

# Youth Advisory Council

## February Office Hours Agenda

Time	Item	Presenter
5:00	Welcome!	Amy Hodge (YAC Coordinator)
5:01	Review Agenda	Amy Hodge
5:10	Community Agreements - Review Updated List	Work Group
5:20	"Office Hour" Work Time (suggestions below)	Work Group
	<p>Option 1: Work Group Communication &amp; Collab</p> <p>Objective: The Work Group will identify the logistical components of how the Work Group will function to ensure the completion of its stated goals.</p> <p>Guiding Questions</p> <ul style="list-style-type: none"> <li>• How do we set meeting dates for the Work Group?</li> <li>• How do we want to split up the work / responsibilities?</li> <li>• How do we want to set the timeline for feedback?</li> <li>• How do we want to give feedback to Amy / Others?</li> <li>• How often do we want to get feedback from Dr. Williams and other members of agency leadership (ODE-DAP)</li> </ul>	
	<p>Option 2: Youth Advisory Council Mission** <i>(on hold ish because we will be doing this with Cameron at the end of the month)</i></p> <p>Objective: The Work Group will draft a mission statement for the Youth Advisory Council.</p> <p>Guiding Questions:</p> <ul style="list-style-type: none"> <li>• How do we use the language from the legislation to inform our mission?</li> <li>• Do we want to have separate mission and purpose statements?</li> </ul>	
	<p>Option 3: Youth Advisory Scope of Work</p> <p>Objective: The Work Group will continue to generate ideas / topics of interest and draft a plan for how the Youth Advisory Council will</p>	

	<p>engage with these areas.</p> <p>Guiding Questions</p> <ul style="list-style-type: none"> <li>• How do we take the list of topics and create more general “buckets” to widen the focus of these impact areas?</li> <li>• What level of prep feels comfortable to present to the YAC- understanding that there may be a push to revise or “add on” to these areas?</li> <li>• What is the role of subcommittees?</li> <li>• How will the subcommittees be organized? <ul style="list-style-type: none"> <li>○ Leadership?</li> <li>○ Interaction with the other subcommittees?</li> </ul> </li> <li>• How do we orient the YAC to these streams of work?</li> <li>• When engaging with folks seeking our input on projects, what sort of timeline and materials do we need to set to ensure that the group has adequate time to review and discuss</li> </ul>	
	<p>Option 4: Youth Advisory Council Recruitment &amp; Application</p> <p>Objective: The Work Group will identify the criteria for the makeup of the Youth Advisory Council, determine options for advertising (fliers, webinars, others?), and a timeline for developing a process for applicant review.</p> <p>Guiding Questions:</p> <ul style="list-style-type: none"> <li>- Who will be our “champions” for recruitment?</li> <li>- What message is going to be the most compelling for bringing people in?</li> <li>- How do we want to track / collect information about candidates? <ul style="list-style-type: none"> <li>- Google forms? Others?</li> </ul> </li> <li>- What are the deadlines we need to plan around to ensure that our information is seen? <ul style="list-style-type: none"> <li>- aka school breaks or holidays?</li> </ul> </li> <li>- What type of open ended questions should be included in the application? (if any)</li> </ul>	
5:50	<p>Reflection &amp; Delegation: Based on what we’ve discussed today, what's next to move towards a more ‘complete’ product?</p> <ul style="list-style-type: none"> <li>- How do we want to split tasks up?</li> </ul>	Work Group
5:58	Close Out	Amy Hodge