

**MINUTES**  
**Youth Board/WIB Youth Council**  
**June 4, 2008**  
**Community Resource Exchange**  
**42 Broadway, 20<sup>th</sup> Floor**  
**New York, New York**  
**8:30 AM to 10:30 AM**

***Present:***

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

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

***Guests:***

Linda Rodriguez, Holly Delany-Cole, Yvonne Braithwaite, Jeff Martin, Adam Rabiner, Miguel Almodovar, Suzanne Lynn, Bill Chong, Yvette Furman, Jermaine Wright, Maricela Brea, Lea Kilrane, Rebecca Brown, Sheila Scharfman, Kenneth Dirks, Lea Kilraine, Michael Ognibene, Arnold Dorin, Julia Breitman, Susan Haskell and Christopher Cesarani

Youth Council Chair Reg Foster 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 thanked Fran Barrett the Executive Director of the Community Resource Exchange (CRE) for the making their board room available for today's meeting.

Commissioner Mullgrav welcomed new Youth Council members, JoEllen Lynch, Arnold Dorin and Greg Hambric. She then offered brief remarks – encouraging everyone gathered to read her update memorandum to the Youth Board and Youth Council.

**Budget Issues**

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

<sup>3</sup> Sheila Scharfman was in attendance for Commissioner Neil Hernandez.

Commissioner Mullgrav described next year as a challenging one, as New York City's economic outlook is uncertain. Nevertheless, she continued that Mayor Bloomberg's responsible fiscal management will help us weather these tough times. She made the members aware that, as part of the Executive Budget, OMB requested all City agencies to identify savings, of which, DYCD's share is \$5.5M in Fiscal Year 2009. She explained that DYCD was able to meet some savings targets through identifying reimbursement opportunities with other funding streams, however, at this time we also proposed a reduction in funded SYEP slots. She informed the members that, as of the date of this meeting, DYCD anticipated being able to enroll nearly 35,000 young people in the Summer Youth Employment Program – 6,000 fewer than last year, which is particularly difficult as over 103,000 youth applied for a summer job.

#### Summer Youth Employment Program (SYEP)

Commissioner Mullgrav highlighted further that DYCD received over 103,000 Summer Youth Employment Program (SYEP) applications this year, compared to 93,750 last year. She added that more worksites than ever – over 6,300 – have requested to host SYEP participants and that work assignments will begin on July 1 and end on August 16.

#### WIA Out-of-School Youth (OSY) and In-School Youth (ISY) Employment Programs

Commissioner Mullgrav provided the members with the following highlights for OSY and ISY programs: a series of three technical assistance workshops commenced for Out of School Youth program providers, in conjunction with the Literacy Assistance Center and Seedco on March 24; and, ISY program staff and Seedco have developed a new Career Planning Guide (CPG) for program participants, which is designed to help prepare in-school youth for transitioning from high school into higher education or the world of work.

#### Ladders for Leaders

Commissioner Mullgrav reminded the members that on April 4, a discussion on outreach strategies, sponsored by the Youth Board/Youth Council and the Workforce Investment Board, took place at Young and Rubicam headquarters. She explained that Past employers – specifically Young and Rubicam and Macy's – and a 2007 intern shared their experiences and perspectives with an audience to the program. She thanked Reginald Foster, Richard F. McKeon, Peter Borish, Franc Perry, Kurt Sonnenfeld, Susan Royer, and Maureen O'Connor, as well as other representatives, for supporting and attending this event.

#### Out of School Time (OST)

Commissioner Mullgrav explained that, as a first step in the planning process for the upcoming OST RFP, DYCD invited OST high school providers, advocates and others to an event yesterday, at Baruch College, sponsored by The Wallace Foundation. She continued that at this meeting, national experts participated in panel discussions on how to expand the quality and quantity of learning opportunities for high school age youth. She added that current research and practice for older youth was presented in a moderated panel that included Jobs for the Future, and Chicago's After School Matters Program with cross-cutting issues discussed during a working lunch. She also mentioned that a mid-year evaluation report by Policy Studies Associates, which focuses on a review of OST high school programs, is being used to help in the planning process of the RFP.

### DYCD CEO Service Learning: Teen ACTION Youth Forum

Commissioner Mullgrav informed the members that on April 22, Teen ACTION, which provides youth in grades 6-12 with an opportunity to engage in structured learning and service projects, held a youth forum at Hostos Community College. She explained that the Youth Forum showcased Teen ACTION service learning projects and allowed participants to network with their peers, City officials, community advocates, and experts in the field. She added that more than 400 youth from 43 CBOs attended and participated in a panel discussion with representatives from the Department of Health and Mental Hygiene, PlaNYC and the Department of Homeless Services.

### Literacy Services Pilot

Next, Commissioner Mullgrav highlighted a new literacy services pilot launched by DYCD with support from CEO to target literacy services to disconnected youth between the ages of 16 and 24. She explained that this program, which began May 1, 2008 and end June 30, 2009, offers pre-GED basic skills instruction complemented by comprehensive support services to a minimum of 20 participants for approximately 20 hours per week. She added that the programs will report on outcomes including retention in the program, improvements in literacy skills, and successful transition into GED or other educational programs, job/vocational training, or employment.

### BEACON

Commissioner Mullgrav noted that on March 24-25, DYCD and IBM hosted a Robotics Curriculum training session for staff members at eight DYCD programs from our In-School Youth, Beacon, and Out-of-School Time portfolios. She explained that participants were introduced to the curriculum and built full-scale robots, after which participants were given a “Graduation Challenge” where each trainee had to program their newly created robots to complete an obstacle course. She added that IBM will be donating 25 Robotics kits to participating programs.

### City Council

Commissioner Mullgrav noted the recent media reports, about City Council discretionary awards. She explained that DYCD provides an administrative service to City Council by processing about 1,900 contracts related to Council discretionary awards – the recipients of these awards are identified by the City Council. She continued that DYCD is notified of awardee organizations, and works with the provider, the Mayor’s Office of Contracts, and the Comptroller’s Office to create and process contracts using the same rigorous vetting and responsibility determination guidelines that we use for our own contract awards. She added that, as a result of those guidelines, DYCD, in partnership with Comptroller’s Office and MOC, is developing new procedures to strengthen the vetting process even further for organizations that receive city-council discretionary funds – she noted the prequalification application for City Council discretionary awards available on the DYCD website, as of May 29. She concluded by noting that most importantly we should all be aware that the overwhelming majority of human service providers are operating with integrity, and we look forward to continuing to partner with the Mayor’s Office, the City Council and the Comptroller’s Office to make sure that funding safely reaches organizations which make a difference in the lives of New Yorkers. Nancy Wackstein added that it is also important to recognize that the large majority of non-profits who receive grants from the City Council are legitimate, as are most Council members doing good work on behalf of their communities.

### Today’s Presentation - Capacity Building

Commissioner Mullgrav introduced the panel presentation, “Supporting Providers for High-Quality Services”. She explained that building the capacity of our direct service providers is critical to our

ability to offer quality programs to youth, families and to strengthen communities through the City, as such, DYCD created a Capacity Building Division, with Technical Assistance and Professional Development Units. She added that since its inception, DYCD has increased the Division's budget, piloted new initiatives like DYCD Scholars, a college-based training program, and embedded technical assistance in key initiatives. Further, she explained that DYCD is offering increasing levels of support to help service providers meet the heightened standards of accountability and the call for evidence-based programming – our RFP for Technical Assistance Services was released on May 14. Commissioner Mullgrav introduced the panelists for today's discussion: Holly Delany Cole, Community Resource Exchange; Yvonne Braithwaite, Partnership for After School Education; and, Linda Rodriguez, Seedco, and, Rien Murray, Director of Technical Assistance, who would first present an overview of DYCD TA services.

### *Today's Presentation*

Mr. Murray began his presentation by outlining the goals of the DYCD Capacity Division Unit, which include: improving the capacity of DYCD contractors to achieve positive outcomes for youth, families, and communities; enhancing program quality by building knowledge and skills among front-line and supervisory staff; increasing the use of effective management practices and augment organizational infrastructures; and, fostering the adoption of data-driven decision making as the basis for continuous quality improvement.

Mr. Murray described how the Capacity Division uses two primary approaches: technical assistance, focused on an organizations short-term priorities and longer-term goals related to their ability to deliver quality services, and, professional development, focused on the individual interests and the needs of the frontline workers, supervisors and directors. He added that the Capacity Division hosted the "building bridges" initiatives, which bring information about DYCD programs and services to the communities. Mr. Murray concluded by introducing panelists Linda Rodriguez of Seedco, Holly Delany Cole of CRE, and Yvonne Braithwaite of the Partnership for Afterschool Education (PASE), who would highlight through further how technical assistance and professional development approaches are implemented.

### *Performance-Based Technical Assistance*

Linda Rodriguez discussed how Seedco worked with DYCD to help address associated challenges with Workforce Investment Act federally funded performance-based contracts. She explained that Seedco met with reviewed performance reports, interviewed DYCD program staff and together created a Technical Assistance plan, which included a period of reassessment, to aid WIA performance-based contractors.

### *Strategic Planning*

Holly Delany Cole discussed the significance of professional development to successful organizational strategic planning. She highlighted, as an example, the demand for more staff with leadership experience, as a result of many human services workers beginning to age out of the field. Ms. Cole added that professional development should also reflect the diversity of the city and foster new leaders with team work experience. Erana Stennett commented that strategic planning is also critically important to an organization's ability to develop an effective board of directors.

Lynette Velasco agreed and added that changes in public funding necessitates organizations having a strategic partnership with their boards.

### *Leadership Development*

Yvonne Braithwaite described how PASE, in partnership with Baruch College's School of Public Affairs, offers an Emerging Leaders Program, a comprehensive, semester-long course in nonprofit management, particularly geared towards the needs of afterschool staff. Rae Linefsky asked about the breadth of the focus on staff development. Denice Williams explained that the emphasis is not only on the career ladder with an organization but also the ability to take professional skills to other organizations. She used an example how the staff worker at the Police Athletic League may later on come to work at the YMCA – it is important to build skills that are portable.

### *Youth Board Chair's Report*

Reg Foster<sup>4</sup> thanked Mr. Murray, Ms. Delany-Cole, Ms. Braithwaite and Ms. Rodriguez for sharing information with the members about capacity building. Mr. Foster directed the members' attention to the approval of the March 6, 2008 Quarterly meeting minutes for their review and final approval (under tab 1). A motion was made and there being no objection, the minutes were approved.

Next, Mr. Foster called on Julia Breitman for further updates on NYC Ladders for Leaders. Ms. Breitman highlighted the following: to date, there are 154 internships committed; 240 students in the current applicant pool; 144 resumes have been sent to 18 partnering employers; and, 9 companies have extended offers to 34 students. She thanked the members for their continuing support, particularly with the April 4 outreach meeting at Young and Rubicam, and asked that they contact her with any questions about the program.

### *Youth Board Funding and Resource Allocation Committee*

Mr. Foster called on Lena Townsend<sup>5</sup> for a Funding and Resource Allocation Committee update. Ms. Townsend informed the members that the next meeting of the committee will take place on June 16, from 10:00 a.m.-11:00 a.m. the DYCD. She explained that the focus of this meeting will be a review of this year's Resource Allocation Plan (RAP). She added that last June DYCD staff provided the committee with an overview of how it gets reimbursed by the State for many of its programs by submitting a RAP, which the committee found very informative and requested again as a topic.

### *Youth Board Standards, Nominations and Rules Committee – Franc Perry*

Mr. Foster called on Franc Perry for an update from the Youth Board Standards, Rules and Nominations Committee. Mr. Perry reminded the members that the current Youth Board Officers will be up for reappointment at the September Annual Meeting – Erana Stennett, Vice Chair; Sibyl Silberstein, Secretary; and Lena Townsend, Corresponding Secretary. He asked that the members consider this slate for reappointment and that between now and the September meeting please contact me (via Chris Cesarani) to approve or comment on this slate.

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<sup>4</sup> Reg Foster was asked to deliver the Youth Board updates in Mr. McKeon's absence.

<sup>5</sup> Ellen Chen asked Ms. Townsend to deliver Youth Board updates in her absence.

### *Youth Council Chair's Report*

Mr. Foster directed the members to meeting book tab number 2 to review Youth Council and Youth Board letters urging Senators Schumer's and Clinton's support of the "Summer Jobs Stimulus Act of 2008". He explained to the act potentially would make available \$1 billion nationally for summer youth jobs program as part of a second federal economic stimulus package. Mr. Foster noted for the gathering at the March 2006 quarterly meeting, the Youth Board and Youth Council empowered the Chairs to work with DYCD and coordinate a letter writing campaign where the need arises in relation to interests. He added that recognizing the Youth Board's and Youth Council's commitment to summer youth jobs and the significant impact they have on a young person's future, these letters were sent.

Mr. Foster noted that the WIB held an Economic Development Roundtable moderated by the WIB with economists Jason Bram of the Federal Reserve Bank and Jim Brown of the NYS Department of Labor Economists. He noted that Youth Council member Rae Linefsky was in attendance. Ms. Linefsky commented on how informative the event was and that both economists emphasized how a downturn in the economy negatively impacts on summer youth employment.

Mr. Foster reminded the members that the next meeting of the NYC Workforce Investment Board would take place on June 12 at the Brooklyn Workforce1 Career Center, 9 Bond Street. He informed the members that the meeting would feature a presentation by Lesley Hirsch who directs the Labor Market Information Service, located at the CUNY Graduate Center and that following the meeting there would be a tour of the Center.

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