



**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- April 14, 2025

Present: LaKishia Collins, LaShawn Davis, Jamien Eutsey, Dr. Zaheera Hemphill, Gabrielle Kostrzewski, Tiffany Lewis, Precious Lugo, Maria Marinucci, Wavelle Parchment, John Romanowski, Gabrielle Simpson, Dave Smaczniak, Meghann Simpson, Tyler Skretny, Denise Walden, Jayla Williams, Ashleigh Worthy, Wanda Hillman (staff), Dinesha Scarver (staff)

Absent: Sue Lumadue, Brian Rochford

I. Welcome/Introductions- Ice Breaker (Name/Feeling):

- a. Everyone went around to say how they were feeling using a “weather report” and what they are looking forward to

II. Youth Bureau Update-Wanda and Dinesha

a. Director

- i. Wanda was excited to announce that a new/returning Youth Bureau Director will start May 3rd: Kate Hilliman

b. Member Update

- i. Benjamin Fox was offered a position at a law firm in Michigan, so he is stepping down from the Board

c. Site Visits

- i. Several visits were conducted over the past few weeks
- ii. One committee will be a Site Visit Committee; when that is up and running, some parameters will be set, and training will be conducted
- iii. Until then, Wanda and Dinesha will conduct visits alone; Youth Board members will join again in the future

III. Chair's/Vice Chair's Report

a. Post-Scoring Meeting Update

- i. All organizations that applied for this cycle of Primetime RFPs will be funded at the \$10,000 level pending Legislative approval, since Primetime is such a crucial program when students are not in school
 1. Legislature may limit amounts
- ii. Future RFP processes will be narrowed in scope to ensure the funding amount requested aligns with the RFP



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b. Commitment to Serve

- i. Jamien reminded Board members to complete, sign, and submit to Jamien and Wanda and Dinesha
 1. Always be sure to include Youth Bureau staff when submitting documentation to Chair and Vice Chair
 - ii. Reach out to Wanda if you do not have the form

c. Term Dates

- i. Everyone is on a two-year term; to renew, documentation needs to be submitted
- ii. If your term is expiring soon, be sure to submit your updated resume and notice of desire to renew (Jamien, Maria, Brian, and John)

d. Youth Representatives (2)

- i. With Ben's departure, we are now looking for two youth representatives
- ii. Submit nominations as soon as possible, or have youth apply
 1. Application consists of a letter of interest, resume, and 2 professional reference letters

e. Remaining Meetings 2025

- i. May 12
- ii. June 9
- iii. September 8
- iv. October 6
- v. November 10
- vi. December TBD
 1. Looking to move to fully in person without the option of virtual (unless folks are not local); updates will be provided once decisions are finalized

IV. Committee Updates/Voting

i. Executive/Governance Voting

- 1. Jamien opened the floor for folks that are interested in case individuals could not access the Google doc to share their names, in addition to Tiffany Lewis and LaKishia Collins (to join Jamien, Brian, and Maria)
 - a. John Romanowski is interested, acknowledging he needs to be virtual
 - b. Ashleigh Worthy is interested

2. TASK: send one name via email to Wanda, Dinesha, Jamien, and Brian by the end of day Friday, April 25 to vote for new Executive Committee member

- a. Also, CC Sue Lumadue because she is serving as the compliance person
 3. Once this committee is set, we will set the members of the RFP Committee and Site Visit Committee

ii. RFP Committee



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1. Will review applications and the evaluation process, and will provide recommendations for improvement
2. With the new Youth Bureau Director coming on board, would like to get her perspective on the process, so will not immediately vote on this committee
3. Next RFP won't come until 2026 so we have time

iii. Site Visits Committee

1. Would like to get this set in time to do the Primetime visits over the Summer
2. Will discuss this next meeting

V. Questions and Conversations

- a. Jamien opened the floor for questions and conversation
- b. Wanda wanted to ask what folks thought about site visits
 - i. Maria shared it was great to ask direct questions and observe the program, but it might be helpful to have the RFP or the award paperwork (which Wanda had provided) to ask specific questions
 1. OCFS 5002 form has agency's Program Summary, so this is helpful to have
 2. Wanda suggested that when Youth Board members are scoring RFPs, it may be helpful to record which organizations you score and then try to attend those site visits, as members would be more familiar with what they proposed
 - ii. Wanda noted it may be overwhelming or intimidating to agency staff if all site visit attendees are taking notes during the visit, so when Youth Board members attend, it is great to just observe and not fill out the form
 - iii. Wanda was complimented by Tiffany for making the agency staff feel comfortable and not scolded; Wanda shared she builds a relationship with the agencies and staff whenever possible, though sometimes there is a lot of turnover and that complicates things
 - iv. Ashleigh asked what happens if the agency is having a bad day on the day of the site visit; Wanda shared this is why having the relationship in place is helpful, because then the agency can communicate what is going on
 1. Wanda reiterated the site visit is also to remind the agency that the Youth Bureau is there to support them, so if staffing or other challenges arise, they can reach out for help
 2. Important to go in with understanding and compassion
- c. Wavelle shared that it was beneficial to learn what resources agencies need, and Wanda shared we could bring that information back to the Board and be able to discuss what we can provide or what guidance we can give to support agencies in accessing the resources they need

VI. Closing at 5:35pm