

Dartmouth Youth Commission
March 17, 2015, 6:30 PM
Executive Session Minutes
Room 118 Town Hall

Present by roll call vote at 7:10 PM was: Dan Cook, Renee Leite, Gale Shultz, Debra Brejcha, Rosalyn Glaser-Bernstein. Also present was Kevin Lee, Youth Advocate

Stated Purpose: To inform Youth Commission members of Kevin Lee's upcoming retirement within the calendar year and to discuss likely timelines for informing clients and parents in the months ahead.

Youth Advocate's Report in Executive Session:

- Kevin Lee informed the Commission that he is anticipating a retirement date of **September 24, 2015**.
- This timeline allows time for the Youth Commission and the Personnel Administrator to advertise, interview and hire a new Youth Advocate prior to the new school year beginning in September of 2015.
- This timeline provides time for Kevin and Youth Commission members to help the new Youth Advocate adjust to the position and for his replacement to meet colleagues and ongoing clients, etc.
- This timeline allows for the Youth Commission to begin a new Fiscal Year on July 1, 2015, so that appropriated funds would be available to cover the overlap of personnel for 2-4 weeks, ideally. (Such an overlap would be subject to Select Board and Finance Committee approval.)
- Kevin recommended that the Executive Session Minutes of today's meeting not be approved and released to the public until **May 1, 2015**, so that Kevin can have time to notify all parents in writing by **April 27, 2015**. Kevin expressed concern that he wanted to avoid having news of his retirement appear in the newspaper before he has had time to notify his clients, parents and colleagues, etc. Commissioners approved this request.
- Kevin also recommended that Youth Commission members keep this information confidential so that he can plan for the most appropriate time to inform individual clients, parents and support Group members. This would likely begin on **Monday, April 27, 2015**.
- Kevin informed Commissioners that David Cressman, Town Administrator, requested to meet with Kevin to go over his retirement plans. Kevin said that Mr. Cressman expressed his sadness to learn that he was retiring. Kevin reported that Mr. Cressman seemed supportive of the plan to have an overlap so that Kevin would have some time with the new Youth Advocate. Mr. Cressman informed Kevin that he wants to advertise the position no later than the beginning of May, with the idea of having a new person selected in early July and a start date the first part of August, if possible. Mr. Cressman also informed Kevin that the interview committee would be made of himself as the Town Administrator and one Select Person, and as many Youth Commission members as they prefer serving on the committee.

Youth Commission Discussion:

- Several Youth Commission members expressed their understanding, and sadness, that Kevin would be retiring.
- A lengthy discussion regarding the details of transitioning to a new Youth Advocate took place.
- Gale Shultz, Chairperson, said that she would make an appointment soon to meet with Mr. Cressman.

A roll call vote to adjourn Executive Session was held at 7:50 PM. Voting to adjourn was Dan Cook, Renee Leite, Gale Shultz, Debra Brejcha, Rosalyn Glaser-Bernstein. Also present (not voting) was Kevin Lee, Youth Advocate.