**Youth Services Advisory Council**

7-11-2018

Meeting Minutes

Location: Waterbury State Office Complex

9:00-11:00

**Present:** Leslie Ferrer, Matt Wolf, Martha Frank, John Spinney, Tara Howe, Amy Danielson, Lindy Boudreau, Jon Kidde, Adam Sancic, Willa Ferrell, Theresa Lay-Sleeper, Kreig Pinkham, Tom Delaney, Holly Morehouse, Sara Chesbrough

**Regrets:** Cheryle Bilodeau, Michael McAdoo, Mitch Barron, Ariel Carter, Danielle Brier, PJ Laperle

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| **Agenda Item** | **Discussion Notes** | **Decisions** | **Next Steps** |
| Introductions, Updates, Announcements | * Piloting a tri-chair model – Sara, Holly, Cheryle
* Tara Howe presented out on Interagency Core Teams, the ICT Event October 16th, and the Youth Advisory Council. Fliers will be sent via email to full Council. Stakeholders are encouraged to get involved at the local core team level.
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| Governance Structure | * Walk through of draft Guidelines and discussion – who we are/how we operate/exploration of modified consensus decision making model
	+ Name, purpose
		- Wordsmithed Section 3, outcomes, and Section 4, functions
	+ Structure and Components, Council Membership
		- Conversation about “full” vs “adjunct” membership – what does it mean to be a “voting” member. Balancing the importance of inclusion and openness while also becoming a more tightly defined and visible decision-making body. Discussion of Council size and composition.
		- Discussion of role of Steering Committee, now called Implementation Team
		- Meetings agendas and notes will be publicly posted
		- Council members may designate a proxy to attend and make decisions in their stead, must brief that person fully
		- Significant edits made to Structure and Components Section 5, Council Membership Section 8
	+ Some expressed concern that an overbearing structure can be a deterrent to participating, while others stated that using a guidelines document like this brought clarity to their membership and was helpful. We agreed that we can revisit and amend this document and structure as needed.
 | * Moving forward, the name of our group is the Youth Services Advisory Council
* We accept the YSAC Guidelines, with agreed upon edits to be made by Holly
 | * Edits to the Guidelines will be made by Holly
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| Wrap-Up | * Tabled membership/roster conversation
* Proposed change to our meeting schedule – second Wednesday of every other month in the morning
* The Workforce Development workgroup will meet on the off months, under Kreig Pinkham’s leadership
* The Implementation Team will meet on the off months
 | * We will meet the second Wednesday of every other month, from 9-11 AM, at WSOC.
 | * Recurring meeting invite to go out, with Skype/phone options available.  **Next meeting September 12th, 9-11 AM.**
* WD workgroup meeting to be scheduled
* Implementation Team meeting to be scheduled
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