



TOWN OF MILFORD, MASSACHUSETTS
MILFORD YOUTH CENTER
MILFORD YOUTH COMMISSION
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Milford Youth Commission Minutes
Remote Meeting
Date: January 11, 2022
Time: 6:15pm

In-Person Members Present: NA

Phone Members Present: Steve Sousa, Darlene Dulude, John Dulude, Sandra Caponi, Michelle Stokes Ariea Bryan

MYC Employees Present: Jen Ward

Others Present: David Levine (FinCom) Chris George (IT Director)

Meeting called to order by Steve Sousa, seconded by John Dulude, **all in favor voice vote- Unanimous**

Part A: New Business

- Steve Sousa review of first agenda item- **Approval of 12/14/21 Meeting Minutes**
 - Minutes approved by all members who were present and attended the 12/14 meeting: Steve Sousa, second by Sandra. Darlene, John, and Ariea also approved.
- Town website page has been updated as of January 3, 2021.
- Scribe position:
 - Not much has changed since last meeting.
 - YC needs to revise job description and define AOR (just meeting notes?) Once updated, the job will be posted.
 - Looking to create a YC job position via the Town Meeting.
 - The goal is to post the job opening by Feb 1.
- Board members need to complete Ethics Acknowledgment form by Jan 31. Jen will send the link to members.

- Steve reviewed agenda topic: Review of Findings – Youth Commission Membership Numbers
 - We will discuss further in a future meeting to determine the number of members and the benefit of getting youth members involved.
- Steve reviewed Health Department update:
 - Jen, Steve, and Ian spoke with Jackie regarding what would happen in the event Jen were to test positive for Covid. This would result in the YC having to close.
 - We do not have the ability to contact trace.
 - Should we look into getting rapid tests to help prevent the spread?
 - The center has seen a drop in attendance over the past several weeks.
 - The good news with lowered attendance....it is helping with the staffing issue.
- Fund balance = \$54K
- Steve made a motion to approve warrants 22-22 (revolving), 22-28 (revolving), 22-28 (maint). Seconded by John Delude, all others in favor.
- Craft Roots Fundraiser
 - We will keep with the September date.
 - Dates available are 9/9/22 and 9/16/22.
 - Recommendation to go with 9/9 as Ray Augers band will be playing and he is a huge supporter of the center.
 - We will vote on the date when Brendon is back.
- Finance Meeting Request
 - The committee has requested Jen and a Board Member present financial plans.
 - Jen does not anticipate anything large. Perhaps a passenger van.
 - Michelle Stokes to join meeting.
 - Date TBD.

Part B: Invitation to Speak: NA

Part C: Directors Report

- After school program:
 - December enrollment = 86
- January's program calendar has been distributed.
- New Hire – Ashlyn Ringo – Steve made a motion to approve this hire, John Delude seconds the motion, all other members in favor.
- Rentals:
 - Ian Mick, Assistant Director, created an online google calendar for visibility into rentals. The public can access the calendar to check on availability. The calendar is available on the YC website.

- o MYC AM programs, fully booked.
- Building updates:
- o Design meeting in progress for the multi-media room.
- o Snow guards are an issue, Jen is instructing folks not to park near them.
- o HVAC design meeting was 1/6, next steps the work will go out to bid.
- Donations:
- o See newsletter for monthly updates.
- o 10k worth of gifts distributed over the Holiday.
- Board review of staff. Jen looing to get a formalized process in place for the Board to assist with Staff reviews.

Agenda items for next meeting:

- Finalized review of Scribe position
- Formalized staff review process
- Board member finalization including youth participation
- Finalize Craft Roots date
- Clean up job positions (descriptions)
- Grant discussion for form board member, Ron

Motion to adjourn by Steve at 6:54 pm, second by John Dulude, all members in favor. Next meeting, February 8, 2022.

The listing of matters above are those reasonably anticipated by the Chair which may be discussed at the meeting. Not all items may be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

Name

Dated