in early February with the County Administrator.
 - The Department workplans will inform the priorities selected by the departments' respective legislative committees (Health and Human Services Committee for Youth Services).
 - Kate seeks to align the staff Point Person goals (where each staff member serves as a 'content expert' with the RBA Department goals and workplans that are visible to County Administration and the Legislature. There should be common threads throughout all.
 - Kate also seeks to demonstrate, through measurable data, how the Department serves as the 'backbone' of youth services in the County. What does this look like? What data points do we need to collect to report on our progress in these functions?
- The new Director of Tompkins County Workforce Development Board has been recommended to the County Administrator and should be onboarded by mid-February. Given that Youth Services "shares" a staff person for Youth Employment contracts, the department will play a role in onboarding this new Director, as well as scheduling quarterly check-ins on this and all other contracts the Department currently has.
- Tompkins County advanced three (3) candidates to the Governor's Youth Council selection committee on January 17th. Ultimately, 52 youth ages 13-21 from New York State will be selected to serve on this Council. Once selected, a weekend retreat will be scheduled to orient the youth, tentatively in February.
 - The Department will engage with both the youth that are selected and were not selected in other ways, such as having them attend a Youth Services Board meeting, and/or engaging them with initiatives such as the Bullying Prevention Taskforce's Student Advisory Group.
- Bullying Prevention Taskforce had its first full meeting of 2020 on January 23rd. The goal is to roll out Community Cafes on the topic in every municipality, and the planning committee for these events is seeking volunteers (to include YSB members) to assist with planning. Reach out to Bridgette if you are interested.
 - Bridgette also shared an update on meetings with superintendents of county school districts for discussion on the possibility of rolling out a bullying-specific survey. The meetings have

gone well, introducing superintendents of the work of the Taskforce. Reactions to the survey have been mixed, as many school districts have been planning or are already implementing a “school climate” survey given recent mandates by NYS encouraging focus on Social Emotional Learning (SEL) and Mental Health initiatives.

- Bridgette also requested YSB recommendations/connections to potential trainers on the topics of youth substance use/trends and youth mental health, as these are frequently requested by attendees of the Department’s monthly training series.

Youth Services Board 2020 Priorities Discussion and Goal Planning

- Patty and Kate framed the remaining discussion by introducing the RBA Department measures and highlights of the Youth Services Board survey results.
 - **For 2019, Youth Services Department RBA Measures will include:**
 - **How Much:** # of Youth Services Board Members out of 18 Available Seats
 - **How Well:** % of members that attend at least 80% of meetings
 - **Better Off:** % of YSB annual goals achieved
 - These measures will specifically tie to Youth Services Board and measure the success of Youth Services staff in supporting the work of the Board.
- Kate presented highlights of the Youth Services Board Engagement survey, which included areas for improvement in board member education/orientation, and support in members’ efforts to engage with local municipal legislative bodies.
- Highlights of the board member responsibilities as outlined in the bylaws were also shared, and it was indicated that a more informed Resource Allocation Process should be a priority of the Board in 2020.
- How can time during monthly meetings be maximized? Could we organize committees that are focused on key areas/goals? How can department staff support Youth Board members in meeting with their local legislative bodies and accessing the information they feel would be most helpful in the resource allocation process?
- Time was provided for board members to review the survey results and Priority Areas before breaking into small groups to discuss action items and measurable objectives in the following:
 - **Priority #1: Strengthen the Resource Allocation Process**
 - **Priority #2: Enhance Connections between TCYSD’s Board and Local Legislative Bodies**
 - **Priority #3: Revamp the TCYSD’s Board’s Vision for and Efforts around Recruitment, Onboarding, and Advocacy Efforts**

Following Group Discussion & Brainstorming, the following action items/objectives were presented for each priority area:

Priority #1

- Attendance of board members will be integral, with ½ of the meeting time dedicated to normal business and the other half to learning opportunities and working groups
- A multi-month calendar of events/important dates on the Director’s Report so that members can attend
- Resource allocation is the responsibility of the full board, and one metric can be around how board members are educated about funded programs (i.e. site visits, program staff visiting board meetings, etc.)

Priority #2

- Creation of an annual report and other media (such as a video) by youth board members to share with their municipalities
- Attend at least one municipal meeting a year and share the created materials
- 80% attendance (8 out of 10 meetings) a set goal

Priority #3

- Focus on two communities/vacant seats – Danby and Caroline. An email communication can go out by 2/7 to solicit ideas and active recruitment in these areas.
- Develop an onboarding packet and expand on this process of education/orientation. Could include an in-person visit to department to meet with staff.
- Pilot the new onboarding process with new board members and get feedback.
- Should be a recruitment/orientation/engagement committee as this work is ongoing.

2020 Board Retreat Tentative Dates

- The Board Retreat, to take place either Saturday 2/29 or 3/7, will enlist an outside facilitator to hone in on the above goals and develop measurable objectives.
- Stay tuned for follow up communication from Kate on the Board Retreat.

Meeting adjourned: 6:30 p.m.

Respectfully submitted by Bridgette Nugent

**Tompkins County Youth Services Board
Minutes
February 24, 2020**

Present: Patty Vandebogart, Khaki Wunderlich, Ronny Hardaway, Tamer Elshourbagy, Kathy Servoss, Bernice Yarosh, Jennifer Foote-Dean, Lisa Campbell, Kelly Suave, Ian Schachner, Lisa Monroe

Excused:

Absent: Austin Kuczek, Shawna Black, Karlem Sivira Gimenez, Sara Watrous, Magdalena Smith

Guests: Marnie Kirchgessner (pending Danby approval)

Staff: Kate Shanks-Booth, Shannon Alvord

Meeting called to order at 5:05 p.m.

Approval of Minutes:

Minutes for December 2019 and January 2020 were approved. Motioned by Ronny Hardaway, seconded by Khaki Wunderlich.

Agency Monitoring Process Presentation

TCYSD's Coordinator of Community Youth Services, Shannon Alvord, provided a presentation of the 2019 Agency monitoring process.

Board feedback included suggestions regarding ways to tackle observational challenges, incorporating youth and volunteer input, and developing anonymous methods of providing feedback.

Other discussion centered on how the monitoring process feeds into/informs the Resource Allocation process, connects to Dept. RBA measures and OCFS requirements, and how the monitoring process in general is an ethical responsibility of the Dept and Board in allocating funds and to set the bar of our expectations for programs.

Director's Update

2021 Board Retreat – March 7th, 9am-12pm, Human Services Bldg. Bev Livesay Conf. room

- The Board Retreat, scheduled for March 7, 9am-12pm, will enlist outside facilitator, Cindy Wilcox from Human Services Coalition, to review board survey results, set board priorities in relation to the board's 2020 goals and the Depts. RBA measures, and identify ways to increase board engagement and recruitment.
- Kate will re-send google doc to sign up for breakfast dish-to-pass.

Pitch Program – March 25th, Hotel Ithaca (time TBD)

- Applications have closed; 11 applications approved for Pitch Program presentation, including a number of new applicants this year
- Have been requesting Pitch funding through rollover funds; plan is to request to County budget for 2021 as on-going funding
- Suggestions from board included gathering “where are you now?” feedback from past participants (to see if “seed money” started anything on-going) and conducting presentation in front of the Legislature or the Health and Human Services Committee.

Governor's Youth Council update

- Kate has not yet heard back about the final selection from the 3 candidates submitted to represent Tompkins County; event in Albany for weekend in March
- 5 youth had applied locally; plan is to keep in touch with these youth for participating in local opportunities for youth voice; also planning to have a "meet and greet" with the board

Dept. Work Plans

- staff are working on updating 2020 work plans to be more current
- incorporating professional development and tying to AYR goals and RBA measures

Runaway & Homeless Youth update

- planning ahead for Federal HUD funding – YHDP; did not receive funding when applied previously as an urban community; will re-apply this year as a rural county; our participation in the 100 Day Challenge project feeds into the YHDP grant request
- working in collaboration with Human Services Coalition, Tompkins Community Action, Learning Web, Catholic Charities, etc.; Kate is Chair of the Youth Committee of the Continuum of Care
- looking at addressing gap/need in emergency shelter services for youth ages 18 and under; increasing capacity; incorporating youth voice into the proposal
- Kate participated in the Point in Time Count in January 2020

Review of 2020 Priorities and Pre-work for 2020 Youth Services Board Retreat (March 7, 2020)

Discussion of Board survey results; desire from members to have meaningful meetings and increased engagement.

- Dept. RBA measure tied into board participation (i.e. 80% attendance rate)
- Board participation is needed; retreat will evaluate board meeting time if that is a barrier to attendance
- develop a plan for on-boarding, recruitment, and advocacy from the board outward
- municipality representation is needed – Ronny can provide Executive Summary of the Youth Board that can be used when presenting to other municipalities; can mentor each other in how to present at local municipalities; suggested to connect with Janice Johnson (TCYSD) for support; will discuss within priority setting at the Retreat
- setting meeting priorities (i.e. spend ½ meeting on board business and other ½ on training, etc.)
- Suggestions of items to review prior to the retreat:
 - review Achieving Youth Results and agency report cards on our website: <http://tompkinscountyny.gov/youth>
 - Times Magazine article "Youthquake": <https://time.com/5770140/millennials-change-american-politics/>
- Retreat will serve as a jumping point for the rest of the year

Meeting adjourned: 6:30 p.m.

Respectfully submitted by Shannon Alvord

Tompkins County Youth Services Board
Minutes
June 22, 2020
Meeting Conducted virtually via ZOOM

Present: Patty Vandebogart, Khaki Wunderlich, Ronny Hardaway, Tamer Elshourbagy, Kathy Servoss, Bernice Yarosh, Lisa Campbell, Ian Schachner, Lisa Monroe, Karlem Sivira Gimenez, Sara Watrous, Magdalena Smith, Glenn Morey, Marnie Kirchgessner

Excused:

Absent: Jennifer Foote-Dean, Austin Kuczek,

Staff: Kate Shanks-Booth, Theresa Albert, Bridgette Nugent

Meeting called to order at 5:35 p.m.

Approval of Minutes:

Minutes for February 2020 were approved. Motioned by Marnie Kirchgessner, seconded by Glenn Morey.

Director's Update

2022 Budget and Department Update

- County Administration has not included the 25% reduction in 2020 third quarter payments to Youth Services' agency and municipal contracts given the reimbursement model by which these contracts are paid. The County Administrator will review quarterly report on expenditures, and it is expected that, due to services not being provided at full capacity, there will be funding remaining from these contracts at year-end.
- Due to staff furloughs, the Youth Services Department is currently comprised of Kate, Bridgette, and Theresa. Bridgette and Kate have divided the municipal youth commissions and share responsibility of providing technical assistance, attending meetings, and working with RYS program manager to support those commissions as well as the Recreation Partnership.
- Shannon has been reassigned to continue her work with the Workforce Development Board and focuses on the Summer Youth Employment/WIOA Youth contract which has been granted in full to Tompkins County's Office of Employment and Training due to the Ithaca Youth Bureau's YES program being cancelled this summer.
- All County Departments have been required to submit for approval a Reconstitution of Operation Plan (ROOP) in order to bring staff back and open fully. Youth Services Department continues to work remotely 2-3 days a week but is also reporting to the office. County Departments are largely open, but many are operating by appointment only and have implemented health screening protocols for all in-person interactions.

Summer 2020 Youth Planning Taskforce

- Youth Services Department was approached by CCE to launch a Taskforce that seeks to address the lack of camps or other summer programming for youth.
- Camps have been approved to open as of June 29th, with health and safety guidance provided by NYS. GIAC and IYB are not operating camps, and many municipal camps have decided to cancel given the difficulty in meeting strict health and safety parameters while also operating a fun

and financially stable camp. Only a few summer camps have submitted their updated health and safety plans to the Tompkins County Health Department/Child Development Council to be licensed to operate this summer.

- The Planning Taskforce has held 3 meetings to date, with representatives from over 30 partner agencies, organizations, and community members. It has recently been highlighted in an article in the Ithaca Voice.
- Subgroups have been created as outlined below:
 - Planning – Development of creative programming to address gaps in traditional summer programs.
 - Equity & Access – Both access to broadband in rural areas, and ensuring cost is not a barrier in urban areas.
 - Clearinghouse of information – Updating the Summer Camp Guide, which is hosted on Youth Services’ website.

2021 Resource Allocation

- County Administration has requested two budget scenarios for 2021. First scenario is a flat budget, with no increase or decrease to local county funds. Second scenario is a 12% reduction in local county funds.
- Kate framed the 2021 budget discussion by noting that this is an attempt to work with a moving target, and several unknown variables. A few of these variables include; whether funding for municipalities will be authorized at the federal level, if the early retirement incentive presented by the County will be utilized by county staff, and the impacts to the local economy if/when higher education institutions allow students to return.
- Theresa presented the 2021 budget scenarios as approved by the Resource Allocation Committee. Highlights are below:
 - **Agencies** – Flat budget and a reduced budget which represents a 9% reduction across the board for all agency funding. The impacts of state aid are not known at this time, and this may have to be revisited once these figures are finalized.
 - **Municipalities** – Flat budget, and a reduced budget which represents a 12% reduction across the board for all municipal funding.
 - **Planning & Coordination (Department)** – Flat budget and 12% reduction which is comprised of removing .5 position (the other .5 comprised of the contract with the Workforce Development Board) and reducing all other department operating costs by half. Line items such as advertising (for the Summer Camp Guide) and staff travel/training have been reduced to a minimum.
 - Kate outlined that the best option was to remove the .5 position in order to have 1 FTE position remaining which could be used in a variety of ways, if staff should retire, for example. Kate has had conversations with potentially impacted employees prior to this meeting so that all communication is as transparent and fair as possible.
 - It was reiterated that in-person support is most effective, when it is deemed safe, and having a full-time position remaining in the Department will afford more flexibility to support youth and youth serving organizations in the County.

- No 2020 OTRS, aside from the Pitch Program, will be spent this year. No OTRS will be submitted, including for a Pitch Program, for 2021, except for the Recreation Partnership OTR.
- **Recreation Partnership** – This funding is a pass through the Department, comprising of 4 partners (County, City, Town, and other Municipalities) that contribute an equal share. Because this is a contract for services at the County level, a flat budget was not requested, only the 12% reduced budget. The OTR represents a dollar amount to make it level at 2020 funding. The Recreation Partnership allows for youth in most municipalities to access programming that would otherwise be cost-prohibitive.

2021 Resource Allocation Vote

- Patty moved the recommendations of the Resource Allocation Committee for approval by the full board.
- Agency Budget – Moved by Patty, seconded by Ian. Approved unanimously
- Municipality Budget – Moved by Patty, seconded by Ronny. Approved with 10 votes. Marnie abstained.
- Planning & Coordination Budget – Moved by Patty, seconded by Lisa Campbell, Approved unanimously.
- Significant discussion was had regarding the concerns of an across the board cut to agencies and municipalities. It was acknowledged by Kate and several board members that, given the numerous unknown variables at this time, this is the best scenario that could be presented with the limited information available.
- COVID-19 has impacted every facet of our society, including all partner agencies and municipalities and all are working under the same constraints to project their 2021 financial picture. There will be time to create a coordinated statement of concern/support for the work of Youth Services on behalf of the Board, but at this moment this is the fairest approach in a very difficult environment.

The meeting concluded with a statement by Kate expressing appreciation for Bridgette and Theresa and their work during this transition. The Resource Allocation Committee and full Board expressed appreciation for the work of Theresa in putting together budgets under difficult parameters.

Meeting adjourned: 7:00 p.m.

Respectfully submitted by Bridgette Nugent

Tompkins County Youth Service Board
Minutes
August 31, 2020
Meeting Conducted virtually via Zoom

Present: Patty Van de Bogart, Ronny Hardaway, Bernice Yarosh, Ian Schachner, Glenn Morey, Khaki Wunderlich, Tamer Elshourbagy, Magdalena Smith, Lisa Campbell, Marnie Kirchgessner, Lisa Monroe,, and Sara Watrous

Excused: Karlem Sivira Gimenez

Staff: Kate Shanks-Booth

Meeting called to order 5:35 PM

Director's Updates

- **2021 Budget**
 - The 2021 TC Budget should be voted on November 17, 2020.
 - Still no updates on State Aid.
- **Staffing Changes:**
 - EOC has begun the process of refocusing efforts to address increase in Covid-19 cases. Bridgette has been asked to again to participate in a more significant effort with the EOC's Planning Team.
 - We have been given approval by County Administration to begin the hiring process for the new Coordinator of Community Youth Services position in November.
- **Trainings:**
 - Tompkins County CSEC
 - Virtual Conference: Not Even Remotely Your Typical Tech Safety Summit. Wednesday (10/28) and Thursday (10/29) – Flyer attached in email
 - November's Regular Training:
 - Looking Up and Beyond: Heart-Centered Strategies that Build Trust, Connection, and a Community of Success. Set to take place on Zoom with Jessica Janniere on November 19, 2020 @ 9 am.
- **Agency Updates:**
 - RHY – Working with Learning Web to transition over the “Open Doors” family from FCS by the end of 2020. We had a meeting with the Learning Web earlier, and they are excited but have some good questions about scalability and sustainability. So, we are having a phone call with Chris Cargain from OCFS next week to see how we can help get t those answered and see if this in in fact the best avenue to move forward with.
 - We also have a thought that DSS might take this on if that other plan does not happen.
- **Municipalities:**
 - **All Youth Commissions and Community Councils have adopted a FLAT Budget for 2021. We are awaiting final numbers and allocations as they go through their individual budgeting processes.**
 - **Our Department has started to have discussions with each municipality about what type of Technical Assistance (TA) that would benefit them moving forward.**

- We have also started to have that same TA conversation with CCE.
- Upcoming Youth Commission/Community Council Meetings:
 - Dryden: Wednesday, October 28, 2020 @ 7 pm
 - Trumansburg/Ulysses: Tuesday, November 3, 2020 @ 7 pm
 - Groton: Wednesday, November 4, 2020 @ 7 pm
 - JYC: Tuesday, November 10, 2020 @ 6:30 pm
 - Danby: Thursday, November 12, 2020 @ 11 am
 - Lansing: Thursday, November 19, 2020 @ 6 pm
 - Enfield: TBD
- Rec. Partnership
 - Next Meeting is Tuesday, October 27th @ 4 pm.
 - Conversations around 2021 funding levels are still in still in flux, but we hope to have final allocations soon.

Larger Board Conversation: How the Board can be more supportive of the staff during this time.

- On Monday, October 26, 2020 at the Youth Services Board Meeting, I offered three areas of potential need for staff support from our Board Members. The basic idea is that one or two board members, would self-select a particular area of interest to assist the Department with specific tasks, which would be assigned to you. We are developing structures to ensure that the flow of correct and accurate information can be provided to all partners within our different systems. It will be important that if you do decide to sign up to help with these areas, that you are familiar with those structure and work within them. There will likely be Zoom meetings between the staff assigned to the area and the board members that volunteer. We know you are all busy, and we greatly appreciate your willingness to help us with these things.
 - Areas of Board Support:
 - 1. Training: Theresa Albert
 - a. The basic idea of this will be to help the staff generate potential training ideas for different target population in three-month increments.
 - b. A board member would use research or their professional/personal network to provide topics and or potential presenters on said topic
 - c. The board member will work with Theresa/Bridgette to flush out potential ideas and ensure the topic area within larger ideas are age appropriate and timely given the needs and challenges present in world of youth development.
 - d. There will be bi-weekly or monthly Zoom meetings to move this forward. Theresa will be providing a set of instructions to help anyone who would like to assist with this. So, you will have all the information you need to have a successful experience and ensure we are proving timely and exceptions trainings to our community.
 - 2. Youth Commission/Community Council & Bigger Picture Planning and Supports: Kate Shanks-Booth

- a. Every municipality involved in the MYSS has a either a local Youth Commission/Community Council that meets monthly to receive reports and updates for the local youth development programming they fund.
 - b. These Commissions/Councils are unique, as is the Technical Assistance (TA) that our Department provides. In most cases staff member will be present, and happy to meet with you prior to the meeting to bring you up to speed on whatever meeting you are interested in attending.
 - c. The basic idea is that one or two people would take on specific Commission/Council to become familiar with the working of the specific municipality, and in turn would better be able to support the staff assigned to that municipality and educate the larger Youth Services Board on what is happening.
 - d. Bigger Picture projects might include the Tompkins County Youth Planning Task Force or Collaborative Solutions, or the EILC with the ICSD.
- **3. Board Recruitment and Onboarding**
 - a. There will be seat(s) that may be open are at the close of 2020 on the Youth Services Board. Find the vacancies below:
 - Vacancies:
 - 1. Caroline
 - 2. Dryden
 - 3. City of Ithaca
 - 4. Town of Ithaca
 - 5. Newfield (still no paperwork from the person they supposedly appointed)
 - 6. Ulysses
 - Terms expiring at end of Dec:
 - 1. Bernice
 - 2. Tamer
 - 3. Magdalena
 - The Onboarding Process for these new members
 - It needs to be a Board led process – documents need to be created and a process need to be created and streamlined.

Meeting adjourned: 6:15 PM

Respectfully submitted by Kate Shanks-Booth

Tompkins County Youth Service Board
Minutes
September 30, 2020
Meeting Conducted virtually via Zoom

Present: Patty Van de Bogart, Ronny Hardaway, Bernice Yarosh, Sara Watrous, Magda Smith, Lisa Monroe, Lisa Campbell, Marnie Kirchgessner, Tamer Elshourbagy, Khaki Wunderlich

Excused:

Absent: Ian Schachner, Karlem Sivira Gimenez, Jennifer Foote-Dean, and Glenn Morey

Staff: Kate Shanks-Booth and Bridgette Nugent

Meeting called to order 5:02 PM

Approval of June and August Minutes

- Moved by Marnie, seconded by Patty
- June and August minutes approved unanimously with no changes

Director's Updates

- **Mandatory Sexual Harassment Training**
 - Kate sent an email to all Youth Services Board members with the required information and link to complete annual mandatory sexual harassment training. It is possible to attest to already having received the training this year through your employer or another organization.
 - Please notify Kate and/or Theresa once you have submitted the form indicating you have completed the training.
 - Can be watched together (if one does not have access to the internet) but the attestations must be submitted for each individual. Will be tracked by the County's HR Department.
- **Janice Johnson Retirement**
 - All photos/messages have been collected from community partners to include with Janice Johnson's retirement gift. Patty has volunteered to take the lead on drafting a letter for Janice on behalf of the Board.
 - Any other gifts/contributions can be sent to Kate and/or Theresa but must be sent no later than Friday, October 2nd.
- **Reboot 2020 Board Goals for 2021 (for future meeting agendas and discussion)**
 - 2020 goals that were discussed at the March Board Retreat will be rebooted and utilized again to drive activities of the Board in 2021:
 - A nominating committee for 2021 slate of officers should be formed to determine if the current officers would like to be re-nominated. Lisa Campbell and Sara Watrous have volunteered to serve on this committee and will be reaching out to board members to gauge interest.
 - Need to focus on recruitment, in light of potential 9 vacancies at end of 2020. Contact departing board members to determine if they have other connections, attending local municipal youth commission meetings as a potential source of recruitment.

- How can Board members use their own connections/resources to achieve goals? This will be an ongoing discussion.
- **2021 Budget**
 - Youth Services presented their 2021 budget to the County Legislature on 9/24.
 - Will be filling the vacant Coordinator for Community Youth Services position in early 2021. Will not be one of the departments that will be placing an employee from another department due to staff reductions.
 - OTR was presented to reinstate the 12% cut to the County's contribution to the Rec. Partnership. Other municipalities in the Rec. Partnership remained committed, with the City of Ithaca being the unknown given the requirement of their departments to submit a 15% budget reduction for 2021.
 - Another OTR was presented to reinstate some of the training funding cut by the 12% reduction (approximately \$7,700).
 - The Department has pivoted successfully to virtual trainings, with Samantha Lushtak on 9/17 on COVID-19 safety.
 - October 22nd virtual training on the topic of youth vaping and implications with COVID hosted by the Alcohol & Drug Council scheduled.
 - State aid funding allocations for 2020 are still not confirmed. Youth Services is currently withholding 10% of funding from agencies to cover any potential cuts to state aid.
- **Department Updates**
 - Department staff retreat scheduled for October 9th.
 - Will be reviewing individual and department work plans to determine how duties/tasks can be shifted to the newly onboarded staff person.
 - A part of that conversation will be how the Board can be helpful with department priorities.
 - Performance Evaluations/Conversations will be held again this year to discuss with staff individual progress/goals.
- **RHY Program Updates**
 - Youth Services was notified by Family & Children's Services that, due to a myriad of challenges, would not be continuing the Open Doors program in 2021.
 - A conversation with the Learning Web is scheduled, and it is the hope that they will be able to utilize the funding to expand their programming to reach younger youth, and operate the host homes component.
- **October is Bullying Prevention Month**
 - Bridgette shared that the Tompkins County Bullying Prevention Taskforce has compiled resources on the topic of bullying, with a focus on cyberbullying, for dissemination to school administrators, staff, and other youth development professionals in the county. October is Bullying Prevention Month and October 5th is International Bullying Prevention Day.
 - Youth Services will be sharing information on social media to raise awareness throughout the month of October.

Larger Board Conversation

- Any further interest in attending local municipal youth commission meetings?
 - Khaki will attend the next Dryden meeting.
 - Lisa is able to attend the Lansing meeting occasionally, just not regularly.
 - Bernie may be able to attend JYC meeting as a resident of the Town of Caroline.
 - Kate will send out the schedule of youth commission meetings to encourage attendance. These are great opportunities to learn more about the work of the youth commissions, bring information to them on the Board (i.e. recruitment),
- In-person meetings are still on hold at least through the end of October (current expiration of Executive Order). There are numerous space and other requirements that would have to be met to be able to meet in person. Will likely move to a hybrid in person/virtual option when we are able to whereby members could still attend virtually if they choose. Lisa Monroe offered the space at COFA as a possible future meeting site.
- Regarding the goal of Strengthening the RAC Process (ongoing updates and information on the work of funded partners) both Patty and Khaki requested to be a part of this further conversation/goal.

Board Member Updates

- Lisa Monroe announced that the Enfield Community Council will be finalizing the purchase of the church in Enfield which will allow for great opportunities to host programming, particularly intergenerational programming.

Meeting adjourned: 5:55 PM

Respectfully submitted by Bridgette Nugent

Tompkins County Youth Service Board
Minutes
October 26, 2020
Meeting Conducted virtually via Zoom

Present: Patty Van de Bogart, Ronny Hardaway, Bernice Yarosh, Ian Schachner, Glenn Morey, Khaki Wunderlich, Tamer Elshourbagy, Magdalena Smith, Lisa Campbell, Marnie Kirchgessner, Lisa Monroe, and Sara Watrous

Staff: Kate Shanks-Booth

Meeting called to order 5:05 PM

Director's Updates

- **2021 Budget**
 - Tompkins County Legislature will approve 2021 budget on November 17, 2020.
 - State Aid – No new updates to report. The State is still “withholding” 20% of all payments.

- **Staffing Changes:**
 - **Tompkins County Legislature will approve 2021 budget on November 17, 2020.**
 - **State Aid – No new updates to report. The State is still “withholding” 20% of all payments.**

- **Trainings:**
 - Tompkins County CSEC
 - Virtual Conference: Not Even Remotely Your Typical Tech Safety Summit. Wednesday (10/28) and Thursday (10/29) – Flyer attached in email
 - November's Regular Training:
 - Looking Up and Beyond: Heart-Centered Strategies that Build Trust, Connection, and a Community of Success. Set to take place on Zoom with Jessica Janniere on November 19, 2020 @ 9 am.

- **Agency Updates:**
 - RHY – Working with Learning Web to transition over the “Open Doors” family from FCS by the end of 2020. We had a meeting with the Learning Web earlier, and they are excited but have some good questions about scalability and sustainability. So, we are having a phone call with Chris Cargain from OCFS next week to see how we can help get t those answered and see if this in in fact the best avenue to move forward with.
 - We also have a thought that DSS might take this on if that other plan does not happen.

- **Municipalities:**
 - All Youth Commissions and Community Councils have adopted a FLAT Budget for 2021. We are awaiting final numbers and allocations as they go through their individual budgeting processes.
 - Our Department has started to have discussions with each municipality about what type of Technical Assistance (TA) that would benefit them moving forward.

- We have also started to have that same TA conversation with CCE.
- Upcoming Youth Commission/Community Council Meetings:
 - Dryden: Wednesday, October 28, 2020 @ 7 pm
 - Trumansburg/Ulysses: Tuesday, November 3, 2020 @ 7 pm
 - Groton: Wednesday, November 4, 2020 @ 7 pm
 - JYC: Tuesday, November 10, 2020 @ 6:30 pm
 - Danby: Thursday, November 12, 2020 @ 11 am
 - Lansing: Thursday, November 19, 2020 @ 6 pm
 - Enfield: TBD
- **Rec. Partnership**
 - Next Meeting is Tuesday, October 27th @ 4 pm.
 - Conversations around 2021 funding levels are still in still in flux, but we hope to have final allocations soon.

Larger Board Conversation: How the Board can be more supportive of the staff during this time.

- On Monday, October 26, 2020 at the Youth Services Board Meeting, I offered three areas of potential need for staff support from our Board Members. The basic idea is that one or two board members, would self-select a particular area of interest to assist the Department with specific tasks, which would be assigned to you. We are developing structures to ensure that the flow of correct and accurate information can be provided to all partners within our different systems. It will be important that if you do decide to sign up to help with these areas, that you are familiar with those structure and work within them. There will likely be Zoom meetings between the staff assigned to the area and the board members that volunteer. We know you are all busy, and we greatly appreciate your willingness to help us with these things.

Areas of Board Support:

- 1. Training: Theresa Albert
 - The basic idea of this will be to help the staff generate potential training ideas for different target population in three-month increments.
 - A board member would use research or their professional/personal network to provide topics and or potential presenters on said topic
 - The board member will work with Theresa/Bridgette to flush out potential ideas and ensure the topic area within larger ideas are age appropriate and timely given the needs and challenges present in world of youth development.
 - There will be bi-weekly or monthly Zoom meetings to move this forward. Theresa will be providing a set of instructions to help anyone who would like to assist with this. So, you will have all the information you need to have a successful experience and ensure we are providing timely and exceptions trainings to our community.
- **2. Youth Commission/Community Council & Bigger Picture Planning and Supports: Kate Shanks-Booth**

- Every municipality involved in the MYSS has a either a local Youth Commission/Community Council that meets monthly to receive reports and updates for the local youth development programming they fund.
 - These Commissions/Councils are unique, as is the Technical Assistance (TA) that our Department provides. In most cases staff member will be present, and happy to meet with you prior to the meeting to bring you up to speed on whatever meeting you are interested in attending.
 - The basic idea is that one or two people would take on specific Commission/Council to become familiar with the working of the specific municipality, and in turn would better be able to support the staff assigned to that municipality and educate the larger Youth Services Board on what is happening.
 - Bigger Picture projects might include the Tompkins County Youth Planning Task Force or Collaborative Solutions, or the EILC with the ICSD.
- **3. Board Recruitment and Onboarding**
 - There will be seat(s) that may be open are at the close of 2020 on the Youth Services Board. Find the vacancies below:
 - Vacancies:
 - 1. Caroline
 - 2. Dryden
 - 3. City of Ithaca
 - 4. Town of Ithaca
 - 5. Newfield (still no paperwork from the person they supposedly appointed)
 - 6. Ulysses
 - Terms expiring at end of Dec:
 - 1. Bernice
 - 2. Tamer
 - 3. Magdalena
 - The Onboarding Process for these new members
 - It needs to be a Board led process – documents need to be created and a process need to be created and streamlined.

Meeting adjourned: 6:15 PM

Respectfully submitted by Kate Shanks-Booth

**Tompkins County Youth Services Board
Joint November & December 2020 Minutes
Meeting Conducted virtually via ZOOM.**

Present: Patty Van de Bogart, Khaki Wunderlich, Ronny Hardaway, Tamer Elshourbagy, Bernice Yarosh, Lisa Campbell, Ian Schachner, Lisa Monroe, Sara Watrous, Glenn Morey, Marnie Kirchgessner

Excused: Magdalena Smith

Absent: Jennifer Foote-Dean

Staff: Kate Shanks-Booth, Bridgette Nugent

Meeting called to order at 5:00 p.m.

Approval of Minutes:

Minutes for October 2020 were approved. Moved by Patty Van de Bogart, seconded by Ian Schachner. Voted on and it passed unanimously.

A slate of 2021 Officers:

Lisa Campbell proposed Patty Van de Bogart (Chair), Khaki Wunderlich (Vice-Chair), and Sara Watrous (Secretary). Was moved by Glenn Morey and seconded by Ronny Hardaway. Voted on and it passed unanimously.

Reappointment of Board Members:

Kate Shanks-Booth said that the applications of both Tamer Elshourbagy and Magdalena Smith have been submitted and approved by the County Legislature. Kate asked Patty Van de Bogart to have a vote to have the Youth Advisory Board approve these appointments. Patty moved the acceptance of these reappointments and Khaki Wunderlich seconded. It was voted on and it passed unanimously.

Director's Update

Budget Update

- Kate reported that the Department's 2021 Budget has been approved by the Tompkins County Legislature. She reminded everyone that this budget included two OTRs. (1) The \$8800 to bring the 2021 County portion of the Rec. Partnership flush with 2020 funding levels. (2) Additional funding to provide Covid specific training to youth development specialist in Tompkins County.
- Kate reported that the City of Ithaca has passed its 2021 Budget and included in that was funding for the City's Rec. Partnership contribution to be flushed with 2020 funding levels.
- Kate reported that the NYS has notified the Dept. that there was to be an \$18,000 reduction in State Aid in 2020. Kate said that the Department had told agencies that they were withholding 10% of 2020 allocation awards to offset any potential cuts. This \$18K in State Aid represented only a 3.4% reduction in funding to agencies, and while this was not great it was much better than what was expected.
- Kate updated the Board on the uptick in the operations of the Emergency Operations Center (EOC). She said that Bridgette has been working there again for most of her time. Currently, she was working with Frank (Director of Health Dept) to prepare for the Covid Vaccine distribution efforts.
- Kate reported that the County Administrator had approved filling the Coordinator of Community Youth Services Position. The hope was to interview quickly after the application closed on 12/18/20 and have the new person onboarded in January 2021.

- Kate updated the Board on the Runaway and Homeless Youth (RHY) situation. She said that she has hoped that Learning Web was going to move forward with offering the services that were left vacant by the closing of OCF's Open Door program. However, the Learning Web had decided to not move forward with this due to capacity issues. Kate said the Department was in talks with DSS and the Advocacy Center to see if they would be willing to operate the program.
 - Marnie voiced concern about this, mentioning a story of local youth who was removed from the home due to mental issues. She said that the hospital would not take the youth, and the police told the parents it was not safe for them to allow the youth back into their home. Thus, CPS then got involved in the situation. Marnie asked about the resources and how much of that was State Aid and/or local funds.
 - Kate responded that of the \$70K involved in this contract, only \$14K was State Aid. That means that the County is doing a heavy lift of supporting this, and right now it was unlikely that the County would be able to put more money into this.
 - Kate also said that the RHY program was designed to be preventative and keep youth out of the DSS system. So, keeping this program local and separate from DSS was ideal, but may not be possible given the current situation.
 - Bridgette Nugent said that she agreed with Kate's summary, and knew that she has been working to try to find a new home for this program.
 - Pat Buechel said that she agreed with Marnie, and suggested we contact Cayuga Counseling Services to look at them as a possible partner for these services. Kate said she did not know about them but would reach out to them.
 - Kate also mentioned that Open Doors annual touched 250 youth with their Youth Outreach, but the number of youths in the Host Home Program was ten or fewer.
 - Marnie then asked if we needed to bring this issue in front of the group that is working on reforming the local police.
 - Kate said that it made sense, in terms of mental health being an issue for youth, and not having a place to put them currently, was important. However, youth with serious mental health issues would not be a good fit for the Host Home Program, so while it was very important it was not an issue for the scope of the Host Home model.
 - Ronny asked what the maximum stay was in these types of places for Youth. Kate said she believed the typical stay was 1 to 3 days for this model, but that you can be placed in additional housing solutions for up to 180 days, with an extension granted.
 - Lisa Monroe asked about the TCACTION Youth Shelter and said she thought it was being built. Kate said she believed it to be on pause but would reach out to the TCACTION to have a conversation with them to determine what the status was on that. Lisa Campbell said that it would be a natural fit, and Kate agreed. However, she said that it was critical to making sure the scope of work, staff expectations, and adequate funding for the new version of the RHY program were in place, as it was critical to the success of any such program.
- Kate reported that there would not be any training in December 2020, but that we would have it in January.
- Youth Planning Task Force was going to be happening towards the end of December. They will be talking about using indoor spaces, and how programs are operating in the winter months. Kate provided an overview of the feedback that the group had provided about their experience, which was positive.

- Patty said that she had attended the last meeting and it was well worth it and encouraged others to do so.

How Youth Services Advisory Board Can Assist Staff During Pandemic:

Patty Van de Bogart began this conversation and said that we were set up to have three breakout rooms to look at the different goals the board has set in 2020.

- Marnie asked about the issue of her not being able to participate because she does not have Zoom. Patty said she was going to bring this up, and she asked Lisa Monroe if it would be possible to meet at COFA for those who do not have internet. Lisa said that it was, and she would be happy to show Kate how to use the technology there.

Kate went through and asked who would like to be in each group. There are 30-minute blocks of time – she asked the Board to think about what group they had been in during the retreat and break up that way. Kate went through and placed the board members where they wished to go.

- Khaki did ask about the group from the retreat that was working on the Board Education piece because she did not see it represented in the Breakout Room options.
- Khaki was concerned about the Board’s education/knowledge needs. Kate said that she completed agreed and saw that in the Onboarding group for the board.

Board Reports out:

1. Training – Bridgette discusses coming up with ideas for timely topics and reviewing the questions that Theresa came up with. They determined that they needed a process so that Board member could reach out to Staff and avoid a situation where more than one board members are reaching out to the same person.
2. Strengthening relationships – Khaki said that they identify to help the Council to meet the needs of their youth most effectively. Saw that Board could attend the meetings and provide technical assistance, but she said that they needed a deep dive on their structure, their focus, funded, how they operate within their municipalities. Khaki asked for history and how these relationships operate – even the rec partnerships.
3. Onboarding – Kate said that strengthening the relationship with the commissions, is key to make sure we are pulling for the needs of the Board, Kate said that she and Sara are going to start meeting to break down expectations and streamlining a process and a template for the bringing on of new board members. Lisa Campbell said it was the tip of the iceberg, and we need to put some structure into the board. Kate also suggested that we devote some of the board meetings to have working space for the group.

New/Old Business

- Bernice has been on the Board for 13 years, and this will be her last meeting. She feels like she is not in the Youth Services Community anymore. She is going to be involved in Habitat for Humanity.
- Everyone said that they valued Bernice and thanked her for her years of service. She will truly be missed in our monthly meetings.
- Khaki asked for the draft to be sent out to the group to ensure all the questions that would like to have answered are addressed. Kate agreed and said that would not be a problem.

Meeting adjourned: 6:40 p.m.

Respectfully submitted by Kate Shanks-Booth