



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
Apple Tree Business Park 2875 Union Road Cheektowaga, NY 14227*

Minutes- February 9, 2026

Present: Sabira Azeem, LaKishia Collins, Madison Doran, Jamien Eutsey, Reed Giangrasso (virtually), Dr. Zaheera Hemphill, Gabrielle Kostrzewski, Chelsea Lonberger, Precious Lugo, Maria Marinucci, Tyler Skretny, Shani Smith, Ashleigh Worthy

Kate Hilliman (staff), Wanda Hillman (staff), Dinesha Scarver (staff)

Absent: Steven Khory, Tiffany Lewis, Sue Lumadue, *Wavelle Parchment*, John Romanowski (virtually), Meghann Simpson, Jayla Williams

Guest: Sage Golisano (Peace Prints)

I. Welcome/Introductions- Ice Breaker

a. Jamien asked folks to introduce themselves and share a highlight of their week

II. Youth Bureau Update-Wanda, Dinesha, and Kate

a. Primetime RFP

- i. Just closed; we have 92 applications and \$700,000 to disburse, with \$10,000 as the maximum request for each award.
- ii. Everyone who will be scoring is assigned to a panel and a Conflict-of-Interest form will be sent out in the coming days with a list of agencies so that all can declare any conflicts with any applicants.
 1. **Please return as soon as possible so we can proceed—due by Friday, February 13th.**
 2. Tyler asked about how far the conflicts extend that must be reported; Kate advised to read the COI form and what it outlines and see where things fit.
 3. Need to disclose for transparency and to avoid scoring applications from agencies with whom we have a COI.
- iii. New Board Members will not be scoring yet—they'll score in the next round.
- iv. Kate handed out Scope of Services and OnBase instructions.
 1. Review Scope of Services to know what the program should encompass to score fairly.
 2. Review the instructions for OnBase and try to log on ASAP to make sure it works for you.
 - a. Email Carrie.Godfrey@erie.gov with questions



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- v. When it comes time to score, all will log in, look for agencies you are scoring, and review documents and record score on the scoring spreadsheet that will be sent out (and which will then be submitted).
 - vi. Once you are assigned agencies, be sure to carve out sufficient time to review so as not to delay the process.
 - 1. Agencies are looking for funding for a short period of time, so we want to get them decisions as soon as possible.
 - vii. **Scoring sheets will be sure February 27th**
 - 1. Several sections with varying weights:
 - a. Does the RFP meet the requirements?
 - i. Offered all week, minimum of 6 weeks in the Summer, is there a scholarship program/sliding scale, do they articulate how they meet the needs of at-risk youth, etc.
 - b. DEI and Trauma-Informed
 - i. Should articulate how the agency is implementing trauma-informed practices and implementing practices that promote racial equity.
 - c. Target Population
 - i. Should seek to serve at-risk youth populations.
 - d. Experience Offering the Program
 - viii. Once all scoring sheets are returned, they are compiled and ranked by score. Final scoring meeting (see below) will review scores and decide on funding allocations.
- b. OnBase Training Video**
- i. There is a video Kate will send out to help folks orient themselves to the system.
- c. Post-Scoring Meeting**
- i. New this year, not all Board members will attend the Post-Scoring Meeting. Instead, a member of the RFP Committee will be a part of each scoring panel as a lead and will gather any feedback from those scoring RFPs along with them. Any comments about applications should be shared with the lead and then the RFP Committee lead will be the representative at the Post-Scoring Meeting.
 - 1. Maria shared the challenge with ensuring our voices and concerns are represented is that the Post-Scoring Meetings have been when the rankings are shared and when the actual funding decisions are made in terms of what percentage what agencies are getting (i.e., is it the top X agencies get full funding, or is it that all agencies receive *some* funding and it is just figuring out what percentage each areas are getting). Because we do not know those details ahead of time, it is hard to give the feedback to the representative to share our perspectives on the Post-Scoring Meeting, so Board member input may be lost and not considered when the actual decisions are made.



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2. Advice was to please have everyone include notes on the scoring sheet, so all voices are captured.
3. Maria requested that we receive ranking sheet ahead of time so we can advocate our representative appropriately.
4. Kate is attempting to build a more transparent process for both the Board and the Legislature to avoid conflicts.

III. Chair's/Vice Chair's Report

a. Voting for Termination

- i. Jamien spoke about integrity of the Board, the importance of being present, and communicative when unable to be present.
- ii. Wavelle Parchment has missed several meetings and has not been communicative or responsive. Seems to be a schedule issue as Wavelle is otherwise well.
- iii. Jamien motioned to remove Wavelle, LaKishia seconded. Present members voted in favor with no nay votes. Motion passes.

IV. Committee Updates

V. Upcoming Meetings

- a. Mar 9, 2026
- b. April 13, 2026
- c. May 11, 2026
- d. June 8, 2026
- e. Sept 14, 2026
- f. Oct, to be determined by the board due to the observance of Indigenous Peoples' Day
- g. Nov 9, 2026
- h. Dec 14, 2026

VI. Closing at 5:22pm