

NORTHVILLE YOUTH ASSISTANCE COMMISSION MEETING MINUTES
January 14, 2014

Present Nancy Darga, Sandra Larson, Chuck Murdock, Ken Romine, Libby Smith, Sue Campbell,

Absent Symantha Heath, Bob Behnke, John Buckland, Marilyn Price

Meeting Called to Order

The meeting was called to order at 8:07 by Chairperson Ken Romine.

The minutes from the December 10, 2013 meeting were reviewed and approved as presented.

Program Report

Director Sue Campbell reported on a full year look at activities. A few new activities were added this year reflected by the small increase in participation numbers. The commission also reviewed the statistics which reflected the entire year of activity. There was considerable discussion on the impact of the number of diversion cases and its interpretation by the public. Director Campbell will experiment with different types of graphs to better reflect the trends. In addition, she will revise all the presented information to show only the past five years.

Financial Report

While not considered "official" until the audit is complete, Campbell presented the Revenue and Expenditure Report for the entire 2013 year. As planned, a portion of NYA's fund balance was used to fund programs.

She provided a quick update on the ongoing planning of the upcoming Shared Service millage election to be held in August 2014.

Commissioners appreciated the new format and thorough information.

Election of Officers

Chair Romine presented the slate of officers for 2014 that was originally proposed at the December meeting. Marilyn Price, Chair, Libby Smith, Vice Chair and Sandra Larson, Finance.

Nancy Darga made a motion to approve the slate as presented; Ken Romine seconded. The slate was approved unanimously.

Libby Smith took over as Chair as Marilyn Price was absent.

By-Law Review

A quick review of the by-laws was discussed. Seeing as they had just been revised in Spring of 2013, there were no proposed changes.

Nancy Darga made a motion to approved as presented; Chuck Murdock seconded. Vote passed unanimously.

As dictated by the by-laws, the policy and procedure manual was reviewed as part of an annual process. Director Campbell presented changes – mostly wordsmithing, some deletions to better reflect the current procedures and a revision to the timing of the evaluation of NYA programs (Evaluation Policy 016).

Nancy Darga made a motion to approve the changes and the pending changes that Sue Campbell will make to the Policy and Procedure Manual. Chuck Murdock seconded. The changes were approved unanimously.

After making the changes, Campbell will get each Commissioner a copy for their records.

2014 Goals

Campbell presented the 2014 Goals to City Council on January 13, 2014. Commissioner Murdock suggested that the Commission create a set of annual goals for themselves. Examples include Commissioner training, attendance at functions, etc. There was discussion that revolved around whether a formal document was necessary or whether a spoken understanding of responsibilities was sufficient. It was agreed upon that the idea would be discussed at the February meeting which will hopefully have more Commissioners in attendance.

Strategic Plan

The Strategic Plan updating has not started due to the anticipated resignation of Bob Behnke, one of the sub-committee members. Commissioner Romine agreed to take Bob's place joining Larson and Smith. A meeting was set up to start the process for January 21, 2014.

Old Business

Campbell asked Commissioners to RSVP to the upcoming Volunteer Appreciation Reception on January 27, 2014.

New Business

Nancy Darga made Campbell aware of a program that she was advised about called The Exchange Club of Detroit.

Adjournment

The meeting was adjourned at 9:05 am.

The next Commission meeting is Tuesday, February 11, 2014 at 8 a.m. at the Northville Community Center.