

# **CENTRAL SHENANDOAH VALLEY YOUTH COMMISSION**

## **Meeting Minutes January 27, 2021**

Location: Virtual meeting due to COVID-19

**Commissioners Present:** Michelle Nadeem, Erika Bischof, Taylor Rose, Kara Flavin, Peter VanAcker, Susan Mace.

**Commissioners Absent or Excused:** Amber Martino, Lori Nicholson, Kelly Spotlow-Durrett, Brooklyn Fizer, Doug Davis.

**Others in Attendance:** Ginny Newman, Director, Nancy Tyree, Office Manager.

Taylor Rose called the meeting to order at 5:33 pm. Moved to approve November 2020 minutes by Erika Bischof, and second by Susan Mace.

### **Announcements/Reports and Updates:**

Director Newman announce the dates for the locality FY 22 Budget Submission, those meetings are:

- Staunton City was held on 01/22
- Waynesboro City 02/11
- Augusta County 02/18

Director Newman shared the Budget Submission total expenses are \$638,607, she has also submitted a supplemental request for \$16,506 to be divided between the three localities in support of the Office on Youth. (\$5,500 Staunton and Augusta \$ 5,506 Waynesboro). The supplemental request is for salary market adjustments for two full-time employees. An additional \$11,000 will be needed to bring the remaining employees closer to the market rate. This request was removed from the current budget because of the uncertainty of what the budgets will look like with COVID19.

The supplemental request also asked for additional funding for employees interested in furthering themselves through the pursuit of completion of degrees and certifications; as this will benefit our department.

Director Newman presented the breakdown of the OOO proposed budget submission. The budget includes the cost for replacement of computers per the city schedule, computer software, and \$5000, for new furniture in the virtual training room at Rosenwald Community Center. These expenses will come out of the carry-forward funds.

Director Newman opened up the opportunity for questions, no one had any questions.

Director Newman shared the revenue breakdown of the OOO; she opened up the opportunity for questions. Peter VanAcker asked if the OOO anticipates, with parenting class enrollment up and parents comfortable with the virtual classes; would the OOO continue classes virtually even when we could go back to an in-person class. Director Newman informed Mr. VanAcker that we would still offer some of the classes as all virtual and eventually move to a hybrid model. This will give the participants attending the classes a choice to maintain either virtual or attend in person.

### **FY21 Mid-Year Budget Report**

Director Newman reports that as of the 2<sup>nd</sup> week in January the OOO is looking good. All full-time staff are working normal hours, part-time staff except for childcare workers are gradually working back up to their normal amount of hours they worked previously.

Director Newman reported that the approved budget was just under \$700,000, as of the 2<sup>nd</sup> week of January we only spent \$307,500 leaving the office with just under \$392,000. This is only 44% of the original approved budget. Revenue to date is \$357,000, the reason for this is because

Augusta County pays their portion once a year where the City of Staunton and Waynesboro pay either monthly or quarterly.

Some purchases still need to be made this year, due to COVID and the short staff with the IT department they were not able to set up new laptops and a cell phone for the office. Additional materials for the new 0-5 years of age curriculum for Active Parenting.

Safe Routes to School, per the grant, will be purchasing an additional bike trailer and new bikes.

### **Other Business and Discussion**

Director Newman announced that commission membership is down. She would like to reach out to localities and request they appoint someone from their City Council or Board of Supervisors that has voting rights. She asked for thoughts on this. Peter VanAcker stated that it may encourage them to search for more citizens to be on the commission.

Director Newman asked for other comments. Taylor Rose shared, that she thought it was across the board with all community boards and committees having issues with recruitment and members having a lack of participation due to COVID. Michelle Nadeem shared that word of mouth may be the best way for recruitment. Erika Bischof shared that most of the people she would recommend are in the same job description as her and she worries about recommending anyone in her circle given the by-laws state *no more than 2 members from each locality may be employed by state or local government, youth or family serving agency or elected government official*. Director Newman is planning to reach out to the OOO social media person for suggestions on posting a short message trying to recruit.

The meeting was moved to adjourn at 6:00 pm by Susan Mace and seconded Peter VanAcker.

**Next meeting date:** March 17, 2021

upcoming meetings: May 19, July 21, September 15, and November 17.