



**Government Relations and Public
Affairs Committee**

Meeting Date: 6/11/2018

Agenda Item No.: 2018-June-9.

Subject: SACOG Youth Leadership Academy Proposal (Est. time: 3 minutes)

Action

Prepared by: Monica Hernandez

Approved by: Erik Johnson

Attachments: Yes

1. Issue:

Should SACOG pilot a Youth Leadership Academy?

2. Recommendation:

Staff recommends that the Government Relations & Public Affairs Committee recommend that SACOG Board of Directors approve the continued development and implementation of a pilot SACOG Youth Leadership Academy project.

3. Background/Analysis:

At its March 2018, meeting, the SACOG Board of Directors explored issues of youth development in the Sacramento region through local and statewide programs that bring youth involvement and input into government processes.

In April, the Government Relations & Public Affairs committee directed staff to prepare a more comprehensive plan for a SACOG Leadership Academy.

4. Discussion/Analysis:

Youth engagement is a proven strategy for developing an engaged and informed current and future citizenry. Youth development programs have the potential to reduce crime, increase academic and social competency, and create a network of informed youth, to provide feedback on issues and projects that local and regional governments are deliberating.

There are many successful youth and government engagement programs, and the proposal before you is built on best practices, with customization to align with the structure and projects of SACOG.

Attachment A is the implementation plan for the SACOG Youth Leadership pilot project.

5. Fiscal Impact/Grant Information:

Funding for staff and hard costs associated with implementation of the Youth Leadership Academy will be funded through regional non-profit organizations. The start-up planning staff time for this program will be supported by existing staff resources.

ATTACHMENTS:

Description

Youth Leadership Academy

This staff report aligns with the following SACOG Work Plan Goals:

#4 - Connect Low-Income & Disadvantaged Populations to Jobs & Opportunity

Proposed Implementation Plan for SACOG Youth Leadership Academy

At its April 19th meeting, the SACOG Board of Directors reviewed a proposal for the SACOG Youth Leadership Academy. This document represents a more detailed proposal that incorporates feedback from board members for consideration.

Goals for SACOG Youth Leadership Academy:

The goals of this initiative are to:

- Better engage youth in the decisions of SACOG;
- Provide professional development and local government experiential learning opportunities to youth across the six county SACOG region;
- Launch a year-long pilot project using philanthropic funds to test the proposed approach to a SACOG Youth Leadership Academy

Why SACOG Youth Leadership Academy?

Regional and local planning are future oriented, and those who are most impacted by decision-making, the youth of today, do not have an entry way or venue to inform policymakers and elected bodies like SACOG. The SACOG Youth Leadership Academy will create pathways for young people to understand local and regional planning processes, and inform policymakers through various processes.

This document outlines the components that must be in place to successfully launch the SACOG Youth Leadership Academy. This document includes:

- Selection process for Youth including:
 - recruitment guidelines;
 - application for Youth;
 - parent/guardian permission form; and
 - SACOG Youth Leadership Academy participant roles and responsibilities;
- Board members' responsibilities;
- Training content for Youth and Board members;
- Role of college students;
- Evaluation;
- Long-term institutionalization strategies;
- Project Coordinator job description;
- Timelines for project logistics, Youth, and Board members (adults);
- Project budget; and
- Youth Leadership Academy Application.

SACOG Youth Leadership Academy – Selection Process

SACOG Board members will each identify two (2) high school students – one junior and one senior. The junior will serve a two-year term, and the senior will serve a one-year term. Moving forward, the Board member will annually identify a junior who will serve a two-year term.

When considering potential youth for the SACOG Youth Leadership Academy, Board members are encouraged to seek out individuals who are not the “usual suspects,” meaning youth who are already highly engaged in their schools and community and are likely to have multiple demands on their time outside of academics. To connect with potential applicants, it is suggested that outreach and recruitment focus on the following:

- Title I schools;
- School-based programs targeting low-income students such as AVID;
- Local Summer at City Hall program or local youth council (if already in place)
- Community-based organizations providing expanded learning programs at schools and/or neighborhood-based programs; and/or
- Faith-based institutions providing youth programs in underrepresented communities.

A Board member should use the “job description” as a tool to help potential applicants understand the nature of the project and the expectations of their participation. In addition, all youth will be required to complete an application form and parent/guardian permission form.

SACOG Youth Leadership Academy: Roles and Responsibilities

What is SACOG?

SACOG is an association of local governments in the six-county Sacramento region. Its members include the counties of El Dorado, Placer, Sacramento, Sutter, Yolo, Yuba and the 22 cities within. SACOG provides transportation planning and funding for the region, and serves as a forum for the study and resolution of regional issues. In addition to preparing the region's long-range transportation plan, SACOG approves the distribution of affordable housing in the region and assists in planning for transit, bicycle networks, clean air and airport land uses.

What is the SACOG Youth Leadership Academy?

SACOG Youth Leadership Academy is a cohort of young people who are charged with advising the SACOG Board of Directors on the effects of policies, needs, programs, and budgets impacting the children and youth of the region as it relates to transportation, air quality/environmental and land use/planning issues. Specifically, the Youth Leadership Academy will provide input to their corresponding SACOG Board members regarding SACOG initiatives and issue areas. SACOG Youth Leadership Academy members will, through a variety of methods, solicit input from other peers in their community to better inform the SACOG Board member of children's and youth's needs, perspectives, and requests. Youth will serve as an ambassador to SACOG, educating community members about what SACOG does and the issues it is tackling.

What's in it for me?

SACOG Youth Leadership Academy members will have a chance to develop their leadership and advocacy skills. Youth will receive training on public speaking, critical thinking, public policy analysis, community organizing, power and oppression, social justice history, and government structures at the city, county, and regional levels. SACOG Youth Leadership Academy will provide participants with an opportunity to serve their communities, learn about policy and politics, grow as a leader, better understand how their local government operates and better understand career opportunities in local government.

What am I committing to?

SACOG Youth will be asked to fulfill the following responsibilities:

- A minimum time commitment of four (4) hours per month;
- Attendance at four (4) mandatory Saturday trainings in Sacramento;
- Attendance to at least one SACOG Board meeting;
- Bi-monthly in-person meetings with respective SACOG Board member;
- Monthly phone check-ins with Project Coordinator; and
- Explain what SACOG does and engage in dialogue with peers and other community youth to solicit input on SACOG issues.

How do I apply?

Complete the application form and have a parent or guardian sign the permission form. You will also have an interview with the Project Coordinator.

SACOG Youth Leadership Academy – SACOG Board Members’ Responsibilities

As active participants in the project, SACOG Board members will be asked to fulfill the following responsibilities:

- Attend one training session following a SACOG Board meeting;
- Recruit two youth from their jurisdiction, one junior and one senior in the initial year, and one junior annually afterwards;
- Meet bi-monthly in person with the two SACOG youth to review upcoming Board meeting agenda items and solicit input from youth;
- Bring youth to one Board meeting per year and prepare youth for that meeting; and
- Complete annual survey as part of project’s evaluation.

DRAFT: SACOG Youth - Training Content for Youth and Board Members

YOUTH

Content	Skills
<ul style="list-style-type: none"> • SACOG history & background • Governmental structures & relationships • Public policy – use Project Citizen curriculum • Social justice history/consciousness-raising • SACOG-specific issue areas • Field trips: RT, Capitol • 	<ul style="list-style-type: none"> • Public speaking • Policy analysis • Community organizing/advocacy steps • Research methods and tools • Active listening • Team work • Critical thinking • Workforce readiness development (Mastering Soft Skills for Workplace Success or New World of Work)

USE: Youth Engaged in Leadership and Learning (YELL) curriculum and/or Summer at City Hall curriculum

ADULTS

- Youth development theory and practice
- How to work with teens
- Raising youth voice (honoring “Nothing about us without us.”)
- Suggested activities with youth
- Responsibilities as an advisor/mentor
- What to do if...Scenario training

SACOG Youth Leadership Academy - Role of College Students

The Project Coordinator should have two (2) college-age interns to assist with the design and implementation of the program. These college interns would work over the summer and receive a stipend. If possible local, college interns could support the continued implementation of the project over the school year potentially with a stipend.

SACOG Youth Leadership Academy – Evaluation

The project should conduct an evaluation to determine the success of the pilot. The evaluation should use tools that measure the progress towards the project's objectives as outlined in the draft proposal:

- Objective 1: Create a cohort of youth with the skills, capacities and training to meaningfully engage in SACOG's ongoing decision-making processes as well as appropriate SACOG infrastructure to implement the initiative.
- Objective 2: Build policy analysis skills.
- Objective 2: Develop understanding of government processes and how to engage in and influence processes, and potential careers in local government
- Objective 3: Improve organizational skills
- Objective 4: Improve or develop critical thinking, debate, and evaluation skills

In addition, the evaluation should measure the quality of the participants' youth development experience as well as the skills they have mastered. The evaluation tools to capture this information are pre- and post-surveys (tests).

SACOG Youth - Long-Term Institutionalization Strategies

To ensure the long-term sustainability of the project, the following should begin during the pilot phase:

- Review SACOG Board of Directors governing documents and incorporate language that institutionalizes the importance of youth voice and input, through the SACOG Youth Leadership Academy as an advisory group to the full Board;
- Build a line item into appropriate projects across the organization; and
- Urge SACOG's Chief Executive Officer and Board President to provide leadership around the value added by and need for the SACOG Youth Leadership Academy.

SACOG Youth Leadership Academy - Project Coordinator Job Description

The SACOG Youth Leadership Academy Project Coordinator is responsible for the implementation of SACOG Youth Leadership Academy operations and the development of SACOG Youth participants into actively engaged young people who provide meaningful input into the policymaking of their corresponding SACOG Board member. This includes supporting the recruitment and selection process of youth; coordination with training partners, and the day-to-day support and management of the project.

Responsibilities

- Support recruitment and selection of SACOG Youth Leadership Academy participants;
- Coordinate quarterly trainings for SACOG Youth Leadership Academy participants, working with training partner(s);
- Coordinate annual training for SACOG Board members, working with training partner(s);
- Provide ongoing support to SACOG Youth Leadership Academy participants to keep them engaged and on track with their responsibilities for SACOG;
- Maintain ongoing communication with SACOG Youth Leadership Academy participants between trainings and meetings;
- Create opportunities for SACOG Youth Leadership Academy participants to understand policymaking;
- Support SACOG Youth Leadership Academy participants in information gathering from other youth in their community;
- Ensure that SACOG Youth Leadership Academy participants meet monthly with corresponding SACOG Board members;
- Manage project budget;
- Prepare reports and fulfill other requests for materials pertinent to the project;
- Maintain ongoing communication with SACOG Board members and staff; and
- Implement project evaluation.

Qualifications

- Strong understanding of youth development theory and practice with experience in youth engagement/leadership programming preferred;
- Knowledge of implementation of teen-focused programs;
- Experience with government and policymaking process;
- Ability to provide strong facilitation to groups of teens;
- Strong project management skills;
- Excellent communication skills both verbal and written;
- Bilingual abilities preferred, but not required;
- Ability to establish and maintain strong working relationships with SACOG board member, staff and others; and
- Computer applications including spreadsheet, database, word processing, and presentation software.

SACOG Youth Leadership Academy- Timelines for Project Logistics, SACOG Youth Participants, and SACOG Board Members

	Project Logistics	SACOG Youth Participants	SACOG Board Members
June 2018	Project planning		
July	Project planning Preparation for Board meeting		
August	Presentation to SACOG Board		Presentation to SACOG Board
September	Recruit and hire Project Coordinator		
October	Onboard Project Coordinator		SACOG Board member training
November	Recruitment of SACOG Youth Participants		
December	Recruitment of SACOG Youth Participants		
January 2019	Coordinate with trainer Check in with SACOG Youth Participants	Training #1 Pre-test for evaluation	
February	Coordinate with trainer Check in with SACOG Youth Participants	SACOG Youth Participant & SACOG Board member meeting Training #2	SACOG Youth Participant & SACOG Board member meeting
March	Coordinate with trainer Check in with SACOG Youth Participants	SACOG Youth Participant & SACOG Board member meeting Training #3	SACOG Youth Participant & SACOG Board member meeting
April	Coordinate with trainer Check in with SACOG Youth Participants	SACOG Youth Participant & SACOG Board member meeting Training #4	SACOG Youth Participant & SACOG Board member meeting
May	Check in with SACOG Youth Participants	SACOG Youth Participant & SACOG Board member meeting Post-test of departing members (seniors)	SACOG Youth Participant & SACOG Board member meeting
Year Two Funding to be finalized by 5/30/19			

June	Check in with SACOG Youth Participants	<p>SACOG Youth Participant & SACOG Board member meeting</p> <p>Students present advocacy projects to SACOG board?</p> <p>Celebration of departing SACOG Youth Participants</p>	<p>SACOG Youth Participant & SACOG Board member meeting</p>
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SACOG Youth Budget

This staffing for the SACOG Youth Leadership academy is funded by non-profits in the Sacramento region. Funding in the amount of \$100,000 has already been secured. Upon Board approval, a detailed budget will be developed.

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SACOG Youth Leadership Academy Application

Name _____

Address _____

City _____ Zip Code _____

Email _____

Cell Phone _____

Birthday _____ Age _____

Name of SACOG Board Member _____

Additional optional information

Ethnicity and/or Race

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian |
| <input type="checkbox"/> Black, African Am. | <input type="checkbox"/> Native Hawaiian or Other Pacific Islander |
| <input type="checkbox"/> Hispanic, Latino or Spanish Origin | <input type="checkbox"/> Other |
| <input type="checkbox"/> Native American or Alaska Native | |

Gender identity

- | | |
|---------------------------------|---|
| <input type="checkbox"/> Female | <input type="checkbox"/> Non-binary/ third gender |
| <input type="checkbox"/> Male | <input type="checkbox"/> Self-describe: _____ |

Languages spoken _____

If you are/will be in school, what school will you attend in Fall 2018? _____

What communities do you feel connected to? _____

(Examples: LGBTQ, Disabled, homeless, teen parent, low-income, particular religion, particular race, particular ethnicity, geographic, school level)

Can you provide your own transportation to the four convenings per year in Sacramento?

I, _____, certify that:
(print name)

(initial next to statement(s) you agree with)

_____ the information provided in this application is accurate.

_____ I understand that this position requires Four (4) hours per month, including work outside of meetings.

_____ I understand that I must attend four (4) required trainings.

Signature _____

Date _____

Statement of why you want to serve on this board:

PERMISSION FORM

Name of Parent/Guardian #1 _____

Address _____

City _____ Zip Code _____

Email _____

Cell Phone _____

(if applicable)

Name of Parent/Guardian #2 _____

Address _____

City _____ Zip Code _____

Email _____

Cell Phone _____

I give permission for my child, _____, to participate on the SACOG Youth . ENTER ALL NECESSARY LEGALESE HERE.

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Date _____