

**MINUTES**  
**Youth Board/WIB Youth Council**  
**December 6, 2007**  
**Department of Youth and Community Development**  
**156 William Street, 2<sup>nd</sup> Floor**  
**8:30 A.M. to 10:30 A.M.**

***Present:***

Youth Board/Youth Council members<sup>1</sup>:

|                               |                               |                      |
|-------------------------------|-------------------------------|----------------------|
| Ana Garcia Reyes *            | Lena Townsend *               | Reg Foster           |
| Omoniyi Amoran *              | Lynette Velasco               | Rev. Michel Faulkner |
| Charles Hamilton *            | Maureen O'Connor              | Richard McKeon *     |
| Craig Eaton, Esq.             | Milga Morales Nadal, Phd      | Rick Amato           |
| Ellen Chen                    | Nancy Wackstein *             | Robert Purga         |
| Erana Stennett                | Neil Hernandez * <sup>3</sup> | Sibyl Silberstein *  |
| Ivelisse Fairchild            | Peter Borish                  | Susan Royer          |
| Jeanne B. Mullgrav *          | Peter Kleinbard               | Tino Hernandez       |
| John Mattingly * <sup>2</sup> | Rae Linefsky *                | Franc Perry, Esq.    |
| Sgt. Margaret O'Gara *        | Nadine Reid *                 | Jermaine Williams *  |
| Kurt Sonnenfeld, EdD *        | Ikra Ahmad *                  |                      |

***Guests:***

Jermaine Wright, Yvette Furman, Melinda Mulawka, Lois Lee, Madiha Rao, Yael Bat-Chava, Michael Ognibene, Ryan Dodge, Alfred Adjapong, Andrew Miller, Blake Foote, May Chin, Anthony Ramirez, Darryl Rattray, Susan Haskell and Christopher Cesarani

Youth Board Chair Rich McKeon called the meeting to order and asked Commissioner Mullgrav if she would like to report updates from the Department of Youth and Community Development.

***Commissioner's Report***

Commissioner Mullgrav welcomed the members and offered brief remarks – encouraging everyone gathered to read her update memorandum to the Youth Board and Youth Council.

**New Members:**

Rich McKeon, Youth Board Chair welcomed Nadine Reid and Sgt. Margaret O'Gara to the Youth Council, explaining that Ms. Reid's daughter Alexandria was a GirlsREACH participant and will bring with her perspectives as a parent to the Youth Council. Sgt. O'Gara is the Commanding Officer of the Youth Services Section of the New York City Police Department, where her work focuses on teaching youth about the dangers of gang and criminal activity – she participated in the spring DYCD Internet Safety Conference.

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<sup>1</sup> An \* indicates the member's presence at the meeting.

<sup>2</sup> Dominique R. Jones was in attendance for Commissioner John Mattingly.

<sup>3</sup> Nicole Halsey was in attendance for Commissioner Neil Hernandez

Commissioner Mullgrav welcomed Ikra Rao Ahmad and Jermaine Williams, who joined the Youth Board and were appointed by the Mayor as youth representatives to the Youth Board. Both Ms. Ahmad and Mr. Williams have been involved with DYCD programs and initiatives, most recently, a focus group to help name Teen ACTION – Achieving Change In Our Neighborhoods, DYCD’s Center for Economic Opportunity (CEO) Service Learning Initiative.

Commissioner Mullgrav next welcomed Blake Foote, Executive Director of the Workforce Investment Board, and her colleague Melinda Mulawka. She drew the members’ attention to a handout of “Youth Board and Youth Council Significant Accomplishments from 2004 to Present”, which was prepared by Christopher Cesarani for the purpose of highlighting some of the major work done by the members for the WIB. (This document is attached to the minutes).

Association of New York State Youth Bureaus Annual Conference:

Commissioner Mullgrav continued her remarks by telling the members that the 37<sup>th</sup> Annual Association of New York State Youth Bureaus conference was a great success with over 500 youth professionals from across the state in attendance. She noted that Brooklyn Borough President Marty Markowitz and Deputy Mayor Dennis Walcott welcomed guests to the conference, and that Dr. Andrew Sum, the Director of the Center for Labor Market Studies at Northeastern University, made the featured presentation emphasizing the critical status of youth employment in New York. She encouraged the members to contact Chris Cesarani for a copy of Dr. Sum’s presentation. She thanked Erana Stennett for hosting the reception at Bloomberg, LP, which was a special treat for the out of town guests.

Commissioner Mullgrav noted that Mayor Michael R. Bloomberg chose the conference as the venue to announce the Out of School Time Expansion Program for Elementary School Programs, and Commissioner Gladys Carrión of New York State Office of Children and Family Services articulated her vision for New York State’s young people. She also noted that NY1 Senior Political Reporter, Dominic Carter was the featured keynote of the awards luncheon, where Lena Townsend presented the Lifetime Service Award to Kurt Sonnenfeld. She also recognized our New York City partners on America’s Promise at a 60<sup>th</sup> Anniversary evening Reception.

DYCD Center for Economic Opportunities Initiatives

Commissioner Mullgrav next updated the members DYCD’s CEO Initiatives, informing the members that on November 5, DYCD received proposals in response to the 2<sup>nd</sup> Service Learning RFP and that the awards would be announced shortly. She also noted that the Young Adult Internship Program began working directly with youth in November – the orientation phase of the 14 week program began, and each contracted organization is working directly with approximately 30 disconnected youth on job readiness skills focusing on business expectations, customer service, communications, conflict resolution, and career exploration. She noted that youth were also matched to appropriate internships for phase II of the program.

Out-of-School Youth (OSY) Employment Programs

Commissioner Mullgrav informed the members that DYCD was awarded additional funding for the OCFS Partnership for Youth contract’s second year, bringing DYCD’s total funding for this project to \$940,800.00. She explained that this funding will allow the five OCFS contractors for Out of School youth to serve an additional 22 young people.

### Summer Youth Employment Program (SYEP)

Commissioner Mullgrav informed the members that DYCD is currently in the process of renewing SYEP contracts for the summer of 2008. She explained that funding to serve up to 42,000 participants will also be included as part of the contract renewal for FY09. She added that when contracts were put in place in 2004, uncertainty in program funding led to base contracts that were designed to enroll only up to 22,000 youth. She continued that the Mayor's base-lining of SYEP funds and the Governor's commitment in 2007 to funding the program have made the enrollment of an additional 20,000 NYC youth possible.

### Ladders for Leaders

Commissioner Mullgrav next updated the members on NYC Ladders for Leaders program, which provides corporate internships through public-private partnerships. She explained that on October 10, Mayor Michael R. Bloomberg announced the launch of *NYC Ladders for Leaders*, which merged CAPITAL (Corporate Allies Program of Internships, Training and Leadership) and the NYC GirlsREACH and BoysREACH program, making the program a joint initiative of DYCD and the Mayor's Commission on Women's Issues (CWI).

### Today's Presentation

Commissioner Mullgrav concluded her remarks by highlighting some of the background for today's presentation, explaining that it brings in elements of several recent agenda's of the Youth Board and Youth Council (innovations in technology, DYCD's data collection and program management strategies, and CEO Initiatives).

She explained that prior to the NYC OST reform,

- 9 agencies funded afterschool services,
- Services were not coordinated, and had no consistent structure.
- Data was not uniformly collected, and we had no idea how many youth we served, or
- What sort of programming they were receiving.

As a result, DYCD saw this as an opportunity to increase standards, accountability and efficiency by dedicating itself to implementing high quality direct services, technical assistance and evaluation.

### ***DYCD Online***

Rich McKeon introduced Assistant Commissioners Christopher Caruso and Darryl Rattray, who provided the members with a presentation highlighting how data management is playing a significant role in achieving success for the OST system.

### A Centralized System to Support Success

Mr. Caruso explained that a key tool to support an OST formula for success is DYCD's data/program management system. He told the members that DYCD built a centralized system to ensure uniform data collection and reporting, "DYCD Online". He continued that in deciding on an enrollment and attendance tracking system DYCD had three goals in mind:

- To track how many youth we are serving through the system. This would allow us to better manage the OST portfolio and more effectively target resources.
- To create an internal management tool for each of our OST programs. A system that would allow CBOs to manage their schedules, monitor individual attendance and produce numerous reports.
- A system that was flexible, but comprehensive enough to become the primary data source for DYCD's three-year longitudinal evaluation.

Mr. Rattray noted that the system is now in use for two additional programs – Beacon and the Service Learning Initiative. Both Mr. Caruso and Mr. Rattray continued to walk the members through a demonstration of the system calling on guests – OST Program Manager Alfred Adjapong, Lois Lee of the Chinese American Planning Council and Yael Bat-Chava to highlight the significance of different parts of the system to their work.

Mr. Adjapong explained how the DYCD Online enables him as a Program Manager to prepare for visits, by enabling him to view an overview of a program's enrollment and activities. He also explained that the system enables system-wide communications with providers through message board announcements and a document library.

Ms. Lee explained how the system helps streamline her work across multiple sites that CPC runs in tracking attendance and planning worksopes.

Ms. Bat-Chava explained how the system is important to the work of evaluation because of its ability to track attendance and participation over time. She also noted that as part of a three year longitudinal study, DYCD is working with Policy Study Associates, Inc. to track performance of the OST system.

Youth guest Jermaine Williams asked whether the tracking is in real time. Alfred Adjapong explained that you can see the differences in activity, as it is directly updated by the providers. Mr. Rattray explained that the system has different levels of access, which includes the providers who are inputting program data.

Youth Representative Ikra Ahmad asked whether it was easy to determine which participants attend activities. Mr. Adjapong explained that the system makes it very easy to highlight this information.

Mr. McKeon posed the question of what the plans were for using the system in the future – past “101”. Ms. Bat-Chava explained the uses of the system in relation to other inputs toward the three-year longitudinal evaluation. She noted that as part of that work director and youth surveys are also being utilized.

### ***Youth Board Chair's Report***

Mr. McKeon thanked the DYCD staff and guests for their presentation and turned the members' attention to some administrative business, the approval of the September 6, 2007 meeting minutes. He informed the members that the minutes would be offered for approval at the next meeting, there being a lack of a quorum in attendance.

There being no further business, the meeting was adjourned at 10:30 a.m.

**ATTACHMENT**  
**Youth Board and Youth Council**  
**Significant Accomplishments**  
**2004 to Present**

1. Youth Board / Youth Council Co-sponsor Statewide Conference

For the first time, New York City hosted the Annual Conference of the Association of New York State Youth Bureaus (ANYSYB), October 17-19, 2007. Approximately 500 youth professionals from across the state explored strategies and shared best practices around youth development. Dr. Andrew Sum, Director of the Center for Labor Market Studies, Northeastern University delivered a keynote - The Labor Market and Economic Well Being of the Nation's Teens, Young Adults and Young Families: A Renewed Call for National Action.

(ANYSYB consists of more than 200 members representing Youth Bureaus and Youth Boards, not-for-profit youth service organizations, and municipalities. New York State has 106 county, town, city, and village Youth Bureaus. DYCD is the City's Youth Bureau.)

2. Youth Board / Youth Council Help Launch Private Sector Internship Programs for Youth

DYCD administered the summer internship program (Corporate Allies Program for Internships, Training and Leadership) that combines work experience with professional development workshops and college preparatory courses. Youth participants were selected following nominations from WIA In-School Youth (ISY) program service providers.

3. Internet Safety Conference

February 27, 2007 - The Youth Board and Youth Council helped develop with DYCD and internet safety conference, *Keeping Children Safer in a Changing Online World*. The event was cosponsored by the National Center for Missing and Exploited Children (NCMEC) at the Borough of Manhattan Community College (BMCC). The conference provided Law Enforcement and Youth Service Providers with the latest information about threats facing children and teens on the Internet and resources available to assist them in their response to those threats.

4. America's Promise Application

January 25, 2007 - America's Promise named New York City as one of its *100 Best Communities for Young People*. The City was recognized for its quality youth resources and its commitment to City-wide collaboration to serve the needs of young people. New York City's application was submitted by DYCD, and included contributions from the Department of Education, Administration for Children's Services, Mayor's Fund to Advance New York City, Department of Juvenile Justice, Human Resources Agency, and the Department of Health and Mental Hygiene, the DYCD Youth Board/WIB Youth council in addition to numerous foundations and community-based organizations.

#### 5. WIA Legislative Session

September 7, 2006 - In collaboration with the New York Association of Training and Employment Professionals' (NYATEP) and the New York City Employment and Training Coalition (NYCETC), DYCD hosted a WIA legislative session for youth workforce development programs. Over 100 people attended the session at Con Edison. Commissioner Mullgrav provided an overview of the City's WIA youth programs and its funding. The meeting also included presentations by Brenda Russell, from the Mayor's Federal Legislative Affairs office, John Twomey, NYATEP, and Jeremy Reiss of NYCETC. The Youth Council Chair and Officers participated on behalf of the members.

#### 6. Strategic Planning for Disconnected Youth

February 23, 2006 - The Interagency Coordinating Council (ICC) on Youth Services held a strategic planning session at which both youth and provider panels, respectively, discussed the development of effective programs and services for disconnected youth. Panelists included representatives of Covenant House, CUNY Prep, Friends of Island Academy, Latino Pastoral Action Center, and The Door. The Youth Board and Youth Council helped sponsor this event and several members were in attendance. A Youth Board/Youth Council member serves as a liaison to the ICC.

#### 7. Youth Board – Youth Council Resolution

June 9, 2005 - The Youth Board and Youth Council, to assist DYCD, Resolved: to develop programs and partnerships that address the needs of disconnected youth in the City of New York, in cooperation with member City agencies, the Interagency Coordinating Council on Youth, youth providers, community members, and employers; to advocate with the Federal, State, and local government and private funders for additional resources to support programs for disconnected youth; and to review these programs and make recommendations to improve them. (the resolution is an attachment to June 9, 2005 Youth Board/Youth Council Meeting Minutes).

#### 8. Youth Workforce Development Conference

November 12, 2004 - The New York City Department of Youth and Community Development (DYCD) held *Life Skills, Work Skills: Youth Development to Workforce Development*, a conference on youth employment, at the New York University Kimmel Center on Wednesday, November 10, 2004. Over 360 of New York City's key youth workforce development stakeholders joined the conference co-sponsors in exchanging information and practices on the youth employment sector.

#### 9. Youth Recommendations for Youth Workforce1 Career Center

August 25, 2004 – Youth Representatives from the Youth Board and Youth Council along with 2 Summer Youth Employment Program participants took a day to observe daily activities at the Brooklyn Workforce1 Career Center. The purpose of this trip was to provide findings with the Youth Board/Youth Council Program Workgroup on how to develop a youth friendly One Stop Center.