

**Youth Investment Council
Minutes
January 20, 2004**

Attendees: Barbara Weir - Workforce Investment Board
Dan Boas - Burlington County Board of Social Services
Aaron Bright - Goodwill Industries of Southern NJ
Kenila Xavier - Burlington County Community Action Program
Paul A. Porter - Goodwill Industries of Southern NJ
Ruby L. Thomas - P.O.S.T.E.C
Darlene C. White - Burlington County Board of Social Services
William Stewart - Board of Chosen Freeholders
Karen Cheress - Pemberton Township Adult High School
Brigette Satchell - Burlington County College
A.C. McIntosh - DYFS
Deborah Taylor-Greenley - Dept. of Human Services
Susan Menges - Burlington City High School

Meeting called to order at 10:05 AM.

I. Welcome and Introductions.

II. Memorandum of Understanding (MOUs)

- Barbara will be re-issuing the MOU (Memorandum of Understanding) for completion by members of the Youth Investment Council.

III. Youth Request for Proposal (RFP)

- The RFP will need to be issued this year. Barbara will be working with the County's Purchasing Department to make some revisions (i.e. dates). Barbara needs to have revision to purchasing by the end of February, in order to issued the RFP by March 13th.
- In the past, the contract was written for two years, which made it easier for the providers, but difficult financially. Barbara will look into either writing a two year contract, with the budget reflecting one year or write one year contract with the option to extend to the second year.
- Barbara will need volunteers (in April-May) to review submitted contracts for the program.

Youth Job Fair

- The Youth Job Fair will be held on Thursday, May 13th from 2-6 PM in the Human Services Facility Lecture Hall (the building was unavailable on May 20th).
- "Save the Date" postcards will be mailed to employers and the area High Schools.
- The date will be put on the website.

The meeting was adjourned at 11:00 AM.

**The next Youth Investment Council meeting will be held on
February 17, 2004 at 10:00 AM
Human Services Facility-Lecture Hall A**