

**YOUTH COMMISSION MEETING**  
Westborough Youth and Family Services Office  
Room 21, Forbes Municipal Building  
45 West Main Street, Westborough, MA  
**April 11, 2011**  
**7:32 PM to 8:25 PM**

**PRESENT:** Kristin French, Andy Rosenshine, Judith Tully, Ritika Lahoty, Cameron Mattheson, Oscar Najarian, Rachel Bridge and Kasey Packer

**ABSENT:** Michelle Grasso, Ali Strand

**WYFS:** John Badenhause, Director  
Cathy Cairns, Administrative Assistant

**7:32 PM: MEETING OPENED/ MINUTES REVIEWED**

Andy called the meeting to order and the March minutes were reviewed. Andy noted an error under the "Raising the Profile of WYFS" section. The afternoon shift for the Spring Festival booth read 1-5, but should be 1-4. Judith made a motion to accept the minutes with this correction, Kristin seconded, and the minutes were accepted with the correction unanimously.

**7:35 PM: REPORT FROM YOUTH MEMBERS**

The Youth members reported that many seniors are involved with internships and juniors can attend an upcoming college fair in Boston. Competition Week runs this week at the High School. Students from each grade will participate in games during lunch. The goal of this event is to foster school spirit. There is talk about running a Mr. WHS pageant for the guys.

**7:42 PM: EMPLOYEE JOB DESCRIPTIONS**

John reported that the Human Resources Director is reviewing all town employee job descriptions and requested the Job Analysis Questionnaire be filled out for every employee.

After reviewing the Director's Job Description, Andy suggested adding wording such as: "Being flexible with scheduling to meet the demands of the office."

Judith inquired about crisis response. John explained that WYFS is not set up for crisis situations, and in those cases people are referred to hospitals.

The group decided to use Michelle's rewording of the "Essential Duties and Responsibilities" section of the Director's Job Description, and to include a general listing of the percentage of time John spends on community and school meetings.

John explained the two differences between the Senior Counselor and the Counselor positions. The Senior Counselor is required to be licensed and can provide supervision

if the Director is unavailable. John will write up a Job Description for the *Hot Summer Nights* Youth Activities Coordinator.

**8:11 PM: ROTARY CLUB'S SPRING FESTIVAL**

The group reviewed the details of the Spring Festival on Saturday, April 30<sup>th</sup>.

- Ritika will bring a gazebo
- Cathy will bring one folding (8ft.) table and tablecloth, a toy bus with a sign for donations.
- Judith will bring a WYFS banner to be attached to the table. She also delivered four plastic brochure holders to the office to be used on the table.
- WYFS will provide healthy snack of raisins, nuts, etc.
- Ritika, Kristin and Andy will bring bottles of water.
- Oscar will come in the morning to help set up.

Items to display on table and easel:

- Babysitters' posters
- One sign-up sheet with check boxes to receive info about: HSN info, WYFS newsletter, Babysitting Courses
- A-frame with previous HSN programs
- Copies of WYFS newsletter
- Mental health brochures
- Toy bus with sign to collect donations
- Executive summary of Youth Needs Assessment
- Healthy snacks and water

**8:22 PM: OTHER BUSINESS**

John reported that there is no new information on the reorganization of Town Offices. He delivered the Youth Commission's list of concerns to the Town Manager.

Dennis Fenton has formally withdrawn his letter of interest for the Youth Commission position. The vacancy is posted on the Town website.

There will be two youth member positions vacant at the end of the school year.

**8:25 PM: MEETING ADJOURNED**

**NEXT MEETING – Monday, May 9, 7:30 PM**