

WARREN COUNTY BOARD OF SUPERVISORS

COMMITTEE: YOUTH PROGRAMS

DATE: JUNE 1, 2007

Committee Members Present:

Supervisors Gabriels
F. Thomas
Girard

Others Present:

Margaret Smith, Director, Youth Bureau
Hal Payne, Commissioner, Administrative
& Fiscal Services
Nicole Livingston, Deputy Clerk, Board of
Supervisors
Katy Goodman, Secretary to the Clerk

Committee Members Absent:

Supervisors Champagne
Merlino

Mr. Gabriels called the meeting to order at 10:35 a.m.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to approve the minutes of the previous meeting, subject to correction by the Clerk.

Privilege of the floor was extended to Margaret Smith, Director of the Youth Bureau, who distributed copies of her Agenda packet for the meeting, a copy of which is on file with the minutes.

Mrs. Smith commenced with review of the Agenda. Pursuant to Agenda Item No. 2, she spoke on the ACT (Assets for Youth Coming Together) Initiative that the Youth Bureau was presently collaborating with Washington County on. Mrs. Smith advised there was also a contract for funds for the Counties through the Initiative and there was an opportunity to participate in a Youth Leadership Retreat in July. She stated a one-page overview of the Retreat was included in the Agenda packet. Mrs. Smith explained that up to three Warren County youth from the targeted communities in the Initiative could be eligible to participate in the Retreat. She stated Warrensburg was the targeted community in Warren County and for Washington County it was Fort Ann.

Mrs. Smith apprised the ACT grant would cover all the expenses for the Retreat which would include an adult chaperone. She recalled with the Committee members' approval she had transported youth and attended a Youth Leadership Conference for the past three years. Mrs. Smith stated the Retreat would be held at Cornell University in Ithaca, New York from July 15th through 18th. Mr. Gabriels questioned the costs, and Mrs. Smith confirmed that the grant funds would cover all the meals and lodging costs for her and the mileage costs would be reimbursed. She explained the funds were not in her budget because it was a bi-County project, the Washington County EOC (Economic Opportunity Committee) was the lead agency and they received the grant funds. The EOC would also cover the mileage reimbursement, she added. She advised that for previous events like this, Paul Dusek, the County Attorney, had required her to drive a County vehicle. She stated a method for the reimbursement through the EOC would

need to be figured out and she had not done that yet.

Hal Payne, Commissioner of Administrative and Fiscal Services, asked if there would be liability coverage for the youth in an emergency. He stated that Mrs. Smith should check with Mr. Dusek or Amy Clute, Director of the County Self-Insurance Department. Mr. Payne advised that the County's Travel Policy only allowed County employees and volunteers for the County to ride in County vehicles. He stated the youth would not fit into either of those categories. Mr. Payne concluded the Travel Policy question needed to be resolved, and Mrs. Smith agreed to obtain Mr. Dusek's input on the matter.

Mr. Gabriels suggested the request be approved contingent upon the County Attorney's determination on the liability issue and if the County Travel Policy would allow the youth to be transported to the event either in a County vehicle or Mrs. Smith's personal vehicle on County business.

Motion was made by Mr. F. Thomas, seconded by Mr. Girard and carried unanimously to approve the request, as presented, subject to the aforementioned contingencies. The necessary resolution was authorized for the next board meeting. A copy of a resolution request form is on file with the minutes.

Next, Mrs. Smith spoke on a proposal for the use of unallocated State funds (Agenda Item No. 3). She stated the proposal was for a program that the Youth Bureau and the Warren County Probation Department/Juvenile Treatment Court would collaborate on entitled, Wilderness Youth Leadership Development (WYLD). A copy of the proposal was included in the Agenda packet, she added. Mrs. Smith apprised the Youth Bureau had reserved unallocated State Youth Development Delinquency Prevention (YDDP) funds in the amount of \$1,250 and they had advertised for proposals for a program to use the funds. She stated Robert Lusi, Director of the Probation Department, had submitted the proposal for the aforementioned Program. Mrs. Smith explained because the funds were matching funds the Probation Department would need to raise \$1,250. She apprised that to-date the Probation Department had raised \$365.

Mrs. Smith requested approval to submit an application to the State OCFS (Office of Children and Family Services) to amend the County's 2007 Resource Allocation Plan to include and fund the WYLD Program, contingent upon the Probation Department raising the remainder of the matching funds. (Agenda Item No. 4 b). She noted Mr. Lusi had reported on the proposal to the Criminal Justice Committee (the Probation Department's supervisory Committee). The County Youth Board also approved the proposal because the Program would address the issues of substance abuse in youth, she added. Mrs. Smith stated the Probation Department had submitted applications for some grants from community groups as a way to obtain the balance of the funds.

Mr. Gabriels asked if the contingency was for all or nothing, and Mrs. Smith replied, for example, with the \$365, they could do some of the proposed activities that would cost \$700. She explained Probation was contracting with the Council for Prevention, who had qualified staff to oversee the Program's adventure-based and aquatic activities. Mrs. Smith clarified for Mr. Gabriels that the

aquatic activities would be held on local lakes and rivers. In response to Mr. Gabriels' concern that there would still be the issue of liability for County transportation, Mrs. Smith stated the Council for Prevention would provide the transportation. She advised the State funds as well as Probation's funds would cover the costs for transportation and meals and the Council had other funds that would cover the costs associated for staff. She advised she could make sure that the liability issue for the Program was also addressed.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, as presented, subject to the aforementioned contingency. The necessary resolution was authorized for the next board meeting. A copy of a resolution request form is on file with the minutes.

In conjunction with the proposed Program, Mrs. Smith requested approval to amend the 2007 County budget to increase estimated revenues and appropriations in the amount of \$1,250 to reflect receipt of YDDP Youth Service funds.

Motion was made by Mr. F. Thomas, seconded by Mr. Girard and carried unanimously to approve the aforementioned request, as presented, and to refer it to the Finance Committee. A copy of a resolution request form is on file with the minutes.

Mrs. Smith requested approval to authorize a contract between the Youth Bureau and the Warren County Probation Department for the WYLD Program (Agenda Item No. 4 b), for a term commencing June 15, 2007 and terminating December 31, 2007.

Motion was made by Mr. Girard, seconded by Mr. F. Thomas and carried unanimously to approve the aforementioned request, as presented, and to authorize the necessary resolution for the next board meeting. A copy of a resolution request form is on file with the minutes.

Pursuant to Agenda Item No. 4 c, Mrs. Smith requested approval of a Transfer of Funds in the amount of \$2.99 to cover an additional amount for the total cost of a new chair for the Department. She explained a previous Transfer of Funds for the chair had not been sufficient to cover the total cost.

Motion was made by Mr. F. Thomas, seconded by Mr. Girard and carried unanimously to approve the Transfer of Funds, as presented, and to refer it to the Finance Committee. A copy of the Transfer of Funds is on file with the minutes.

Mrs. Smith reminded the Committee members that at the last Committee meeting she had reported that the Department was going to participate with Washington County and Adirondack Community College (ACC) as well as the Council for Prevention in the sponsorship of a Recreation Resource Expo and Training for the Directors of the Municipal Recreation Programs that was scheduled for June 2nd. She noted they had faxed the Committee members considerable information on the Expo. However, Mrs. Smith advised, it had become necessary

to cancel the event due to the lack of participation. She displayed an announcement of the Expo; however, she noted, they now had a clear idea of what type of event would attract participants and they were looking at other ways to provide information to people who could not travel, due to lack of vehicles and high fuel costs.

Mrs. Smith reviewed the list of Updates/Coming Attractions outlined in Agenda Item No. 5. First, she discussed issues relative to a Youth Bureau intern/volunteer and a part-time Americorps position. Mrs. Smith advised that two years ago the Department had a high school student intern and she would like to have an intern again this year. She stated she had spoken to Amy Bartlett, First Assistant County Attorney, about the matter, who had advised her that the 2005 Resolution that had authorized the internship would still be in effect and she could follow the same procedures for the internship. She apprised the intern would not be paid.

Mrs. Smith advised as a resolution would not be required, she wanted the Committee members to be aware that she hoped to find a student who would want to do an internship in the Department. She noted some of the intern's duties would be to create flyers, posters and public relations materials and to do promotional activities for the Tennis Program. Mr. Gabriels asked how long the internship would be, and Mrs. Smith replied she envisioned that it would be for the summer. However, she added, if there was an ongoing project, she would want to extend the term perhaps to include a few hours during a school vacation.

Regarding the part-time Americorps Program position, Mrs. Smith stated she had provided information on the position at the February Committee meeting and at the April meeting she did not have all the details ready to present. Mrs. Smith advised the 300 hours for the position would be at no cost to the County and the position would be filled by a youth between the ages of 18 and 24 who would receive a \$1,000 education award from the Americorps Program. Mrs. Smith explained the Americorps Program was a Federal Program and the volunteers served throughout the Country in many different programs. She noted that the duties of the position in the Youth Bureau would be to work with and expand the programs the Department worked with, although she had not developed a full list of what the duties would be.

Mrs. Smith advised she had wanted to obtain a copy of the agreement between Americorps and the County, and she had requested a copy of it. Mrs. Smith advised if they were going to enter into the Program now, the volunteer would have to be recruited and provide the 300 hours of service by December 31, 2007. She stated she felt she would be more ready to have the Program in place in 2008, and that she wanted to obtain the agreement for the County Attorney to review. Mr. Gabriels recommended that the Program be put in place this year. Mrs. Smith acknowledged the recommendation and stated a possible scenario could be that the intern could serve as the Americorps volunteer.

Next, Mrs. Smith discussed the Association of New York State Youth Bureaus Directors Training that she had attended on May 8th and 9th. She recalled that Mr. Champagne had asked her to provide the Committee members with a report on the Training. A copy of the Report was included

in the Agenda packet. She noted that Mr. Champagne was specifically interested in information about the Governor's funding for youth activities and pointed out the Report outlined the key points on the State Budget Forecast for 2008. She confirmed for Mr. Gabriels that she would send Mr. Champagne a copy of the Report as he was not present at the meeting.

Mr. F. Thomas questioned the reference to a SILO in the aforementioned Report, and Mrs. Smith explained it was a funding stream that was focused on one thing such as health or education. She advised she had looked at a draft of the impact of the State budget on Warren County and from the key areas listed in the Report, it appeared that the 2007 - 2008 State budget would follow some of those areas relative to youth services and health, education and mental health issues. Mrs. Smith apprised the Budget included a \$2,000 increase in the funds for all Youth Bureaus. She noted that seemed to suggest that they should keep pursuing more funds from the State.

Next, Mrs. Smith stated, she would be attending a Strategic Collaborative County Planning Conference in Syracuse on June 5th and 6th. She noted she believed the Department of Social Services would also be sending someone to the Conference.

Concluding the Agenda, Mrs. Smith announced a free Tennis Instruction Workshop would be held on June 25th, and stated the Workshop would be advertised.

Regarding the travel on June 5th and 6th, Mrs. Smith confirmed for Mr. Payne that the Committee members had approved that request at the April meeting. Mr. Gabriels concurred that was the case. Mrs. Smith noted she just wanted the Committee members to know she would out of the Office at that time.

There being no further business to come before the Committee, on motion by Mr. F. Thomas and seconded by Mr. Girard, Mr. Gabriels adjourned the meeting at 10:56 a.m.

Respectfully submitted,

Katy Goodman, Secretary to the Clerk