

**Dartmouth Youth Commission**  
**April 7, 2015, 6:30 PM**  
**Minutes**  
**Room 118 Town Hall**

**Present:** Gale Shultz, Chairperson, Debra Brejcha, Rosalyn Glaser-Bernstein, Jamie Jacquart, Daniel Cook, Renee Leite, Kevin Lee, Youth Advocate

**Regrets:** All present

**Budget Report:** (None presented at this meeting)

**Minutes:** The Minutes of March 17, 2015, were read and approved.

**Executive Session Minutes of March 17, 2015:** Reviewed only, but not approved at this time.

**Old Business:**

- Gale Shultz, Chairperson, plans to meet with Mr. Cressman on Monday, April 13, 2015.
- As requested, the current version of Youth Advocate Job Description was distributed. Discussion followed. Kevin said that the most recent version of the Youth Advocate Job Description was reviewed with all other department heads in 2012 by a contracted consulting firm. Several minor changes were made in legal language, but nothing that impacted the day-to-day duties of the Youth Advocate.
- An estimated timeline on when the Youth Advocate position would be posted was discussed. It was agreed that more precise dates would be known once Gale meets with Mr. Cressman on April 13, 2015. At present, we are moving forward with the following assumptions which are subject to change:
  - >Town to advertise last week of May or first week of June.
  - >Interview process would begin late June into July (ideally).
  - >New Youth Advocate hired and begin (ideally) second or third week of August.
  - >Kevin Lee would like to work with new person 2-4 weeks if possible.
- **Youth Advocate Interview Committee:**
  - >Commission members discussed the need to form an interview committee. At present, all Commissioners expressed a desire to serve on the committee. Commissioner Dan Cook said that although he wants to participate, this is also his busy time of year in his business and that he may not be able to make every meeting but would do his best to be present.
  - > Kevin said that Mr. Cressman, the Town's Executive Administrator, informed him that he, including one Select Board member and the Town's Personnel Director will also serve on the Interview Committee along with members of the Youth Commission.

**Youth Advocate's Report:**

- Kevin announced that he will be away on vacation April 13-24, 2015.
- The STARS Empowerment Group for children in grades 2 through 5 ended as scheduled on 3.31.15
- The weekly Girl Power Group is running steadily with 17 middle school girls attending, along with two college interns.
- Kevin reported that the Teen Zone Group continues to meet weekly, consisting of 6-8 teens on a regular basis. This number is lower than usual, but said that he has not tried to recruit new attendees because of his planned retirement in late September. Kevin hopes that the new Youth Advocate will want to participate in shaping the new group, and its focus, in the fall. Kevin will have a better idea on how many teens will want to return in September once the news of his retirement is made public to parents and clients beginning April 27, 2015.
- Kevin reported that the Youth Commission's FY16 Budget review before Finance Committee on 4.2.15 went smoothly and without any concerns. Commissioner Jamie attended that meeting also and concurred.
- **Regarding Kevin's planned retirement:**
  - > Letters to Parents of clients and group members will be mailed out on April 27, 2015.
  - > Letters and/or emails to be sent to school and area-based colleagues will go out May 4, 2015, announcing his planned retirement in late September, 2015, and what the plan moving forward to replace him would be. Kevin stressed that the purpose of informing colleagues was so they could be supportive of mutual clients, etc.

>Kevin plans to begin discussing his retirement with support group members and individual clients beginning May 4, 2015.

- If the Commission felt that it would be helpful, Kevin offered to prepare a list of skill-sets, attributes and practical experiences that he feels that an incoming new Youth Advocate should possess. Commissioners agreed that this would be helpful to them during the interview process.

**Commissioner's Discussion:**

- Commissioners discussed and agreed that they would likely need to meet more frequently over the next few months.
- Mr. Jacquart informed Commissioners that he would be moving soon and has a new (Dartmouth) address. Kevin agreed to update the Youth Commission's contact list and have it available at our next meeting.
- Several Commissioners shared how much Kevin would be missed in the future.

**New Business:**

- Kevin noted that Youth Commission members may need to be prepared to meet as an Interview Committee with Mr. Cressman at a date and time that is possible for him.
- Kevin noted that the Annual Town Meeting is June 2, 2015.

Next meeting Date: May 12, 2015 at 6:30 PM.

(Suggested dates: 5/7, 5/12, 5/14, 5/19?)