

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

Attendees: Kenila Xavier - Burlington County Community Action Program
Dan Boas - Burlington County Board of Social Services
Pauline Glenn - Burlington County Board of Social Services
Liliam Thompson - Burlington County Board of Social Services
Darlene C. White - Burlington County Board of Social Services
Edward Cologna - Burlington County Special Services School
A.C. McIntosh - Division of Youth and Family Services
Paul Porter - Goodwill Industries of Southern New Jersey
Kristy Hutchinson - Goodwill Industries of Southern New Jersey
Jane Guillard - Juvenile Justice Commission
Barbara Weir - Workforce Investment Board
Eileen Holt - Workforce Investment Board

Meeting called to order at 10:05 AM.

I. Approval of Minutes from the March 16th Meeting

- Since the attendance was not sufficient for a quorum, the minutes were tabled until the next meeting (May 11th).

II. Youth Request for Proposal (RFP)

- The RFP will be reviewed on Thursday, April 22, 2004. The Review and Evaluation Panel will forward their recommendations to the Freeholders next week. The proposal should be awarded sometime mid-May/early June.

II. Youth Job Fair

- Posters, made by Burlington County College, have been mailed to all committee members. If anyone is interested in additional copies, please call Barbara Weir or Eileen Holt at 609-265-5603.
- Posters were also mailed to local School Principals, Guidance Counselors and Superintendents, as well as to over 300 Faith Based Organizations and local employers. To date, we have 15 employers and service organizations participating.
- Ads have been and will be placed in the Shopper's Guide, Courier Post, Burlington County Times, and Metro Kids. Radio station 97.5-WPST will be onsite providing 2 hours of live music and advertising.
- Barbara has ordered pens as giveaways.
- A short survey has been developed for youth, in order to monitor the outcome of how marketing and recruitment efforts impact youth attendance. Upon completion, a beach ball (un-inflated) will be given to each youth completing the survey. Barbara and Eileen will handle survey recruitment and the distribution of the beach balls.

- Setup for the Youth Job Fair is scheduled for 11 AM on May 13th. Barbara will recruit volunteers from the Council at the next meeting. Balloons will be ordered and placed at each table.

**IV. Youth Opportunities Program Update
Juvenile Justice Commission Update:**

- Jane Guillard reported that they are coming to the end of the program year and will be finishing up in May and June.
- The date for the Job Fair at the New Jersey Training School has been changed and is tentatively set for sometime in September.

Board of Social Services Update:

- Pauline Glenn reported that 35 youth completed a computer class and received Certificates. The CPR class, conducted by the Red Cross, ended last week. Those youth who completed the class received Certificates, as well.
- During a recent meeting regarding the youth program, it was determined that certificates and numbers are to be tracked.
- Graduation Ceremonies will be held sometime in June.

V. New Business

- Bill Stewart, the Freeholder Liaison for the Workforce Investment Board, has been working with the WIB and the Youth Opportunity Program regarding Work Experience for youth during the summer. Goodwill will conduct the monitoring, assuring that all time sheets are complete and that employers are happy.

There being no further business, the meeting was adjourned at 10:50 AM.

**The next Youth Investment Council meeting will be held on
May 11, 2004 at 10:00 AM
Human Services Facility - Lecture Hall B**