

PALM BEACH STATE COLLEGE
Afterschool Business Partnership Council
Meeting Minutes
November 14, 2018
10:00 am – 11:30 pm
Marjorie S. Fisher Boys & Girls Club

ITEM 1. Welcome – Luisa Brennan, Program Director of Early Childhood & K-12 Programs – Palm Beach State College

Discussion: The meeting was called to order by Luisa Brennan, Program Director. To begin the meeting, Luisa announced the resignation of Michelle Thompson and Kathy Bolander as Chair and Co-chair of the Council. Introductions commenced thereafter with everyone introducing themselves and the organization they represented.

Lisa Fisher, Executive Director of YMCA of the Palm Beaches (new member), was unable to make the council meeting due to another scheduled obligation.

Data Source consulted: Not applicable

Action: Not applicable

ITEM 2. Guest Speakers: Maria Jimenez- Boys & Girls Club/AmeriCorps

Discussion: Maria started with Boys & Girls Club about 3 months ago. The club received 2 grants (1 from the county and 1 from the federal government) to run an AmeriCorps program.

AmeriCorps:

The purpose of this program is for the AmeriCorps members to volunteer their time to assist teens (high school Junior and Seniors) through pre-college, academic and mentoring services. The grant period runs August 1st- July 31st. The club is granted to fill 30 positions (2 Full-time and 28 part-time). Currently, 25 of the 30 positions are filled; 5 more Part-time positions need to be filled as soon as possible.

Interested candidates must meet the following requirements (this is not the completed list):

- US citizen, U.S. nationals, and legal permanent residents 18 years or older.
- Must have a High School Diploma or GED (exceptions can be made for those in progress).
- *One-year commitment of 900 community service hours (must be completed by July 31st).
- Hours are flexible to complete all hours.
- Volunteer in an afterschool Boys & Girls Club.
- Ideal candidate will have afternoon availabilities.

*Due to a late start of the grants, new hires will be required to complete 25 hours a week to complete the full 900 hours by 7/31.

Candidate benefits are as follows.

- \$5000.00 stipend for the year of commitment (paid bi-weekly).
- \$2,960 educational scholarship upon completion of the hours by July 31. This can be used for back pay of educational loans and tuition educational endeavors. Scholarships are good for a 1-year period.

Council members received a copy of the position posting flyers and were asked to assist in spreading the word to fill the available part-time positions. Candidates will serve within one of the 7 standalone clubs locations within the area. (There are plans to open more clubs in the Belle Glade area soon.)

BGCPBC Youth Volunteer Corps:

Maria continue to talk about another program available through the county grant. Currently, the Boys & Girls club are recruiting 70 High School students to join their Youth Volunteer Corps (YVC). This program works closely with the AmeriCorps program in identifying high school juniors and seniors to be mentored by the AmeriCorps members.

The purpose of the YVC is to recruit students to serve as volunteers within the B&G clubs to help create a college and career readiness culture of support. In addition, this program will serve as a feeder program for AmeriCorps and future staff. The grant period runs October 1st- Sept 30th.

Candidates must meet the following requirements (this is not the completed list):

- Be a current club member; waiver club membership of \$30 if interested.
- Commit to 100 hours of volunteer service during the year as peer mentors, tutors, assist staff and AmeriCorps members.
- Service hours are flexible as long as they are completed
- Maintain a 2.5 GPA

Candidates are eligible to receive a \$500 stipend upon completion of the 100 hours. In addition, if hours are completed by May, students will be eligible to apply for the Junior staff positions program which assist in increasing teen employability for the summer time.

Due to the limited number of teens registered in the B&G club's afterschool programs (5-6), identifying these candidates have been a challenge. Goal is to recruit 10 students for each club. The AmeriCorps members currently do not have the population they are required to work with.

Council members asked about the clubs recruiting strategies. Maria mentioned that currently they have been recruiting in house candidates and have reached out to a few high schools. To date, they have not received any response from the schools. They plan to visit each school to attract more candidates. In addition, Maria mentioned that there is a volunteer coordinator who has reached out to the school counselors and principles.

Council members received a copy of the position posting flyers and were asked to assist in spreading the word to fill the available positions. Applications deadline is tentatively scheduled for next Wednesday (11/21/18). This date will be modified if positions are not filled.

Gabriela Commo spoke about Achieve being interested in continuing the Summer Colligate Institute for another year. They are interested in reaching out to AmeriCorps for volunteers. What is the process? Any one that is interested can contact Maria to identify if it is something they would like to do.

Maria also mentioned that all interested candidates must work within the Boys& Girls Club due to their contract. It was recommended that Gabriela reach out to the Literacy Coalition to identify candidates to volunteer with Achieve. A few years ago, the Coalition sent candidate to the Boys and Girls Club to complete volunteer hours.

Data Source consulted: Not applicable

Action: Council members asked to spread the word regarding the available positions as an AmeriCorps member and as a Youth Volunteer Corps member. All flyers will be made available electronically by Maria. Information can be shared to everyone. Luisa Brennan will forward flyers to PBSC advisors for recruitment of high school students.

Guest Speaker: Gabriela Como- Achieve Palm Beach County, Operations Manager

Discussion: Achieve grew out of the County initiative “Birth to 22”. It is now in its 2nd year of implementation due to a conversation about bridging county resources and needs of the community.

The organization is currently looking for a new Executive Director which spawned a reevaluation of their collective impact model and processes to ensure the needs of the community are met. Achieve’s goal is to partner with all community organizations who have the same mission by expanding and renewing those relationships that may have fallen off over the last couple of years.

Achieve is specifically aimed at providing awareness and support to parents and families the middle school population to ensure support is provided to successfully navigate through high school. Resources from providers such as Khan Academy and My Career Shines are used to support students and families through high school. These programs have even considered the mental health issues when helping those students graduate from high school, enroll into a post-secondary education and attain a degree or credentials within 6 years of graduation. In doing so, they are seeking to connect available programs or create programs to fill this need.

Achieve is looking at having parent/ family community gatherings to provide the resources to the community for the parents who are not available to make meetings during the day. Gabriela mentioned that as a parent with a student who is on an IEP, there were resources that she did not know was available even while working in the field. We can only imagine the other parents who are unaware of the available resources to assist them with their children. The aim is to engage more partners to connect and build the community and organizations in a meaningful and intentional way. Achieve is trying to encourage all agencies to join in by coming to a community gathering and sharing information about their resources.

Council member asked how was the program being marketed in the school district? Gabriela answered stating that since Achieve is an initiative, district buy in is a must. Key players such as Dr. Fennoy who is one of Achieve’s champions and Keith Oswald who serve on the steering committee help promote the initiative in the County School Districts.

One of Achieves teams, the Parent and Family team, worked in comprising a checklist of simple points for parents to follow the students’ academic journey. This information was gathered using the School District regulations. This checklist was well received during the parent community gatherings. Keith recommended that this checklist be distributed to all schools for parent’s knowledge. Planning to place traveling trade shows at each middle school and develop a day trades camp to give students options if they are not interested in college. The goal is to decrease student drop out by encouraging them to look at different options. Build the applicant pool for trade jobs to become contributing members of the community.

Next event will be at the West Technical Education Center on Nov. 29th in Belle Glades at 6:30pm until to accommodate all. There will presentations from the trades companies. Committee members asked to be added to the Achieve mailing list to stay updated with all events.

Data Source consulted: Not applicable

Action: Committee agreed to advertise and be present (if schedules allow) at any events that Achieve may have.

Guest Speaker: Kacy Young CPRP- City of Belle Glade, Director of Parks & Recreation

Discussion: The reason for coming is to create partnership opportunities with the College and other agencies in getting involved in the recreation, afterschool and mentoring programs which they are in the process of developing in the Glades area.

This idea came about over the summer while hiring for the summer camp program. It was a struggle trying to find qualified and experienced applicants who were interested in the recreation field and wanted to be a part of the field. The goal is to keep the community working for the community.

The City is currently partnering with the schools and other partners to provide learning, hands on training and experience by providing services which in turn build a passion to stay in the field. Career Source provides paid internships during summer in an effort to attract interested applicants to the recreation field during their summer camps. Unfortunately, these students are only interested in the summer position and not a career in the field.

In addition, the City also works with the local schools to recruit high school students. The hope is to identify those who may be interested in joining the program, gain experience in the field and stay in the recreation field with the city. They have also developed a mentoring program to encourage students to become mentors.

Thus far, none of these options are successful in retaining students or applicants in the field. They are interested in expanding their partnerships to assist them in recruiting and retaining more qualified applicants/ participants to become future employees and stay in the field.

The committee was asked to share any information they may have done or doing that could assist the City of Glades in their efforts. Michelle and Jowie shared that recruiting and retaining qualified applicants will always be a struggle. They voiced how Greenacre's' programs depended greatly on in-house training and recruiting from their program participants. In addition, they have utilized program such as Primetime's scholarship program which assist in training their applicants as well as working with the county's Youth Services Program resources; specifically, mentorship programs. Jowie will forward a resource list to Kacy.

Nicole spoke about the two programs that PrimeTime offers. The first program is the scholarship for students to receive their School Age 40 hours – Bachelor's Degree including books. The second program is Achieve Out of School Time for any program that are Quality Improvement Systems programs. This program is for those who need training and/or education in which incentives are offered.

Kacy was asked if there was support from the city commissioners and mayor in developing and the programs mentioned. He voiced that the Mayor's vision is to see a licensed afterschool program within the City. While they have begun the process of getting licensed for the after-school program, the main struggle is identifying qualified applicants who want to work and stay in the field.

Michelle voiced again that it is a struggle to identify these applicants. That is why it is critical to groom the program participants and encourage them to work and stay in the field. Utilize the talents in all departments to begin/continue growing the vision. As well as using the city officials support as momentum to keep the vision going.

Some recommendations offered were: have the city officials and commissioners take a tour of the City of Greenacres and City of Palm Beaches programs; use them as a model in developing the Glades recreation programs. Build community partnerships, College for training and non-profit programs such as the elks club, garden clubs etc. that can assist in the mission. Recommendation to consider possible developing an all year-round program which will encourage more to use of the service. In addition, having full-time year-round staff will assist in training part time summer staff. People are more engaged and invested if the programs are ongoing.

Data Source consulted: Not applicable

Action: Not applicable

ITEM 3. Michelle Thompson- City of Greenacres, Leisure Services Department, Director

SEL Pilot Program:

Discussion: The City of Greenacres was offered an opportunity to participate in the SEL grant this year thought PrimeTime, but was unable to commit due to their re-accreditation and other commitments. Michelle was interested in hearing if there was anyone who was able to participate in this program and how it was going.

Elisa provided some information regarding the program. The program began within the school and out of school settings whom previously committed to incorporating SEL within their curriculum. To date, there are seven (7) schools in Palm Beach County (Diamond View Elementary, Pahokee Elementary, West Gate Elementary, Crosspointe Elementary School, Egret Lake Elementary, Forest Hill Elementary and one (1) other) that are currently involved in the pilot program. They have been doing different trainings throughout the year, bring yourself to work and all-day trainings. A SEL specialist has been working with staff of schools and afterschool programs to help incorporate more SEL activities with their students. Lesson plans were also provided to assist the teachers. SEL is not tied into to the Youth Services Program. It is a research study aimed to align and improve SEL practices across school and out-of-school setting.

Elisa mentioned that Primetime's SEL specialist and a Project Manager will be able to provide more information.

FY19 Licensing Process:

Committee members spoke about the process beginning earlier than usual this year. The paperwork was due by Nov. 1 and inspection began earlier. The Rules and Regulations course was updated effective Fall 2018. Luisa will send the courses changes to the committee.

Summer Camp Scholarship Program:

County scholarship program. The county changes the process of how scholarship applications were to be processed. County have now placed the registration responsibility on the provider. The county sent the applicants to the provider, then they would be accepted by the program. Committee members voiced that it was a lot of work to identify all students who qualified.

The billing process was also changed during summer camp without any warning. In addition, the provider was not responsible for processing all sensitive documentation for registration of each child. The Boys and Girls Club was fortunate in this process because they started the process earlier (January). In addition, most of their students are year-round in which their documentation is already on file.

Data source consulted: Not applicable

Action: Not applicable

Item 4. Health Department

Courtney Shippey, Health Department representative was not in attendance.

Item 5. Jennifer Johnson- PBSC, Early Childhood & K-12 Programs, Director:

Membership Requirements/ Information Sheets

Council members received a copy of the requirements of the committee members as per in the council handbook. The College's role is only to provide support to the committee and do not bear any voting privilege. The information from the council meetings are used in updating college program curriculum to ensure competent workers.

Council members were provided with the new member information sheet. Member were encouraged to fill out the form and submit with a head shot to be listed as active members with the college.

The current College member list was provided to the council. Council members were encouraged to review the list. If their names are listed as an active member, they have voting privilege on council decisions. Council was also encouraged to complete and submit the new member information sheet to be added to the College updated member list.

There are currently seven (7) active members on the current member list. Of the seven (7) only three (3) are present. Council were encouraged to recruit new members to increase engagement and membership.

Council member asked if the College has a Trades Business partnership. Jennifer voiced that she would check with Kimberly Allen and let the committee know.

Appointments/Votes:

Since there is currently no quorum, the vote for a new chair and co-chair was placed on hold until the next council meeting (tentatively scheduled for March 2019). Council members were encouraged to think about who they would like to elect into the position of chair and co-chair.

Item 6. Luisa Brennan, PBSC, early Childhood & K-12 Programs, Program Director

PBSC/DCF Scholarship Opportunities:

PBSC provides scholarship opportunities for students (reimbursement) who are not eligible for the PrimeTime scholarship for the Entry Level courses. Scholarship flyers were provided to the committee members. College enrollment has increased due to this scholarship. Committee members were encouraged to provide this information to anyone who are interested in the entry level program.

Scholarship Requirements are as follows:

- Florida Resident
- Registered as a student at the College
- 18 years or older
- Satisfactory completion of all courses (attendance based)

PrimeTime are usually present at our information session to provide information regarding there Scholarship once they begin working.

Future of the Council/Survey Results:

Committee members were presented with a copy of the BPC Survey summery results. Some common concerns stated on the survey related to understanding the mission, setting goals, finding measurable ways to see if goals are being met. Luisa mentioned that at the last council meeting minutes in March 2017, two goals were set. The council agreed to review said goals at the next meeting. There was no follow through to ensure they were completed.

Luisa reiterated the purpose of the College staff's role at the council as per the Business Partnership Council handbook. The purpose is to set up a place to meet so the council can discuss and communicate their needs to the college. Then work together to come up with a solution for those needs. At the next meeting, it can be included as an agenda items, so the council can continue with the discussion. This process is not happening.

Council was given a few minutes to review the survey results. Council members spoke about survey question #7 regarding meeting times. Committee members discussed whether to meet 2 times a year or quarterly. Luisa mentioned that some members said quarterly would be too much.

Jennifer stated that the meeting times was not the issue. The issue is that there were not enough agenda items to make a productive meeting. Another factor was that not enough people RSVP which is why meetings were cancelled. For this reason, the decision was made to get out of meeting at the College and travel to different provider locations to engage more members, while touring the centers to learn more about each agency and available resources.

Jowie asked what was the council's current goals. Luisa provided those goals as identified at the 3/16/17 meeting. Goal #1: Bring new members/partnership. Goal # 2: Align pathways to promote the pathways.

He also mentioned that after reading the council's mission, he gets stuck with providing agenda items because he does not feel that it applies to his role specifically. Some items of interest to him would be

safety and communication, for example, the active shooter presentation. Jennifer pointed out that these items/presentations would fall under “high quality education” in the mission.

Committee recommended are few ideas such as using surveys to identify a need; Telephone conferences/video conference, one person to collect council documents/information and stable agenda items so council members can plug in their items for discussion.

Council members agreed on the following stable agenda items. Council members will be able to plug in items for discussion at our next meeting.

- Safety
- Professional Development
- Employment Needs
- Parent/Family/ Community Events
- Policy State/County Updates
- Program Activities
 - Elementary (K-5)
 - Middle School (6-8)
 - High School (9-12)

Item 7. Open Discussion/Program Sharing

Boys & Girls Club will begin construction in January of their new Teen Center in the Glades. Picture shown to council. PBSC will share this announcement. Dennis will forward a small write up and picture.

Career Center will provide information on how partners can post their job openings. Will be sent via email.

Sonya will forward a few dates for our next meeting via doodle poll.

- Council toured the Marjorie S. Fisher Boys & Girls

Next Meeting: TBD (Doddle Poll)

Attendance:

Members

Dennis Carpenter	Jowie Mohammed	Michelle Thompson	Rene Connors	Christin Martin
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Guest(s):

Nicole Tarsia	Kacy Young	Jennifer Johnson	Luisa Brennan	Sonya Rawlins
Susan Sims	Elisa Moro	Kathleen Hamilton-Moore (for Kiwana Prophet)		

Submitted by: Luisa Brennan

Sonya Rawlins, Scribe