



## LEWIS COUNTY YOUTH BUREAU

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Penny L. Demo, Director

### Lewis County Youth Bureau Advisory Board

Minutes of November 15, 2017

Scott Mathys called the meeting to order at 4:00pm. The meeting was held at the Lewis County Court House, 2<sup>nd</sup> Floor in the Legislative Chambers.

**Present:** John Exford-Co-Chairperson, Jacob Hartle-Co-Chairperson and Student Representative Harrisville Central, Scott Mathys, Kristin Moshier-Student Representative-Lowville Academy, Madeline Lehman-Vice-Chairperson, and Student Representatives-Lowville Academy, Victoria Boliver-Student Representative-Beaver River, Brian Finn, Ward Dailey, Rhonda Vanucchi, Journee Allen-Student Representative-Harrisville Central, Libby McGuire-Student Representative-South Lewis Central; Kimmy Dolan and Annabelle Atnip-Student Representatives Copenhagen Central, Deanna Edick, and Officer Brandi Groman, **Others Present:** Legislator Andrea Moroughan, and Penny Demo, Director Lewis County Youth Bureau. **Excused:** Mike Leviker, Karrigan Aubin-Student Representative Beaver River, and Michelle Ledoux.

**Introductions and Welcome:** Welcome to Kimmy Dolan and Annabelle Atnip, students at Copenhagen Central School, who were appointed to the Lewis County Youth Bureau effective November 8, 2017 (Resolution No. 451-2017).

**Minutes:** Review of the **August 16, 2017** board meeting minutes. The minutes were not acted on at the October meeting due to lack of quorum. **Jacob Hartle-Co-Chairperson moved to accept the minutes as written; Madeline Lehman seconded. Passed.**

Review of the **October 18, 2017** board meeting minutes. **Journee Allen moved to accept the minutes as written; Kristin Moshier seconded. Passed.**

#### Old Business

Co-Chairperson Hartle talked about the **“Homeless Christmas Tree” Initiative:** This initiative is organized by the Lewis County Youth Bureau and is for the collection of donations of personal hygiene, kitchen, and bath supplies (items needed when individuals or families “start over”). There are many reasons that families and individuals find themselves “out in the cold” including job loss, illness, and addictions. Donated items are stored at the Lewis County Department of Social Services where they are readily available for our homeless, economically vulnerable, and those who have lost their homes to fire. Our “Homeless Tree” will again this year be displayed, in the window at the Lewis County Chamber of Commerce beginning November 20<sup>th</sup> through December 22, 2017. **Jacob Hartle and Journee Allen volunteered to record a radio spot on Moose Radio regarding the initiative.** We will also need volunteers to help pack up the donations. Once a date has been established for packing up donated items, Penny will notify board members.

**2018 Youth Bureau Community Project/Activity – Discussion:** Penny reiterated that each year the Lewis County Youth Bureau engages in initiatives to support the needs of our community. To be successful, we partner with other agencies, for instance, the “Homeless Christmas Tree” initiative. This initiative began in 2013 to help individuals and families who seek out emergency housing as a result of homelessness, therefore the Youth Bureau partnered with Lewis County DSS in collecting personal hygiene, kitchen, and bath supplies. This program has grown and has been very successful in helping families in need as well as assisting many other Lewis County agencies, in meeting the needs of their consumers. Penny acknowledged that initiatives such as the “Homeless Christmas Tree” are needed and should continue, however she also realizes that there are other agencies in Lewis County that, have started or currently have similar initiatives. Our community has been so supportive of our Annual “Homeless Christmas Tree” initiative and we are so grateful for that however, to prevent duplication in services, Penny asked the Youth Bureau Board to begin thinking and providing input and direction in identifying program needs that we may be missing in our county. Programs/Initiatives that maybe we can develop or assist with in 2018. Co-Chairperson Hartle, reported that a new program has been developed in Harrisville called “Project Safe County.” This is a drug prevention awareness program. This may be a project that the Youth Bureau can assist with in 2018. In 2018, the youth bureau may want to continue with the “Homeless Christmas Tree” initiative, however Penny is asked that the board really think about what our community needs are...what are we missing. The Youth Bureau is noted for “starting or initiating” programs such as the Seasonal Bus Runs to Old Forge for summer youth job opportunities at Water Safari in Old Forge, however the program for the past few years is now under the Lewis County Planning Department and the Youth Bureau assist with the marketing of the program when needed.

**Development of the Youth Bureau Advisory Board Application form:** Per the Youth Bureau By-Laws, the Youth Bureau shall have 13 – 28 members. Currently we have eighteen (18) members and four (4) Ex-Officio members-meaning a member by virtue of the office they hold and maintain all privileges of membership, but shall not be counted for the purpose of a quorum nor cast a vote. Although we currently have a “solid” number on the board, we have not utilized or developed an official “Lewis County Youth Bureau Advisory Board Application Form” that would be utilized to replace or add more community and student representatives on the board. The application could be a helpful tool in seeking out potential board members. At the October meeting, those in attendance reviewed the DRAFT document. Some of the information came from other sources including other Youth Bureau’s and Lewis County Opportunities, Inc. Penny asked the youth bureau for comment as to if they would like to recruit membership as needed by utilizing the application form and if so, requested suggestions they would like made to the document. No changes were suggested. **Libby McGuire made a motion to approve the utilization of the Lewis County Youth Bureau Board Application when recruiting new board members. Madeline Lehman seconded. Passed.**

**2017 Youth Bureau Annual Report – Reminder:** Jacob Hartle advised that each year an annual report that contains the makeup of the Youth Bureau’s Government, Administration, and Advisory Board as well as captures an overview of youth programs funded through the board, including, projects, initiatives, and events that the board sponsors/or co-sponsors, as well as the Youth Bureau’s community involvement. The finished report is submitted to the Office of Children and Family

Services as well as Lewis County Officials, and is posted on the Youth Bureau website at [www.lewiscountyny.org](http://www.lewiscountyny.org). To enhance the 2017 report, board members were asked to contribute to the report by submitting a short (a couple of sentences) on the topic of “What it means to me to be on the Lewis County Youth Bureau Advisory Board.” Submissions should be emailed to Penny by December 8<sup>th</sup>.

### **New Business**

**Office of Children and Family Services (OCFS) Youth and Young Adult section of the 2018-2022 County Plan:** In the past, every few years, the focus of the Children and Family Service Plan (County Plan) is to address the safety (recurrence) and Foster Care/Adoption (Permanency) Strategic Planning Sections, which includes a piece on the functions of county Youth Bureaus. OCFS is now turning their attention to the Youth and Young Adult section of the plan. Stakeholders recommended for the planning committee include Youth Bureau Directors, Runaway/Homeless Youth and Sexually Exploited Youth contacts to promote a multi-disciplinary perspective to complete this section of the plan. Counties are encouraged to identify key youth serving stakeholder as the lead on this portion of the plan which will address the unique needs of youth ages 14 and older, will include a diagnostic portion (a description of the factors that positively or negatively contribute to outcomes), strategies to be implemented that address contributing factors, and measures to monitor effectiveness of the strategies. Penny will be attending a webinar on November 30<sup>th</sup> along with Jennifer Jones-DSS Commissioner; and Deanna Edick-Youth Bureau Board Member and the Director of Services at DSS. Penny extended an invitation to the youth bureau membership to participate in the webinar. If you are interested in participating, please see Penny.

**2018 Office of Children and Family Services-OCFS Youth Development Funds:** Youth Development Funds can be used to support youth programs for Lewis County Youth age 0 -21, that provide services and supports designed to improve youth and community outcomes. The funding can also be used to support summer recreational youth programs and or events such as the annual “Lewis County Night Out” event. The annual OCFS allocation is typically between \$21,000 to \$23,000. In 2017 the allocation was \$23,790. Due to OCFS typically not releasing the allocation amount of OCFS funds, until February or March of each year, Penny is seeking approval to wait until OCFS, releases the funds prior to sending out Request for Proposals. This will allow us time to begin to discuss and think about what youth programs are needed in Lewis County. Although we recognize there are programs that may apply for funding, and their program may run year to year (January – December) we need to really think about how to best utilize the 2018 OCFS funds. **After much discussion, the Youth Bureau will withhold sending out a request for proposals for 2018 OCFS Youth Development funds. The release date of the RFP will be further discussed at our January 2018 meeting.**

**2018 Youth Bureau Budget:** Penny reported that she had met with Ryan Piche, County Manager regarding the 2018 Youth Bureau budget. Again, this year, on behalf of the Youth Bureau board, in our 2018 budget, \$5,000 was requested in County Project funds. It is anticipated that the budget as presented will be approved. **The Youth Bureau would like to thank and acknowledge their**

appreciation of the Lewis County Board of Legislators in keeping the Youth Bureau's 2018 funding level equal to 2017.

**Congratulations:** Congratulations to Jurnee Allen, Student Representative from Harrisville Central school, who was recently recognized as the Channel 7 Academic All Star.

**Next Meeting:** The next meeting of the Lewis County Youth Bureau is scheduled for **Wednesday, January 17, 2018, at 4pm at the Lewis County Courthouse, 2<sup>nd</sup> Floor in the Legislative Chambers.**

**Adjournment:** Scott Mathys moved to adjourn the meeting at 4:45pm. Kristen Moshier seconded. Motion carried.

Respectfully submitted,  
Penny L. Demo, Director  
Lewis County Youth Bureau