

Agenda
Youth Bureau Advisory Board Meeting
Tuesday, November 13, 2012
Youth Bureau Conference Room @ 4:30 PM

1. Approval of the minutes from the previous meeting of October 9, 2012.
2. Financial, Director, Assistant Director, Recreation Supervisor and Youth Services Reports.
3. Update on the 2013 proposed Operating Budget.
4. City of Cortland Environmental Committee proposal on pesticide usage at city parks.
5. Correspondence

If you are unable to attend this meeting, please let John or Lou Anne know before Noon on Tuesday.

YOUTH BUREAU ADVISORY BOARD MINUTES

DATE: 10/9/12

The regular monthly meeting of the Youth Bureau Advisory Board was held on Tuesday, October 9th at 4:30 PM at the Youth Bureau in the Conference Room.

Commissioners present: Eberhart, SanJule, Steele, Baier

Commissioners excused: VanGorder, Wright, Tobin

Others present: Director McNerney, Assistant Director Scott, Intern Robert Cutright

The minutes of the previous meeting, Financial, Director, Assistant Director, Recreation Supervisor and Youth Services Activity Reports were read and accepted as part of the regular meeting.

There wasn't a quorum, so no motions were made.

The bills totaling \$18,827.72 were reviewed for payment.

Other Business:

- A. Reviewed minutes from 9/11 meeting. There were no corrections to the minutes.
- B. Reviewed Financial Statement for September.
- C. Reviewed the bills for September. John pointed out the bill for the County Highway Department, fuel for the month of August (\$1,691.46) one of our biggest months for fuel. Ted McBride's bill for top soil (\$320.00) in Suggett Park was for where the trees were removed. Cheerleading and Soccer uniforms came to \$1,539.70, but this is covered by the registration fee. The carpet (\$8,571.00) at the Teen Center includes work to sub-flooring; an additional \$1,500.00 for the sub-flooring. Extended the job by one week. Worked over Labor Day weekend.
- D. Reviewed Activity Reports. John's Report: Item 13, Bob asked about meeting of the Landscape & Design Committee. John met with Mike Dexter and Diane Batzing regarding replacement trees at Suggett Park. Chose 10 trees to replace the cherry trees that were taken down. They are hardy oak trees. DPW employees will be planting the trees in the spring. Cindy asked about the Pumpkin Fest. John said there was a lot of turf damage. Jim Dempsey and the Pumpkin Fest committee will be handling the clean up. There is a rutted area on the Greenbush Street. Is the festival outgrowing this location? John discussed his meeting with the Mayor's Environmental Committee. We use very few chemicals in the park now. We do not use fertilizer to take care of bee hives, we hire a specialist. NYS Parks has a policy that we will use to develop our toxic chemical policy for the Youth Bureau.

Cecile's Report: Cecile discussed the transition of the Youth Bureau GED program to OCM BOCES which will happen in December when Cecile retires. Cecile showed the board copies of the Wickwire Pool calendar which is currently on sale for \$10.00 with all proceeds to benefit the pool fund. The Community Center paid to have 50 copies of the calendar printed!

Andrea's Report: Continued to oversee fall programs. Great group of SUNY Cortland students coaching soccer!

Youth Services Division Report: Erica worked at the drug take back program at the Cortlandville Fire Department, which had a record number of medications received. John attended the bands for Wickwire event at the Youth Center. Over 100 teens attended. Heather organized the event with 4 bands.

- E. John discussed the 2013 Operating Budget. Since Mack has become Finance Director, the preparation of the budget has been taken to a whole new level. Mack is looking at the "true cost" of each employee. Mack now prepares the figures for all full time personnel lines adding in all fringe benefits, longevity, health insurance, retirement, etc. The 2013 Budget of \$1.2 million for the Youth Bureau, up from \$924,068. Up about \$200,000 probably because of the reflection of the "true cost" of each full time employee.

Highlights:

- John added 1 seasonal maintenance personnel (\$4,800)
- Replace Youth Bureau van (\$25,000)
- Beaudry Park baseball lights, to upgrade to safer system (\$7,500)
- Replace shower heads at beach
- Replace carpet in office area (\$7,000)
- The City Budget is \$18 million.
- There are 4 retiring who will not be replaced.
- Health Insurance Changes – Tompkins County Health Consortium. They pool resources for health insurance. There are 17 municipalities involved.
- Cortland County radio system is included; \$9,300 is the Youth Bureau contribution.
- Tonight is a town hall meeting of the Operating Budget.

- F. Beaudry Park update: The new location is a big improvement over the previous building. Utilities have been installed, siding will be stained next summer. Fingerlakes Construction will be pouring floor and sidewalks this week and next week. Dennis has been overseeing the project everyday. Hope to be open late December or early January. Will talk to the mayor about ideas for the grand opening. There is \$15,000 in contingency funds for fire alarm system that rings directly into the fire department and other odds and ends.

Meeting adjourned at 5:45 PM.

Respectfully submitted, Cecile Scott

Director's Activity Report
October 2012

1. Attended a Tompkins County Health Care Consortium informational session.
2. Attended the Environmental Committee meeting to discuss the use of pesticides and fertilizers at city parks.
3. Met with three SUNY @ Cortland communication student groups to offer information about Wickwire Pool project. www.wickwirepoolproject.com
4. Attended the Mayor's town hall meeting on the City of Cortland 2013 Operating Budget.
5. Conducted a staff meeting to bring staff up to date on the Tompkins County Health Care Consortium and answer questions.
6. Continued to supervise Robert Cutright, our SUNY @ Cortland Recreation Management intern.
7. Attended all scheduled Department Heads meetings.
8. Attended the Crown City Little League annual meeting and board elections.
9. Continued to supervise the Small Fry Football program and address daily program issues.
10. Attended the New York State Association of Youth Bureau Directors Training and Annual Conference.
11. Met with Martin Murphy and Brian Parker to discuss gym cleaning detail.
12. Met with non-union staff and mayor to discuss benefit concerns.
13. Conducted a Wickwire Pool Fundraising Committee meeting and submitted donations to the Trust Fund.
14. Registered youth lacrosse teams for the Annual Cornfield Class Lacrosse Tournament.
15. Supervised the Annual Small Fry Football Tag Day Fundraiser.
16. Began planning for the 56th Annual Small Fry Football Banquet attended by over 320 players, coaches and parents.
17. Interviewed and hired our 2012-2013 boys basketball staff.

18. Continued to supervise the construction of the Beaudry Park Building and met daily with Dennis Gallagher to report on status.
19. Attended the Annual Pumpkin Fest at Courthouse Park.
20. Conducted bi-weekly staff meetings and submitted payroll when due.
21. Hired Sprouse Painting to paint the Rotary Shelter.
22. Attended the Annual Chiller Haunted House at Suggett Park.
23. Submitted the October Department Heads Report to Mayor Tobin and Common Council.
24. Discussed with Intern Robert Cutright his no-sew fleece blanket project.

John McNerney
Director

Assistant Director's Activity Report
October 2012

1. October 7th Participated in the Pumpkin Fest to sell Wickwire Pool calendars and cookbooks.
2. October 9th Attended Cortland Youth Bureau board meeting and took minutes.
3. October 11th Met with Erica to discuss Youth Services Division programs.
4. October 11th Cortland Community Center meeting. Went over Pumpkin Fest results and donation to Wickwire Pool.
5. October 16th & 17th 3 GED students tested at the Auburn site.
6. During the month, tested 5 new GED students.
7. During the month, Matt, Heather and I provided transportation to TST BOCES for student who required test modifications on the exam.
8. October 31st Met with Michele Whalen, coordinator for CACTC concerning the upcoming Youth Involvement committee meeting.

Cecile Scott
Assistant Director

**ACTIVITY REPORT - OCTOBER
RECREATION SUPERVISOR**

YOUTH SOCCER

- Supervised and assisted coaches when needed
- Collected and submitted payroll for staff at end of the season
- Attended daily practices and games
- Distributed photos to players
- Season ended October 25th

CHEERLEADING

- Supervised and assisted coaches when needed
- Collected and submitted payroll for staff at end of the season
- Attended all games on Tuesday, Wednesday, Friday & Saturdays
- Distributed photos to players
- Collected uniforms at the end of the season for cleaning

FUN FOR TOTS

- Attended all playgroups
- Created and distributed November calendar
- Held Halloween celebration; walked through County Office Building with kids in their costumes trick-or-treating.
- Planned for November special event: trip to the Fire Dept and cupcakes with the fire fighters.

SFF CONCESSION STAND:

- Supervised and as needed assisted staff at each game and stocked concession stand with needed supplies weekly
- Submitted staff payroll
- Bi-weekly deposits to SFF fund
- Sold SFF banquet tickets at concession stand
- Cleaned and put away equipment/supplies at end of the season

GIRLS BASKETBALL

- Interviewed potential coaches, hired returning coaches
- Created rosters, schedules, throughout the season
- Pre-season meeting date held for Monday, November 5th
- Contacted schools about gym availability, no practice dates
- Created master calendar for practices, games, etc

MISCELLANEOUS

- Attended all CYB staff meetings
- Attended grant writing workshop in Ithaca

- Met with SUNY class for their class project; assisted them with needed information
- Met with two college professors about bully survey; distributed materials out to our program participants and staff to aid in their study.

ANDREA PIEDIGROSSI
RECREATION SUPERVISOR

Youth Center report for October 2012

Days open: 26
Attendance: 562
Average attendance: 22
Client Contacts: 14
New contacts: 1

<u>Issue</u>	<u>Referral</u>
Relationships	3
Family	5
School	3
Employment	2
Legal issues	1

4th: Heather attended the CJSHS Open House and set up an information table.

4th: Matt attended the Jacobus Center's Advisory Board meeting.

10th: Matt held a cooking class with 3 kids participating.

13th: Matt and Mike held a chicken BBQ fundraiser with 6 kids helping.

15th: Erica participated in a phone call with John and Michael Karpman from the National League of Cities. An upcoming national publication will be featuring the Cortland Youth Center.

16th: Health Educator Mary Dykeman made her monthly visit to the Youth Center to talk to the kids.

17th: Matt held a hoop shoot at the Center's basketball court with 5 kids participating.

18th: Erica attended an Americorps supervisors' meeting. Erica also attended the annual CACTC Key Leader Breakfast.

19th: Matt took 7 kids to the Carrier Dome for the SU vs. UConn football game.

20th: Saturday Band Night took place with 2 bands and 1 comedian performing, and 25 kids in attendance.

22nd – 26th: Matt, Heather, and youth intern Justin held interviews for the next internship term to begin in November. 11 kids applied and were interviewed.

23rd: Matt assisted with the Cortland County Youth Leadership group's orientation day. Over 30 kids from county high schools gathered at SUNY Cortland with their faculty

advisors and the CCYL steering committee to begin the year's Youth Leadership projects.

26th: Heather held a Scary Movie Night with 10 kids participating.

27th: Heather took kids to the Rosamond Gifford Zoo in Syracuse.

29th: The Youth Center was closed due to super-storm Sandy. Erica followed closing procedures to notify the public.

31st: Heather supervised the Center's annual Halloween Party with 22 kids in attendance.

Throughout the month, Erica, Matt, and Heather attended all CYB and YS staff meetings.

Erica supervised all Youth Center staff and programs.

Erica submitted payroll when due.

Erica served on a community panel for an education class held by Mona Ivy Soto at SUNY Cortland.

Erica met with Ces regarding Youth Services programs.

Erica updated budget lines as purchases were made.

Erica created the Youth Center's November work schedule.

Erica promoted our upcoming events on Facebook, reaching more than 120 people.

Erica identified ways in which the goals and objectives of the Youth Services division align with those set out by the City Common Council members for the City of Cortland.

Erica prepared for her upcoming maternity leave and began meeting with Matt and Heather to delegate tasks.

Erica continued to supervise 8 SUNY Cortland volunteers and an intern.

Erica, Matt, and Heather planned and promoted our Open House. The Open House ended up being rescheduled for November 5th due to super-storm Sandy.

Erica coordinated with volunteers to find math tutors for three students. These high school students will be receiving tutoring throughout the semester.

Erica met with Brooke Burk regarding the SUNY Cortland bullying study we are assisting with.

Erica continued to oversee Jermaine Campbell, Americorps member. Erica revised our job description for the 2013 Americorps term. The Youth Services division will be hiring one quarter-time (450 hours) position for 2013.

Heather sent out Youth of the Year nominations forms to 15 more teachers in Cortland County.

Heather booked 2 bands and a comedian for Band Night in November.

Heather created a flyer for our Open House.

Heather wrote a press release, created and posted flyers, and posted on Facebook for the October 20th Band Night.

Heather worked on and edited the Youth of the Year event program.

Heather wrote the minutes for YS staff meetings.

Heather met with the Youth of the Year sub-committee.

Heather wrote press releases for the November Band Night.

Heather started to plan a holiday Band Night for December. 3 bands and a comedian are confirmed.

Heather loaned out an electric guitar and amp.

Heather promoted the School of Rock program for Steve Daniels.

Heather, Ces, and Matt drove GED students to testing sites in Auburn and Ithaca.

Matt prepared for the chicken BBQ: Ordered chickens, arranged grill rental, recruited kids, publicized, shopped for supplies.

Matt supervised the Youth Internship program. In October, Justin wrote the weekly Toilet Talk newsletter; helped with interviewing for the next youth interns; cooked meals for the dinner program; helped plan the Halloween Party; and assisted with daily operational tasks around the Center.

Matt, Heather, and Justin discussed the internship interviews and decided to hire Tyrmaine Dugger and Olivia Jacobs, both students at CJSHS and regular patrons of the Youth Center. Tyrmaine and Olivia began work on November 2nd.

Matt submitted the Youth Internship payroll when due.

Matt wrote Justin's final evaluation.

Matt baked a cake for Justin's last day and met with him to discuss his internship. Justin did a fine job and raised the bar for future interns.

Matt created the November activity calendar / newsletter and distributed to kids, parents, and other service agencies.

Matt created the November dinner calendar, maintained the Center's kitchen, and did the weekly grocery shopping.

Matt contacted the Syracuse Crunch to arrange for complimentary tickets to hockey games.

Matt and Rob went to the Beaudry Park garden and did end-of-season chores.

Erica, Matt, and Heather planned their programs and activities for November: Saturday Band Night; Movie Night; making friendship bracelets; Open Gym basketball; a cooking class; a kid-staff pool tournament; Open Mic night; a night of chess and checkers; and the annual Thanksgiving Feast for Youth Center kids and their families.

The Center staff planned their meals for the November dinner program. In October, 179 meals were served with 39 kids helping in the kitchen at various times. More kids than ever are taking part in the dinner program and some are beginning to plan their own meals to cook, under staff supervision, for their peers at the Center.

- reported by Matt Marcey, Youth Services Specialist.

