

Workforce Investment Board
Youth Council Meeting
UC Cooperative Extension, 2145 Wardrobe Avenue, Merced, CA
September 14, 2001, 9:00 a.m.
Meeting Minutes

Members Present: Bob Bittner, Mary Cavazos, Claudia Corchado, Evelyn Eagleton, Troy Fox, Robert Harmon, Kathy Hassett, Mary Jane Hawkes, Jerry Johnson, Cynthia Kelly-Reponte, Jeff Knapp, Rebecca Lincoln, Noah P. Lor, Richard Mahacek, Nellie McGarry (Chair), Jim Newberry, Suzanne Nuñez, Jack Page, Mike Smith, Ralph Vigil, Jean Weaver, Rev. Craig E. White, Sr.

Members Absent: Barbara Ayers, Lorena Briano, Suzannah Campbell, Renisse Ferrario, Robert Gilbert Jr., Henry Ildefonso, Charlie Lambert, Steve Lundgren, Marie Nelson, Obie O'Brien, Michael Parker, Mayra Ramirez

PITD Staff Present: Andrea Baker, Dave Davis, Gary Derr, Marta Echevarria, Jesse Guerrero, Ed McLaughlin, Dick Skarke, Jackie Walther-Parnell

Others Present: Micki Archuleta, Chuck Dean, Daryl Dupree

1. Call to Order/Roll Call – The Chair called the meeting to order at 9:11 a.m. Jack Page asked members for a moment of silent prayer in remembrance of the victims of Tuesday's (09/11/01) horrendous terrorist attacks against the United States. Roll call was taken.

2. Approval of Agenda – It was *M/S/C Page/Knapp* to approve the agenda as published.

3. Approval of Minutes – It was *M/S/C Eagleton/Bittner* to approve the 08/10/01 minutes.

4. Public Opportunity to Speak – Micki Archuleta introduced herself as the new Community Building Facilitator for Merced Catholic Charities. She is interested in meeting and working with the Youth Council to discuss collaborative ideas, including faith-based community grants.

5. Announcements:

- a. Jean Weaver announced the Boys and Girls Club of Merced is holding their 5th Annual Benefit Golf Tournament on 10/07/01. They are looking for people to help sponsor the event, provide raffle prizes, and enter into the contest. For more information, contact Rebecca Lincoln at (209) 385-5393, or Jean Weaver at (209) 725-8668.
- b. The Merced Golden Lions is holding a "chicken-to-go" fundraiser dinner on Friday, 09/28/01, from 5:00-7:00 p.m., at the American Legion Hall on Main St. (Merced). Tickets are \$7; proceeds will benefit local projects, including Boys & Girls Club, eye exams for children, etc. Contact Jean Weaver for more information.
- c. Jean Weaver announced that Koy Saechao, a member of the Golden Valley Leo Club, and a recent graduate of Golden Valley High School, was selected as an International Leo of the Year. She was among 15 international Leos selected; 8 were from the U.S. Koy was selected for her leadership, academic achievement, and community service. She also received several scholarships at graduation, including a 4-year scholarship to UC Berkeley.

- d. The Boys and Girls Club of Merced's "Youth Center" is still under construction. A date has not been set for completion, but it is anticipated it will be completed before the year's end.
- e. Daryl Dupree's nomination to the Youth Council will go before the full Workforce Investment Board (WIB) for approval at their next meeting on 09/27/01.

6. Action Agenda:

a. **Review of Vision, Role, and Mission Statement** – Staff provided a worksheet with the current Youth Council's Vision, Role, and Mission Statement. It was *M/S/C Hassett/Fox* to continue with the current Youth Council's Vision, Role, and Mission Statement.

b. **Approval of Retreat** –It was noted in the Youth Council Executive Committee meeting on 08/29/01, that the Youth Council has not had a retreat in over a year. Benefits to having a retreat would be:

- 1) An opportunity for all committees to get together to discuss Youth Council activities and other topics, including the budget,
- 2) New members would benefit by learning about the history of the Youth Council,
- 3) All members can focus on the direction of the Youth Council, and
- 4) It would also be an opportunity to have guest speakers talk about community and state events.

It is expected the full-day retreat will take place in late October or early November and will be held in Merced. Staff will correspond with the Youth Council on tentative dates.

It was mentioned Merced 4H is holding a Centennial celebration with a "National Conversation on Youth Development for the 21st Century" in every county. A collaboration of the retreat and the conversation was suggested, should the two events coincide. The Chair took note of the event and offered to have Youth Council members be a part of the national conversation if they do not.

It was *M/S/C Corchado/Johnson* to approve a Youth Council retreat in late October or early November and will be put together by staff.

c. **Needs Assessment Survey (Approve Executive Summary and Authorize Completion of Full Analysis)** – After much effort to approach the best way to gather information for asset mapping and gap analysis of youth-related service organizations in Merced County, the committee decided to develop a needs assessment survey of youth during summer school sessions. The survey has assisted in determining youth needs, wants, and concerns and has ultimately minimized the committee's search for gap analysis. Council members were given a copy of the Executive Summary of the survey results. It was *M/S/C Page/Johnson* to approve the Needs Assessment Survey Executive Summary and authorized the completion of a full analysis for presentation to the Youth Council.

It was recommended the final analysis be completed in color before it is presented to the full WIB. Staff will look into this possibility. The need to survey more at-risk youth as well as teachers and parents was discussed. It was commented some of the youth

surveyed were considered at-risk, and members were asked to keep in mind that the Youth Council's Vision, Role and Mission Statement include service delivery to *all* youth. Members thanked staff for their hard work and encouraged them to continue assisting the committees with developing similarly effective tools.

7. Information Agenda:

- a. **Youth Council Budget** – Members received an information only Youth Programs Budget report outlining several Youth Council budget allocations and projected expenditures through the end of fiscal year July 2003. It was noted the Youth Council would receive an allocation of funds for the next fiscal year. The past allocation of money, and the deficit in the program reserves allocations were discussed. Staff explained the deficit is caused by unanticipated additional staff support for Youth Council and subcommittees' activities. It was decided the Youth Council Operations Committee would assist staff with developing a format for a detailed and self-explained budget information worksheet to be presented at the October Youth Council meeting.

8. Committee Chair Reports:

- a. **Operations Committee (Kathy Hassett)** – The committee is currently working on the development of:
 - 1) A draft format for Request For Proposals (RFP),
 - 2) A system that will provide outreach and notification to community organizations interested in soliciting Youth Council funds,
 - 3) A flow chart to show the decision-making process,
 - 4) An application format that will include a checklist to ensure applicants meet Youth Council specifications and requirements, and
 - 5) An evaluation tool to ensure applicants continue to meet Youth Council goals and objectives for refunding.

The committee has also been looking at current Youth Council contract expenditures, and will be looking at formatting the aforementioned Youth Council budget worksheet.

- b. **Leadership/Marketing Committee (Claudia Corchado)** – The Marketing Committee and the Leadership Committee were combined to form the Youth Council Leadership/Marketing Committee. Claudia noted she was selected as Chair and Mayra Ramirez as Vice-Chair of the committee. The committee combined its goals and objectives and relinquished shared goals to other committees, but would provide support to those committees if needed. It was decided to combine the tasks of developing the Youth Resource Directory and the plan to recruit and retain qualified youth for service on the Youth Council. The Youth Resource Directory is still under development and scheduled to be completed by the end of the year.
- c. **Planning and Quality Assurance Committee (Jerry Johnson)** – Per today's outcome, the Youth Needs Assessment Executive Summary was approved to proceed with the full analysis of the survey, and will be finalized and printed for the next full WIB meeting. The committee is working on combining or sharing a faith-based database, the Family Resource Council's directory database, and the Youth Council Youth Resource

Directory database to assist with asset mapping. The committee is also looking into having Merced County Office of Education (MCOE) ROP students assist in developing a website page for the Youth Council.

- d. Outreach and Education Committee (Suzanne Nunez)** – The conference has been tentatively scheduled for March 1-2, 2002, at the Castle Aviation Challenge and Challenger Learning Center. Negotiations are underway with Aviation Challenge for the use of some of their facilities, including the newly opened Science and Tech Lab.

A partnership has been formed with California Workforce Association and they will provide statewide registrations on the Internet as well as facilitators for the conference. Lori Strumpf will act as a consultant. The conference schedule is still under development with event details to follow.

9. Chair's Comments – The Chair thanked members for continuously coming to the meetings and noted that the Youth Council, in time, will be seen as a system of service delivery for all youth.

10. Other Business:

- a. Claudia Corchado announced the California Youth Collaborative Teen Pregnancy Prevention program partners with the Merced County Adolescent Wellness Program to carry out a "Steps to Your Dreams" annual conference. Members were asked to expect telephone calls to help with the development of the conference scheduled for the end of this month.
- b. Ralph Vigil expressed his appreciation towards the Youth Council and staff, and noted members should be proud of their hard work and accomplishments.
- c. The Chair noted the Youth Opportunity Program (YOP) 2001 yearbook will be presented at the WIB meeting on 09/27/01.

11. Date, Time and Location of Next Youth Council Meeting – The next Youth Council meeting is 10/12/01, 9:00 to 11:00 a.m., in the UC Cooperative Extension classroom (2145 Wardrobe Avenue, Merced).

12. Adjournment – The meeting was adjourned at 10:33 a.m.

Minutes prepared by Marta Echevarria