

## Tompkins County Municipal Planning Group Vitality & Accountability Assessment

Name of Municipal Youth Planning Group: Dryden Youth Commission (combined responses of DYC members & liaisons who were present at the meeting) Date: November 29, 2011	Usually	Sometimes	Never	
<b>Planning group structure, membership &amp; relationship to municipality</b>				
1. The municipality has created or designated a planning group to make youth development recommendations to local elected officials and Tompkins County Youth Board.	6			1 not ans.
2. The planning group has municipally approved by-laws or operating guidelines	7			
3. The Commission has officers with clear duties	7			
4. Committees or individuals are clear about their responsibilities so they can join in and know what is expected of them.	7			
5. The group has an active core of at least 3-5 members	6	1		
6. Vacancies are filled in a reasonable amount of time.		7		
7. The Commission orients new members effectively so they feel welcome and are able to participate quickly.	7			
8. The planning group or a representative reports periodically to the municipal board(s)	5	2		
<b>Organization, Meetings, &amp; Leadership:</b>				
1. There are meetings at least 6 times/year, and there is a quorum for all meetings.	3	4		
2. Meetings begin and end on time, has minutes & provides copies to the Youth Bureau	5	2		
3. All meeting have a well thought out agenda and relevant materials to make decisions.	7			
4. Meetings are characterized by free discussion, good questions about programs, needs, goals, & performance, participation by most members, and active thinking together.	7			
5. * The quality of decisions are high, meaning that enough time is allowed, numerous viewpoints are presented before voting, & creative thinking is encouraged.	7			
6. New leadership is encouraged and developed.	7			
<b>Planning:</b>				
1. Uses organized surveys, community forums, parent/youth feedback to identify youth needs.		6		1 not ans.
2. The commission sets priorities, bases goals on data and discussion of diverse audiences, intensity of services, and develops plans of action to accomplish the annual work plan.	6			1 not ans.
3. Uses proven effective program models	3	1		4 not ans.
4. Programs have qualified staff or volunteers and supervision to support the planned services	7			
5. Understands basics of funding available and makes supportable financial decisions	7			
<i>*Shaded areas represent desired level of full, vital performance</i>				

<b><u>Oversight, Guidance and Accountability:</u></b>	<b>Usually</b>	<b>Sometimes</b>	<b>Never</b>	
1. Understands each program's purpose and direction	6			1 not ans.
2. Asks for appropriate and reasonable information about program activity	5	1		1 not ans.
3. Receives program reports made by providers on a regular basis	7			
4. Members do not directly oversee themselves or immediate family members	5	1		1 not ans.
5. Assures that sufficient & eligible matching funds are available for state and county aid	7			
6. Reviews financial reports on program services periodically	7			
7. Observes the programs in action to see how well they are operated.	4	3		
8. Compares program plans, reports and observations to assess whether the program is performing adequately	2	5		
9. Has a way to gather feedback from parents and youth about the programs.		6	1	
10. Gives positive feedback and constructive criticism to programs	1	5		1 not ans.
11. Follows up to see that requests or concerns re: programs/staff are adequately addressed	3			4 not ans.
12. Makes/assures program and financial reports to funders in a timely way	6	1		
<b><u>Advocacy, &amp; Coordination</u></b>				
1. Meets regularly with local elected officials, other funds, and stakeholders to keep them updated about commissions efforts	3	4		
2. Has an annual report and distributes it to funders and key supporters	7			
3. Stays abreast of local programs to avoid duplication, initiates coordinated programming when appropriate.	3	4		
4. Networks with schools, businesses, churches, other service groups.	1	6		
5. Has an easily identifiable logo/slogan that is used on all correspondence, program advertising, etc. that is recognized in the community.		1	4	2 not ans.
6. Does advertising and "talking up" programs and the work of the commission regularly.		5	1	1 not ans.
7. Participates in other groups who are planning for youth and report back to the commission.	1	4	2	
<b><u>Youth Leadership:</u></b>				
1. Provides opportunities for youth to learn leadership skills in programs at the commission level	1		6	
2. Uses youth as problem solvers	1		6	
3. Invites youth to recommend programs & identify needs.	1	1	4	1 not ans.