Agenda
Youth Bureau Advisory Board Meeting
Tuesday, May 12, 2015
Youth Bureau Conference Room @ 4:30 pm

1. Approval of the minutes from previous meeting on April 15th, 2015.

2. Financial, Director, Recreation Supervisor and Youth Services Activity Reports.

3. Review the draft Facility Report that has been submitted to the Mayor's Facility Committee.

4. Review the Wickwire Pool Progress Report submitted to NYS Parks, Recreation and Historic Preservation.

5. Correspondence.

If you are unable to make attend this meeting, please let John or Jessica know before noon on Tuesday.

YOUTH BUREAU ADVISORY BOARD MINUTES

DATE: 3/10/15

The regular monthly meeting of the Youth Bureau Advisory Board was held on April 15, 2015 at 4:30pm at the Youth Bureau in the Conference Room.

Commissioners present: Bairer, Gambitta, Tobin, Steele

Commissioners excused: Eberhart

Others Present: Director McNerney

The minutes of the previous meeting, Financial, Director, Recreation Supervisor and Youth Services Activity Reports were read as part of the meeting. Since there was not a quorum, no motions were made.

The Youth Bureau bills totaling $15,077.95 were audited and authorized for payment.

Other Business:

A. Reviewed the minutes from meeting on March 10, 2015. Mr. McNerney updated the Board that David Morse will operate the Yaman Concession.

B. Reviewed staff activity reports. Mr. McNerney highlighted the tree planting at Dexter, blue bird boxes, Jerry Walsh Fund.

C. Reviewed Andrea Piedigrossi's Activity Report. Talked about Fire Fighter for a Day, cancellation of the Annual Easter Egg Hunt due to snow.

D. Mr. McNerney gave a power point presentation of the Playground Renovation Project for all City parks.

E. Mr. McNerney reviewed the 2015 Spring Program participation numbers.

Crown City Little League:	23 Teams	282
Youth Lacrosse:	10-12 Teams	180
Girl's Softball U10/U12:		30+
Washington Trip:		10

Adult Softball:	
Women's:	16 Teams
Men's SP:	18 Teams
Fast Pitch:	4 Teams
Church:	18 Teams
Co-Ed:	8 Teams
Prom Dress Closet:	52 Dresses

On a motion by Commissioner Steele, seconded by Commissioner Tobin, the meeting was adjourned at 5:35pm.

Director's Activity Report
April 2015

1. Hired and met with 2015 Park Patrol staff. Staff will work from May 1st – September 7th, 2015.

2. Conducted 22 Lifeguard interviews and extended summer positions to 18 staff members.

3. Conducted a pre-season lacrosse coaches meeting for 20 volunteer coaches.

4. Began planning for the Upstate Lacrosse League opening weekend games.

5. Met with Machell Phelps to discuss Cortland Regional Sports Council tasks.

6. Conducted a community meeting at Beaudry Park to introduce the CYB Playground Renovation Plan.

7. Attended a pre- Polar Bear Challenge meeting to make alternative plans due to Yaman Beach flooding. Developed a plan with CFD and United Way.

8. Attended all scheduled Department Head meetings.

9. Submitted payroll with due.

10. Ordered new 2015 Home Cort Youth Lacrosse uniforms from Graph Tex.

11. Met with Maria Adsit to plan for the 2015 Crown City Little League opening day.

12. Utilized RecDesk software daily to address CYB programming and facility needs.

13. Developed a list of needs and duties for Park Maintenance for Crown City Little League opening day and the Polar Challenge at Yaman Park.

14. Attended the Paint the Town Purple and Corn Ducky Derby event at Suggett Park.

15. Continued to work with softball league presidents to plan for the 2015 season.

16. Submitted facility request to Cortland City Schools for summer needs for baseball, lacrosse and basketball.

17. Ordered new turf for on deck circle and dugouts at Greg's Field.

18. Submitted the 2014 Fixed Asset List to the Finance Department.

19. Submitted draft facility report to address the CYB short term and long term needs. Report will be reviewed by the Mayor's Facility Committee.

20. Began planning for the 2015 Common Ground Community Garden program.

21. Provided equipment and administration for the Annual Major League Baseball Hit, Pitch and Run competition.

22. Conducted bi-weekly staff meetings.

23. Continued to stay in touch with Gary Schultz from Aquattica regarding the Wickwire Pool design.

24. Submitted a quarterly progress report to the New York State Office of Parks, Recreation and Historic Preservation regarding the Wickwire Pool project.

Recreation Supervisor

Activity Report • April 2015

Fun For Tots

- Attended all play dates and special events
- Created and distributed May calendar to all participants
- Made bird houses at the Beaudry Building - 8 participants

Cathy Stage Softball League

- Compiled rosters and sent to Jeff Lewis, league Director
- Ordered uniforms for 10U and 12U teams
- Met with coaches and distributed equipment
- Assisted with scheduling practices

Skate Park

- Hired and met with returning staff
- Updated log book, waivers, and sign in sheets
- Purchased new helmets for participants to use while skating
- Created schedule for Spring hours (Saturday & Sunday 1-7PM)
- Supervised and assisted staff when needed

After School Program

- Supervised and assisted staff weekly
- Submitted payroll when due
- Created April schedule for returning local staff

Adult Volleyball League

- Compiled weekly results and send to all team captains
- Supervised staff and assisted when needed
- Created playoff schedule

Summer Park Program

- Received applications for summer employment, reviewed, and sent letters for interviews
- 15 applications received to date

TurnAround Program

- Met with client weekly to assist with studying for his drivers permit.

Fishing Derby

- CHANGE OF LOCATION THIS YEAR: moved to Durkee Pond due to extreme seaweed condition at Casterline Pond. Kids are unable to cast out or reel in through the seaweed.
- Created and sent out flyer for PR.

- Ordered trophies, and reserved scale and measure at DEC.

Miscellaneous

- Held community meeting to discuss playground upgrade proposals and obtain feedback and suggestions for renovations.
- Firefighter For A Day meeting to discuss upcoming event sponsorships and event stations.
- Received softball league schedules and inputed all schedules into RecDesk facility calendars. All field availability is viewable online.
- Managed all social media accounts, updated website weekly, and maintained RecDesk accounts.
- Assisted the public with RecDesk related questions on registration and reservations.

Andrea Piedigrossi
Recreation Supervisor

Youth Center report for April 2015

Days open: 26
Attendance: 518
Average daily attendance: 20
Client Contacts: 14
New contacts: 3

Issue		Referral
Pregnancy	3	
Respect toward staff	2	
Family issues	1	
Loss of pregnancy	1	
Eating healthy	1	
School	2	
Housing	1	
Employment	1	
Tobacco	1	
STDs	1	Jacobus Center

Heather did a wood-painting project with 6 kids participating.

Heather did a flower-planting project with 6 kids participating.

Heather interviewed and hired a new relief worker, Kayla Cargen.

Heather interviewed a SUNY Cortland student to be a Fall Intern with us.

Heather filled out two evaluations for SUNY Cortland interns.

Heather spoke to William Skipper at SUNY Cortland regarding intern evaluations.

Heather and Lorie met with Chris Merkley and Rosie Rosenthal to learn the new sound system.

Lorie held an evening of coloring Easter eggs and playing Bingo with 6 kids participating.

Lorie, Heather, and Erica held an afternoon of flower-pot painting and starting seeds for the garden with 8 kids participating.

SUNY Interns Morgan and Tasia held an evening of making homemade ice cream with 20 kids participating.

Lorie held a Trivia Night with 7 kids participating.

Lorie assisted with the Prom Closet giveaway on the April 16th.

Matt and Lorie took 10 kids to Washington DC and Virginia for the Spring Trip. The group visited the Smithsonian Natural History, American History, American Indian, and Air and Space Museums; the National Archives; the National Portrait Gallery; the Lincoln Memorial; the Vietnam Memorial Wall; the Washington Monument; and had a guided tour of Skyline Caverns in the Blue Ridge Mountains. On the way home, the group also visited Gettysburg National Military Park and the monument commemorating the soldiers who were from Cortland.

Matt assisted with the Cortland County Youth Leadership (CCYL) graduation ceremony at Lime Hollow Center for Environment and Culture.

Throughout the month, Heather, Lorie, and Matt attended all CYB and YSS staff meetings.

Lorie, Matt, and Heather planned and cooked meals for the Center.

Lorie, Matt, and Heather planned activities for the Center.

Lorie, Matt, and Heather maintained client contacts.

Lorie, Matt, and Heather completed time sheets and other necessary paperwork.

Heather supervised Youth Services staff and programs.

Heather reviewed all Youth Services budget lines and updated budget as purchases were made.

Heather submitted payroll when due.

Heather handled reservations for Youth Center party rentals.

Heather finalized the May schedule and sent out to staff.

Heather continued to work on Summer Concert Series details.

Lorie facilitated the Prom Closet program: organized and tagged dresses; received all donations and processed dresses; and assisted groups of girls looking for dresses. This prom season, over 50 local girls came in and picked out a dress.

Lorie continued to facilitate the Music Matters program: planned Band Night for May; assisted in updating music equipment; participated in the session learning the new sound board; advertised for youth bands; and loaned out a drum set to an individual taking lessons.

Lorie assisted in planning the rescheduled date for the Jump Start 10 Youth Conference, communicating through email with CACTC.

Lorie started seeds for the Center's garden and began planning for garden season.

Matt created the May activity calendar and distributed to kids, parents, and other agencies.

Matt completed the financial report for the Spring Trip's expenses.

Matt wrote the Dinner Calendar for May, maintained the YC kitchen, and did the weekly grocery shopping.

Matt supervised Kenzie Hyde, Youth Intern, wrote her May schedule, and submitted her payroll when due. In April, Kenzie assisted with the Prom Closet program; helped cook dinners for the YC kids; helped with the seed-starting and flower-planting projects; wrote a Springtime Quiz and held a contest with over 20 kids participating; and completed daily tasks around the Center.

Lorie, Matt, Heather, and the SUNY volunteers planned their activities for May: A squirt-gun painting project; making DIY bracelets; a hoop shoot; the monthly kid-staff pool tournament; making and decorating cupcakes; going out to dinner; painting portraits; a Game Night challenge; a Kan-Jam tournament; and a chicken BBQ fundraiser on Saturday, May 30th.

Lorie, Matt, Heather, and Kenzie planned their meals for May. In April, 124 meals were served with 9 kids helping in the kitchen at various times.

- compiled by Matt Marcey