



**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- March 10, 2025**

**Present:** Lakisha Collins, LaShawn Davis, Jamien Eutsey, Dr. Zaheera Hemphill, Gabrielle Kostrzewski, Tiffany Lewis, Precious Lugo, Sue Lumadue, Maria Marinucci, Wavelle Parchment, Brian Rochford, Gabrielle Simpson, Dave Smacznak, Ashleigh Worthy, Tyler Skretny, Wanda Hillman (staff), Dinesha Scarver (staff)

**Absent: Benjamin Fox, John Romanowski, Denise Walden, Jayla Williams**

**I. Welcome/Introductions- Ice Breaker:**

- a. All present introduced themselves and their professional roles

**II. Youth Bureau Update-Wanda and Dinesha**

- a. Dinesha asked that she and Wanda be cc'd on any communications via email to keep everyone in the loop of what is going on
- b. No other updates

**III. Chair's/Vice Chair's Report**

**a. Post-Scoring Meeting: 3/9/25 at 10am**

- i. Summer Primetime RFP scoring was due this past Friday; please check your email as some have not been uploaded
  - 1. Some people did not receive scoring emails; brand new members were exempt from this round
- ii. Post-scoring meetings are important to attend—if you cannot attend and have comments, please send them to Jamien and Brian; the meeting is virtual

**b. Erie County Youth Board Commitment to Serve Document**

- i. Outlines expectations of serving on the Board; please complete them and send them back to Wanda and Dinesha as soon as possible
  - 1. It was sent from Wanda on March 5; please use today's date as the effective date

**c. Youth Representative of Erie County Youth Board**

- i. Looking for a new representative to join us
  - 1. We have a representative from the suburbs, so we are primarily looking for someone from the City of Buffalo
- ii. It is important to incorporate a youth voice and allow them to speak for their peers with their perspectives and ideas



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- iii. Any interested youth, have them send an email to Wanda along with a letter of interest, a resume and 2 professional reference letters.

**d. Erie County Youth Board 2024-2025 Contact List**

i. Youth Board Member End Term Dates

- 1. These are folks who have been on the Board for nearly two years; if you wish to remain on the Board, send an updated resume to Jamien, Brian, Wanda, and Dinesha
  - a. Please send it ASAP so the appointment does not lapse, and it sometimes can take a couple months to get on the legislative agenda
- 2. July 1, 2025: LaShawn, Jamien, Maria, Brian, John R.
- 3. December 1, 2025: Ashleigh

**e. Site Visits Tracking**

- i. It is important to join Wanda and Dinesha on the site visits: all members are required to complete two per year and one per funding cycle; can do more than 2
  - 1. Dave noted advanced notice would be helpful; Wanda noted the Bureau is working on it
- ii. Jamien will work on getting a calendar out and tracking document
- iii. Please show up dressed appropriately and ready to engage
- iv. Site visits are important to get a perspective of the organizations that cannot be understood from the funding applications alone; visits allow the Board to see the impact of funding and quality of programming offered
- v. Sue brought up how prior meetings used to be at agencies that received fundings, which allows for tours and overview of programming as part of monthly meetings; suggested exploring this again
  - 1. Sue would be happy to assist with this; Wanda noted that several agencies seemed willing recently, but then there were transitions that disrupted planning

**f. Training?**

- i. What might trainings look like to help inform Jamien and Brian's creation of it
  - 1. RFP scoring
    - a. Brian noted there is inconsistency in scoring, which makes it difficult
    - b. Used to do interviews and then would have meetings together to discuss scoring to be consistent, but also allowed for more information gathering from agencies
    - c. Other members suggested scoring group meetings, or having the RFP up and compare application to RFP
      - i. Each RFP does get scored by several Board members
    - d. A more detailed rubric would also be helpful, with examples of what each score looks like
  - 2. Any additional ideas—send to Jamien and Brian



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**g. Remaining Meetings 2025**

- i. April 14
- ii. May 12
- iii. June 9
- iv. September 8
- v. October 6 or 20: Board voted on dates and decided on October 6
- vi. November 10
- vii. December TBD

**IV. Committee Updates/Voting**

- i. Executive/Governance
  - 1. Chair
  - 2. Co-Chair
  - 3. Secretary
  - 4. One Additional
    - a. Submit a note to Jamien and Brian if you want to join; this will be self-nomination—Brian will clear the Google doc
      - i. From there, Brian and Jamien will email out to vote
- ii. RFP
- iii. Site Visit
  - 1. Will explore locations for meetings

**V. Closing at 5:31pm**