

**Youth Investment Council  
Minutes  
February 17, 2004**

**Attendees:** Barbara Weir - Workforce Investment Board  
Kenila Xavier - Burlington County Community Action Program  
Darlene C. White - Burlington County Board of Social Services  
William Stewart - Board of Chosen Freeholders  
Karen Cherness - Pemberton Township Adult High School  
Brigette Satchell - Burlington County College  
A.C. McIntosh - DYFS  
Deborah Taylor-Greenley - Dept. of Human Services  
Suzanne Menges - Burlington City High School  
Pauline Glenn - Burlington County Board of Social Services  
Liliam Thompson - Burlington County Board of Social Services  
Michael Pitch - Six Flags Great Adventure  
Eileen Holt - Workforce Investment Board

Meeting called to order at 10:05 AM.

**I. Approval of January 20<sup>th</sup> Meeting**

- Since the attendance was not sufficient for a quorum, the minutes were tabled and will be approved at the March meeting.

**II. Memorandum of Understanding (MOU)**

- Barbara distributed the MOU (Memorandum of Understanding) for completion by members of the Youth Investment Council.
- Those who did not attend today's meeting will be receiving their MOU by mail to be completed and returned to Barbara.

**III. Youth Request for Proposal (RFP)**

- Barbara has been working on the Request for Proposal and has made revisions.
- Only **ONE** contract will be accepted.
  - The RFP is a two-year contract; however, the budget will be only for one year at a time.
  - A review and evaluation panel of about five members will be developed to review and evaluate the RFP. Those with no vested interest and willing to participate need to sign a conflict of interest statement.

**IV. Youth Job Fair**

- The Youth Job Fair will be held on Thursday, May 13<sup>th</sup> from 2-6 PM in the Human Services Facility Lecture Halls A & B.

- Barbara has designed "Save the Date" postcards that will be printed by the county's print shop. Once printed, they will be mailed to employers, area high schools and local agencies.
  
- The date will be put on the website as well.
- Unlike last year's chaos, only two radio stations will be present at the job fair.
- The college has agreed to print posters as well as brochures to be sent to local youth, cable TV, local schools to be posted on their TV channel, faith based organizations and libraries.

**V. Youth Opportunities Program Update**

- Pauline Glenn noted that Human Services will be conducting youth workshops in the spring. The Red Cross certification program will once again be offered.
- The tutoring program is in process. It will be held at Goodwill 4-5 days a week and will be conducted by a certified teacher.
- The mentoring program is in process. Volunteers from local high schools have offered to become mentors.
- The summer work experience program is underway. A letter will be sent to the Freeholders asking for available positions within the county.

**VI. Youth Brochures**

- Burlington County College is printing the brochures and they will be available at the next meeting.

**VII. Old Business**

- Minutes of Youth Investment Council minutes are posted on the website. Anyone not having email will be mailed copies of the minutes.

**VIII. New Business**

- Deborah Taylor-Greenley of the Department of Human Services noted that they have a new director, James Davie.
- Addiction Services has now been moved to the Department of Human Services.
- The DYFS Plan for the New Jersey State Department of Human Services is now on their website, which can be reviewed.

There being no further business, a motion was made by Pauline Glenn, seconded by Michael Pitch to adjourn at 11:15 AM.

**The next Youth Investment Council meeting will be held on  
 March 16, 2004 at 10:00 AM  
 Human Services Facility-Lecture Hall A**