

Youth Services

165 Church Street
203-946-7582

Department Head:
Acting Director Tomi Veale
tveale@newhavenct.net
203-946-8583

Additional Point Person:
Gwendolyn Busch Williams
gbusch@newhavenct.net
203-946-7585

Positions:	GF- 1	SF- 4
General Fund Budget:		\$ 337,405
Capital Fund Budget:		\$0
Special fund Budget:		\$1,471,572*

Legal Authority: Code of Ordinances

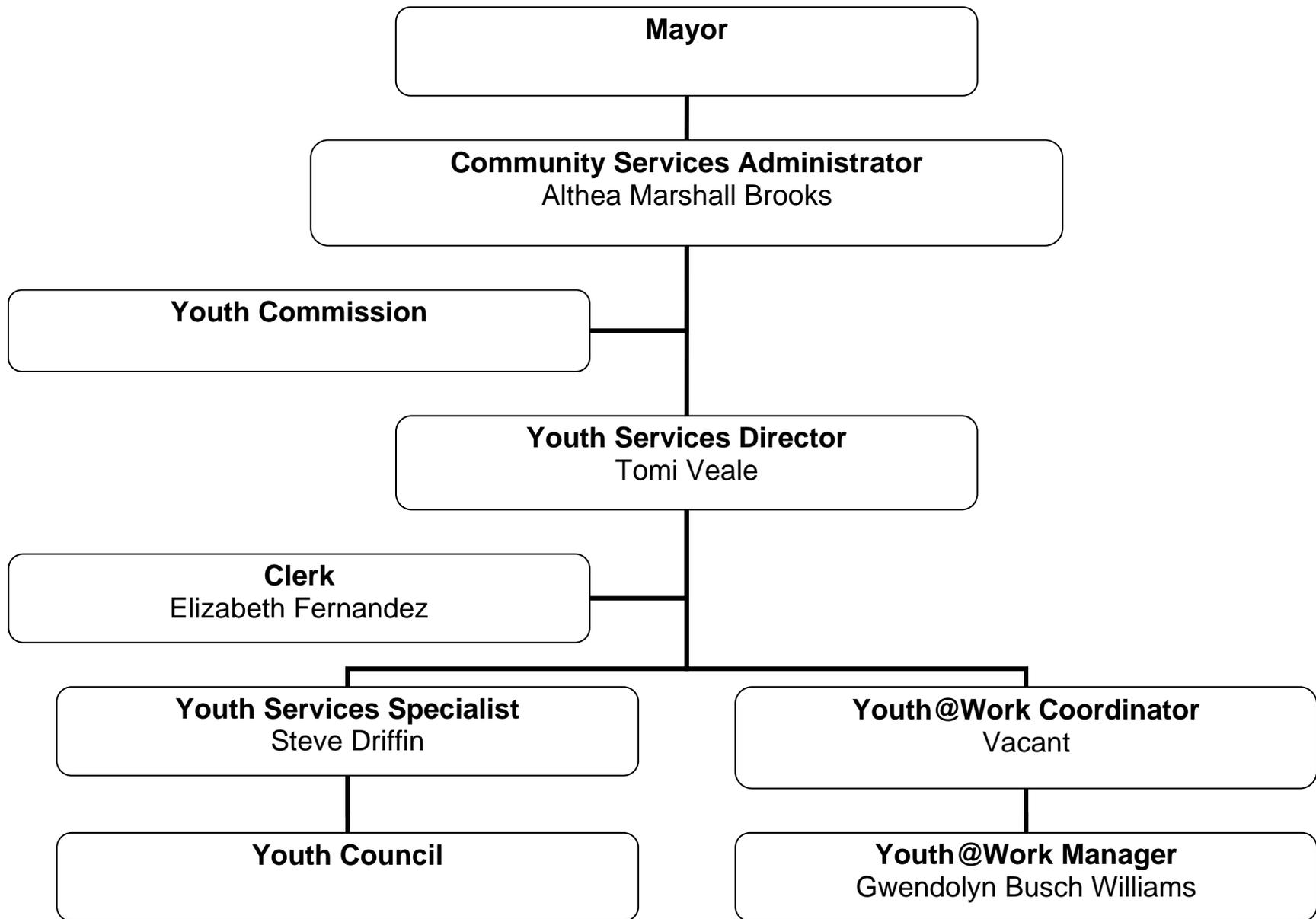
[Sec. 16 1/2-41](#) There is hereby established in the City of New Haven a Department of Youth, which shall be headed by a director of youth.

Mission/Overview:

City's Youth Services Department seeks to strengthen existing initiatives and to increase access for New Haven youth to programs addressing three key areas: Professional Development, Academic Success, and supporting youth in making Healthy Choices while living in a Healthy Community. The Youth Services Department aims to enhance the lives of New Haven Youth with skills and opportunities to improve our communities.

Attention Required by March 31st:

- 1st draft of Youth Services Department budget
- Community Foundation of Greater New Haven report for 2nd year of Street Outreach Worker Program (SOWP)
- Youth Violence Prevention Grant (YVPG) quarterly report from all grantees
- SOWP quarterly report to City of New Haven



Budget Summary

YOUTH SERVICES DEPARTMENT

GENERAL FUNDS			
Salaries (w/fringe)	Youth Director (fringe =33% of salary)		\$72,000.00
Supplies	Reference books, pamphlets Summer activities supplies, copy cost, news print paper		\$ 3,170.00
Other Contractual Services	Street Outreach Worker Program; Youth Summer Employment; Summer Bussing match; professional development		\$ 262,235.00
TOTAL GENERAL FUNDS			\$337,405.00
SPECIAL FUNDS			
Youth@Work	Coordinator salary with fringe; Program Manager salary with fringe;		\$180,485.00
Youth Service Bureau	Youth Service Specialist Salary with fringe; YSB supplies; repairs; other contractual services; dues; subscriptions		\$132,747.00
Mayor's Youth Initiative	Clerk Typist Salary with fringe; Mayor's Youth Council; New Haven Leaders; Open Schools		\$297,919.00
Community Development Block Grant	Local agencies who are CDBG grantees		\$225,380.00*
Youth@Work Youth Summer Employment	Youth summer employment age 14-21		\$654,041.00
TOTAL SPECIAL FUNDS			\$1,490,572.00

*Additional funds allocated after approval of budget

Summary of Open Items:

- **Youth Violence Prevention Grant**

Currently the Youth Services Department is in the second round of the Youth Violence Prevention Grant. This two year grant from State of Connecticut Judicial Branch Court Support Services is used to build capacity and expand available programming to over 600 New Haven youth. We currently have 18 grantees for the FY 2014 (July1-June 30, 2014) that have been allocated a total of \$500,000.00 in funding. 100% funding is from the State of Connecticut. For FY 2012-2013, \$250,000.00 was allocated to 9 organizations. A total of 10 unduplicated organizations were served through this grant.

- **Community Development Block Grant Programmatic Monitoring**

As required by the HUD guidelines, monitoring is done during the program year. Depending on the program and agency, one or two (sometimes more) occur during the program year. Programmatic monitoring was established to ensure HUD guidelines as well as State and City guidelines; the agency's commitments and services are fulfilling the needs of low income families in the EZ areas. Monitoring focuses on the following areas: Target population, contract services, outcome measures.

- **Street Outreach Worker Program (SOWP)**

Using New Haven Family Alliance as the primary agency to implement the SOWP, this program purpose is to reduce juvenile delinquency and violent crime committed by child and adolescents by twenty percent in selected high crime areas of the City of New Haven. Youth Services Department is the fiduciary for a U.S. Department of Justice grants which sunsets FY 2014. In addition, we are the fiduciary for a 3 year, \$175,000 grant from The Community Foundation which will sunset FY 2015. The program is in the general budget of the City of New Haven for \$200,000 for the FY 2014. We currently monitor this program and provide reporting to the Department of Justice and Community Foundation.

- **Bike Program**

The bike program is a revitalization initiative of the Youth Service Bureau. This program provides over 100 new bicycles that are distributed to middle school and high school students throughout the course of the year.

- **Youth Service Bureau (YSB) In-Service Trainings**

YSB will be providing quarterly in service trainings specifically focusing on topics that have an effect on youth. The In-Service Trainings are for youth serving organizations based in New Haven.

- **Youth@Work Year Round Work Based Experience**

This program is a 20 week year round employment initiative. We provide a work experience for approximately 100 youth ages 14-21 that live in New Haven or attend a New Haven public school. Placements for employment are with agencies, schools and City of New Haven Departments.

Major Functions / Projects:

Youth@Work

Youth@Work targets in-school youth, ages 14-21, who are New Haven residents and/or attend a New Haven Public School. The program is aimed at providing young people with workplace exposure, mentoring and school and community-based enrichment activities. Early work experiences serve as the foundation for the future success in the workplace. Youth@Work facilitates:

- Summer Work Based Learning Experience provides 600-700 young persons a five (5) week employment experience. Youth are able to work up to a maximum of twenty five (25) hours a week at the State of Connecticut minimum wage rate.
- Year Round Work Based Learning Experience provides a twenty (20) week work experience during the school year. High school students are able to work up to ten (10) hours a week at the State of Connecticut minimum wage rate.
- New Haven Leaders is a collaborative effort with the Human Resource Office. We sponsor internships for 8-10 college, City intern applicants. Each intern receives an 8 week summer internship in a City department. In addition, professional development is provided via weekly in-services.

Youth Service Bureau

Under the Youth Service Bureau there will come connections to the Youth Commission which is comprised of both youth and adults who offer their insight regarding the direction of the department and feedback regarding current program. The Youth Service Bureau facilitates:

- Mayor's Youth Council (MYC) which serves as an opportunity for the city's youth who are currently in high school and opportunity to realize their leadership potential via their participation. MYC meets weekly throughout the academic year and takes leadership roles in youth-driven workshops, discussions and service-learning projects. This program is co-facilitated with Youth@Work.
- Mayor's Youth Guide which is an active guide of agencies providing programming for youth during the summer months.
- Summer Bussing which provides New Haven agencies with funding for summer bussing so that they may provide cultural and educational trips for youth participants.
- YSB News Letter a quarterly newsletter that encompasses events of the Youth Services Department as well as highlight activities of youth agencies in the city.
- Bike Program provides new bicycles to inner city youth who are middle school and/or high school attendees. Plans on future collaboration with the New Haven Police department. Currently we are giving over 100 bicycles for this FY.
- Community Development Block Grant program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is important tools for helping local governments tackle

serious challenges facing their communities. YSB monitors youth servicing agencies that have been granted funds via the City of New Haven under CDBG.

Street Outreach Worker Program

The Street Outreach Worker Program (SOWP), a violence reduction program contracted out to New Haven Family Alliance, was launched in July of 2007. It is an initiative in which ex-offenders are trained as youth workers who serve as advocates for at-risk and high-risk youth. The primary goal of the program is to reduce instances of gun violence amount youth. To reach this goal they employ the following strategies: mediate conflicts, train and build relationship with community members; prevent retaliation for community violence by engaging in intervention and promoting nonviolent solutions; provide teens and young adults with wrap around service to help them develop the necessary life skills to avoid being further exposed to violence and reduce or eliminate their engagement with the criminal justice system; and promote positive alternative life experiences for youth through cultural exploration and field trips.

Open Schools

Launched in 2007, this program keeps schools open in the evening during the summer and fall for youth activities. Participants need not be students enrolled in the school; rather, the program is open to all youth. We partner with the Parks and Recreations department who over the last couple of years assisted in expanding the programming to up to 10 schools and any given cycle and diversified the available activities to include martial arts, dance, music and crafts. We have serviced over 72,000 youth through this initiative in 2013. Parks and Recreations have assumed the day-to-day operations and the Youth Service Department maintains the fiscal operations.

Youth Violence Prevention Grant

Secured through a grant from the Department of Justice, the Youth Services Department is currently operating the Youth Violence Prevention Grant. This Youth Violence Prevention Initiative focuses on programming in three (3) categories: 1) Youth job training and readiness; 2) Youth leadership, mentorship and mediation; 3) Pro-social interventions including but not limited to: literacy, physical health and wellness, social, emotional and behavioral health, mental health, sexual health, homeless youth, special needs youth. This initiative targets youth who are at-risk or high-risk in the city of New Haven. The total two (2) year grant is for \$750,000.00. These monies were broken down into two cycles \$250,000 for cycle one and \$500,000 for cycle two. The Youth Services Department is responsible for distribution of grant funds to approved organizations, monitor approved grantees and gather data and report via RBA format to the State Judicial Branch outcomes of the initiative.

Key Systems/Processes:

Youth@Work Student Summer Application and Selection Lottery System

- Student applications are made available the first Monday in January. Students have until the deadline (approximately a 3 month period) to turn in a completed application. No incomplete application is accepted.
- Applications are then entered onto an excel spreadsheet with demographics (name, address, gender, school, ward, interest, grade) to create a Master Student List
- Accepted worksites are given Master Student List via mass email.
- Worksite sends student selections back to Youth@Work and student is sent an Offer of Employment Letter.
- Those students not selected by worksites are randomly selected by Youth@Work staff based on the needs of the worksite.

Youth@Work Student Year Round Application and Selection Process

- Student applications are only made available in the office of Youth@Work due capacity limitations of program. Applications become available the first week of September and are due the first week of October for the 20 week program, which is based on funding to begin the first week of November.
- Students are referred to obtain an application by the participating Work sites of the summer component.
- Two applications types: 1) Returning *worked the current summer and 2) New applicant
- Upon application deadline, all applications are then entered onto an excel spreadsheet with demographics (name, address, gender, school, ward, interest, grade) to create a Master Student List
- Accepted worksites are given Master Student List via mass email.
- Worksite sends student selections back to Youth@Work and student is sent an Offer of Employment Letter

Youth@Work Summer and Year Round Work Based-Learning RFP Process

- The solicitation of the RFP is placed on the Youth@Work website through the City of New Haven. For summer cycle, the Request for Proposal is made available the first Monday in January. For the year round component, the Request For Proposal is made available approximately the third or fourth week in September. The deadline for application is made available on the RFP
- Once application process is closed, all RFP's are reviewed by the Program Manager, Youth@Work Coordinator and Youth Department Director.
- Final approval is made by the above review team with allocation of student allotment
- Letter of Acceptance/Denial is sent to all applicants

Summer Bussing Application

- Summer Bussing applications become available the first week of January and are due the third week of February.
- Using mass email and the internet, organizations are informed of the annual Summer Busing Orientation which is combined with the Youth@Work worksite Orientation mid-May.
- Groups who attend update their information and are given a packet to complete and turn into the YSB. The YSB works closely with the Youth Director and BOE Transportation during this time and entertains questions from the organizations.
- Funding is determined based upon funding availability and how many youth are served by the organization during the summer.

Summer Guide Request

- The first week of January the summer guide request is made public to all youth serving organizations in New Haven and is due the third week of February.
- The youth serving organizations are contacted via USPS, internet and community email blasts.
- Once the information has been received by the deadline, it is reviewed to ensure the services offered meet the needs of the New Haven community for summer programming.
- Once approved, the information is compiled in a database and forwarded to the Board of Education Graphics Department for the physical guide to be created and printed in two versions: English and Spanish.
- The guide is free for any youth organization that wishes to be publicized and to all New Haven residents.

New Haven Leaders Application

- Through collaboration with the Human Resource Office, the youth department sponsors internships for 8-10 college, City intern applications who we identify as students who reflect the New Haven population.
- Applications are selected from Human Resources the third week in May, interviews are scheduled for the fourth week in May, hire letters go out the first week of June and they begin the in June. Their start date is based on ending the week after the Youth@Work program in August.
- Each intern receives an 8-week summer internship in a City department, weekly professional development and a mentor.
- The Youth Services Department is the point person for this initiative and must identify the departments where the interns will be placed.

Mayor's Youth Council Selection

- The Youth Council will meet weekly (Wednesdays from 3:30pm - 5:30 pm) per month. Our meetings will take place primarily at City Hall. The first 25 hours will be counted as Community Service for those who have not completed their hours after which, youth will receive a monthly stipend.
- The Youth Council serves as a meeting place where youth can have an important voice in how New Haven addresses the challenges and opportunities

presented to young people. It is a group that aims to develop young leaders to take effective, pro-active roles in the improvement of New Haven, especially in regards to youth issues.

Youth Commission

- The Youth Commission, the Youth Departments governing body, was introduced along with the establishment of the department. The Commissioners offer their insight regarding the direction of the department and feedback regarding the current program. Although there are not any decisions that require commission approval, they often are consulted around new programmatic ideas and allocation of resources.
- The Youth Commission is comprised of both youth and adults, and meets the second Tuesday of each month. Those meetings are attended by the Youth Services Director and the commissioners.
- The Youth Commissioners serves as a board to the Youth Service Bureau which is mandated by Connecticut General Statute section 10-19m, as an agency operated directly by one or more municipalities that is designed for planning, evaluation, coordination, and implementation of a network of resources and opportunities for children, youth, and their families. In addition, YSBs are responsible for the provision of services and programs for all youth to develop positively and to function as responsible members of their communities.
- Community members wishing to be a member of the Youth Commission will obtain an application from the Youth Services Director who would submit it to the Mayor's office for appointment.

System Deficiencies/Attention Required:

- **Location** – City Hall as a central location is viewed as accessible, but the location of Youth Services Department staff is not appropriate for the level of engagement needed with students and parents during both the summer program and the application period as we experience high volumes of traffic. While the ability to utilize the meeting room space assists, a more accessible 'headquarters' for summer program operations should be explored to allow us to meet with participating organizations, the youth one-on-one and to host workshops throughout the year.
- **Staffing** – Understaffing of the Youth Services Department has posed challenges to the program. Full time staffing consists of four (4) persons, which does not always lend the employees to adequately serve the public. Additional staffing would allow the department to expand its service capacity.