

ANNUAL PLAN UPDATE
to the
CHILD AND FAMILY SERVICES PLAN

YOUTH BUREAU
ADMINISTRATIVE COMPONENT
for
COUNTY: MONROE COUNTY

Due: December 15, 2009

I. ADMINISTRATIVE REQUIREMENTS

a) Youth Bureau Role and Structure within County/Municipal Government

Please explain how the county/municipal Youth Bureau fits into the organizational structure of county/municipal government. Indicate the name and title of the person to whom the Youth Bureau Director reports. A county/municipal government organizational chart must be included as an appendix.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

NONE

b) Youth Bureau Organization and Staffing

Please attach a Youth Bureau organizational chart. Include names and titles for all staff. Identify staff that devotes only a portion of time with an asterisk. For these staff, specify what percentage of their time, in terms of Full Time Equivalents (FTEs), is committed to Youth Bureau responsibilities. In the case of shared staff, an explanation of how costs are shared must be included consistent with Fiscal Policies and Procedures for Local Assistance Programs.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

See Attached Organizational Chart. Secretary I position is now a shared position with the Office for the Aging.

c) Youth Board

Describe the role and function of the Youth Board including whether it has advisory or policy-making functions. Attach (as Appendix B) a listing of the members including their names, addresses, employers and professional/community affiliations. Please asterisk or otherwise denote which are the youth members.

APU Instructions: Please only submit a new Youth Board list if there were changes since the county's plan submission in the text box below. If there has been no change indicate "None".

See Attached Rochester-Monroe County Youth Board List

d) Youth Bureau Program Operations

- 1) List and describe any programs or services operated directly by the Youth Bureau including the funding sources.

- 2) Please identify any State or local initiatives for which the Youth Bureau is the lead agency and for each initiative describe the administrative role the Youth Bureau has including duties, responsibilities, and tasks. This would include initiatives such as Mental Health/Juvenile Justice (MH/JJ), ACT for Youth, Consolidated Children's Services Initiatives (CCSI), and Communities That Care (CTC) or other state sponsored or local initiatives.

e) Funding Administered

List any funding administered by the Youth Bureau that is not included in the RAP.

f) Other

If there are other administrative activities or responsibilities that the Youth Bureau has that are not covered elsewhere in this document, or the Strategic Component of the county plan, please include those here.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

No Change since last submission

II. RESOURCE ALLOCATION PROCEDURES

Describe the county's resource allocation procedures and process for all of the Youth Bureau administered Office of Children and Family Services' funding. If the county has municipal youth bureau(s), describe the relationship of their resource allocation process to the county's allocation process. It is required that the RAP funding decisions are supported by the needs assessment process and are used to support the achievement of outcomes.

APU Instructions: Please describe changes, if any, made to the Resource Allocation Procedures changes since the county's plan submission in the text box below. If there has been no change indicate "None".

NONE

III. MONITORING AND EVALUATION PROCEDURES

- a) Describe the system to monitor (review of program activities and contractual obligations) all Office of Children and Family Services' funded programs that are funded in the county's Resource Allocation Package. Include in this description procedures, frequency, who is involved and provisions for on-site monitoring. Explain how the results of these activities will be used in planning and funding decisions.
- b) Describe the system to evaluate (a review of program performance) all Office of Children and Family Services' funded programs, which are contained in the county's Resource Allocation Package. Include in this description procedures, who is involved, and frequency. Explain how results of these activities will be used in planning and funding decisions.

APU Instructions: Please describe changes, if any, made to methods or process to monitor and evaluate programs funded in the Resource Allocation Package in the text box below. If there has been no change indicate "None".

NONE

IV. RUNAWAY AND HOMELESS YOUTH ACT (RHYA) (Required if county receives RHYA State aid.)

- a) Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator.
- b) Describe the system for responding to inquiries concerning available shelter space, transportation, and services-24 hours per day.
- c) List all residential programs serving runaway and homeless youth, including agency, address, capacity, and description of population served. Please include federally funded RHY programs. Please identify which RHYA programs are providing PINS Respite services.
- d) Describe any new services to be provided and current services to be expanded.
- e) Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs.

APU Instructions: Please provide a brief description of any changes made since the county's last plan submission in the text box below. If there has been no change indicate "None".

NONE

APPENDIX A (Administrative – YB) ANNUAL PLAN UPDATE CHECKLIST ADMINISTRATIVE COMPONENT – YOUTH BUREAU MONROE COUNTY

All Youth Bureaus (county and municipal) are required to complete this checklist. For each item below, please indicate whether there are any changes to report. For each item that is answered yes, a response is required.

- | <u>YES</u> | <u>NO</u> | |
|--------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | I. Administrative Requirements |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | a. Youth Bureau Role and Structure within County/Municipal Government. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Youth Bureau Organization and Staffing |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | c. Youth Board |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. Youth Bureau Program Operations |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | e. Funding Administered |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | II. Resource Allocation Procedures |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | III. a. Monitoring Procedures (This is Section V.6 for Municipal Youth Bureaus.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Evaluation Procedures (This is Section V.7 for Municipal Youth Bureaus.) |
| | | IV. Runaway and Homeless Youth Act (RHYA) – If required. |
| | | If the county receives <i>no</i> RHYA funds, please check here. <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | a. Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Describe the system for responding to inquiries concerning available shelter space, transportation, and services, 24 hours per day. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | c. List all residential programs serving runaway and homeless youth, including agency, address, capacity, and description of population served. Please include federally funded RHY programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. Describe any new services to be provided and current services to be expanded. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | e. Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs. |
| | | V. For Municipal Youth Bureaus (Required) |
| <input type="checkbox"/> | | a. Describe the planning and needs assessment activities undertaken to determine the youth needs in your municipality. |
| <input type="checkbox"/> | | b. Describe new or ongoing planning needs assessment activities to be undertaken in the next year. |
| <input type="checkbox"/> | | c. Describe the municipality's outcomes and strategies. |
| <input type="checkbox"/> | | d. Describe the involvement the municipal youth bureau has had in the development of the county's Child and Family Services Plan. |

Appendix B

Rochester-Monroe County Youth Board 2009

<p><u>Ms. Carolyn Lee-Davis</u> Board Officer: Chairperson The Children’s Agenda 500 East Avenue Rochester, NY 14607 Work Phone: 256-2065 Cell Phone: 214-9947 E-mail: Carolyn@thechildrensagenda.org Appointed by: County Executive, Maggie Brooks Term Expires: 12/31/10 Committee: Executive</p>	<p><u>Ms. Jackie Campbell</u> Board Officer: Vice Chairperson City of Rochester, Bureau of Youth Services 30 Church Street, Room 222B Rochester, NY 14614 Work Phone: 428-6225 E-mail: Jackie.campbell@cityofrochester.gov Appointed by: Mayor Robert Duffy Term Expires: 12/31/09 Committee: Executive/Nominations</p>
<p><u>Ms. Margaret Burns</u> Board Officer: Secretary/Treasurer 288 Chapel Hill Drive Rochester, NY 14617 Home Phone: 544-4871 Cell Phone: 230-4600 E-mail: dmburns214@homtail.com Appointed by: County Executive, Maggie Brooks Term Expires: Committee: Executive/Nominations</p>	<p><u>Ms. Joanne Coast</u> Cell Phone: 202-4020 Florida Number: 352-307-7111 E-mail: jmcoast@cfl.rr.com Joanne.coast@gmail.com Appointed by: Mayor Robert Duffy Term Expires: 12/31/11 Committee: Executive</p>
<p><u>Ms. Paula Howk</u> Public Relations Consultant 15 Old Farm Circle Pittsford, NY 14534 Home Phone: 381-5162 E-mail: pshowk@frontiernet.net Appointed by: County Executive, Maggie Brooks Term Expires: 12/31/11 Committee: Executive/Nominations</p>	<p><u>Ms. Joan Hildebrand</u> Cell Phone: 739-2476 Home Phone: 442-9623 E-mail: jbhflower@aol.com Appointed by: County Executive, Maggie Brooks Term Expires: 12/31/09 Committee: Communications/Marketing</p>
<p><u>Ms. Tabita Torres Rodriguez</u> Campaign Associate, United Way of Greater Rochester 106 Maxwell Avenue Rochester, NY 14619 Cell Phone: 506-8604 E-mail: tabita.torres@uwrochester.org Appointed by: Mayor Robert Duffy Term Expires: 12/31/10 Committee:</p>	<p><u>Mr. Fred Rion</u> Office of Emergency Management 1190 Scottsville Road, Suite 200 Rochester, NY 14626 Work Phone: 753-3753 150 Farmington Road Rochester, NY 14609 Home Phone: 482-1975 E-mail: frion@monroecounty.gov Appointed by: County Executive, Maggie Brooks Term Expires: 12/31/10 Committee: Programs</p>

<p><u>Mr. Mazi Bakari</u> 205 Norran Drive Rochester, NY 14609 Work Phone: 214-8638 Home Phone: 266-5856 E-mail: mazi@bakari.net Appointed by: Mayor Robert Duffy Term Expires: 12/31/09 Committee: Communications/Marketing</p>	<p><u>Mr. CJ Kausch</u> Youth Board Member 731 Brookeville Drive Webster, NY 14580 Home: 787-0023 E-mail: ckausch@rochester.rr.com Appointed by: County Executive, Maggie Brooks Term Expires: Committee:</p>
<p><u>Ms. Jamie Ruddy</u> Youth Board Member 60 Karlan Drive Rochester, NY 14617 Home Phone: 467-4761 E-mail: Pruddy99@aol.com Appointed by: County Executive, Maggie Brooks Term Expires: Committee:</p>	<p><u>Ms. JudieLynn McAvinney</u> Deputy Commissioner, City of Rochester Recreation & Youth Services 30 Church Street, Room 222B Rochester, NY 14614 Work Phone: 428-6750 E-mail: mcavinnj@cityofrochester.gov Appointed by: Mayor Robert Duffy Term Expires: 12/31/09 Committee: Programs</p>
<p><u>Mr. Neil Flood</u> Supervisor of Safety, Security & Emergency Planning Webster School District 110 Sanford Street Webster, NY 14580 Work Phone: 216-0300 E-mail: neil_flood@websterschools.org Appointed by: County Executive, Maggie Brooks Term Expires:12/31/10 Committee:</p>	<p><u>Ms. Wendy Mervis</u> Camp Good Days, Executive Director 81 Ellingwood Drive Rochester, NY 14618 E-mail: mervis@campgooddays.org Appointed by: County Executive, Maggie Brooks Term Expires: 12/31/09</p>
<p><u>Mr. Rick Page</u> Retired Assistant Superintendent, Rush-Henrietta School District 320 Galahad Drive Rochester, NY 14623 E-mail: Rpage1@rochester.rr.com Appointed by: County Executive, Maggie Brooks Term Expires: 12/31/10</p>	

Ex-Officio Members

<p><u>Mr. Jeff Adair</u> County Legislative District #12 777 Quaker Road Scottsville, NY 14546 Home Phone: 889-1377 E-mail: jadair@gwbakeries.com</p>	<p><u>Dr. Elaine Spaul</u> City Council Member The Center for Youth 905 Monroe Avenue Rochester, NY 14620 Phone: 473-2464 E-mail: espaul@centerforyouth.net</p>
<p><u>Ms. Emily Palumbos</u> Legislative Director 39 West Main Street, 409 COB Rochester, NY 14614 Work Phone: 753-1956 Cell Phone: 330-0526 E-mail: epalumbos@monroecounty.gov</p>	

Monroe County Staff

<p><u>Ms. Kara Halstead</u> Senior Staff Assistant to County Executive Maggie Brooks 39 West Main Street Rochester, NY 14614 Work Phone: 753-1004 E-mail: khalstead@monroecounty.gov</p>	
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Monroe County Dept. of Human Services Staff

<p><u>Ms. Kelly Reed</u> Commissioner of Monroe County Dept. of Human Services 111 Westfall Road, Room 660 Rochester, NY 14620 Work Phone: 753-6298 E-mail: Kelly.reed@dfa.state.ny.us</p>	
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New York State Office of Children & Family Services

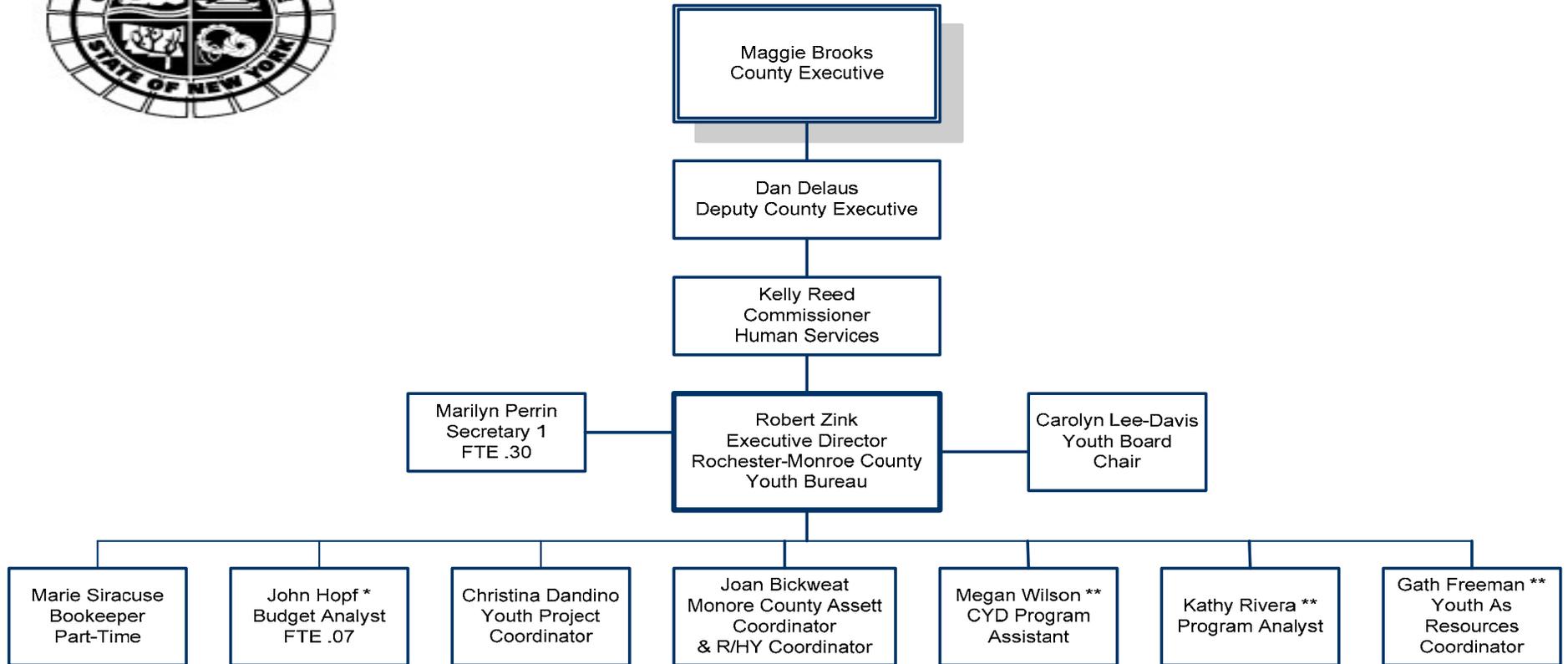
<p><u>Ms. Lydia Dzus</u> Youth Development Coordinator Rochester Region, NYS OCFS 259 Monroe Avenue, Room 309 Rochester, NY 14607 Work Phone: 238-8281 Cell Phone: 943-9590 E-mail: Lydia.Dzus@OCFS.state.ny.us</p>	
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Dept. of Human Services, Rochester-Monroe County Youth Bureau Staff

<p><u>Mr. Robert Zinck</u> Executive Director, Rochester-Monroe County Youth Bureau 435 E. Henrietta Road, 3 West Faith Wing Rochester, NY 14620 Work Phone: 753-6461 E-mail: rzinck@monroecounty.gov Committee: Executive/Nominations</p>	
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APPENDIX C – Youth Bureau Organizational Chart Rochester – Monroe County Youth Bureau

12/09



* Monroe County Department of Finance
** Contracted with Coordinated Care Services, INC (CCSI)

ANNUAL PLAN UPDATE
to the
CHILD AND FAMILY SERVICES PLAN

YOUTH BUREAU
ADMINISTRATIVE COMPONENT

For

COUNTY: **Monroe**

Town of Greece

Due: December 15, 2009

The Administrative Component of the county plan is the opportunity for Youth Bureaus to submit their youth bureau administrative narrative (for **both** county and municipal Youth Bureaus), procedures for the Resource Allocation Plan (RAP), monitoring and evaluation systems, and, as necessary, issues relating to the provision of services under the Runaway and Homeless Youth Act (RHYA). The information reported here applies to the three years of this plan cycle. Updates to this Administrative Component will be reporting **only** information that has changed.

This component of the county plan replaced the program narrative for administrative funding for **ALL** county and municipal Youth Bureaus. It is required for **ALL** Youth Bureaus. (The Individual Application form and Program Budget Form for Youth Bureau funding are still required to be submitted separately as part of the county's Resource Allocation Plan (RAP).

The directions for the APU are shown in *italics* and follow the existing CFSP guidelines. The Guidance Section that accompanied directions in the past has been omitted for this APU. Please refer to 06-OCFS-LCM-05 for this information.

Annual Plan Update (APU) Instructions:

- *Please complete the Youth Bureau Checklist in Appendix A. This checklist identifies those areas where change is being reported. If there are no changes, this will be the ONLY submission for this component.*
- *For each area there is a change, please update the required information, as per the directions below.*
- *The Administrative Component will be submitted with all required Components of the APU.*
- ***FOR MUNICIPAL YOUTH BUREAUS:** ALL Municipal youth bureaus must also complete section V (a). For this section, please report on the successes of planning activities and the results from needs assessment activities since the submission of the last Administrative Component AND report on any new planning or needs assessment activity to occur over the next twelve months until the new Strategic Plan is due.*
- *New or revised youth board lists should be attached as an Appendix.*

I. ADMINISTRATIVE REQUIREMENTS

a) Youth Bureau Role and Structure within County/Municipal Government

Please explain how the county/municipal Youth Bureau fits into the organizational structure of county/municipal government. Indicate the name and title of the person to whom the Youth Bureau Director reports. A county/municipal government organizational chart must be included as an appendix.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

b) Youth Bureau Organization and Staffing

Please attach a Youth Bureau organizational chart. Include names and titles for all staff. Identify staff that devotes only a portion of time with an asterisk. For these staff, specify what percentage of their time, in terms of Full Time Equivalents (FTEs), is committed to Youth Bureau responsibilities. In the case of shared staff, an explanation of how costs are shared must be included consistent with Fiscal Policies and Procedures for Local Assistance Programs.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

Due to reduction in funding as of January 2010 we will no longer offer counseling services.

c) Youth Board

Describe the role and function of the Youth Board including whether it has advisory or policy-making functions. Attach (as Appendix B) a listing of the members including their names, addresses, employers and professional/community affiliations. Please asterisk or otherwise denote which are the youth members.

APU Instructions: Please only submit a new Youth Board list if there were changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

d) Youth Bureau Program Operations

2) List and describe any programs or services operated directly by the Youth Bureau including the funding sources.

2) Please identify any State or local initiatives for which the Youth Bureau is the lead agency and for each initiative describe the administrative role the Youth Bureau has including duties, responsibilities, and tasks. This would include initiatives such as

Mental Health/Juvenile Justice (MH/JJ), ACT for Youth, Consolidated Children's Services Initiatives (CCSI), and Communities That Care (CTC) or other state sponsored or local initiatives.

e) Funding Administered

List any funding administered by the Youth Bureau that is not included in the RAP.

f) Other

If there are other administrative activities or responsibilities that the Youth Bureau has that are not covered elsewhere in this document, or the Strategic Component of the county plan, please include those here.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

II. RESOURCE ALLOCATION PROCEDURES

Describe the county's resource allocation procedures and process for all of the Youth Bureau administered Office of Children and Family Services' funding. If the county has municipal youth bureau(s), describe the relationship of their resource allocation process to the county's allocation process. It is required that the RAP funding decisions are supported by the needs assessment process and are used to support the achievement of outcomes.

APU Instructions: Please describe changes, if any, made to the Resource Allocation Procedures changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

III. MONITORING AND EVALUATION PROCEDURES

a) Describe the system to monitor (review of program activities and contractual obligations) all Office of Children and Family Services' funded programs that are funded in the county's Resource Allocation Package. Include in this description procedures, frequency, who is involved and provisions for on-site monitoring. Explain how the results of these activities will be used in planning and funding decisions.

c) Describe the system to evaluate (a review of program performance) all Office of Children and Family Services' funded programs, which are contained in the county's Resource Allocation Package. Include in this description procedures, who is involved, and frequency. Explain how results of these activities will be used in planning and funding decisions.

APU Instructions: Please describe changes, if any, made to methods or process to monitor and evaluate programs funded in the Resource Allocation Package in the text box below. If there has been no change indicate “None”.

As part of the Youth Board's Strategic Plan we will be updating the methods and processes for monitoring and evaluating programs.

IV. RUNAWAY AND HOMELESS YOUTH ACT (RHYA) (Required if county receives RHYA State aid.) N/A

- a) Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator.
- b) Describe the system for responding to inquiries concerning available shelter space, transportation, and services-24 hours per day.
- c) List all residential programs serving runaway and homeless youth, including agency, address, capacity, and description of population served. Please include federally funded RHY programs. Please identify which RHYA programs are providing PINS Respite services.
- d) Describe any new services to be provided and current services to be expanded.
- f) Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs.

APU Instructions: Please provide a brief description of any changes made since the county's last plan submission in the text box below. If there has been no change indicate “None”.

None

V. FOR MUNICIPAL YOUTH BUREAUS ONLY

Municipal Planning Activities

- a) Describe the planning and needs assessment activities undertaken to determine the strengths and needs of youth in your municipality.

APU Instructions: Please briefly describe any new planning and needs assessment activity conducted since the county's plan submission in the text box below. If there has been no change indicate “None”.

As part of the Youth Board's new Strategic Plan new planning and needs assessment activities will be created.

- b) Describe new or ongoing planning needs assessment activities to be undertaken in the next year.

APU Instructions: Please describe any new needs assessment activities planned through the end of the current planning cycle (December 31, 2010) since the county's plan submission in the text box below. If there has been no change indicate "None".

As part of the Youth Board's new Strategic Plan new needs assessment activities will be created.

- c) Describe the municipality's outcomes and strategies.

APU Instructions: For each current outcome, please provide a brief description of the progress made to date. Please make any necessary changes to the indicators or strategies for each outcome with a brief explanation for the change. List any new outcomes and strategies since the county's plan submission in the text box below.

None

- d) Describe the involvement the municipal youth bureau has had in the development of the county's Child and Family Services Plan.

APU Instructions: Please describe changes, if any, to the involvement of the municipal youth bureau in the development of the county's Child and Family Services Plan in the text box below. If there has been no change indicate "None".

None

VI. APPENDICES

- Appendix A Annual Plan Update Checklist – Administrative Component – Youth Bureau
- Appendix B Youth Board List – Please attach complete Youth Board list and label it Appendix B.

**APPENDIX A (Administrative – YB)
 ANNUAL PLAN UPDATE
 CHECKLIST
 ADMINISTRATIVE COMPONENT – YOUTH BUREAU
 Monroe County**

Town of Greece (City, Town, Village if applicable.)

All Youth Bureaus (county and municipal) are required to complete this checklist. For each item below, please indicate whether there are any changes to report. For each item that is answered yes, a response is required.

- | <u>YES</u> | <u>NO</u> | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | I. Administrative Requirements |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | a. Youth Bureau Role and Structure within County/Municipal Government. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Youth Bureau Organization and Staffing |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | c. Youth Board |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | d. Youth Bureau Program Operations |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | e. Funding Administered |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | II. Resource Allocation Procedures |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | III. a. Monitoring Procedures (This is Section V.6 for Municipal Youth Bureaus.) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | b. Evaluation Procedures (This is Section V.7 for Municipal Youth Bureaus.) |
| | | V. Runaway and Homeless Youth Act (RHYA) – If required.
If the county receives <i>no</i> RHYA funds, please check here. <input type="checkbox"/> |
| <input type="checkbox"/> | <input type="checkbox"/> | a. Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator. |
| <input type="checkbox"/> | <input type="checkbox"/> | b. Describe the system for responding to inquiries concerning available shelter space, transportation, and services, 24 hours per day. |
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| <input type="checkbox"/> | <input type="checkbox"/> | d. Describe any new services to be provided and current services to be expanded. |
| <input type="checkbox"/> | <input type="checkbox"/> | e. Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs. |
| | | V. For Municipal Youth Bureaus (Required) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | a. Describe the planning and needs assessment activities undertaken to determine the youth needs in your municipality. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | b. Describe new or ongoing planning needs assessment activities to be undertaken in the next year. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | c. Describe the municipality’s outcomes and strategies. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. Describe the involvement the municipal youth bureau has had in the development of the county’s Child and Family Services Plan. |

**ORGANIZATIONAL CHART 2009
GREECE YOUTH BUREAU**

TOWN SUPERVISOR

Town Board

YOUTH BOARD

DIRECTOR OF CONSITUENT SERVICES & HUMAN SERVICES

Kathryn Firkins

COMMUNITY & SENIOR SERVICES COORDINATOR

Tracy Zoellick

ADMINISTRATIVE COMPONENT

CLERK II/ TYPING

Lisa Duthoy

**YOUTH SERVICES
COMPONENT**

**SENIOR RECREATION
LEADERS**

Mike Barnes
Robyn James-Rodrigues
Addison Steven

**RECREATION
ASSISTANT**

Sara Norris

2009 Youth Board Members

Boily, Roger	1249 Flynn Rd Rochester, NY 14612 Phone: 723-4625 scr2@netzero.net	GCSD Board member/Co Chair Former Supervisor
Cooper, Kay	329 Judy Ann Drive Rochester, NY 14616 Phone: 227-4340 gackec@aol.com	Resident
Cusack, Conor	Greece Central School District Asset Coordinator	
Firkins, Kathryn Non-voting member	764 Macintosh Drive Rochester, NY 14626 Phone: 227-8426 Kfirkins@rochester.rr.com	Director of Constituent Services Youth Bureau Exec. Director Town of Greece One Vince Tofany Boulevard Greece, NY 14612 Phone: 723-2361 kfirkins@greecenyc.gov
Goodyear, Robert	Legacy	
Justice, Brian	Rochester Chiropractic Group 1687 English Road Rochester, NY 14616 Phone: 227-7720	
Korsch, Joan	316 True Hickory Drive Rochester, NY 14615	Resident/Board Chair Phone: 621-4847
Laco-Schiano, Lori	450 Red Spruce Lane Rochester, NY 14616 453-9651	Resident/Corresponding Secretary
McCardle, MaryEllen	St. Josephs Villa	
Morris, Kirk	Fourth Ward Councilman	Town Board Liaison
Nadolinski, Don Non-voting Member	8889 Lover's Lane Road Corfu, NY 14036 Phone: 599-3503	Assistant Superintendent Greece Central School District Phone: 621-1000 Don.Nadolinski@greece.k12.ny.us us
Peritsky, Amy	330 Southridge Drive Rochester, NY 14626 Phone: 227-6657	Greece Community Education Greece Central School District Aperitsk@mail.greece.k12.ny.us

ANNUAL PLAN UPDATE
to the
CHILD AND FAMILY SERVICES PLAN

YOUTH BUREAU
ADMINISTRATIVE COMPONENT

For

COUNTY: **Monroe/Henrietta**

Due: December 15, 2009

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This component of the county plan replaced the program narrative for administrative funding for **ALL** county and municipal Youth Bureaus. It is required for **ALL** Youth Bureaus. (The Individual Application form and Program Budget Form for Youth Bureau funding are still required to be submitted separately as part of the county's Resource Allocation Plan (RAP).

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APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

b) Youth Bureau Organization and Staffing

Please attach a Youth Bureau organizational chart. Include names and titles for all staff. Identify staff that devotes only a portion of time with an asterisk. For these staff, specify what percentage of their time, in terms of Full Time Equivalents (FTEs), is committed to Youth Bureau responsibilities. In the case of shared staff, an explanation of how costs are shared must be included consistent with Fiscal Policies and Procedures for Local Assistance Programs.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

c) Youth Board

Describe the role and function of the Youth Board including whether it has advisory or policy-making functions. Attach (as Appendix B) a listing of the members including their names, addresses, employers and professional/community affiliations. Please asterisk or otherwise denote which are the youth members.

APU Instructions: Please only submit a new Youth Board list if there were changes since the county's plan submission in the text box below. If there has been no change indicate "None".

See attached

d) Youth Bureau Program Operations

3) List and describe any programs or services operated directly by the Youth Bureau including the funding sources.

2) Please identify any State or local initiatives for which the Youth Bureau is the lead agency and for each initiative describe the administrative role the Youth Bureau has including duties, responsibilities, and tasks. This would include initiatives such as Mental Health/Juvenile Justice (MH/JJ), ACT for Youth, Consolidated Children's

Services Initiatives (CCSI), and Communities That Care (CTC) or other state sponsored or local initiatives.

e) Funding Administered

List any funding administered by the Youth Bureau that is not included in the RAP.

f) Other

If there are other administrative activities or responsibilities that the Youth Bureau has that are not covered elsewhere in this document, or the Strategic Component of the county plan, please include those here.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

II. RESOURCE ALLOCATION PROCEDURES

Describe the county's resource allocation procedures and process for all of the Youth Bureau administered Office of Children and Family Services' funding. If the county has municipal youth bureau(s), describe the relationship of their resource allocation process to the county's allocation process. It is required that the RAP funding decisions are supported by the needs assessment process and are used to support the achievement of outcomes.

APU Instructions: Please describe changes, if any, made to the Resource Allocation Procedures changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

III. MONITORING AND EVALUATION PROCEDURES

a) Describe the system to monitor (review of program activities and contractual obligations) all Office of Children and Family Services' funded programs that are funded in the county's Resource Allocation Package. Include in this description procedures, frequency, who is involved and provisions for on-site monitoring. Explain how the results of these activities will be used in planning and funding decisions.

d) Describe the system to evaluate (a review of program performance) all Office of Children and Family Services' funded programs, which are contained in the county's Resource Allocation Package. Include in this description procedures, who is involved, and frequency. Explain how results of these activities will be used in planning and funding decisions.

APU Instructions: Please describe changes, if any, made to methods or process to monitor and evaluate programs funded in the Resource Allocation Package in the text box below. If there has been no change indicate “None”.

None

IV. RUNAWAY AND HOMELESS YOUTH ACT (RHYA) (Required if county receives RHYA State aid.)

- a) Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator.
- b) Describe the system for responding to inquiries concerning available shelter space, transportation, and services-24 hours per day.
- c) List all residential programs serving runaway and homeless youth, including agency, address, capacity, and description of population served. Please include federally funded RHY programs. Please identify which RHYA programs are providing PINS Respite services.
- d) Describe any new services to be provided and current services to be expanded.
- g) Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs.

APU Instructions: Please provide a brief description of any changes made since the county’s last plan submission in the text box below. If there has been no change indicate “None”.

None

V. FOR MUNICIPAL YOUTH BUREAUS ONLY

Municipal Planning Activities

- e) Describe the planning and needs assessment activities undertaken to determine the strengths and needs of youth in your municipality.

APU Instructions: Please briefly describe any new planning and needs assessment activity conducted since the county’s plan submission in the text box below. If there has been no change indicate “None”.

None

- f) Describe new or ongoing planning needs assessment activities to be undertaken in the next year.

APU Instructions: Please describe any new needs assessment activities planned through the end of the current planning cycle (December 31, 2010) since the county's plan submission in the text box below. If there has been no change indicate "None".

.
None

g) Describe the municipality's outcomes and strategies.

APU Instructions: For each current outcome, please provide a brief description of the progress made to date. Please make any necessary changes to the indicators or strategies for each outcome with a brief explanation for the change. List any new outcomes and strategies since the county's plan submission in the text box below.

None

h) Describe the involvement the municipal youth bureau has had in the development of the county's Child and Family Services Plan.

APU Instructions: Please describe changes, if any, to the involvement of the municipal youth bureau in the development of the county's Child and Family Services Plan in the text box below. If there has been no change indicate "None".

None

VI. APPENDICES

Appendix A Annual Plan Update Checklist – Administrative Component – Youth Bureau

Appendix B Youth Board List – Please attach complete Youth Board list and label it Appendix B.

**APPENDIX A (Administrative – YB)
 ANNUAL PLAN UPDATE
 CHECKLIST
 ADMINISTRATIVE COMPONENT – YOUTH BUREAU
 Monroe County
 Town of Henrietta**

All Youth Bureaus (county and municipal) are required to complete this checklist. For each item below, please indicate whether there are any changes to report. For each item that is answered yes, a response is required.

- | <u>YES</u> | <u>NO</u> | |
|-------------------------------------|-------------------------------------|---|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | I. Administrative Requirements |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | a. Youth Bureau Role and Structure within County/Municipal Government. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Youth Bureau Organization and Staffing (See Attached YB Chart) |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | c. Youth Board (See Attached – Appendix B – Youth Board List) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. Youth Bureau Program Operations |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | e. Funding Administered |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | II. Resource Allocation Procedures |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | III. a. Monitoring Procedures (This is Section V.6 for Municipal Youth Bureaus.) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Evaluation Procedures (This is Section V.7 for Municipal Youth Bureaus.) |
| | | VI. Runaway and Homeless Youth Act (RHYA) – If required.
If the county receives <i>no</i> RHYA funds, please check here. <input type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | a. Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Describe the system for responding to inquiries concerning available shelter space, transportation, and services, 24 hours per day. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | c. List all residential programs serving runaway and homeless youth, including agency, address, capacity, and description of population served. Please include federally funded RHY programs. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. Describe any new services to be provided and current services to be expanded. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | e. Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs. |
| | | V. For Municipal Youth Bureaus (Required) |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | a. Describe the planning and needs assessment activities undertaken to determine the youth needs in your municipality. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | b. Describe new or ongoing planning needs assessment activities to be undertaken in the next year. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | c. Describe the municipality’s outcomes and strategies. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | d. Describe the involvement the municipal youth bureau has had in the development of the county’s Child and Family Services Plan. |

Appendix B-Town of Henrietta Youth Board as of 12/2009

Name	Address	City	Zip
Arnaud Rachel (Y)	43 Osprey Drive	W. Henrietta	14586
Jack Moore (TB)	6500 West Henrietta Road	Henrietta	14543
James Scott (YB)	48 Fieldstone Lane	W. Henrietta	14586
Jody Day (YB)	460 Martin Road	W. Henrietta	14586
Karen Heine (YB)	152 Prentiss Way	Henrietta	14467
Karen McArthur (TOH)	281 Butler Drive	Pittsford	14534
karen Winden (YB)	40 Alton Way	W. Henrietta	14586
Kelly Ellingham (YB)	639 Erie Station Road	Henrietta	14586
Kerri Guzman (YB)	16 Floyd Drive	Rochester	14623
Maria Kopacki (YB)	9 Clearview Drive	Pittsford	14534
Nancy Scarborough (YB)	47 Horseshoe Lane South	Henrietta	14467
Nick Briggs (Y)	50 Marberth Drive	Henrietta	14467
Phyllis Wickerham (SB)	133 Blackwell Lane	Henrietta	14467
Ralph Heine (YB)	152 Prentiss Way	Henrietta	14467
Regis Steinkamp (TOH)	112 Citation Drive	Henrietta	14467
Rick Page (YB)	320 Galahad Drive	Rochester	14623
Shruti Date (YB)	27 Langston Point	Pittsford	14534
Suzanne Macfall (YB)	45 Strawberry Hill Road	Rochester	14623

KEY Y=Youth Members YB=Youth Board Members TB=Town Board SB=School Board

Town of Henrietta Organizational Chart

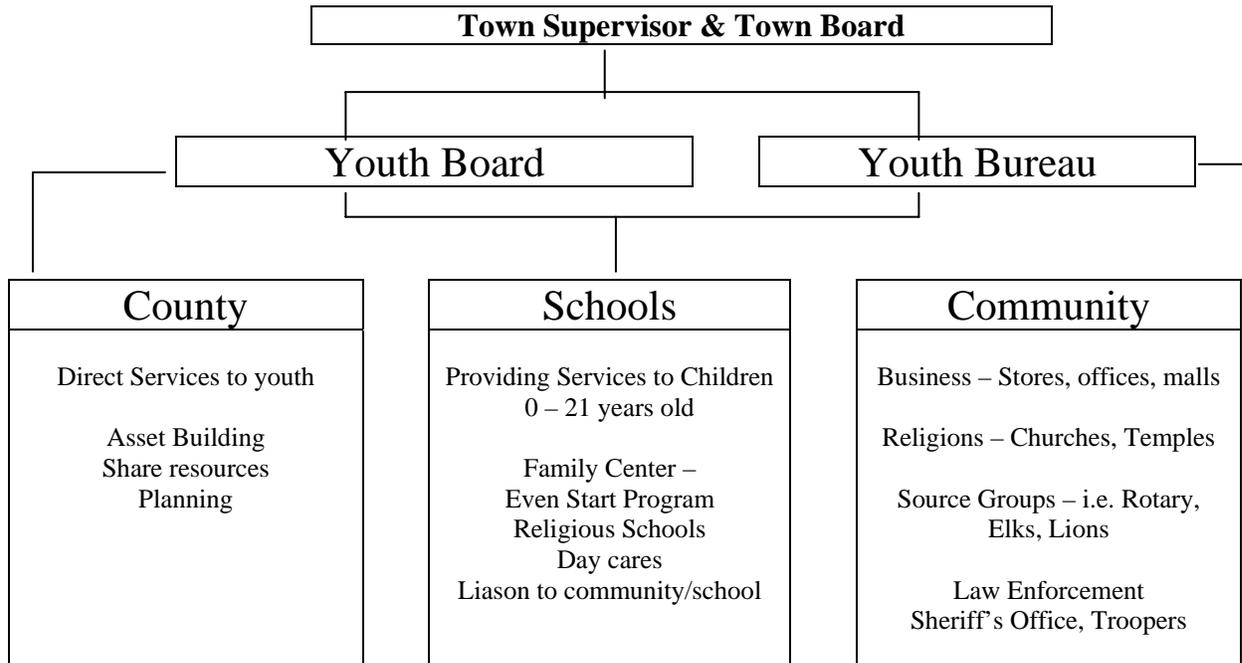
Supervisor & Town Board

Secretary to Supervisor

Board of Assess. Review	Conservation Board	Planning Board	Zoning Board	Recreation Commission	Curator Tinker Homestead	Youth Board	Library Board	Town Attorney
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Assessor	Town Historian	Director of Engineer. & Planning	Director of Zoning & Code Enforcement	Justice Court	Tax Receiver	Fire Marshal	YB & Rec. Director Asst. Director Sr. Rec. Supervisor Rec. Supervisors Youth Counselors Seasonal Staff Clerks	Town Clerk
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Henrietta Youth Bureau Organizational Chart



ANNUAL PLAN UPDATE
to the
CHILD AND FAMILY SERVICES PLAN

YOUTH BUREAU
ADMINISTRATIVE COMPONENT
For **Town of Irondequoit**

COUNTY: **Monroe**
Due: December 15, 2009

The Administrative Component of the county plan is the opportunity for Youth Bureaus to submit their youth bureau administrative narrative (for **both** county and municipal Youth Bureaus), procedures for the Resource Allocation Plan (RAP), monitoring and evaluation systems, and, as necessary, issues relating to the provision of services under the Runaway and Homeless Youth Act (RHYA). The information reported here applies to the three years of this plan cycle. Updates to this Administrative Component will be reporting **only** information that has changed.

This component of the county plan replaced the program narrative for administrative funding for **ALL** county and municipal Youth Bureaus. It is required for **ALL** Youth Bureaus. (The Individual Application form and Program Budget Form for Youth Bureau funding are still required to be submitted separately as part of the county's Resource Allocation Plan (RAP).

The directions for the APU are shown in *italics* and follow the existing CFSP guidelines. The Guidance Section that accompanied directions in the past has been omitted for this APU. Please refer to 06-OCFS-LCM-05 for this information.

Annual Plan Update (APU) Instructions:

- *Please complete the Youth Bureau Checklist in Appendix A. This checklist identifies those areas where change is being reported. If there are no changes, this will be the ONLY submission for this component.*
- *For each area there is a change, please update the required information, as per the directions below.*
- *The Administrative Component will be submitted with all required Components of the APU.*
- ***FOR MUNICIPAL YOUTH BUREAUS:** ALL Municipal youth bureaus must also complete section V (a). For this section, please report on the successes of planning activities and the results from needs assessment activities since the submission of the last Administrative Component AND report on any new planning or needs assessment activity to occur over the next twelve months until the new Strategic Plan is due.*
- *New or revised youth board lists should be attached as an Appendix.*

I. ADMINISTRATIVE REQUIREMENTS

a) Youth Bureau Role and Structure within County/Municipal Government

Please explain how the county/municipal Youth Bureau fits into the organizational structure of county/municipal government. Indicate the name and title of the person to whom the Youth Bureau Director reports. A county/municipal government organizational chart must be included as an appendix.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

b) Youth Bureau Organization and Staffing

Please attach a Youth Bureau organizational chart. Include names and titles for all staff. Identify staff that devotes only a portion of time with an asterisk. For these staff, specify what percentage of their time, in terms of Full Time Equivalents (FTEs), is committed to Youth Bureau responsibilities. In the case of shared staff, an explanation of how costs are shared must be included consistent with Fiscal Policies and Procedures for Local Assistance Programs.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

c) Youth Board

Describe the role and function of the Youth Board including whether it has advisory or policy-making functions. Attach (as Appendix B) a listing of the members including their names, addresses, employers and professional/community affiliations. Please asterisk or otherwise denote which are the youth members.

APU Instructions: Please only submit a new Youth Board list if there were changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

d) Youth Bureau Program Operations

4) List and describe any programs or services operated directly by the Youth Bureau including the funding sources.

2) Please identify any State or local initiatives for which the Youth Bureau is the lead agency and for each initiative describe the administrative role the Youth Bureau has including duties, responsibilities, and tasks. This would include initiatives such as Mental Health/Juvenile Justice (MH/JJ), ACT for Youth, Consolidated Children's

Services Initiatives (CCSI), and Communities That Care (CTC) or other state sponsored or local initiatives.

e) Funding Administered

List any funding administered by the Youth Bureau that is not included in the RAP.

f) Other

If there are other administrative activities or responsibilities that the Youth Bureau has that are not covered elsewhere in this document, or the Strategic Component of the county plan, please include those here.

APU Instructions: Please provide a brief description of any changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

II. RESOURCE ALLOCATION PROCEDURES

Describe the county's resource allocation procedures and process for all of the Youth Bureau administered Office of Children and Family Services' funding. If the county has municipal youth bureau(s), describe the relationship of their resource allocation process to the county's allocation process. It is required that the RAP funding decisions are supported by the needs assessment process and are used to support the achievement of outcomes.

APU Instructions: Please describe changes, if any, made to the Resource Allocation Procedures changes since the county's plan submission in the text box below. If there has been no change indicate "None".

None

III. MONITORING AND EVALUATION PROCEDURES

a) Describe the system to monitor (review of program activities and contractual obligations) all Office of Children and Family Services' funded programs that are funded in the county's Resource Allocation Package. Include in this description procedures, frequency, who is involved and provisions for on-site monitoring. Explain how the results of these activities will be used in planning and funding decisions.

e) Describe the system to evaluate (a review of program performance) all Office of Children and Family Services' funded programs, which are contained in the county's Resource Allocation Package. Include in this description procedures, who is involved, and frequency. Explain how results of these activities will be used in planning and funding decisions.

APU Instructions: *Please describe changes, if any, made to methods or process to monitor and evaluate programs funded in the Resource Allocation Package in the text box below. If there has been no change indicate “None”.*

None

IV. RUNAWAY AND HOMELESS YOUTH ACT (RHYA) (Required if county receives RHYA State aid.)

- a) Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator.
- b) Describe the system for responding to inquiries concerning available shelter space, transportation, and services-24 hours per day.
- c) List all residential programs serving runaway and homeless youth, including agency, address, capacity, and description of population served. Please include federally funded RHY programs. Please identify which RHYA programs are providing PINS Respite services.
- d) Describe any new services to be provided and current services to be expanded.
- h) Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs.

APU Instructions: *Please provide a brief description of any changes made since the county’s last plan submission in the text box below. If there has been no change indicate “None”.*

None

V. FOR MUNICIPAL YOUTH BUREAUS ONLY

Municipal Planning Activities

- i) Describe the planning and needs assessment activities undertaken to determine the strengths and needs of youth in your municipality.

APU Instructions: *Please briefly describe any new planning and needs assessment activity conducted since the county’s plan submission in the text box below. If there has been no change indicate “None”.*

See Below

- j) Describe new or ongoing planning needs assessment activities to be undertaken in the next year.

APU Instructions: Please describe any new needs assessment activities planned through the end of the current planning cycle (December 31, 2010) since the county’s plan submission in the text box below. If there has been no change indicate “None”.

See Below

k) Describe the municipality’s outcomes and strategies.

APU Instructions: For each current outcome, please provide a brief description of the progress made to date. Please make any necessary changes to the indicators or strategies for each outcome with a brief explanation for the change. List any new outcomes and strategies since the county’s plan submission in the text box below.

See Below

l) Describe the involvement the municipal youth bureau has had in the development of the county’s Child and Family Services Plan.

APU Instructions: Please describe changes, if any, to the involvement of the municipal youth bureau in the development of the county’s Child and Family Services Plan in the text box below. If there has been no change indicate “None”.

None

VI. APPENDICES

Appendix A Annual Plan Update Checklist – Administrative Component – Youth Bureau

Appendix B Youth Board List – Please attach complete Youth Board list and label it Appendix B.

**APPENDIX A (Administrative – YB)
 ANNUAL PLAN UPDATE
 CHECKLIST
 ADMINISTRATIVE COMPONENT – YOUTH BUREAU
 County
 (City, Town, Village if applicable.)**

All Youth Bureaus (county and municipal) are required to complete this checklist. For each item below, please indicate whether there are any changes to report. For each item that is answered yes, a response is required.

YES **NO**

- I. Administrative Requirements
 - a. Youth Bureau Role and Structure within County/Municipal Government.
 - b. Youth Bureau Organization and Staffing
 - c. Youth Board
 - d. Youth Bureau Program Operations
 - e. Funding Administered

- II. Resource Allocation Procedures

- III. a. Monitoring Procedures (This is Section V.6 for Municipal Youth Bureaus.)
- b. Evaluation Procedures (This is Section V.7 for Municipal Youth Bureaus.)

- VII. Runaway and Homeless Youth Act (RHYA) – If required.
 If the county receives *no* RHYA funds, please check here.
 - a. Provide a statement concerning the designation, responsibilities, and duties of the Runaway and Homeless Youth Coordinator.
 - b. Describe the system for responding to inquiries concerning available shelter space, transportation, and services, 24 hours per day.
 - c. List all residential programs serving runaway and homeless youth, including agency, address, capacity, and description of population served. Please include federally funded RHY programs.
 - d. Describe any new services to be provided and current services to be expanded.
 - e. Describe how education, and transportation to education, will be provided to youth residing in RHY residential programs.

- V. For Municipal Youth Bureaus (Required)
 - a. Describe the planning and needs assessment activities undertaken to determine the youth needs in your municipality.
 - b. Describe new or ongoing planning needs assessment activities to be undertaken in the next year.
 - c. Describe the municipality’s outcomes and strategies.
 - d. Describe the involvement the municipal youth bureau has had in the development of the county’s Child and Family Services Plan.

V. FOR MUNICIPAL YOUTH BUREAUS ONLY

Municipal Planning Activities

The Youth Bureau has utilized information from formal (e.g. Search Institute or Youth Risk Behavior Survey) and informal (e.g. Skate Board Park Survey, Community Center Survey.) The Town Youth Bureau surveyed over 1800 middle school youth from two town school districts (Search Institute Survey of Attitudes and Resources). From this data, a plan was developed to look at youth needs and resources, to strive to increase the number of developmental assets and in doing so reduce risky behaviors. The Bureau and Advisory Board are in a process of exploring the possible need for a teen court. The Board is looking at other teen courts in the county and state and hopes to have one in place in the next 6-12 months. Preliminary meetings have been held with school and town officials.

The Director of Human Services with the help of the Advisory Board gathers information about youth needs and then works on a plan to strive to see that those needs are met. The Bureau meets at various times throughout the year with school leaders and other youth service providers to review existing services, needs and how to best service Irondequoit youth. Occasionally there are meetings and workshops with the Supervisor and Town Board. Advisory Board minutes, once approved, are sent to the Town Supervisor and Town Board. Youth input is also received at town wide forums and through questionnaires. Information and other data is also gathered from schools, police department, the health department, task forces and community agencies that service youth.

The Bureau continues to work with the Advisory Board and other agencies to solicit and encourage community action and involvement for the benefit of town youth. It meets regularly to discuss those needs and available resources and established committees, as needed, to address needs. Review of existing services available, evaluations, questionnaires and focus groups assess in the ongoing planning needs process.

Attachments:

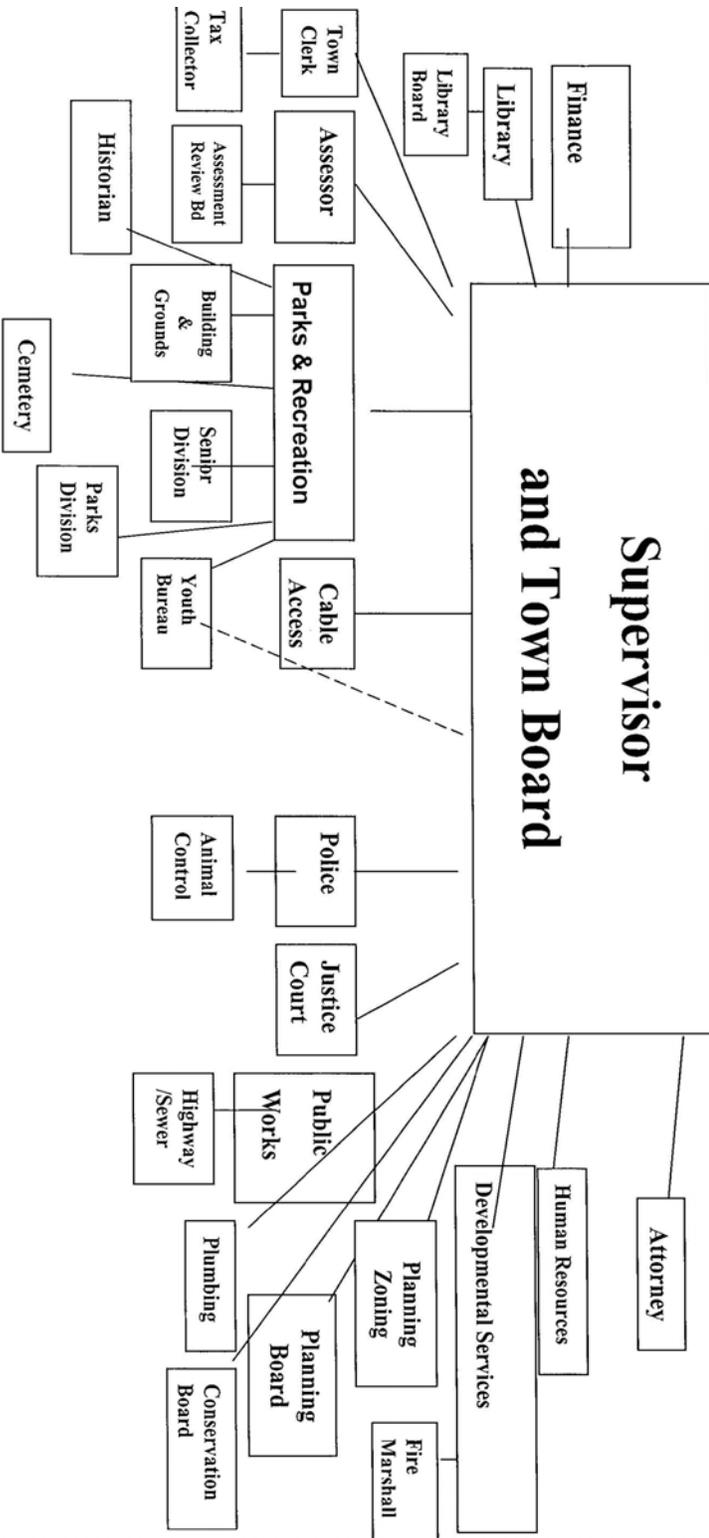
Advisory Board Members
Organization Chart

Submitted by: Town of Irondequoit Youth Bureau
1280 Titus Avenue
Rochester, NY 14617
(585) 336-6085

Contact Person: Michael M. Spang, Director
(585) 336-6085 or fax (585) 336-7276
e-mail: mspang@irondequoit.org

For Informational purposes only

2009 Town of Irondequoit Organizational Chart



ADVISORY BOARD/COMMISSION

Board of Directors' Functions: oversight of financial, corporate and contractual affairs; approval of key administrators, all duties imposed by NYS Not-for profit Corporation Law, and other relevant laws, and the contractor's by-laws. Other: NOTE: This is an ADVISORY BOARD ONLY, not policy making.

Name of Agency/Municipality: Town of Irondequoit Youth Bureau **Mailing Address:** 1280 Titus Ave., Rochester, NY 14617

Name	Board Position	Home/Mailing Address	Employer	Employer's Address and Phone	Professional or Community Affiliation
Eileen Richard	Member	50 Idyllwood Rochester, NY 14617	Town of Irondequoit Police Dept.	Irondequoit Police Dept. 1300 Titus Avenue Rochester, NY 14617 W: 336-6000 x2287	Irondequoit Police Dept. Community Service Assistant
Sarah E. Culp	Member	74 Coronado Drive Rochester, NY 14617	American Baptist Churches Rochester Genesee Region	1100 S. Goodman St. Rochester, NY 14620	Minister-Faith Community
James S. Hinman	Member	103 Mirocqua Dr. Rochester, NY 14617	James S. Hinman	16 E. Main St. Suite 160 Rochester, NY 14614 325-6722	Attorney Family Court Representative
TBD - Vacant	Member				Private School Representative
Sara J. Schmerbeck	Member	2016 Titus Avenue Rochester, NY 14622	St. Cecilia's Church East Irondequoit School	2732 Culver Road 14622	Minister-Faith Community Library Aide-EICSD
Andrew Whitaker	Member	1300 Titus Avenue Rochester, NY 14617	Irondequoit Police Dept.	Irondequoit Police Dept. 1300 Titus Avenue Rochester, NY 14617 336-6013 ext. 2455	Police Officer-DARE
Hon. Joseph Genier	Chair	P.O. Box 17350 Rochester, NY 14617 H. 292-5090 (u)	Town of Irondequoit J.T. Genier Security	1300 Titus Avenue Rochester, NY 14617 336-6040 x2334	Town Justice Business Owner
Douglas Decker	Member	19 Stanridge Court Rochester, NY 14617 342-2090 738-8430 (cell)	Directional Development dd@directionaldevelopment.com	19 Stanridge Court Rochester, NY 14617 342-2090	Rotary Club Civic Organization and Irondequoit Chamber of Commerce

Board of Directors' Functions: oversight of financial, corporate and contractual affairs; approval of key administrators, all duties imposed by NYS Not-for profit Corporation Law, and other relevant laws, and the contractor's by-laws. Other: NOTE: This is an ADVISORY BOARD ONLY, not policy making.

Name of Agency/Municipality: Town of Irondequoit Youth Bureau Mailing Address: 1280 Titus Ave., Rochester, NY 14617

Name	Board Position	Home/Mailing Address	Employer	Employer's Address and Phone	Professional or Community Affiliation
Laron E. Nelson	Member(at large)	330 Orchard Park Blvd. Rochester, NY 14609 563-7743 (h)	Monroe County Dept. of Public Health Inelson@monroecounty.gov	111 Westfall Road -Room 950 P.O. Box 92832 Rochester, NY 14692-8932 753-2989	Town Resident Health Professional
TBD - Vacant	Member		East Irondequoit CSD		East Irondequoit School Representative
Diane Irwin	Member	55 Paladine Road Rochester, NY 14617 342-2885	West Irondequoit CSD	Irondequoit High School 260 Cooper Road Rochester, NY 14617	West Irondequoit School Representative
Corky Wightman	Member	105 East Parkway Rochester, NY 14617 H: 544-9091 cell 943-5780	Personal Designs, Owner	105 East Parkway Rochester, NY 14617	Foundation for Youth in Irondequoit Representative
TBD - Vacant	Member				Parent
Melissa Benbow	Member	410 Norran Drive Rochester, NY 14609		Student Eastridge High School	Youth Member
Jacob Monroe	Member	172 Herritage Rochester, NY 14622 266-5559 469-6145 (cell)		Student Irondequoit High School	Youth Member
Brendan Farnand	Member	34 Bristol Avenue Rochester, NY 14617 342-5557 406-3842 (cell)		Student McQuaid	Youth