**Program Committee 2020-2022 Work Plan**

*Updated 4/27/22*

\* All meetings 9:00 - 10:15am

The purpose of this Two Year Work Plan is to calendarize discussions topics that align with the Program Committee’s duties and responsibilities outlined in the Committee Charter. This is a living document that will continue to be updated and refined as needed.

**Program Committee Charter “Purpose”:**

The purpose of the Program Committee (the "Committee") of the Board of Directors (the "Board") of The Center for Youth Services, Inc. ("The Center") is to provide program oversight to assure all services provided by the Center align with its vision, mission and principles and represent current “best practices”. The Committee reviews, approves, and, when appropriate, initiates program policies; it serves as a checkpoint for funder expectations; and provides support and direction in service expansion and growth.

**Discussion Points:**

Listed here are the areas that the Program Committee is interested in learning about and discussing for each program.

1. Brief overview of program, including program goals, staffing, clients served, funding etc.
2. How is this program progressing towards meeting its goals? How do you measure success?
3. What are longer term, year-over-year trends you are seeing with this program?
4. What are the opportunities for growth/ expansion for this program? Are there ways to improve efficiency in this program?  ***(Aligns with Strat Plan - Maximize Program Impact goal #1)***
5. What feedback has been received on the program? Are there client or referral source satisfaction surveys?
6. How can Program Committee/ Board members help/support this program?

**Discussion Topics:**

**May 4, 2022**

* Executive Director Update (Elaine Spaull)
* A Bridge to Peace Annual Report Discussion
* Volunteer Opportunity Discussion and Donations/Volunteer Report Review

**June 1, 2022**

* Executive Director Update (Elaine Spaull)
* Data Discussion: Update on new reporting/ data collection & integrations with Penelope

***(Aligns with Strat Plan - Maximize Program Impact goals #2, 3 & 4)***

**July 6, 2022**

* School-Based Social and Emotional Supports Overview & Report Review
* Prevention Education Services Overview
* Report out on End of Year School-Based Evaluations with Administrators

***(Aligns with Strat Plan - Maximize Program Impact goals #1)***

**Aug. 3, 2022**

* Capital Plan and full assessment of all CFY sites Discussion (Ozzie Vazquez)

**Sept. 7, 2022**

* Crisis Nursery (Crisis Nursery & Owen’s House) Overview (Lavonne Richards, Sr.)
* Recent RHY Report Review

Board only working session

**Oct. 5, 2022**

* Emergency Shelter Program Overview
* Rapid Rehousing Program Overview
* Street Outreach Program Overview (Sparkle Wells & Minerva Davila)

**Future Potential Discussion Topics for Program Committee Meetings**

* Program Policy Audit Updates - Phase 2 Initial Review, Phase 3 Secondary Review & Phase 4 Closure & Evaluation Review
* Update on quality assurance protocol **(Strat plan Maximize Program Impact #5)**
* Youth Leader perspective - hearing the voice of youth
* Discuss Evidence Based Practices for RHY & School Based programs & opportunities to expand implementation

***(Aligns with Strat Plan - Maximize Program Impact goals #6)***

* Lynx Academy Overview
* Program Reports for School-Based, RHY, Volunteers & A Bridge to Peace

***(Aligns with Strat Plan - Maximize Program Impact goals #1 & 4)***

**Past Committee Meeting Discussions**

**Oct. 7, 2020**

Social Emotional Playbook for School-Based Programs

Arnett House Logo & Opening Plans

**Nov. 4, 2020**

Introduce Flower City Changemakers

School Database

RCSD Contracts Update

CFY Volunteer Opportunity Overview

**Dec. 2, 2020**

Teen Court Overview (Kendra Drake)

Restorative Work Introduction (Nolica Murray)

Y Building Usage with Input from Youth & Mentors

**Jan. 6, 2021**

Quarterly Program Report Introduction

Penelope Database Introduction

Update on transfer of Y Building

**Feb. 3, 2021**

Learn2Earn Overview (Janelle Snow)

Incorporating FC Changemakers Workforce Readiness

School Based Programs Update

**March 3, 2021**

797 Monroe Update

CFY’s involvement with Community Crisis Response

Youth Leader Onboarding

New GRHF grant for Crisis Nursery

Arnett House Update

**April 7, 2021**

797 Monroe Ave facilitated discussion on best use to fulfill The Center’s Mission

**May 5, 2021**

Quarterly Program Reports (1/1 - 3/31) for School- Based, RHY & Volunteers

**June 2, 2021**

Safe Harbour Overview (Sparkle Wells & Minerva Davila)

**July 7, 2021**

797 Monroe - update on space use for programs and social & economic justice work

Penelope - update on RHY implementation and data collection (Val, Lavonne, Minerva)

***(Aligns with Strat Plan - Maximize Program Impact goals #2, 3 & 4)***

**Aug. 4, 2021**

Quarterly Program Report (4/1 - 6/30) for School-Based, RHY & Volunteers

***(Aligns with Strat Plan - Maximize Program Impact goals #2, 3 & 4)***

Board only working session

**Sept. 1, 2021**

Review process and timeline to update program policies

**Oct. 6, 2021**

797 Monroe - Update on space use for programs and social & economic justice work

- Review document of all current & future programs/ use of space for 797 (Paul and Nolica)

Prevention Counseling Services Overview (Alyssa Buda & Lavonne Richards Sr.)

**Nov. 3, 2021**

Executive Director Update (Elaine)

Holiday Donation & Volunteer Needs/Drives (Kathy)

Earthworks Overview (Joseph Dean)

Update on school year (Paul)

**Dec. 8, 2021**

* Executive Director Update (Elaine Spaull)
* Transitional Living Program (TLP) Overview (Devonshire, Chrysalis Maternity House, Ar nett House) (Valerie Douglas, Michelle Ruth, Tawana Jackson, Asimi Coleman)

***(Aligns with Strat Plan - Maximize Program Impact goals #1)***

* Program Policy Audit Update - Phase 1 Initiation & Planning Review (Tempest)

**Jan. 12, 2022**

* Overview of Holiday Support (Kathy Cummins)
* Q3 RHY & Counseling Report Discussion (Valerie Douglas)

***(Aligns with Strat Plan - Maximize Program Impact goals #1 & 4)***

**March 2, 2022**

* Executive Director Update (Elaine Spaull)
* School-Based Help Zone YTD Report Review & School 45/ 21st Century Grant Overview ( Paul Clark, Eric Eagan, Ronda Wade)

***(Aligns with Strat Plan - Maximize Program Impact goals #1)***

* A Bridge to Peace Presentation - Nazareth College on MLK Day (Nolica Murray)

**April 6, 2022**

* Executive Director Update (Elaine Spaull)
* Capital Plan and full assessment of all CFY sites Framework & Safety Process and Protocols discussion (Ozzie Vazquez)
* Program Committee Work Plan Review