

All 2019 Approved Board Meeting Minutes

Tompkins County Youth Services Board

Minutes

January 28, 2019

Present: Bernice Yarosh, Kathy Servoss, Patty Van de Bogart, Ronny Hardaway, Lisa Campbell, Ian Schachner, Kelly Suave, Barbara Sadovnic, Khaki Wunderlich

Excused: Shawna Black, Pete Angie, Karlem Sivia Gimenez

Absent: Jen Foote-Dean

Staff: Bridgette Nugent, Janice Johnson

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

Minutes: December minutes were not approved due to quorum not being obtained.

Assigned Updates from Board Members – Ronny Hardaway

The Executive Committee presented a new method of reporting updates from members to the Advisory Board. Each month, an assigned board member will provide more in-depth updates from their community and/or area of expertise as they relate to youth/issues facing youth. It is the aim of this new activity to increase awareness of the skills/strengths/connections each board member brings to the Advisory Board to and to foster discussion around youth issues throughout the county.

Ronny Hardaway provided updates on the following from the Village of Lansing:

- The Village does not currently have real youth committees but there are several initiatives that involve youth at the municipal level for example:
 - o Youth volunteers working with the Learning Web provide landscaping services at municipal buildings
 - o Village and other municipality staff are always open to inviting and mentoring youth around municipal issues and what is involved in working at that level of local government
 - This idea was met with great interest amongst members, as a potential idea/project to look into.
 - o The Greenway Committee, which develops green spaces throughout the Village, encourages youth to be involved in the monitoring and maintenance of these spaces.
- Ronny has had multiple conversations with municipal staff & residents around CSEC awareness when he has displayed CSEC materials at public locations. Many individuals are not aware that CSEC is an issue facing Tompkins County youth.
- Running to Places, a youth-led and youth-focused theatre company is renovating the old movie theatre in Lansing to provide a permanent space for this program/project. They have been very successful in soliciting financial and in-kind donations. This program serves middle school-high school aged youth and engages them in planning all components of a theatre production. Another benefit is that college-aged students who have gone through the program become mentors to youth currently in the program.
- Ronny reached out to Frank Towner, CEO of the YMCA for updates on their current youth programming and received the following:
 - o YMCA offers before and after school sessions for youth, including in Dryden and Groton

- o Ages 15+ lifeguarding courses (open water and pool)
- o Summer Camp Counselor in Training Program
- o The YMCA will be sharing the soon-to-be completed Lansing sports field as well

The sign-up sheet for future meetings was passed around and board members selected the month in which they would present.

Other Updates from Board Members:

Lisa Campbell shared that she, with other community members, is working to coordinate resources in Lansing to serve underserved youth. She has engaged with all school principals and will be meeting with the school superintendent soon on these ideas/initiatives.

Barbara Sadovnic shared that, with Janice Johnson's assistance, she was able to present a comparison of county summer camp fees to the Town of Enfield Board to demonstrate that Enfield's summer camp fee was on par with other similar camps. She has also been requested by the Town Board to submit quarterly youth-services reports, which Janice has seen and assisted with.

Goal Planning for 2019:

Kathy outlined that, in small groups, the board would revisit the 2018 goals, the board's progress on those goals, and what goals would be selected for 2019. After small group discussion, the board shared feedback and came to an agreement that the following would be goals of 2019:

- Board Recruitment/Fill Roster
 - o Strategic recruitment methods via newsletters, professional networking events, etc.
- Advocacy
 - o Attend community events
 - o Develop materials to be easily shared with community & potential board members
- Successful onboarding of new Youth Services Director
 - o Plan a possible meet and greet with partners and board members for the new director
 - o Engage with County Administration to ensure smooth onboarding

For all 2019 goals, it was clear that a database needed to be created that allowed all board members to make updates on a regular basis their work on the recruitment/advocacy goals. Bridgette will start and share a Google Drive Sheet to begin this tracking process. Specific suggestions brainstormed by the Board during this meeting will also be outlined in this document.

Departmental Updates:

- 10 projects were selected to move forward in the Pitch Program, which will take place the afternoon into the evening of March 13, 2019.
- The Governor announced his Executive Budget, which presented level funding for statewide Youth Development funding, Runaway & Homeless Youth funding, and a slight increase to Summer Youth Employment funding to cover the rising cost of minimum wage. Bridgette will continue to update the Board on statewide budget as it makes its way through the legislature.
- 2018 Agency RBA Report Cards will be published to the TCYS website by Friday,

February 1st. Bridgette will send email announcement for members to review and bring any questions/comments to February meeting.

- Bridgette shared the 2018 one-slide YS Department Accomplishments that will be shared with the County Administrator and County Legislature.
- February (Suicide Prevention) and March (Growth Mindset) trainings have been announced. February's training met capacity within a week of posting, indicating a high need for this type of training in the community.
- Please follow/share us on social media! Send any ideas of what the department should be sharing to Shannon Alvord or other staff of the TCYSD!

The Board agreed that Saturday, March 30th from 9-11:00 a.m. would be the best date for the annual board retreat. The Bev. Livesay room will be booked.

Three takeaways:

Board members shared items they can share with the other groups they work with and/or elected officials around the work of Youth Services:

- Trainings are in high demand, and should continue to be offered/promoted
- 2018 goals are still relevant for 2019
- A Database will be created to track progress towards 2019 goals to be shared with all board members

Adjournment: 6:30 pm.

Respectfully submitted: Bridgette Nugent

Tompkins County Youth Services Board

Minutes

February 25, 2019

Present: Bernice Yarosh, Kathy Servoss, Patty Van de Bogart, Ronny Hardaway, Ian Schachner, Barbara Sadovnic, Khaki Wunderlich, Shawna Black, Pete Angie, Karlem Sivia Gimenez

Excused: Lisa Campbell, Kelly Suave

Absent: Jen Foote-Dean

Guest: Eden DeYoung (potential Newfield representative)

Staff: Bridgette Nugent

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

Changes to Agenda:

Kerry Phillips from GIAC not able to attend meeting, will have her present at a future date.

Minutes:

December and January minutes were not approved due to quorum not being obtained. No changes to January minutes requested.

Assigned Updates from Board Members – Patty Van de Bogart

Patty provided updates on the following from Tompkins Cortland Community College:

- A new systems upgrade will display students' names as requested by students. This is specifically relevant for those students who may be transgendered and/or victims of violence. They will now see their preferred name when they log into their online portal.
- Several dialogues and trainings are being offered at TC3 around issues of privilege/race/class/gender and implicit bias. Sponsored by the Interfaith Council, the goal of these activities is to foster honest and respectful dialogue among students and faculty/staff. 83 students have been trained thus far to be facilitators and it has been a very well received and meaningful program.
- TC3 participated in the SUNY "We've Got Your Back" bag stuffing activity, which puts together comfort/toiletry bags for survivors of violence. Several hundred bags were put together as a result of this event.
- A food pantry has been opened in the main building of TC3, which allows any student/faculty/staff to visit each day and, using a points-based system, take the food that they need. Over 300 students have visited the pantry.
- Lime Bikes are now on campus.
- There is now a dedicated office for Mental Health services.
- There will be a student leadership diversity retreat in coming months.
- New Recovery Rooms staffed with recovery specialists will allow students in recovery a place to spend time, connect with others, in a sober environment.
- There are new policies and trainings in place for bystander intervention. No one will be penalized if they seek assistance for someone else who may be under the influence of drugs/alcohol and need medical attention.
- TC3 is also undergoing its Strategic Planning process and a survey has been sent out to multiple outlets, all are encouraged to provide their input on how to ensure TC3 is successful.

Other Updates from Board Members:

Shawna Black shared the following updates from the County Legislature:

- Funding for a second full time Outreach Worker on the Commons has been approved. This is a position staffed by Family and Children's Service of Ithaca and is a partnership between the County, City of Ithaca, and Downtown Ithaca Alliance. It seeks to address the needs of individuals who may be homeless or otherwise asking passersby for assistance on the Commons. The current Outreach Worker reports working with nearly 200 people on a regular basis, and the workload is simply too much for one person.
- The Alcohol & Drug Council has opened an Open Access facility on Triphammer Rd., which will soon operate 24/7 for those individuals in need of substance abuse treatment. The goal is to

eventually have a 40-bed detox unit in this facility. Shawna and others will be visiting Albany tomorrow to lobby around this issue.

- The Code Blue statute, which is currently a NYS funded mandate, allows anyone who needs shelter to access it if the temperature drops below 32 degrees. Currently, one would contact 211 and be connected with St. John's Homeless Services/Shelter. Two churches in the community are also set to house homeless individuals, while others are placed in area hotel/motels. In recent weeks, 182 people are being housed each night in Tompkins County.

Next month Ian Schachner will be talking largely about the costs of higher education and its impact.

Finalize and Discuss 2019 Goals:

As a follow up to January's meeting, a Google Drive spreadsheet/database has been created to allow all board members to make updates on a regular basis their work on the recruitment/advocacy goals. In pairs, Board members worked to come up with specific ideas for recruitment/outreach and wrote them down in the spreadsheet format. Bridgette will enter these into the Google spreadsheet and it is expected that each board member will take on at least one "assignment" in this regard over the next quarter. In her absence, Lisa Campbell emailed some outreach efforts/updates to Bridgette that will be added to the spreadsheet as examples.

Karlem volunteered to assist with any graphic design/marketing efforts to have something to send out to discuss the work of the board.

It was suggested that a plug for the Board be mentioned at the upcoming Pitch Program event, as two board members were recruited from this event last year.

March 30th Retreat Ideas:

The Board determined that a presentation on current and emerging mental health issues among youth would be a helpful and engaging topic for the March 30th Retreat. Khaki will reach out to Sharon McDougall and other contacts around this to see if she can confirm a speaker. The Retreat is scheduled from 9:00-11:00 a.m. on Saturday, March 30th and will be a breakfast potluck.

Departmental Updates:

📍 Pitch Program will occur from 2:00 – 7:00 p.m. on March 13th at Hotel Ithaca. All Board Members invited to attend.

📍 Kate Shanks Booth will be joining the Youth Services Department as Director on March 11th, the staff have selected Monday, March 25th from 3:00 – 5:00 p.m. as the informal Meet & Greet event. This will occur in the Beverly Livesay conference room. Board members, agency partners, county legislators, and other Department heads will be invited to drop by and introduce themselves.

📍 SafeTalk Suicide Prevention training was postponed from February date due to weather. Will now be hosting two sessions on April 3rd to accommodate those who had previously signed up and the waitlist. Board members are encouraged to share training announcements when appropriate and

to contact department staff with any questions or if they would like more information on a specific training.

☐ Shannon will be busy gearing up for Summer Youth Employment monitoring, with efforts to connect youth employment agencies with each other and to coordinate resources effectively.

☐ The Community Coalition on Healthy Youth will be meeting on March 14th with invited guests to discuss what work will look like around preparing for marijuana legalization in New York State. Stay tuned for more planning information around this.

☐ Student Survey Data has been compiled and will be rolled out to school districts on the March 29th Data Day at TST BOCES. YS Department will then be rolling out county-level data to public and interested stakeholders.

Three takeaways:

Board members shared items they can share with the other groups they work with and/or elected officials around the work of Youth Services:

☐ Onboarding of new Director will be a focus for staff and board

☐ Recruitment ideas will be added to spreadsheet and updated as members take on different activities

☐ Mental health will be the topic of focus during the March 30th Board Retreat.

Adjournment: 6:15 pm.

Respectfully submitted

Bridgette Nugent

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Adjournment: 6:15 pm.

Respectfully submitted

Bridgette Nugent

NO MARCH 2019 Meeting

**Tompkins County Youth Services Board
Minutes
April 29, 2019**

Present: Kathy Servoss, Patty Van de Bogart, Ronny Hardaway, Khaki Wunderlich, Shawna Black, Pete Angie, Karlem Sivia Gimenez, Jen Foote-Dean, Lisa Campbell,

Excused: Bernice Yarosh, Ian Schachner, Barbara Sadovnic

Absent: Kelly Suave

Guests: Magdalena Smith, Tamer Elshourbagy, Sara Watrous (potential at large representatives)

Staff: Kate Shanks-Booth, Shannon Alvord

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

Welcome & Introductions:

Welcomed our guests (potential at large representatives) and did introductions around the room

Changes to Agenda:

Kerry Phillips from GIAC did not attend the meeting again; will have her present at a future date.

Minutes:

December, January and February minutes were not approved due to quorum not being obtained. No changes to February minutes requested.

Assigned Updates from Board Members – Barbara was absent for assigned update; continued on to other updates. Need new sign up for May's report out as Bernice has requested not to do so.

Other Updates from Board Members:

- Karlem – has joined United Way's Student Engagement Committee and would love to serve as a liaison between this committee and the Youth Services board. Proposed idea to have youth on the UW's YAP group (practice grant allocations) to participate in PITCH program (shadow coaches, serve on the judge's panel...) Will continue to have conversations about that.
- Kathy – provided a summary of the AYR and Pitch Program for our guests
- Lisa – lots happening in Lansing – just had a fundraiser for suicide prevention; spaghetti dinner next week for Lansing Youth Services; Unified Sports Program (grant from Special Olympics) – 2 yr grant for inclusive sports – will be doing basketball this year; continued work on school climate, adoption of Be the One philosophy; monthly community & interfaith dinners; recently attended helpful training by Homeland Security for incidents/response – proposed to recommended Youth Services to look into providing

Departmental Updates:

- *See attached Director's Report for further details*
- Action items:
 - Need 3-4 members to join the Resource Allocation team, the commitment of 1 meeting for 2-3hrs max.
 - Participation welcome in the Bullying Initiative via Sophie's Fund – contact Bridgette re: Family Advisory Board or Kate re: Community Forum committee
 - Remove Eden (Newfield prospective member) from mail list – no longer able to do
- Current Events:
 - Department priorities submitted to County Administration, included 2019 Pitch Program, RHY Coordination & Planning, Safe Harbour/CSEC coordination, Student Survey Data publication (now available on our webpage under "Publications" tab), and the development/implementation of agency and municipality monitoring plan (currently conducting RYS PQA visits now to identify gaps in training needs)
- Items of Note:

- Dept is analyzing AYR, RBA and 2012 Community Needs Assessment for overlap and development of a vision for next steps; will be presenting findings to the board once completed (maybe a few months)
- Launch of 100 Days Youth Homelessness Challenge – May 2nd
- Sophie Fund Bullying Prevention Task Force
- Film showing – Angst, May 7th, 6 pm at Cinemapolis
- Youth Worker Training Series: May 13th, “Surrounded by Bullying” currently has 45 enrolled to attend

Further Discussion:

- Shawna gave more background on Sophie Fund; curious if youth are able to participate in the anti-bullying initiative and how they could get involved
- Ronny asked about the Bullying prevention workshop and if youth could attend; would like to see more trainings for youth to benefit from. Shared about bystander training he once attended (what you should/should not do) and how helpful it was
- Magdalena posed surveying youth about what they would like to see funds used towards (i.e. safe community spaces, training for teachers, staff, parents)

Next Meeting: May 20th (Note: *not the last Monday of May, as that is a holiday*)

Adjournment: 6:10 pm
Respectfully submitted
Shannon Alvord

**Tompkins County Youth Services Board
Minutes
May 20, 2019**

Present: Kathy Servoss, Bernice Yarosh, Ian Schachner, Barbara Sadovnic, Khaki Wunderlich, Karlem Sivia Gimenez, Jen Foote-Dean, Tamer Elshourbagy*, Magdalena Smith* (*paperwork in process to be officially appointed)

Excused: Patty Van de Bogart, Ronny Hardaway, Kelly Suave, Shawna Black, Lisa Campbell,

Absent: Pete Angie

Staff: Kate Shanks-Booth, Theresa Albert

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

Welcome & Introductions:

Brief introductions around the room.

Minutes:

December, January, February, and April minutes were not approved due to a quorum was not present.

Assigned Update: Barbara Sadovnic - Enfield

- Mostly involved with the Enfield Community Council (ECC) and CCE Rural Youth Services (RYS).
- ECC - produces a quarterly newsletter, includes a lot of good community information (passed around).
 - Ian - do people still read paper version of newsletters? Is there a way to survey that?
 - Yes, any people do read the paper version; depends on your target audience; for some in the rural areas, it is their only communication about going-ons in the community; contains a lot of good information; good reference.
- ECC has been sponsoring youth programs since the 60's.
- Their 2 large fundraisers are the Harvest Festival and the Country Faire.
- This year the PTA joined forces with the ECC to hold the Country Faire, big success.
- CCE RYS - offer many wonderful programs in the community.
- Eric Carter is the Program Educator, he is so great with the kids.
- Grange has allowed the teens to use their kitchen and building for events/programs.
- Recently they were able to hold an "Iron Chef" for the kids. Event was really fun.
- This year Eric helped the teens apply for funds through the Pitch Program. They received funding to hold 4 teen events between April - Dec 2019.
- In talking with Eric and others in Enfield, agree that one of the biggest issues is transportation.
- Bus transportation is limited. Many families do not have cars. School late bus is not always convenient.
- Eric finds he needs to give many kids rides home from his programs.
 - Barb helps with rides when she can
 - Magdalena - has done a lot of research over the last 3 years on programs for youth who want to go to top colleges, helping with some prep work, they get to attend programs/lectures, etc. (i.e.: TASS at Cornell). She would be happy to share some of that information if interested.
 - Magdalena - why can't they just get another bus for the later hours? Not just that easy, many costs involved - staff time, insurance, gas, etc.

- Would love to be able to get kids to Running to Places. Program is now free to any youth. But again, many of the kids do not have the transportation to get there and back (located up at the mall).
- Some really great programs being offered for youth in the community: Summer Camp, Farm to Table, Seed to Supper
- No library in the community.

Department Updates from Kate:

- *Report was sent out with agenda.*
- Kate will continue to set informal "coffee" meetings with each Board member; time to talk and get to know each other.
- Paperwork is in process to officially get Tamer and Magdalena appointed.
- Trainings have had great turnouts
 - Screening of Angst - 75 attended
 - Surrounded by Bullying - 56 participants
- Coming up on June 4th - author and national speaker, Ben Cort will be in Ithaca. Three sessions that day: 9 - 11 am, Hotel Ithaca or 6 - 8 pm. Cinemapolis Theatre; plus, he will do a shortened presentation for Ithaca High School, students and faculty/staff.
- Next meeting is June 24th. It is **imperative** that we have a quorum that evening; quorum = at least 10 appointed, voting members. That evening the Board needs to vote on the 2020 budget.

Other Updates from Board Members:

- Ian - as a follow-up to discussion at the March retreat on student debt; college education costs have risen nationwide; student loan debt continues to grow; the stress, anxiety and financial burdens to students and families are immense. However, there are some recent things happening locally and wider.
 - Robert Smith, billionaire and Cornell alumni; during his commencement speech at Morehouse College, he pledged to pay the entire 2019 graduating class' student loan debt. This gift's estimated worth = \$40 million.
 - Ithaca College - missed their enrollment target by about 200 students. They will be using their reserves to cover this loss of several million. How this will affect the community remains to be seen.
 - Wells College - announced the published cost of its tuition, for all new and returning students, will drop by 25% beginning with the 2019-2020

academic year (~\$39,200 to ~\$29,400). How this will affect the community of Aurora is unknown at this time.

- Khaki - question on the Summary of Highlights; page 4 bottom chart on Mental Health. Rates are alarming. In the bars indicating "feeling sad or depressed most days", it seems it's weighted by the Middle School count. Would like to have that figure checked.
 - Kathy - can we get the individual school districts results? Knowing this information, Towns may be able to focus funding towards certain programming.
 - We do not publish individual school results; specifically, so comparisons are not done between schools. However, the Superintendent of each school district does have their individual results.

Next Meeting:

June 24th, 5:00 - 6:00 p.m. (extremely important that we have a quorum at this meeting).

Adjourned: 5:55 pm

Respectfully submitted
Theresa Albert

**Tompkins County Youth Services Board
Minutes
June 24, 2019**

Present: Ian Schachner, Kathy Servoss, Pete Angie, Barbara Sadovnic, Kelly Suave, Bernice Yarosh, Patty Vandebogart, Ronny Hardaway, Jennifer Foote-Dean, Khaki Wunderlich, Tamer Elshourbagy, Karlem Sivira Gimenez

Excused: Shawna Black, Lisa Campbell, Magdalena Smith

Guest: Sara Watrous (paperwork in process)

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

Meeting called to order at 5:35 p.m. Introductions were made.

Tamer, Magdalena, and Austin Kuczek (Newfield representative) have all been officially appointed by the County Legislature. Only 2 Board vacancies remain: Danby and Caroline representatives.

Board Member appointment:

Patty moved to accept the application of Sara Watrous as an At-Large representative on the Youth Services Board. Ronny seconded.

Sara is the AOD Prevention Coordinator at Tompkins Cortland Community College.

Motion passed.

Minutes:

Patty moved to accept the December 2018, January, February, April, and May 2019 minutes as written. Khaki seconded. Motion passed.

2020 Resource Allocation:

Some background:

- New, open funding 3-year cycle was for years 2017, 2018, and 2019.
- Due to the department experiencing a large amount of changes and transitions during 2018 and early 2019, the decision was made to extend the contracts with the currently funded agencies for a 2 year period (2020 & 2021).
- Therefore, 2020 is considered a renewal year.
- Resource Allocation Committee reviewed the three (3) general budget areas; Planning & Coordination, Agencies, and the Municipal Youth Services System (MYSS).
- Target funds (on-going county dollars) remained level.
- RAC also discussed several Over Target Requests (OTR).
- OTRs can be asked for as target (on-going funds, become of dept budget), one-time, or request to use dept's rollover funds (unspent funds in dept from prior years).
- Agencies – TCYSD uses Results Based Accountability (RBA) measures to monitor progress of funded agencies.
- Municipalities – all are allocated funding; planning groups make decisions on how funds are spent locally. Most contract with Cooperative Extension for youth services with a Program Manager.
- All three sections were discussion, clarifications and updates shared. Easy consensus was reached by the Committee.

On behalf of the Resource Allocation Committee, Patty presented the recommendations for target and OTR requests.

Agencies Budget

Agencies recommendation includes **\$389,314** in target funding and an OTR for **\$7,786** (asking for target funding).

\$7,786 OTR – 2% COLA increase on county funds.

For the last 3 years we have asked for a 2% COLA increase for agencies and municipalities. Costs continue to increase; however, the target budget does not provide for these increases. This increase is in alignment with the COLA afforded to other sponsored agencies in the County budget.

Patty moved to accept the RAC recommendations as outlined above.
Kathy seconded. Motion passed unanimously.

MYSS Budget

MYSS recommendation include **\$343,007** in target funding and a total of **\$20,660** in 3 OTRs –

- **\$6,860 OTR** (target funding) - 2% COLA increase on county funds. *(See explanation under Agencies)*

- **\$7,800 OTR** (target funding) – Funds to stabilize the Cooperative Extension Rural Youth Services Administrative budget.

In the 2019 budget, we asked for and received \$45,000, in target dollars, to hire an assistant coordinator for the CCE Rural Youth Service program. After the position duties and responsibilities were review by Cornell it was determined the position should be in the “exempt” category and had to be assigned a higher salary and corresponding fringe benefits. CCE will cover these increased costs for 2019 by using one-time reserve funds, however, they are unable to sustain this going forward.

- **\$6,000 OTR** (rollover, one-time funds) – MYSS recognition and networking event. We have over 50+ volunteers serving on 9 youth commissions and community councils across Tompkins County. These are dedicated volunteers who attend numerous meetings and work tirelessly for the youth in their communities. There are a range of some who have served 25+ years to those that are new to the system. When possible, we like to offer an event to bring all commission and council members together, as well as elected officials and program providers. This is a time to network and learn from others, see how other commissions/councils operate, learn about the different programs and services supported and get to know other volunteers. This type of event helps to inspire, motivate and empower the volunteers as they go back to their municipalities with new ideas and renewed energy.

Patty moved to accept the RAC recommendations as outlined above.
Ian seconded. Motion passed unanimously.

Department Planning & Coordination Budget

Planning & Coordination budget includes **\$456,952** in target funding and a total of **\$23,000** in 2 OTRs

- **\$3,000 OTR** (rollover, one-time funds) – office furnishings.

Staff have expressed they would like sit-to-stand desk converters for their offices. Costs are approximately \$750/set-up for the desk converter, monitor arm to hold 2 monitors, and anti-fatigue mats.

- **\$20,000 OTR** (rollover, one-time funds) – Pitch Program.

2020 will be our 3rd year for the Pitch Program. We have had success in the first two years; improving each year. We wish to continue this program with rollover funds,

further honing and collecting data before we ask for target funding for the Program in 2021.

Patty moved to accept the RAC recommendations as outlined above.
Karlem seconded. Motion passed unanimously.

Ranking order of OTRs

All of the OTRs are extremely important, but it is required that we put them in ranked order by priority.

Patty moved to accept the RAC recommended ranked OTR order:

#1 - **\$14,646** 2% COLA for agencies & municipalities (target funding)

#2 - **\$7,800** stabilize RYS Administrative budget (target funding)

#3 - **\$20,000** continue Pitch Program (rollover, one-time funding)

#4 - **\$6,000** MYSS event (rollover, one-time funding)

#5 - **\$3,000** office furnishings (rollover, one-time funding)

Ronny seconded. Motion passed unanimously.

Next steps:

- Theresa and Kate will update and create the 2020 Resource Allocation Report.
- Theresa and Kate will input the budget data and OTR requests into the County's budget software.
- Budget is due to the County no later than July 17th.
- Kate, Bridgette, and Theresa will meet with County Administrator, Jason Molino, on July 29th to discuss our target budgets and OTRs submitted.
- County Administrator will present his recommended budget to the Budget Committee in early September.
- Expanded Budget Committee meets several times during October; department will present budget to the Committee.
- Budget Committee will recommend a tentative budget by end of October; provided to the full Legislature for discussion/vote.
- Public forum held.
- Full Legislature adopts 2020 County budget – mid-November.

Member Updates:

Jenn – Girl Scout troops will be at the Groton Night Out on August 6th. Held at the Groton Memorial Park; free event – refreshments, activities, music, fun! Any community groups

that serve families are welcome to attend and share information. Interested groups can contact Jenn.

Theresa will check with Lisa to see if she can do her Member Update in July.

Karlem will be on schedule to present in September.

Kathy – commends the department on the trainings they are organizing and offering. Son, Daniel, attended the Autism 101 presentation; he loved it, thought it was really interesting and helpful. He is interested in going on to school for neuropsychology.

Ian – kudos to the departments social media presence, it's been great, interesting things, always changing. Credit goes to Shannon Alvord in the office!

Director's Update:

- TC Bullying Prevention Launch was held on June 15th. About 20 people attended. Report out on committees (parents, schools, landscape, public campaign, public forum). Twenty-eight agencies are represented on the Task Force. Larger summit will take place in August, round table discussions. Will start to look at campaigns and slogans to be used.
- Ben Cort – June 4th; 3 sessions (morning session at Hotel Ithaca; about 30-35 attended, afternoon session at Ithaca High School; 60-70 students & teachers, evening session at Cinemapolis; only about 15-20 people). Theresa will send his PowerPoint presentation to the Board.
- Sexual Harassment Prevention Training – new NYS regulations. All staff and members of County advisory boards are required to complete this training by September 13th. Training consists of 2 – 20 minute videos. You can watch these videos on your own or we can arrange a time that we can watch as a group. If you've already completed this training through your employer, you do not have to watch the videos again. We'll need signed documentation from each member to provide to the County. Theresa will send the video links and any other information to members shortly.
- Attended the NYS Youth Bureau Director's Retreat in May. Good opportunity to meet colleagues from across NYS. Will serve as the Regional representative for the Southern Tier.

Meeting adjourned: 5:35 p.m.

Respectfully submitted,

Theresa Albert

**Tompkins County Youth Services Board
Minutes
July 29, 2019**

Present: Ian Schachner, Kathy Servoss, Pete Angie, Barbara Sadovnic, Ronny Hardaway, Jennifer Foote-Dean, Lisa Campbell

Excused: Magdalena Smith, Austin Kuzcek, Tamer Elshourbagy, Karlem Sivira Gimenez, Sara Watrous, Kelly Suave, Bernice Yarosh

Absent: Shawna Black, Khaki Wunderlich, Patty Van de Bogart

Guest: Matt Uliniski (Danby)

Staff: Kate Shanks-Booth, Shannon Alvord

Meeting called to order at 5:04 p.m. Introductions were made.

Guest from Danby, Matt Uliniski (member of the Recreation Partnership) - Danby is looking to enhance parent engagement in youth commission; will be actively recruiting for the seat to the board but will likely be attending the next few meetings himself.

Minutes:

Quorum was not met, so did not vote on June minutes; will move to September's meeting for approval.

Assigned Member Update: *Lisa Campbell, Lansing*

Lisa reported on **literacy** being a focus in Lansing for the past six years. She worked with Family Reading Partnership, Child Development Council, Lansing Community Library, collaboration with the schools, community members and families to: identify kids who need help with reading; volunteers to meet with the youth one-on-one at the library for support; community story-time events (such as reading at the parks – Myers, Ludlowville)

Now focus is shifting towards **mental health**, particularly need noticed with teenagers, and in response to recent suicides:

- **Sept 6 + 7** will be “Celebrate Lansing” community festival; there will be a mental health and wellness table at event with support from local agencies (i.e. Melanie Little from TC Mental Health Association); Ronny suggested having items to giveaway at the event if possible (draw youth to table); peer-to-peer outreach (Newfield did something similar...)
- **May 2020** Mental Health Awareness Month – Lansing will promote “Lansing Days of Kindness” throughout the month of May. They will establish a calendar of events; current ideas presented include: dessert party at the senior center (axillary to host); library will make “words of kindness” tree display; activities/events for kids (rec. dept.). Currently seeking community input and engagement in the planning process. Jenn will reach out to see if Groton is interested in hosting something similar – maybe all of Tomp. Co. could get on board to promote these events.
- Referring parents to the Bullying Prevention Parent Advisory group
- Ian suggested to include in mental health discussions technology, screen use, social media, etc. negative influence on teen mental health – maybe do a showing of the Screenagers film

Director's Update:

- 100 Day Challenge is wrapping up; Kate will be going to Michigan in August for summary event. Program being crafted with roommate/shared housing plan, peer mentors for support, and landlord liaison/engagement efforts; Pete suggested reaching out to Glove House for more information on their experience in shared housing model for youth
- CSEC Summit for medical professionals, in Sept. (flyer distributed); Michael Nurney, October
- RAC Update: meet with Jason (county admin.); positive meeting; suggested that the 2% COLA increase be added to actual budget instead of asked as an OTR annually (will discuss further)

- AYR Update: dept. has reviewed and revised; seek youth board support in reviewing further; roll-out of updates to community partners will be Sept. 18th; youth board members welcome to come to that event as well (Hotel Ithaca, 8am-12pm); Kathy, Ian, Pete, and Lisa shared interest in helping to review materials; seed \$ leftover from Pitch program could be used to jumpstart new AYR driven projects; Kathy stated that we could use AYR to inform Resource Allocations – should start working on 2021 allocation directives in 2020
- Youth Board Assessment: will be sharing a survey to solicit information from the youth board
 - What do you envision is your role?
 - What do you need from TCYSD?
 - Committee involvement – what would you like to be a part of?

Kate stated that this is a chance to give feedback about your experience and determine ways to engage newest folks and re-energize those who've served many years. Board has met goals of filling roster and on-boarding new Director – so focus will be on developing the board's advisory capacity.

Retreat to be held in Fall with Cindy Wilcox from HSC facilitating to create vision and plan for the formation of committees.

Ian asked “how can we be more useful?”; desire to do more so that staff “does less”, use the board for their resources and connections; Kate would like to see staff and board have projects which they are passionate about to sink their teeth into, and to create more of a partnership between staff and board.

Kathy spoke to involvement of youth commissions – “they need to understand the county's role in youth programming”

Kate asked how to bring youth voice to the table? Lisa suggested a “bring a youth” to the board meeting challenge for board members; Ian said to meet youth where they are – at the schools, for example; invite to join the Bullying Prevention Taskforce; to have on board, Ronny shared that we need to “capture youth early, orient quickly and involve quickly” or youth will lose interest; county “approval” process may slow that down too much and decrease engagement

General Member Updates:

Jenn – “Groton Night Out”, **August 6th** 5:30pm-8:30pm, at the Groton Memorial Park; free event – refreshments, activities, music, fun! Agencies are welcome to attend and share information. Interested groups can contact Jenn. Event's purpose is “community morale booster”, sponsored by Village of Groton and TC Tourism grant.

Pete – “Fall Fishing Festival” at Jacksonville Community Association Park, **Sept 21st** 10am-2pm, free event

Barbara – **Sept 21st** is also the annual Enfield Harvest Festival

Kathy – Wizarding Weekend (Ithaca) planning in full swing – will be **October 26th and 27th**; some fun features of the event include: “handmade” costume contest, fan art display (refer anyone interested to Kathy)

Lisa – fundraiser for the Lansing Community Library: Cocktails & Costumes, **October 26th**

Three Take-Aways:

- Festival season is upon us!
- Great trainings are coming up this fall
- 100 Day Challenge is wrapping up with plans underway for funding to move beyond 100 days.

Next meeting to be held Sept. 30th; will have an exec. meeting prior to that.

Meeting adjourned: 6:15 p.m.

Respectfully submitted,

Shannon Alvord

**Tompkins County Youth Services Board
Minutes
September 30, 2019**

Present: Ian Schachner, Kathy Servoss, Barbara Sadovnic, Kelly Suave, Bernice Yarosh, Patty Vandebogart, Khaki Wunderlich, Tamer Elshourbagy, Lisa Campbell

Excused: Jennifer Foote-Dean

Absent: Pete Angie, Magdalena Smith, Shawna Black, Ronny Hardaway, Sara Watrous, Karlem Sivira Gimenez, Austin Kuczek

Staff: Kate Shanks-Booth, Theresa Albert

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

Minutes:

A quorum was not present; minutes could not be approved.

The June, July, & September minutes will need to be approved at the October meeting.

Director's Update:

Nominating Committee – volunteers are needed. It is a short-term, but important Committee. A new slate of officers is presented to the Board in November, voted on at the December meeting, take office beginning January 1, 2020. Please contact the office if you are interested. Tamer volunteered to be on the Committee.

- On October 1st, the County Legislature will pass a Proclamation stating October 7th will be “Tompkins County Bullying Prevention Day”. There will be several events happening on that day. Wear blue in support of bullying prevention.
- Bully Task Force will be holding a series of community cafés; first one will happen on either Nov 7 or 9, to be held at GIAC. They are hoping to have some speakers present who have experienced bullying in the past and or possibly they were the bully in the situation. Kathy will ask her son if he is interested in participating; he has helped Program Manager Dave Hall with his “lunch bunch”, acting as a bridge between different groups of youth. Kate will follow up with Kathy.

- Department presented our 2020 budget to the Budget Committee of the County Legislature on September 23rd. It went well; not a lot of questions.
- We have been informed that Legislator Glenn Morey (Groton) will be bringing forward 2 OTRs. One will be to increase CE Program Manager's salaries by approximately 10%. The second is asking for funds to support the CE vans. Most likely these funds, if approved, will become part of our budget.
- Due to the Thanksgiving holiday (Nov 28), it was decided to move the November Board meeting from the 25th to the 18th.

AYR 2.0 Overview:

The AYR 2.0 Community discussion took place on September 18th. Thirsty -nine people participated representing 23 different agencies/organizations.

Kate walked the Board through what took place on that day.

- Presentation covering: the history of AYR, creation of the Pitch Program, and the overview of revised indicators and strategies.
- Participants then broke into small groups and were given a specific goal area and strategy on which to focus.
- The group reviewed action plans, what has been done already, highlighted resources, listed partnerships needed to accomplish the action step and timeframes for activities.
- Groups reported out to the other groups.
- Discussion of next steps.

Kate thanked Kathy, Ian, and Khaki for participating in the event.

Ian – thought the event was well run and was a good turnout. Small group discussion was interesting. Some got caught up on the data/chart; many opinions on what was collected, who collected it, etc.

Also interesting was once they started discussions, people were very territorial and weighed in on things only from their agency's perspective; couldn't really look at the larger picture.

Khaki – had a totally different experience. In her group discussion, people were pointing out what others were doing, how they were contributing; they weren't so focused on their own agency/work.

Action Plan will be updated and shared with all attendees and others as appropriate. More information and updates to come.

Three take-aways:

1. ARY 2.0 presentation & launch
2. OTRs – all supported by County Administrator
3. Upcoming events/trainings – Bullying Prevention Day Oct 7; Michael Nerney Oct 24

Member Updates:

Kathy – Wizarding Weekend downtown on Oct 26-27.

Ian – Engaged Cornell, focus on student leadership and community engagement/service. They have received a large donation. Funding is available for students: conferences expenses, community-engaged student travel grants, funds for student salaries.

Bernice - Brooktondale Apple Festival – Oct 19

Kate - Association of NYS Youth Bureaus Annual Youth Development Conference – Oct 7-8; Bridgette and Kate will attend.

REMINDER: November meeting will take place on the 18th, not the 25th.

Meeting adjourned: 6:05 p.m.

Respectfully submitted,

Theresa Albert

**Tompkins County Youth Services Board
Minutes
October 28, 2019**

Present: Kathy Servoss, Barbara Sadovnic, Bernice Yarosh, Patty Vandebogart, Khaki Wunderlich, Tamer Elshourbagy, Jennifer Foote-Dean, Magdalena Smith, Ronny Hardaway, Sara Watrous

Excused: Lisa Campbell, Kelly Suave, Ian Schachner,

Absent: Pete Angie, Shawna Black, Karlem Sivira Gimenez, Austin Kuczek

Staff: Kate Shanks-Booth, Bridgette Nugent

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

Approval of Minutes:

The June, July, & September minutes approval motioned by Patty, seconded by Ronny. Approved unanimously with no corrections.

Approval of Ian Schachner's At-Large Reappointment

Motioned by Ronny, seconded by Khaki.

Approved unanimously.

Nominating Committee

- Kathy requested other volunteers to sit on the Nominating Committee with Tamer to nominate the 2020 slate of officers. Barbara Sadovnic volunteered and will connect with Tamer to begin the process.
- Kathy also made the announcement that due to other commitments, she would not be seeking reappointment as Chair of the Youth Services Board. Anyone interested in any executive position should be in touch with the Nominating Committee. The Executive Committee meets each month prior to the full board meeting.
- Nominations should be presented in November for voting at the December meeting.

Director's Update:

- Kate provided an overview of the two Over Target Requests (OTRs) submitted by Legislator Glenn Morey for the 2020 budget with impacts on the budget of CCE's Rural Youth Services Program.
 - 10% increase in salaries for rural youth services program managers, approved to be in the recommended budget to be voted on in November.
 - Financial support for RYS vans – will need to present more concrete plan in order to remove this funding request from contingency.
 - Khaki inquired if vans are handicapped-accessible, which they are not. Should be considered for any future purchase/leasing of vans.
 - Kate met with Ken Schlather, the Executive Director of CCE Tompkins, to develop a schedule of regular and ongoing communication on these and other requests related to RYS. A follow up meeting is scheduled between TCYSD and RYS staff on Wednesday, October 30th to answer additional questions.
 - The TCYSD/RYS contract will be updated to reflect additional requests for budget timelines and details.
- MYSS and Agency Monitoring
 - Janice Johnson has wrapped up the PQA process for monitoring of RYS programs and will present on findings/corrective action during the next Youth Services Board meeting.
 - Agency monitoring has been piloted through the lead of Shannon Alvord. Agency monitoring also utilizes the PQA template, for programs that can be observed and to guide interviews with administrative staff if certain programs/services are not able to be observed.
 - 2019's monitoring will allow a more formal roll-out in 2020, and Youth Services Board members may have the ability to attend future program visits.
- AYR 2.0 – Updates
 - A training on intergenerational programming is scheduled for December, with the goal of ensuring that RYS implements some type of intergenerational programming in 2020.
 - Kate has scheduled meetings with school district/BOCES personnel to explore current initiatives in schools on whole-child wellness.
 - The remaining touchstone goal areas not focused on during the AYR 2.0 breakfast will be the focus of a subsequent event/discussion in early 2020.

- October 1st was the official proclamation of Tompkins County Bullying Prevention Day by the County Legislature. The October 7th event at GIAC was very well attended and planning is underway for the November 7th Community Café event on bullying at GIAC.
- There are currently two openings at Workforce Development Board – Director and Deputy Director. Both searches will be underway in the near future, and Kate will be asked to sit in on one or both of these as their work directly impacts that of Shannon’s position and the YS’ role on the Youth Oversight Committee which oversees the WIOA Youth funding and Summer Youth Employment funding.

The Board engagement survey from Cindy Wilcox has not yet been sent out but should be soon.

After discussion, it was agreed that the November 18th meeting would be canceled, and all regular business and Janice’s PQA presentation would be scheduled for December 9th, when the holiday potluck would occur. A Google sheet will be created once the date/conference room is confirmed.

Khaki highlighted the great success of the Michael Nerney training – thought it would be a great session for parents especially, and learned a lot.

Three take-aways:

4. November/December meeting combined
5. Focus on RYS program sustainability a priority for Department
6. Submit nominations to nominating committee

Member Updates:

Kathy – Dryden Tree Lighting and Holiday Event on December 7th.

Sara – Tom Fontana will be speaking at TC3 on November 11th on current drug trends, specifically marijuana. Open to students and faculty/community members.

Enfield and Groton will both have Trunk or Treat events on Halloween.

Meeting adjourned: 5:45 p.m.

Respectfully submitted by Bridgette Nugent

No November 2019 Meeting

**Tompkins County Youth Services Board
Minutes
December 9, 2019**

Present: Kathy Servoss, Barbara Sadovnic, Bernice Yarosh, Jennifer Foote-Dean, Magdalena Smith, Sara Watrous, Lisa Campbell, Kelly Suave, Ian Schachner, Karlem Sivira Gimenez

Excused: Patty Vandebogart, Khaki Wunderlich, Ronny Hardaway, Tamer Elshourbagy, Shawna Black

Absent: Austin Kuczek

Staff: Kate Shanks-Booth, Bridgette Nugent, Janice Johnson

Meeting called to order at 5:04 p.m.

PQA Monitoring Report Presentation – Janice Johnson

TCYSD Staff member Janice Johnson provided an overview of the recent monitoring of the Rural Youth Services programs in municipalities utilizing the Program Quality Assessment (PQA) tool.

Highlights of Janice’s presentation included:

- The PQA monitoring framework is intended to identify staff training needs, not serve as an evaluation of any staff’s performance.
- **It is based on the 8 features of Positive Youth Development:**
 1. Physical & Psychological Safety
 2. Supportive Relationships
 3. Opportunities to Belong
 4. Appropriate Structure
 5. Opportunities for Skill Building
 6. Positive Social Norms
 7. Integration of Families, Schools, Community
 8. Support for Efficacy & Mattering
- **Lessons Learned from monitoring in previous years, incorporated in 2019’s monitoring:**
 - Only have external team do observations (not RYS staff)
 - Condense monitoring over a shorter period of time (6-8 weeks)
 - One consistent staff member should attend all observation visits
 - Conduct the administrative review after the program visit so that staff have an opportunity to ask questions/clarify anything that came up during the observation
 - PQA visits should be done every 2 years to allow time for program staff to be trained and implement recommendations
 - Do not provide individual scores for each program manager, but a total score for RYS as a whole
- **2019 PQA Monitoring**
 - 8 programs monitored in a 2 month period
 - RYS coordinators were provided a summary of PQA scores and asked to provide a written plan of corrective action to address some of the lower scores.
 - Policy Recommendations from 2019 PQA:
 - Continuous improvement/staff training
 - Food safety
 - More regular observation of programs by supervisors

- Defining appropriate touch/conduct between youth participants
 - RYS Staff Training Recommendations from 2019 PQA:
 - Incorporating themes of cultural diversity/inclusion in programs
 - Intentionality in program design
 - Recommended RYS Team Discussion & Brainstorming Topics:
 - Transition from school to program
 - Structure acknowledgement of youth achievement
 - Creative ways to deal with disruptive youth
- The PQA monitoring tool is easy to understand and supported by research. It has been expanded to be used in the monitoring of TCYSD funded agencies and will eventually be rolled out to monitor other programs funded by municipal youth commissions.
- May be offered to municipal summer camps in 2021.
- Also may offer a PQA training as one of the monthly training sessions offered by TCYSD, for programs to utilize the framework internally.
- To summarize the presentation, Janice handed out the most recent RYS Quarterly Newsletter in which youth are highlighted from each program for their achievements. Intentional positive reinforcement was a recommendation from previous PQA monitoring and this is an example of how this has been implemented.

Approval of Minutes:

The October minutes approval motioned Bernice, seconded by Ian.

Approved unanimously with no corrections.

Presentation of Slate of Officers for 2020

Barbara, as a representative of the Nominating Committee, presented the nominations for the 2020 slate of officers:

- Chair – Patty VandeBogart
- Vice Chair – Lisa Campbell
- Secretary – Khaki Wunderlich

Motioned by Karlem, seconded by Kelly.

Approved unanimously.

Kathy expressed her gratitude for having been able to serve as Chair for the past 3 years.

2020 Meeting Schedule

Board members agreed that the time for monthly meetings (last Monday at 5:00 p.m.) will continue to work well in 2020.

Membership Updates

The Board thanked Barbara Sandovnic for her service on the Youth Services Board for the last 6 years. She will not be serving in 2020.

Pete Angie has also resigned from his seat on the Board, and the Board acknowledged his years of service.

Director's Update:

- Youth Services Board survey closed on November 22nd, Kate thanked all members for sharing their feedback and expects to present the results during the January meeting. Feedback from this survey will inform 2020 goals set for the Board.
- TCYSD hosted Matt Kaplan of Penn State on December 5th for a training session on Intergenerational Programming. International programming is a focus of AYR 2.0, and he will serve as a resource.
- A staff retreat is planned for December 9th, in which goals for the department will be discussed and will inform the work of the Board as well as Kate's performance review with the County Administrator.
- Bridgette stated that the Bullying Prevention Taskforce is currently working to meet with school superintendents to roll out a survey to students on the topic of bullying/school climate/safety. The November Community Café at GIAC was very well attended and this model of gathering community input will be rolled out to other municipalities in Tompkins County.

Meeting formally adjourned: 5:35 p.m. with holiday potluck to follow.

Respectfully submitted by Bridgette Nugent