



State Youth Council

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State Youth Council Overview

- ▶ The SYC influences policy and practice at both the state and local level in the development and implementation of pathways to economic success for Colorado businesses and youth.



State Youth Council's Big Ideas

- ▶ Fully functioning local youth councils across Colorado
- ▶ A statewide youth service/business/education alliance focused on work readiness facilitated by the State Youth Council



LYC Training & Updates

- ▶ 5 sessions across Colorado
- ▶ Denver, Glenwood Springs, Montrose, Larimer County, and Pueblo
- ▶ Colorado Blueprint, PWR, Toolkit & It's Your Turn



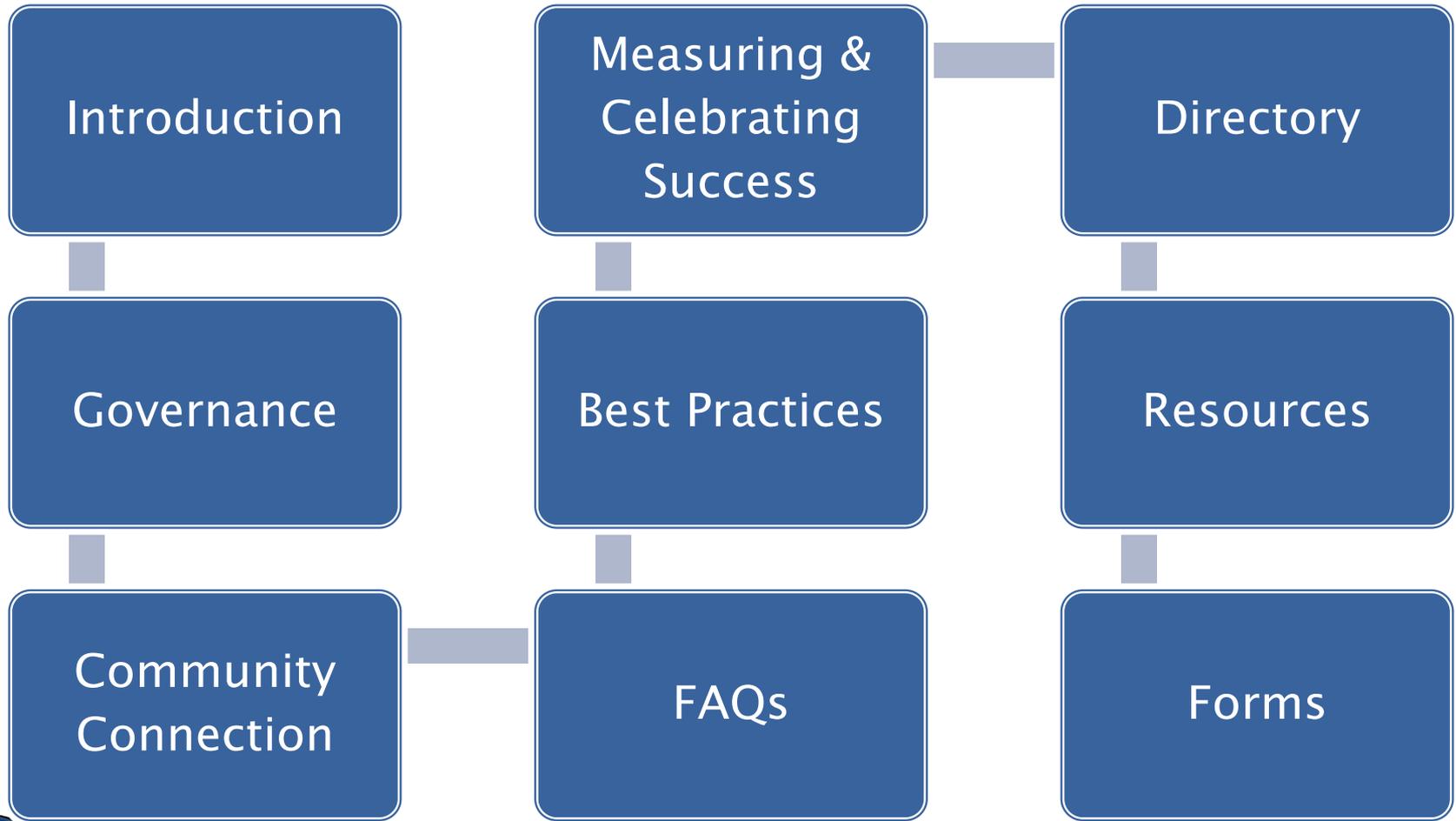
Local Youth Council Toolkit

▶ Purpose

To provide a dynamic resource for local Youth Councils to become fully-functioning and leverage the best practices identified by the State Youth Council.



What's in the Toolkit?



Sample Section Content Governance

Council
Membership

Keeping
Council
Members
Engaged

Making
Decisions

Matrix for
Success
Bylaws

Meeting
Management

Parliamentary
Procedures

Strategic
Planning



Sample Forms

SAMPLE COUNCIL MEMBER RECRUITMENT

Council Perspectives Checklist

Date: _____

Please consider the current membership of our Local Youth Council and the membership requirements as you identify which perspectives need better representation.

Types of Experience

- | | | |
|--|--|---|
| <input type="checkbox"/> Mental Health | <input type="checkbox"/> Substance Abuse | <input type="checkbox"/> Developmental Disabilities |
| <input type="checkbox"/> Homelessness | <input type="checkbox"/> Probation | <input type="checkbox"/> Child Welfare/Foster Care |
| <input type="checkbox"/> Workforce | <input type="checkbox"/> Transition | <input type="checkbox"/> Drop Out Prevention |
| <input type="checkbox"/> Courts | <input type="checkbox"/> Business | <input type="checkbox"/> Alternative Education |
- Other: _____

Demographic Characteristics

Experience with systems at different age levels: *Specific race/ethnicity* *Gender*

- | | | |
|--|---|---------------------------------|
| <input type="checkbox"/> Middle School | <input type="checkbox"/> African American/Black | <input type="checkbox"/> Female |
| <input type="checkbox"/> High School | <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Male |
| <input type="checkbox"/> Transition to Adulthood | <input type="checkbox"/> Asian/Pacific Islander | <input type="checkbox"/> Other |
| <input type="checkbox"/> Adulthood | <input type="checkbox"/> Native American | |
| | <input type="checkbox"/> Caucasian | |
| | <input type="checkbox"/> Other | |

Previous Experience & Training Related to Council Involvement

- | | | |
|---|---|--|
| <input type="checkbox"/> Advocacy | <input type="checkbox"/> Communications | <input type="checkbox"/> Collaboration |
| <input type="checkbox"/> Policy Development | <input type="checkbox"/> Evaluation | <input type="checkbox"/> Leadership |
- Other: _____
- Other: _____

Adapted from Spark Policy Institute

SAMPLE MEMBER MEETING EVALUATION

How Do Your Council Meetings Rate?

Consider the typical Youth Council Meeting you attend. Compare your meeting to the following characteristics of an effective meeting. Check only those statements that apply to meetings you normally conduct or attend.

- | | |
|-------|---|
| _____ | 1. An agenda is prepared prior to the meeting. |
| _____ | 2. Meeting participants have an opportunity to contribute to the agenda. |
| _____ | 3. Advance notice of meeting time and place is provided to those invited. |
| _____ | 4. Meeting facilities are comfortable and adequate for the number of participants. |
| _____ | 5. The meeting begins on time. |
| _____ | 6. The meeting has a scheduled ending time. |
| _____ | 7. The use of time is monitored throughout the meeting. |
| _____ | 8. Everyone has an opportunity to present his/her point of view. |
| _____ | 9. Participants listen attentively to each other. |
| _____ | 10. There are periodic summaries as the meeting progresses. |
| _____ | 11. No one tends to dominate the discussion. |
| _____ | 12. Everyone has a voice in decisions made at the meeting. |
| _____ | 13. The meeting typically ends with a summary of accomplishments. |
| _____ | 14. The meeting is periodically evaluated by participants. |
| _____ | 15. People can be depended upon to carry out any action agreed to during the meeting. |
| _____ | 16. Minutes of the meeting are provided to each participant following the meeting. |
| _____ | 17. The appropriate and necessary people can be counted on to attend each meeting. |
| _____ | 18. The decision process used is appropriate for the size of the group. |

Number of Statements Checked _____ X 5 = Meeting Score _____

A score of 80 or more indicates you attend a high percentage of quality meetings. A score below 60 suggests work is required to improve the quality of meetings you attend.



Sample Content – Governance

Chapter 5. Keeping Council Members Engaged

Practical Tips of Engagement

Due to the increasing demands on everyone's time, it may be challenging to keep Youth Council members engaged and attending meetings. Below are a number of proven and practical tips for keeping your council effective.

A Shared Vision and Mission

- Spend the time at the beginning to define a collective vision and mission for your work. Each Youth Council member brings a unique perspective and interest to your shared work. Facilitate a process that allows members to share these and use this as an opportunity to find common ground and goals. This focus on commonalities will give the group its vision and mission.
- Attend to keeping the priorities you develop in your action plan connected to those items that individuals shared that may be more specific to their roles and interests. This will also keep members engaged in your work because they will see the relevance to their own priorities.
- Develop a new member orientation so that as new members come onto the Youth Council, they understand the vision and mission.

Roles and Responsibilities

- Communicate expectations to perspective members so that there is no confusion or misunderstanding as to the roles and responsibilities of members.
- Gently remind members that the work of the council is collaborative in nature.

Consistent Decision Making

- Once you have decided how you will make decisions as a group, consistently apply the agreed upon process.
- Be clear about decisions as they are made by utilizing an agenda format that captures decisions and next steps. Sometimes a group makes a decision without realizing it has. Clarity about this will help all members stay informed about what the council is doing.

Effective Meetings

- Establish the dates, times and locations of your meetings a year in advance and list the upcoming 3-4 meeting dates and times on your meeting agenda.
- Utilize your action plan to create agendas and keep the group focused on the actions you have identified as part of your mission. Email the meeting agendas one week prior to the scheduled meeting.
- Delegate duties and action items so that all members feel utilized and part of the group.
- Refer to the checklist for effective meetings in this guide to ensure that your agendas and meetings are a good use of time for all Youth Council members.

Celebrations of Success

- The State Youth Council and the local WIB offer opportunities for your Youth Council to create success stories and share them with others. It is important to acknowledge the group's accomplishments.
- In addition, some of your council members may also appreciate being recognized for individual accomplishments or achievements. Take the time in meetings to thank and acknowledge members who have helped your council meet milestones or goals.

Adapted from School Wellness Tool Kit



Did You Know?

- ▶ Leadville attracted 100 employers to Career Fair and established 50 internships
- ▶ Pueblo starts with kindergartners (232 in 2011, 400 in 2012)!
- ▶ The Eastern Region has adopted a new format with sub-regional committees allowing each of the 6 Workforce Centers to engage their own unique councils



Did You Know?

- ▶ Jefferson County has connected 5 Chambers of Commerce through the establishment of the Jefferson County Business Education Alliance
- ▶ Upper Arkansas Valley offers “Get in the Game—Be All You Can Dream”
- ▶ Denver County offers 6 career academies (career exploration, work-based mentoring, and foundational/work readiness skills)



Did You Know?

- ▶ Mesa County offers a MASH camp on Mesa State University campus for students to experience a variety of health care occupations
- ▶ Pueblo has a Manufacturing/Education Consortium that conducted a pilot program with 3 middle schools in 2012



Did You Know?

- ▶ Larimer County provides Career Road Trips—students visit local industries for a first hand look
- ▶ Ignacio offers a Career Day for 1st, 2nd, & 3rd graders
- ▶ Cortez offers a Teen Maze where middle school students pick fate cards and they make choices as they navigate through “life”



Next Steps...

- ▶ Fully Functioning Council
- ▶ Leadership – Membership established/trained
- ▶ Strategic Plan Updated by 12/31/12

