



COUNTY OF ERIE
MARK POLONCARZ
COUNTY EXECUTIVE

ERIE COUNTY YOUTH BOARD MEETING

Second Monday of each month from 4:30-5:30pm, unless otherwise specified

Minutes- February 10, 2025

Present: LaShawn Davis, Jamien Eutsey, Dr. Zaheera Hemphill, Tiffany Lewis, Sue Lumadue, Maria Marinucci, John Romanowski, Dave Smaczniak, Denise Walden-Glenn, Jayla Williams, Ashleigh Worthy, Wanda Hillman (staff), Dinesha Scarver (staff), Deputy Commissioner Kenny Simmons

Absent:

I. Welcome/Introductions- Ice Breaker:

- a. Wanda asked everyone to go around and check in on how we are doing

II. Youth Bureau Update-Wanda and Dinesha

a. Primetime RFP

- i. RFP was due February 5th; the next step is to review eligible providers and then get the scoring rubrics out
- ii. Dinesha asked if everyone could commit to scoring; no one said no
 - 1. Process requires folks to be available and responsive to email
 - 2. Will be assigned to a panel after COIs are all received, then will score and upload scoring sheets for specific proposals
 - 3. If anything changes, let Wanda and Dinesha know
 - 4. It is important to be attentive to deadlines so we can get notices of funding out in a timely manner
 - a. This is a key commitment of serving on the Board
- iii. Conflict of Interest (COIs) forms have not yet gone out but will be soon
 - 1. Conflicts will result in not being on a panel for the agency for which there is a conflict but not make someone fully ineligible to score



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2. Conflicts include working for the agency recently, receiving payment or aid from the agency, any relationship with the agency, on a board of an agency (detailed on form)

III. Chair's/Vice Chair's Report

a. New Members' Update

- i. We have 5 new members and are up to 17 or 18, maximum is 21
- ii. Jamien is excited to continue the growth of the Board

b. Youth Member Needed (16-22 years old)

- i. We need a youth member to join the Board—someone interested in being an advocate and serving as a youth voice
- ii. If you know someone, let Jamien know
- iii. Only eligibility requirement is within the age requirement
- iv. Can have multiple youth members

c. Primetime Reviews/Scoring/Training Interest

- i. Understand it may be a little overwhelming; Jamien and Wanda are working on an RFP training course for new members
- ii. Jamien asked if there are other trainings folks are interested in relative to RFPs
 1. Tiffany requested training on how to rate and review Monitoring Visits (what to expect, etc.)

d. Monitoring Visits Policy Change

- i. Jamien and Wanda indicated there is a requirement for each member to attend a site visit at least once per cycle
- ii. Jamien asked if there are any amendments to the Monitoring Visit process needed to ensure we are holding sites accountable to their RFPs
 1. Wanda indicated the policies and procedures are looking to be changed; in the past, sometimes there have been multiple visits and still cannot confirm programming
 2. The new process would be to do one visit, and if programming cannot be confirmed during the times and dates indicated in proposal, then the Bureau would look to take action
 - a. A compliance contract will be drafted along with a new policy



- #### IV. Committee Updates/Voting

- a. Brian sent out a [Google Doc](#) where folks could nominate Chair and Vice Chair candidates, as well as to opt on to a committee



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- b. Due to timing, will table this—please fill out the doc ASAP and we will vote next meeting
 - i. Compliance/Site Visit Committee has been added
 - ii. Should be accessed on a computer

V. **Closing**

- a. Sue asked if there was a threat to funding due to current administration; Wanda indicated there is currently no threat to County funding.
- b. Meeting adjourned at 5:37pm