



Youth Advisory Board (Adults)

Go To Meeting Minutes

Friday, April 28, 2017 at 11:00AM

Meeting called to order at 11:00AM.

Committee Members Present: Meika Burnikel, Lisa Haen, Erika Smith, Poojo Agarwal, Diane Sennholz, Courtney Olson, Erin Blair, and Barb Larson

Committee Members Excused: Michelle Garrowood, Corin Tubridy

Committee Members Unexcused: Shannon Sexton, Tammy DeGarmo, and Christina Gingle

1. Hello and Welcome

*Meika welcomed committee members. There was discussion as to why this committee is in place and what the committee is working on. Meika explained that the Balance of State (BoS) created the Youth Advisory Board (YAB) and that the meetings were originally going to be quarterly, however it was decided that we wanted to encompass all partners working with youth in this process too. Adult involvement will be in order to plan fun events, make decisions, and to plan the YAB quarterly meetings.*

2. Roll call was taken.

3. Minute Taker was asked prior to meeting to take minutes. It was decided that minutes will be typed and sent to Meika within a two week period of time. *Erika will be taking meeting minutes during today's meeting. Minutes will be approved at the next meeting before being put on the BoS website or over email.*

4. What would you like our schedule to be?

*There was discussion to decide when to have meetings. Suggestions were made to accommodate either monthly or every other month. It was decided that the meetings should be monthly at this time. The next meeting was scheduled for May 24<sup>th</sup> at 11:00AM. It was decided that the YAB Adult meetings would be every fourth Wednesday of the month at 11:00AM through the summer. No objections to this. We will re-evaluate this schedule in the fall.*

## 5. What do we need to accomplish

-Getting information from Youth and sharing it with the Balance of State (Quarterly)

*The purpose of YAB will be to collect information from youth that allows the BOS to provide quality services to youth. YAB members will relay information to the Balance of State. To date there have been two YAB meetings. One was held in Green Bay and the other in Kenosha. Our Kenosha meeting encompassed both Kenosha and Beloit youth. Meika asked if anybody had looked at the minutes on the BoS website from the YAB meeting. Nobody did but it was encouraged for all members to read and update themselves throughout the year. Meika summarized what was discussed at the YAB meetings: What is the BOS, What is the Point in Time and how can we provide this event to ensure that we are finding and locating youth, what are shelter standards and asked for their input to these guidelines, what do youth need and how can we as a COC do and have in place to meet youth needs.*

-Schedule last quarterly meeting in fall

*The third YAB youth quarterly meeting will be held in Eau Claire this summer. Diane, Poojo, and Lisa said it would be okay if Meika picked the fourth meeting location with consideration for rural areas. Discussion took place on how to conduct quarterly meetings and who would make sense to conduct them. There was discussion about a youth provider in the Eau Claire area to lead the YAB meeting this summer. There was no response. Lisa then explained what goes into leading a YAB meeting, and Meika explained that there is a budget for food, beverages, and gift cards. There was discussion as to whether or not a local area provider should host the YAB meetings or if it should be an adult YAB committee member all the time. Erin said that West Cap is the closest to Eau Claire area. It was decided that Erin and Meika are going to coordinate West Cap leading the third YAB meeting pending West Cap's supervisor approval. This is a great way to include all our partners in this process and to cut back on travel time and expenses*

-Look over Youth Demonstration Grant and see what we need to have in place if the chance arises to apply for funding through the BOS

*Committee members discussed the Youth Demonstration Grant so that the BoS is prepared in case the Youth Demonstration Grant funds become available again. The Youth Demonstration Grant is HUD money that's purpose is to be youth specific funding. It was explained that although the BoS did not complete the previous grant application, Meika and Lisa are going to work together to review the grant application so that the BoS can be prepared to apply for the grant in the future. Anybody else that wants to help this process can email Meika at [mburnikel@familyservicesnew.org](mailto:mburnikel@familyservicesnew.org).*

-T-shirt Design Contest

*The purpose of the T-Shirt design contest is to have youth design logo and to market their work in the community. T-shirt design contest would happen within the YAB committees, and that*

*the youth would submit and choose the best T-Shirt logo. Meika then asked if anyone wanted to take charge of the T-Shirt design contest or if committee members want Meika to reach out to committee members and assign tasks. There was discussion regarding committee members having time to take on this task or not. Meika said that she had been hoping to have something in place by June. Meika asked that everyone on the call take it back to their local coalition to see if anyone wants to help. Meika said that interested people can contact Meika via email: [mburnikel@familyservicesnew.org](mailto:mburnikel@familyservicesnew.org). Meika and Lisa will be creating a task list for the T-Shirt contest.*

*-Offering feedback and information to the shelter standards committee from youth*

*Meika said that she wants YAB voices heard in the creating of shelter standards. It was decided that YAB youth members will create five to six survey questions that will be used to create a survey for 17 to 24 year olds that stay in shelter in order to better assess youth thoughts and perceptions of shelters.*

*-Get YAB information on the website and promotion of youth services with the BOS*

*Meika asked that committee members watch the BoS website for YAB information. Meika said that input will be welcomed at the next meeting.*

6. Quarterly Meetings and how they should be ran

*Meika asked if there is anything else that needs to be discussed at the quarterly youth YAB meetings. There were no further suggestions.*

7. Explain gift cards for YAB

*Meika said that she got \$25.00 gift cards to Walmart, Subway, and Kwik Trip for the youth who attend the YAB. Meika said that all gift cards need to be signed by the youth. Meika said that if a provider in the area leads the YAB meeting, she will mail the gift card receipts and gift cards to the provider. Meika said the provider would then return the leftover gift cards and the receipts to her after the YAB meeting. It was decided that these gift card options for sufficient choices for the youth.*

8. How do we promote YAB and make sure every member knows who this is and what it is all about?

*Meika explained that Jennifer is in the process of making a YAB tab on the BoS website. Creating posters for the BoS quarterly meeting regarding YAB was discussed. Meika asked if everyone on today's call could try to get youth to make YAB posters. Meika said that if anyone else is interested in participating, they can just email Meika at [mburnikel@familyservicesnew.org](mailto:mburnikel@familyservicesnew.org). Meika said to make sure that the poster spells out YAB and uses the YAB acronym.*

9. Any other business???

*None*

*Meika said that if anyone comes up with suggestions or things to talk about at the next meeting, committee members can just email Meika at [mburnikel@familyservicesnew.org](mailto:mburnikel@familyservicesnew.org).*

10. Next meeting date and time

*Meika reminded committee members that the next meeting is on May 24<sup>th</sup> at 11:00AM. Meika asked if there were any further questions. There were none.*

Meeting was adjourned at 11:55AM.