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Virginia M. Barry, Ph.D.
Commissioner of Education
Tel. 603-271-3144

Paul Leather
Deputy Commissioner of Education
Tel. 603-271-3801

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
FAX 603-271-1953
Citizens Services Line 1-800-339-9900

May 20, 2015

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

1. Authorize the Department of Education, Division of Career Technology and Adult Learning to enter into a contract with America's Youth Teenage Unemployment Reduction Network (My-Turn), 1019 Crescent Street, Brockton, MA 02302 (Vendor Code 166581) to provide youth services, employment and training, as defined in Public Law 105-220 in three (3) communities in the State of New Hampshire (Laconia, Nashua and Rochester) for the period effective July 1, 2015 or upon Governor and Council approval, whichever is later, through June 30, 2017 in an amount not to exceed \$1,633,247.28 pending legislative approval of the next biennial budget. **100% Other Funds.**

Funding is available in the account titled Youth Title I for FY 16/17 as follows:

06-56-56-565010-40950000-102-500731	\$816,623.64	FY 2016
06-56-56-565010-40950000-102-500731	\$816,623.64	FY 2017

2. Authorize the Department of Education to make advanced monthly payments for services provided under the terms of the contract.

EXPLANATION

The New Hampshire Department of Education has been awarded \$2,100,000.00 for FY16 and anticipates similar funding for FY17 by the N.H. Department of Resources and Economic Development, Office of Workforce Opportunity. N.H. Department of Resources and Economic Development is the administrative entity designated by the Governor of the State of New Hampshire to receive and administer the Workforce Investment Act (WIA) and its amendments in Workforce Innovation Opportunity Act (WIOA) funds allocated to the State of New Hampshire from the U. S. Department of Labor. These funds will be used for the implementation and oversight of the WIA/WIOA Title I Youth program.

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
May 20, 2015
Page Two

The purposes for the Title I Youth funds are: (1) to provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections to employers; (2) to ensure eligible youth have on-going mentoring opportunities with adults committed to providing such opportunities; (3) to provide opportunities for training to eligible youth; (4) to provide continued supportive services for eligible youth; (5) to provide incentives for recognition and achievement to eligible youth; and (6) to provide eligible youth with opportunities for activities related to leadership development, decision making, citizenship, and community service; (7) to provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities and integrated education; (8) training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations; and (9) work-based learning experiences.

The youth services, employment and training contract will fulfill all the above-mentioned purposes.

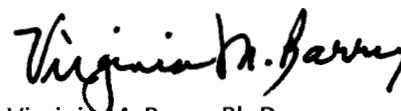
A Request for Proposal (RFP) was released the week of November 14, 2014. The RFP was sent to all high schools, charter schools, community-based organizations and faith-based organizations that were on the WIA Youth mailing list for potential and former vendors. The RFP was based on the Workforce Investment Act and its amendments' essential elements and compliance with the requirements. A copy of the RFP was included on the N.H. Department of Education and N.H. Works web pages as well as the Manchester Union Leader and Sunday News on November 17, 2014 through November 19, 2014. Twelve (12) proposals were received and reviewed utilizing an evaluation tool that was developed based on the Request for Proposal requirements and scoring system established by the Youth Council and included in the RFP (see Attachment A).

Utilizing a set scoring sheet, the applications were reviewed by four Youth Council members, three volunteers and one WIA staff. The reviewers met to discuss the review results and made funding recommendations to the Youth Council. The recommended goal is to maintain a regional service presence. Each region was able to maintain an In-School program with the exception of the seacoast. In order to meet the federally required 75% of funds going to Out-of-School programs, all applicants scoring 70% or above received funding. The two grantees for WIA Youth Title I funding, NH-Jag and My-Turn, will be awarded monies, pending Governor and Council approval.

The Youth Council met February 5, 2015 to review and approve the recommendations.

In the event that Other Funds become unavailable, General Funds will not be requested to support this program.

Respectfully submitted,



Virginia M. Barry, Ph.D.
Commissioner of Education

S:/dcta/bvr/vrco/common/g&c/My-Turn 2014

Attachment A

Proposal Criteria in RFP:

	In-School Points	Out-of-School Points
Program Management and Organizational Capacity	50	50
Past Outcomes	40	40
Program Design	20	20
Program Components	30	45
Collaboration with Youth Serving Agencies	10	10
Budget	15	15
Leveraged Resources and Sustainability	15	15
Employer Relationships & Credentials		15
Bonus	10	25
TOTAL	190	235

The Youth Council awarded, as reflected in the Request for Proposal a regional distribution of funding (North Country: 17.1% - Belknap, Carroll, Coos, and Grafton counties; Seacoast: 10.7% - Rockingham and Stafford counties; Hillsborough: 57.5%; and West Central: 14.7% - Cheshire, Merrimack and Sullivan counties) and to ensure attainment of the federal standard that 75% will be expended on out-of-school youth.

Reviewers for the out-of-school youth proposals:

- Michele Desmond, member of the Youth Council and Manchester Housing Authority
- Silvia McCarron, Executive Director at Wadleigh, Starr & Peters, P.L.L.C. and HR State Council of NH and Youth Council Member
- Pauline LaCroix, Program Specialist for the N.H. Department of Education responsible for WIA Compliance Monitoring.
- Debra Tuttle, N.H. HR State Council, Past Director of Human Resources at Comstar, Inc

Reviewers for the in-school youth proposals:

- Bonnie St. Jean, Retired Administrator at the Office of Workforce Opportunity, N.H. Department of Resources and Economic Development.
- Kathy Jablonski, Retired and Youth Council Member
- Brenda Quinn, Owner Educational STEM Solutions, LLC and Youth Council Chair
- Pam Sullivan, Juvenile Justice Specialist, N.H. Division for Children, Youth and Families, Bureau of Juvenile Justice Services

Funding Recommendation: WIOA 2014 legislation shifted funding from requiring 30% of the budget to be expended on Out-of-School youth to 75% of the budget expended on Out-of-School Youth. Therefore, some of the Out-of-School Youth programs are funded at a higher level than In-School Youth programs. Additionally, there was an effort to maintain In-School Programs across as many regions of the state as possible. The seacoast region had no In-School Programs.

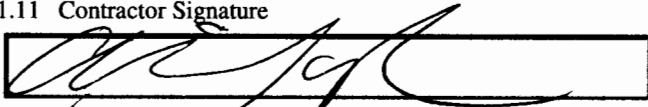
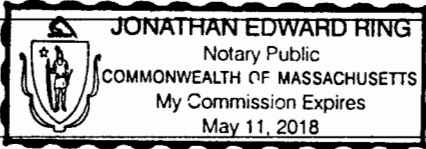
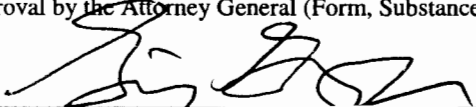
Region	Applicant	ISY	OSY	Approved Amount FY16/FY17	Average Score	NOTE	Regional Reviewers
<u>North Country</u>	NH-JAG: Woodsville	X		\$183,293.00	170 (89.5%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	My-Turn: Laconia		X	\$326,520.40	176.75 (80.3%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
<u>Seacoast</u>	My-Turn: Project Pride		X	\$321,105.28	173.5 (78.9%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
<u>West Central</u>	NH-JAG: Claremont		X	\$277,151.00	161.25 (73.3%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	NH-JAG: Merrimack Valley	X		\$163,331.00	169.33 (89.1%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
<u>Hillsborough</u>	NH-JAG: Manchester Memorial	X		\$162,531.00	170.67 (89.8%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	My-Turn: Nashua North & South	X		\$222,796.00	165 (86.8%)		K. Jablonski, B. Quinn, B. St. Jean, P. Sullivan
	NH-JAG: Manchester West		X	\$269,108.00	184.25 (83.8%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	NH-JAG: Manchester Community College		X	\$300,725.00	175.75 (79.9%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	My-Turn: Nashua OSY		X	\$370,687.20	181.25 (82.4%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	My-Turn: Nashua OSY Manufacturing		X	\$392,138.40	181.25 (82.4%)		M. Desmond, P. LaCroix, S. McCarron, D. Tuttle
	FEDCAP		X		147 (66.8%)	Not recommended for funding	M. Desmond, P. LaCroix, S. McCarron, D. Tuttle

Subject: MY-TURN WIA Program FORM NUMBER P-37 (version 1/09)

AGREEMENT
The State of New Hampshire and the Contractor hereby mutually agree as follows:

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name <u>New Hampshire Department of Education</u>		1.2 State Agency Address <u>21 S. Fruit St., Suite 20, Concord, NH 03301</u>	
1.3 Contractor Name <u>America's Youth Teenage Unemployment Reduction Network</u>		1.4 Contractor Address <u>1019 Crescent Street, Brockton, MA 02302</u>	
1.5 Contractor Phone Number <u>508-580-3483</u>	1.6 Account Number <u>06-56-565010-4095-102</u>	1.7 Completion Date <u>June 30, 2017</u>	1.8 Price Limitation <u>\$1,633,247.28</u>
1.9 Contracting Officer for State Agency <u>Paul K. Leather, Deputy Commissioner</u>		1.10 State Agency Telephone Number <u>603.271.3802</u>	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory <u>Allison Joseph, Executive Director</u>	
1.13 Acknowledgement: State of <u>MA</u> , County of <u>Essex County</u> On <u>5/6/15</u> , before the undersigned officer, personally appeared the person identified in block 1.12, or satisfactorily proven to be the person whose name is signed in block 1.11, and acknowledged that s/he executed this document in the capacity indicated in block 1.12.			
1.13.1 Signature of Notary Public or Justice of the Peace <u>Jonathan E. Ring</u> [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace <u></u>			
1.14 State Agency Signature <u>Virginia M. Barry</u>		1.15 Name and Title of State Agency Signatory <u>Virginia M. Barry, Ph.D., Commissioner of Education</u>	
1.16 Approval by the N.H. Department of Administration, Division of Personnel (if applicable) By: _____ Director, On: _____			
1.17 Approval by the Attorney General (Form, Substance and Execution) By: <u></u> On: <u>6/11/15</u>			

2. EMPLOYMENT OF CONTRACTOR/SERVICES TO BE PERFORMED. The State of New Hampshire, acting through the agency identified in block 1.1 ("State"), engages contractor identified in block 1.3 ("Contractor") to perform, and the Contractor shall perform, the work or sale of goods, or both, identified and more particularly described in the attached EXHIBIT A which is incorporated herein by reference ("Services").

3. EFFECTIVE DATE/COMPLETION OF SERVICES.
3.1 Notwithstanding any provision of this Agreement to the contrary, and subject to the approval of the Governor and Executive Council of the State of New Hampshire, this Agreement, and all obligations of the parties hereunder, shall not become effective until the date the Governor and Executive Council approve this Agreement ("Effective Date").
3.2 If the Contractor commences the Services prior to the Effective Date, all Services performed by the Contractor prior to the Effective Date shall be performed at the sole risk of the Contractor, and in the event that this Agreement does not become effective, the State shall have no liability to the Contractor, including without limitation, any obligation to pay the Contractor for any costs incurred or Services performed. Contractor must complete all Services by the Completion Date specified in block 1.7.

4. CONDITIONAL NATURE OF AGREEMENT.
Notwithstanding any provision of this Agreement to the contrary, all obligations of the State hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability and continued appropriation of funds, and in no event shall the State be liable for any payments hereunder in excess of such available appropriated funds. In the event of a reduction or termination of appropriated funds, the State shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Contractor notice of such termination. The State shall not be required to transfer funds from any other account to the Account identified in block 1.6 in the event funds in that Account are reduced or unavailable.

5. CONTRACT PRICE/PRICE LIMITATION/PAYMENT.
5.1 The contract price, method of payment, and terms of payment are identified and more particularly described in EXHIBIT B which is incorporated herein by reference.
5.2 The payment by the State of the contract price shall be the only and the complete reimbursement to the Contractor for all expenses, of whatever nature incurred by the Contractor in the performance hereof, and shall be the only and the complete compensation to the Contractor for the Services. The State shall have no liability to the Contractor other than the contract price.
5.3 The State reserves the right to offset from any amounts otherwise payable to the Contractor under this Agreement those liquidated amounts required or permitted by N.H. RSA 80:7 through RSA 80:7-c or any other provision of law.


5.4 Notwithstanding any provision in this Agreement to the contrary, and notwithstanding unexpected circumstances, in no event shall the total of all payments authorized, or actually made hereunder, exceed the Price Limitation set forth in block 1.8.

6. COMPLIANCE BY CONTRACTOR WITH LAWS AND REGULATIONS/ EQUAL EMPLOYMENT OPPORTUNITY.

6.1 In connection with the performance of the Services, the Contractor shall comply with all statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, civil rights and equal opportunity laws. In addition, the Contractor shall comply with all applicable copyright laws.
6.2 During the term of this Agreement, the Contractor shall not discriminate against employees or applicants for employment because of race, color, religion, creed, age, sex, handicap, sexual orientation, or national origin and will take affirmative action to prevent such discrimination.
6.3 If this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all the provisions of Executive Order No. 11246 ("Equal Employment Opportunity"), as supplemented by the regulations of the United States Department of Labor (41 C.F.R. Part 60), and with any rules, regulations and guidelines as the State of New Hampshire or the United States issue to implement these regulations. The Contractor further agrees to permit the State or United States access to any of the Contractor's books, records and accounts for the purpose of ascertaining compliance with all rules, regulations and orders, and the covenants, terms and conditions of this Agreement.

7. PERSONNEL.

7.1 The Contractor shall at its own expense provide all personnel necessary to perform the Services. The Contractor warrants that all personnel engaged in the Services shall be qualified to perform the Services, and shall be properly licensed and otherwise authorized to do so under all applicable laws.
7.2 Unless otherwise authorized in writing, during the term of this Agreement, and for a period of six (6) months after the Completion Date in block 1.7, the Contractor shall not hire, and shall not permit any subcontractor or other person, firm or corporation with whom it is engaged in a combined effort to perform the Services to hire, any person who is a State employee or official, who is materially involved in the procurement, administration or performance of this Agreement. This provision shall survive termination of this Agreement.
7.3 The Contracting Officer specified in block 1.9, or his or her successor, shall be the State's representative. In the event of any dispute concerning the interpretation of this Agreement, the Contracting Officer's decision shall be final for the State.

Contractor Initials 
Date 5/6/15

8. EVENT OF DEFAULT/REMEDIES.

8.1 Any one or more of the following acts or omissions of the Contractor shall constitute an event of default hereunder ("Event of Default"):

- 8.1.1 failure to perform the Services satisfactorily or on schedule;
- 8.1.2 failure to submit any report required hereunder; and/or
- 8.1.3 failure to perform any other covenant, term or condition of this Agreement.

8.2 Upon the occurrence of any Event of Default, the State may take any one, or more, or all, of the following actions:

- 8.2.1 give the Contractor a written notice specifying the Event of Default and requiring it to be remedied within, in the absence of a greater or lesser specification of time, thirty (30) days from the date of the notice; and if the Event of Default is not timely remedied, terminate this Agreement, effective two (2) days after giving the Contractor notice of termination;
- 8.2.2 give the Contractor a written notice specifying the Event of Default and suspending all payments to be made under this Agreement and ordering that the portion of the contract price which would otherwise accrue to the Contractor during the period from the date of such notice until such time as the State determines that the Contractor has cured the Event of Default shall never be paid to the Contractor;
- 8.2.3 set off against any other obligations the State may owe to the Contractor any damages the State suffers by reason of any Event of Default; and/or
- 8.2.4 treat the Agreement as breached and pursue any of its remedies at law or in equity, or both.

9. DATA/ACCESS/CONFIDENTIALITY/PRESERVATION.

9.1 As used in this Agreement, the word "data" shall mean all information and things developed or obtained during the performance of, or acquired or developed by reason of, this Agreement, including, but not limited to, all studies, reports, files, formulae, surveys, maps, charts, sound recordings, video recordings, pictorial reproductions, drawings, analyses, graphic representations, computer programs, computer printouts, notes, letters, memoranda, papers, and documents, all whether finished or unfinished.

9.2 All data and any property which has been received from the State or purchased with funds provided for that purpose under this Agreement, shall be the property of the State, and shall be returned to the State upon demand or upon termination of this Agreement for any reason.

9.3 Confidentiality of data shall be governed by N.H. RSA chapter 91-A or other existing law. Disclosure of data requires prior written approval of the State.

10. TERMINATION. In the event of an early termination of this Agreement for any reason other than the completion of the Services, the Contractor shall deliver to the Contracting Officer, not later than fifteen (15) days after the date of termination, a report ("Termination Report") describing in detail all Services performed, and the contract price earned, to and including the date of termination. The form, subject matter, content, and number of copies of the Termination

Report shall be identical to those of any Final Report described in the attached EXHIBIT A.

11. CONTRACTOR'S RELATION TO THE STATE. In the performance of this Agreement the Contractor is in all respects an independent contractor, and is neither an agent nor an employee of the State. Neither the Contractor nor any of its officers, employees, agents or members shall have authority to bind the State or receive any benefits, workers' compensation or other emoluments provided by the State to its employees.

12. ASSIGNMENT/DELEGATION/SUBCONTRACTS. The Contractor shall not assign, or otherwise transfer any interest in this Agreement without the prior written consent of the N.H. Department of Administrative Services. None of the Services shall be subcontracted by the Contractor without the prior written consent of the State.

13. INDEMNIFICATION. The Contractor shall defend, indemnify and hold harmless the State, its officers and employees, from and against any and all losses suffered by the State, its officers and employees, and any and all claims, liabilities or penalties asserted against the State, its officers and employees, by or on behalf of any person, on account of, based or resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Contractor. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the State, which immunity is hereby reserved to the State. This covenant in paragraph 13 shall survive the termination of this Agreement.

14. INSURANCE.

14.1 The Contractor shall, at its sole expense, obtain and maintain in force, and shall require any subcontractor or assignee to obtain and maintain in force, the following insurance:

14.1.1 comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$250,000 per claim and \$2,000,000 per occurrence; and

14.1.2 fire and extended coverage insurance covering all property subject to subparagraph 9.2 herein, in an amount not less than 80% of the whole replacement value of the property.

14.2 The policies described in subparagraph 14.1 herein shall be on policy forms and endorsements approved for use in the State of New Hampshire by the N.H. Department of Insurance, and issued by insurers licensed in the State of New Hampshire.

14.3 The Contractor shall furnish to the Contracting Officer identified in block 1.9, or his or her successor, a certificate(s) of insurance for all insurance required under this Agreement. Contractor shall also furnish to the Contracting Officer identified in block 1.9, or his or her successor, certificate(s) of insurance for all renewal(s) of insurance required under this Agreement no later than fifteen (15) days prior to the expiration date of each of the insurance policies. The certificate(s) of insurance and any renewals thereof shall be

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Date 5/6/15

attached and are incorporated herein by reference. Each certificate(s) of insurance shall contain a clause requiring the insurer to endeavor to provide the Contracting Officer identified in block 1.9, or his or her successor, no less than ten (10) days prior written notice of cancellation or modification of the policy.

15. WORKERS' COMPENSATION.

15.1 By signing this agreement, the Contractor agrees, certifies and warrants that the Contractor is in compliance with or exempt from, the requirements of N.H. RSA chapter 281-A ("*Workers' Compensation*").

15.2 To the extent the Contractor is subject to the requirements of N.H. RSA chapter 281-A, Contractor shall maintain, and require any subcontractor or assignee to secure and maintain, payment of Workers' Compensation in connection with activities which the person proposes to undertake pursuant to this Agreement. Contractor shall furnish the Contracting Officer identified in block 1.9, or his or her successor, proof of Workers' Compensation in the manner described in N.H. RSA chapter 281-A and any applicable renewal(s) thereof, which shall be attached and are incorporated herein by reference. The State shall not be responsible for payment of any Workers' Compensation premiums or for any other claim or benefit for Contractor, or any subcontractor or employee of Contractor, which might arise under applicable State of New Hampshire Workers' Compensation laws in connection with the performance of the Services under this Agreement.

16. WAIVER OF BREACH. No failure by the State to enforce any provisions hereof after any Event of Default shall be deemed a waiver of its rights with regard to that Event of Default, or any subsequent Event of Default. No express failure to enforce any Event of Default shall be deemed a waiver of the right of the State to enforce each and all of the provisions hereof upon any further or other Event of Default on the part of the Contractor.

17. NOTICE. Any notice by a party hereto to the other party shall be deemed to have been duly delivered or given at the time of mailing by certified mail, postage prepaid, in a United States Post Office addressed to the parties at the addresses given in blocks 1.2 and 1.4, herein.

18. AMENDMENT. This Agreement may be amended, waived or discharged only by an instrument in writing signed by the parties hereto and only after approval of such amendment, waiver or discharge by the Governor and Executive Council of the State of New Hampshire.

19. CONSTRUCTION OF AGREEMENT AND TERMS.

This Agreement shall be construed in accordance with the laws of the State of New Hampshire, and is binding upon and inures to the benefit of the parties and their respective successors and assigns. The wording used in this Agreement is the wording chosen by the parties to express their mutual

intent, and no rule of construction shall be applied against or in favor of any party.

20. THIRD PARTIES. The parties hereto do not intend to benefit any third parties and this Agreement shall not be construed to confer any such benefit.

21. HEADINGS. The headings throughout the Agreement are for reference purposes only, and the words contained therein shall in no way be held to explain, modify, amplify or aid in the interpretation, construction or meaning of the provisions of this Agreement.

22. SPECIAL PROVISIONS. Additional provisions set forth in the attached EXHIBIT C are incorporated herein by reference.

23. SEVERABILITY. In the event any of the provisions of this Agreement are held by a court of competent jurisdiction to be contrary to any state or federal law, the remaining provisions of this Agreement will remain in full force and effect.

24. ENTIRE AGREEMENT. This Agreement, which may be executed in a number of counterparts, each of which shall be deemed an original, constitutes the entire Agreement and understanding between the parties, and supersedes all prior Agreements and understandings relating hereto.

**EXHIBIT A
The Services**

1. The Contractor shall provide employment and training services, as defined in Public Law 105-220 to America's Youth Teenage Unemployment Reduction Network consumers in the following communities:

Site	Students Enrolled in Training Activities
Nashua High School North/South In- School	70 students
Nashua Out-of-School Youth Program	50 students
Nashua Out-of-School Manufacturing	40 students
Laconia Out-of-School Youth	50 students
Rochester Out-of-School Youth	50 Students

2. The Contractor will be responsible for delivering or coordinating with other resources for the delivery of the Workforce Investment Act (WIA) and its amendments through the Workforce Innovation and Opportunity Act (WIOA) of 2014 Essential Services and Elements.
3. The Contractor is responsible for recruitment, including advertising and development of related materials.
4. The Contractor is responsible for recruitment and submission of required paperwork to the state office for eligibility certification. All clients to be served through these program funds must be:
- In-School youth: must be a low-income individual as defined by the Workforce Investment Act. In addition to the above, the successful participant must possess one of the following barriers:
 - Basic skills deficient;
 - An English language learner;
 - An offender;
 - A homeless individual (as defined in section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6))), a homeless child or youth (as defined in section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2))), a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477 of the Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - Pregnant or parenting;
 - A youth who is an individual with a disability;
 - An individual who requires additional assistance to complete an educational program or to secure or hold employment;
 - Out-of-School youth must meet one of the following criteria:
 - Within the age of compulsory school attendance, but has not attended school for at least the most recent complete school year calendar quarter;
 - Recipient of a secondary school diploma or its recognized equivalent who is low-income and either basic skills deficient or an English language learner;
 - Subject to the juvenile or adult justice system;
 - A homeless individual defined in sec. 41403(6), Violence Against Women Act (42 U.S.C. 14043e-2(6)), a homeless child or youth, a runaway, in foster care or has aged out of the foster care system, a child eligible for assistance under section 477, Social Security Act (42 U.S.C. 677), or in an out-of-home placement;
 - Pregnant or parenting;

Contractor Initials 
Date 5/16/15

- An individual with a disability;
 - Low-income individual who requires additional assistance to enter or complete an educational program or to secure or hold employment;
 - School dropout.
- Certified eligible for WIA Title I funds.
5. Each participant or applicant who meets the minimum income criteria and possesses one of the identified barriers will be considered an eligible youth and shall be provided:
- Information on the full array of applicable or appropriate services that are available through other providers or one-stop partners including those receiving funds under WIAWIOA Title I;
 - Referral to appropriate training and educational programs that have the capacity to serve the participant or applicant either on a sequential or concurrent basis.

Note: Each eligible provider of a program of youth activities shall ensure that an eligible applicant who does not meet the enrollment requirements of the particular program or who cannot be served shall be referred for further assessment, as necessary, and referred to appropriate programs to meet the basic skills and training needs of the applicant.

6. Individuals may not be provided assessment or training services until certified eligible by the NH Department of Education.
7. For eligible youth under WIAWIOA Title I youth, the Contractor shall:
- Provide an objective assessment of the academic levels, skill levels, and service needs of each participant, which assessment shall include a review of basic skills, occupational skills, prior work experience, employability, interests, aptitudes (including interests and aptitudes for nontraditional jobs), supportive service needs, and developmental needs of such participant, except that a new assessment of a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent assessment of the participant conducted pursuant to another education or training program;
- Note: Assessments are subject to change based on the development of WIOA Rules and Regulations.
- Develop service strategies for each participant that shall identify an employment goal (including, in appropriate circumstances, nontraditional employment), appropriate;
 - Achievement objectives and appropriate services for the participant taking into account the assessment conducted. An exception exists in that a new service strategy for a participant is not required if the provider carrying out such a program determines it is appropriate to use a recent service strategy developed for the participant under another education or training program; and;
 - Provide: Preparation for post-secondary educational opportunities, in appropriate cases; Strong linkages between academic and occupational learning; Preparation for unsubsidized employment in appropriate cases; and effective connections to intermediaries with strong links to the job market; and Local and regional employers.
8. **The WIAWIOA Essential Elements** that need to be available to each participant are:
- Tutoring, study skills training, and instruction leading to completion of secondary school, including dropout prevention strategies through a school-site mentor;
 - Alternative secondary school services, with high academic standards, as appropriate;
 - Summer employment opportunities that are directly linked to academic and occupational learning;
 - As appropriate, paid and unpaid work and work-based learning experiences, that teach all aspects of the industry and general workplace competencies, including internships job shadowing, and school sponsored workplace mentoring;

- Occupational skill training aligned with career majors/paths, as appropriate, including instruction in general workplace competencies and all aspects of industry concurrent with other program elements delivery;
 - Leadership development opportunities, which may include community service and peer-centered activities encouraging responsibility and other positive social behaviors during non-school hours, including linking youth and adult mentoring, as appropriate;
 - Supportive services and transition links;
 - Adult mentoring, including academic and workplace mentoring which links youth and adult learning, for the period of participation and a subsequent period, for a total of not less than 12 months;
 - Follow up services for not less than 12 months after the completion of participation, as appropriate; including post-program placement;
 - Comprehensive guidance and counseling, which may include drug and alcohol abuse counseling and referral, career awareness and exploration, as appropriate;
 - To provide dropout recovery services and strategies, financial literacy education, entrepreneurial skills training, postsecondary preparation and transition activities, and integrated education;
 - Training for a specific occupation or cluster, and services that provide labor market information about in-demand industry sectors and occupations;
 - Work-based learning experiences.
9. One Stop Services to Youth:
- a) WIA youths, aged 18-24, may also be eligible for services supported through WIA Adult or Dislocated Worker funds. Contractor shall make the appropriate referrals to allow the youth 18-24 to access appropriate services through the NH Works Centers or other WIA supported options.
 - b) Contractor will make a presentation to the NH Works team in your program area during the program recruitment period (within 90 days after OSY provider contract start date) for referral purposes.
10. Confidentiality:
- a) Contractor agrees to ensure that staff maintains the confidentiality of any information regarding project applications or participants and their immediate families that may be obtained through application forms, interviews, tests, reports from public agencies, or counselors, or any other source.
 - b) Without the permission of the WIA applicant/participant such information shall be divulged only as necessary for purposes related to the performance or evaluation of this agreement and to persons having responsibilities under this agreement.
 - c) Contractor agrees to take reasonable steps to ensure the physical security of such data under its control and will inform each of its employees, vendors, and subcontractors having any involvement with personal data or other confidential information of the laws and regulations related to confidentiality.
11. Youth Voices: Youth Voices is the youth subcommittee to the State Workforce Youth Council and serves as the voice of the youth and contractor. Three student representatives of the contractor will be appointed annually to represent the contractor at these meetings and events.
12. Shared Youth Vision: A representative of the contractor shall attend regularly scheduled Shared Youth Vision meetings. Shared Youth Vision is a collaborative approach to serving our nation's neediest youth in order to develop innovative approaches, enhance the quality of services delivered, improve efficiencies, and improve the outcomes for the youth we serve.
13. NH Works Partner Quarterly Meetings: A representative of the contractor will represent the contractor and program at the quarterly NH Works partner meetings for information sharing and referral purposes.

14. State Administrator Meeting: A representative of the contractor shall attend regularly scheduled Administrator meetings in order to address training and program issues.
15. Job Developer Quarterly meetings: Job Developers hired by the program will attend quarterly meetings and training with the State WIA Administrator.
16. The contractor must achieve the minimum performance threshold as negotiated by the NH Workforce Opportunity Council and the Secretary of Labor for the following standards:

Performance Measure: Subject to Change Based on Federal Compliance	PY14 Standard
Youth age 19-24 when complete or leave training	
➤ Entry into unsubsidized employment	76%
➤ Retention in unsubsidized employment after 6 months	72.8%
➤ Earnings gain in unsubsidized employment after 6 months (quarterly increase from application quarter)	\$3,000
➤ Attainment of a recognized credential relating to academic achievement	54%
Youth age 14-18 when complete or leave training	
➤ Attainment of basic skills	78%
➤ Attainment of secondary school diplomas and recognized equivalents	71.5%
➤ Placement and retention in postsecondary education, advanced training, military service, employment or qualified apprenticeships	71%
Core Measures	
➤ Placement in Employment or Education	58%
➤ Attainment of a degree or certificate of those enrolled in education	63%
➤ Literacy and numeracy gains of those who are basic skills deficient	65.6%

As a result of WIOA legislation, performance measures will change beginning July 1, 2016 to the following:

- (I) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the second quarter after exit from the program;
- (II) the percentage of program participants who are in education or training activities, or in unsubsidized employment, during the fourth quarter after exit from the program; and
- (III) the median earnings of program participants who are in unsubsidized employment during the second quarter after exit from the program;
- (IV) the percentage of program participants who obtain a recognized postsecondary credential, or a secondary school diploma or its recognized equivalent (subject to clause (iii)), during participation in or within 1 year after exit from the program;
- (V) the percentage of program participants who, during a program year, are in an education or training program that leads to a recognized postsecondary credential or employment and who are achieving measurable skill gains toward such a credential or employment; and
- (VI) the indicators of effectiveness in serving employers established pursuant to clause (iv).

Co-Enrollment Performance Measures:

- a) 18-24 year olds being served with adult funding may choose to be enrolled in a youth-funded activity; or an 18-24 year old being served with youth funding may choose to be co-enrolled in an adult funded activity, providing adequate funding is available support the co-enrollment activities chosen. Co-enrolled 18-24 year olds will be reported out in both the Adult and appropriate youth performance measures.
 - b) In the case of co-enrolled youth, each partner (contractor, WIA Title I and/or dislocated worker sub-recipient) will equally be responsible for ensuring that both the adult and youth performance measures are met. Contractor will work with adult personnel to achieve identified goals.
17. The reporting requirements will coincide with the reporting requirements established by the Workforce Opportunity Council and the NH Department of Education as outlined in the Request for Proposal, E-teams, and include:
- Returning programs must attain 90% of program year enrollment plan goal by September 30 of respective program year; failure to achieve planned enrollment will result in a decrease in contract based on the per participant cost for each under enrollment. New programs must attain 90% of program enrollment the first year by December 30, and September 30 for all following years;
 - Semi-annual success stories and monthly attendance reports will be submitted to NH Dept. of Education via the E-Teams FTP site;
 - A final annual cumulative report shall be submitted to NH Department of Education and shall include:
 - The number of people served, the services provided, the outcomes achieved, the weaknesses and strengths of the services and the placement status of those completing the contract;
 - Fiscal Reports must be submitted no later than the tenth of the month following expenditures and at a minimum must include: accrual report, reconciliation report and supporting documentation for billing.

EXHIBIT B
Estimated Budget: Limitation on Price: Payment

Estimated Budget:

	FY16	FY17	Total
Tuition	\$36,000	\$36,000	\$72,000
Staff salaries/Wages	435,000	435,000	870,000
Participant Wages/WBL	96,000	96,000	192,000
Student Work Exp	19,000	19,000	38,000
Fringe benefits	87,000	87,000	174,000
Travel/Transportation	8,800	8,800	17,600
Communications	7,300	7,300	14,600
Program Fees	6,750	6,750	13,500
Expendable Supplies	5,000	5,000	10,000
Textbooks	2,150	2,150	4,300
Facilities/Space	33,696	33,696	67,392
Support Services	10,300	10,300	20,600
Profit (for profit orgs only)	0	0	0
Equipment	1,500	1,500	3,000
Insurance	700	700	1,400
Advertising	0	0	0
Sub Total	\$749,196	\$749,196	\$1,498,392
Indirect	67,427.64	67,427.64	134,855.28
TOTAL	\$816,623.64	\$816,623.64	\$1,633,247.28

Line items in this budget may be adjusted, one to the other, within (+/-10%) of the indicated amount but in no case can the total budget exceed the price limitation. The Contractor must receive NH Department of Education approval prior to transferring from one line item to another.

Limitation of Price:

This contract will not exceed \$1,633,247.28 FY16 funds will not exceed \$816,623.64; FY17 funds will not exceed \$816,623.64. Funds are contingent on 1) federal funding from the US Dept. of Labor; 2) attainment of contractual and performance goals and measures as well as 3) modifications (if necessary) to comply with new DOL priorities and/or reauthorization. No more than \$111,398.00 may be spent on in-school youth services in FY16 and \$111,398.00 for in-school youth services in FY17. Twenty percent (20%) of the expended budget must be spent on Work-Based Learning Activities.

Method of Payment:

Monthly advance payment may be made for each month of the contract years. Each advance payment will be based on a line item estimate of expenditures for the coming payment period. Each advanced payment request, except the first request, will include a line item listing of expenses incurred during the previous period within the in-school and out-of-school youth funding categories. Ten percent of the contract price will be withheld until the submission of all reports and the satisfactory completion of all contract requirements. Invoices will be submitted to WIA Youth Administrator, 21 South Fruit Street, Suite 20, Concord, NH 03301. The NH Federal Fiscal Handbook and Procedures will be followed for advance payment practices.


Contractor Initials 
 Date 

EXHIBIT C

Special Provisions

On or after the date set forth in Item 1.7 of the General provisions, the Contractor shall deliver to the State, at the address set forth in Item 1.1 and 1.2, an independent audit of the funds received under this Agreement, during the Contractor's fiscal year, which is conducted in compliance with the Single Audit Act of 1984 (P.L. 98-502) and U.S. Office of Management and Budget (OMB) Circular A-133 Audits of Institutions of Higher Education and Other Non-Profit Institutions.

14. Insurance

14.1.1 Comprehensive general liability insurance against all claims of bodily injury, death or property damage, in amounts of not less than \$1,000,000 each occurrence and general aggregate \$3,000,000.

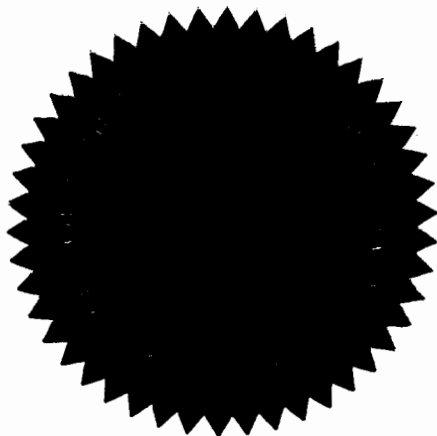
The contractor shall comply with the provisions of the U.S. Code of Federal Regulations 34 CFR 364 and the following U.S. Circular:

- a. OMB Circular A-110 – "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations." Contractor/Vendor shall not make any award or permit any award (sub grant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension".

State of New Hampshire Department of State

CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that America's Youth Teenage Unemployment Reduction Network, Inc., a(n) Massachusetts nonprofit corporation, registered to do business in New Hampshire on April 7, 2004. I further certify that it is in good standing as far as this office is concerned, having filed the return(s) and paid the fees required by law.



In TESTIMONY WHEREOF, I hereto set my hand and cause to be affixed the Seal of the State of New Hampshire, this 6th day of April, A.D. 2015

A handwritten signature in black ink, appearing to read "William M. Gardner", written in a cursive style.

William M. Gardner
Secretary of State

Certificate of Authority

I, Eric Mitchell, Clerk/Secretary of MY TURN, Inc. do hereby certify that :

- (1) I maintain and have custody of and am familiar with the seal and minute books of the corporation;
- (2) I am authorized to issue certificates with respect to the contents of such books and to affix such seal to such certificate;
- (3) The following (is a) (are) true and complete cop(y)(ies) of the resolution(s) adopted by the board of directors of the corporation at a meeting of that board on April 30, 2015, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: MY TURN, Inc. will enter into a contract with the NH Department of Education to provide employment and training services to out of school youth. This resolution shall remain in effect until specifically revoked.

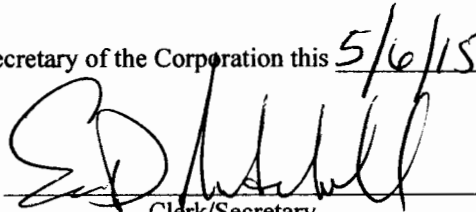
That: MY TURN, Inc. Board of Directors has named Allison Joseph as having authority to sign the contract with the New Hampshire Department of Education.

- (4) The following is a true and complete copy of a by-law adopted at a (shareholder)(organizational) meeting on April 30, 2015.
- (5) The foregoing resolution(s) and by-law are in full force and effect, unamended, as of the date hereof; and
- (6) The following person(s) lawfully occupy the office(s) indicated below:

- Mauro Torres, President
- Allison Joseph, Executive Director
- Eric Mitchell, Clerk
- Barbara Duffy, Director
- Donna Hunt, Director
- Train Wu, Director
- Penny Cameron, Director

IN WITNESS WHEREOF, I have hereunto set my hand as the Clerk/Secretary of the Corporation this 5/6/15 day of May, 2015.

(Corporate Seal if any)

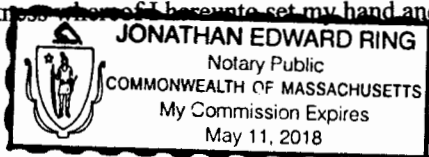

Clerk/Secretary

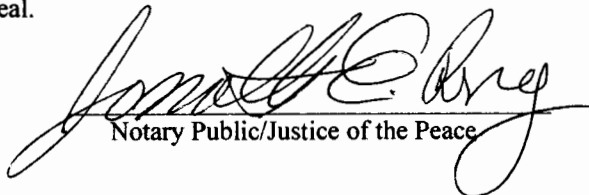
(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

STATE OF MA Jonathan
NEW HAMPSHIRE
COUNTY OF ESSEX

On May 6, 2015, before the undersigned officer personally appeared the person identified in the foregoing certificate, know to me (or satisfactorily proven) to be the Clerk/Secretary of the corporation identified in the foregoing certificate, and acknowledge that he executed the foregoing certificate.

In witness whereof I hereunto set my hand and official seal.




Notary Public/Justice of the Peace



AMERYOU-01

CACE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/14/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Protector Group Ins. Agency a Marsh & McLennan Agency Company 100 Front Street, Suite 800 Worcester, MA 01608-1435	www.protectorgroup.com	CONTACT NAME: Celeste M Carlson
		PHONE (A/C No., Ext): (508) 595-7932
		FAX (A/C, No):
		E-MAIL ADDRESS: cmc@protectorgroup.com
		INSURER(S) AFFORDING COVERAGE
		INSURER A: Philadelphia Insurance Co.
		INSURER B: Twin City Fire Insurance Company
		INSURER C:
		INSURER D:
		INSURER E:
		INSURER F:


INSURED
 America's Youth Teenage Unemployment Reduction Network,
 Inc dba MY TURN INC
 1019 Crescent Street
 Brockton, MA 02301

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	N	N		8/24/2014	8/24/2015	EACH OCCURRENCE \$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 50,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							\$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	N	N		8/24/2014	8/24/2015	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	N	8/23/2014	8/23/2015	PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER New Hampshire Department of Education & Workforce Opportunity Council 20 South Fruit Street Concord, NH 03301-	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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MY TURN, Inc.
BALANCE SHEET
As of March 31, 2015

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 - Cash	
1010 RkldTrst #6640 clsd	0.00
1020 Operate #7023	75,827.18
1030 Crescent Pssbk clsd	0.00
1040 MnyMkt #5111 clsd	0.00
1050 PayPal	0.00
Total 1000 - Cash	75,827.18
Total Bank Accounts	\$75,827.18
Accounts Receivable	
1200 - A/C Receivable	80,779.18
Total Accounts Receivable	\$80,779.18
Other current assets	
1300 - Other Current Assets	
1310 Due from emp	0.00
1320 Security deposit	2,900.00
1330 Prepd rent	0.00
1340 Prepd ins	0.00
1350 Prepd exp	1,977.08
1360 Bad debt allowance	0.00
Total 1300 - Other Current Assets	4,877.08
Undeposited Funds	0.00
Total Other current assets	\$4,877.08
Total Current Assets	\$161,483.44
Fixed Assets	
1600 Fixed Assets	
1610 Office equipment	4,782.00
Depreciation	-23,039.93
Total 1610 Office equipment	-18,257.93
1615 Furniture & fixtures	2,091.00
Depreciation	-2,090.80
Total 1615 Furniture & fixtures	0.20
1620 Computer equipment	29,507.06
Depreciation	-7,881.79
Total 1620 Computer equipment	21,625.27
1630 Software	1,658.00
Depreciation	-1,656.50
Total 1630 Software	1.50
1640 Marketing material	0.00

	TOTAL
Depreciation	-3,368.66
Total 1640 Marketing material	-3,368.66
1650 Leasehold improvement	0.00
Depreciation	-0.50
Total 1650 Leasehold improvement	-0.50
1660 Trademark	6,720.00
Depreciation	-6,720.00
Total 1660 Trademark	0.00
Total 1600 Fixed Assets	-0.12
Total Fixed Assets	\$ -0.12
TOTAL ASSETS	\$161,483.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	0.00
Total Accounts Payable	\$0.00
Other Current Liabilities	
2100 Current Liabilities	0.00
2110 Loan payable	0.00
2111 Dept 25 NHDOE advance	54,490.12
2112 Dept 25C NHDOE advance	26,084.78
Total 2110 Loan payable	80,574.90
2120 Accrued exp	0.00
2130 Accrued payroll tax	0.00
2140 Accrued payroll	0.00
2155 EE 401k deferral	-56.40
2165 Accrued FSA	0.00
Total 2100 Current Liabilities	80,518.50
Total Other Current Liabilities	\$80,518.50
Total Current Liabilities	\$80,518.50
Long-Term Liabilities	
2500 Other Long Term Liabilities	
2510 Deferred revenue	0.00
Total 2500 Other Long Term Liabilities	0.00
Total Long-Term Liabilities	\$0.00
Total Liabilities	\$80,518.50
Equity	
3000 OB (deleted)	0.00
3000 Opening Balance Equity	797,177.33
3050 OB (deleted)	0.00
3050 Unrestricted Net Assets	-761,994.41
3100 Restrict fund	
3100-75 Restricted - Bean (deleted)	0.00

	TOTAL
3105 - Brockton School Dept	2,051.39
3110 Restrict-Merck (deleted)	0.00
3125 Restrict-State Street (deleted)	0.00
3129 Greater Worcester Community Foundation'14	0.00
3130 Restrict-Bos Foundation (deleted)	0.00
3135 Restrict-Peabody (deleted)	0.00
3140 Restrict-Ludcke (deleted)	0.00
3150 Restrict-Clowes	0.00
3155 Restrict-Scholarship	0.00
3159 - NH Charitable Foundt'n	3,900.00
3160 Restrict-NHCF (deleted)	0.00
3161 - Bean Foundation	10,463.70
3165 Restrict-Rhode Island Foundation (deleted)	0.00
3170 Restrict-Melvin (deleted)	0.00
3175 Restrict-Bean (deleted)	0.00
3176 Restrict-Clipper Ship Foundation Inc	0.00
3177 - Community Foundation Central Mass	6,621.06
3178 National Grid Foundation'14	7,801.58
3179 Dollar General Lit Foundtion'14	0.00
3180 Restrict-Ronald McDonald (deleted)	0.00
3181 Restrict-Alfred Chase Foundation	0.00
3185 Restrict-Mt. Wachusett (deleted)	0.00
3190 Restrict-Greater Worcester Community (deleted)	0.00
3196 Restrict-BOA (deleted)	0.00
3197 Restrict-NYEC	0.00
3198 Restrict-Roger Williams U. (deleted)	0.00
3199 Restrict-Queen City Rotary (deleted)	0.00
Total 3100 Restrict fund	30,837.73
Net Income	14,944.17
Total Equity	\$80,964.82
TOTAL LIABILITIES AND EQUITY	\$161,483.32

Wednesday, May 06, 2015 09:43:41 AM PDT GMT-4 - Accrual Basis

MY TURN, Inc.
PROFIT AND LOSS
 July 2014 - March 2015

	TOTAL
Income	
4000 Grant Revenue	
4030 Government grant	597,937.27
4050 Other grant	1,000.00
Total 4000 Grant Revenue	598,937.27
4200 Contributions	
4210 Individual donation	3,704.09
4220 Corporate donation	17,011.85
Total 4200 Contributions	20,715.94
4300 In-kind Contributions	
4330 Other in-kind donation	50,680.00
Total 4300 In-kind Contributions	50,680.00
4900 Investment & other income	
4910 Interest rec'd	13.03
Total 4900 Investment & other income	13.03
Total Income	\$670,346.24
Gross Profit	\$670,346.24
Expenses	
6000 Personnel	
6010 Salary	0.00
6011 Salary FT	343,011.53
6012 Salary PT	51,528.80
Total 6010 Salary	394,540.33
6015 Fringe benefit	7,538.66
6050 Medical	9,758.83
6051 Dental	1,122.56
6055 Workers comp	7,261.00
6060 Liability ins	8,221.14
Total 6015 Fringe benefit	33,902.19
6020 Payroll tax	42,125.47
6040 Recruitment	75.00
6045 Payroll exp	2,078.18
6080 Student stipend	37,224.82
Total 6000 Personnel	509,945.99
6100 Supplies	
6110 Prgm supply	4,095.16
6120 Dues & subscription	1,589.85
6130 Prgm activity	579.57
6140 Misc exp	18.30
6160 Office supply	3,423.46
Total 6100 Supplies	9,706.34

	TOTAL
6200 Travel/Trans	
6210 Staff trvl - local	3,565.38
6240 Client trans	2,637.61
Total 6200 Travel/Trans	6,202.99
6300 Training/Confer/Mtngs	225.04
6310 Staff mtngs/confer	73.58
6320 Staff training & development	40.00
6350 Meal	109.00
Total 6300 Training/Confer/Mtngs	447.62
6400 Printing & Reproduction	
6420 Printing	629.63
Total 6400 Printing & Reproduction	629.63
6500 Promotion/Advertising	
6510 Advertising	500.00
Total 6500 Promotion/Advertising	500.00
6600 Youth Direct	
6610 Special student activity	1,550.38
6620 Meals/food	609.27
6630 Tuition/Scholarships	32,172.05
6640 Exam fee	1,640.00
6650 Incentive	10,665.34
6660 Tutoring	-15.00
Total 6600 Youth Direct	46,622.04
6700 Communication	5.00
6710 Telephone	5,020.67
6720 Postage & shipping	415.27
6750 Internet service	809.64
6760 Online software fee	305.64
Total 6700 Communication	6,556.22
6750 Fundraising	
6752 SE printing	22.99
Total 6750 Fundraising	22.99
6800 Facilities	
6810 Rent	18,705.19
6850 Storage	900.00
6860 Utility	2,545.94
6890 Rent in-kind	50,680.00
Total 6800 Facilities	72,831.13
6850 Insurance	
6851 General liability ins	368.69
Total 6850 Insurance	368.69
7200 Other/Misc	0.00
7210 Audit & accounting	500.00
7230 Bank fee	20.71
7260 Credit card fee	-38.67
7290 Interest pymt	1,086.39

	TOTAL
Total 7200 Other/Misc	1,568.43
9000 Uncategorized Expense	0.00
Total Expenses	\$655,402.07
Net Operating Income	\$14,944.17
Net Income	\$14,944.17

Friday, Apr 24, 2015 04:21:13 PM PDT GMT-4 - Accrual Basis



for Opportunity and Success

**MY TURN Governing Board Membership
(all members are unpaid volunteers)**

Mauro Torres

President

Professional Affiliation: Microsoft Corporation
[REDACTED]

Eric Mitchell

Clerk

Professional Affiliation: ABCD Dorchester
[REDACTED]

Barbara Duffy

Board Member

Professional Affiliation: Brockton Area Multi Services Inc. (BAMSI)
[REDACTED]

Train Wu

Board Member

Professional Affiliation: Merrimack College Fellow
[REDACTED]

Donna Hunt

Board Member

Professional Affiliation: Telephone Company (Retired)
[REDACTED]



for Opportunity and Success

List of Principal Staff and Salaries:

Brigitte Bowmar, Deputy Director	\$53,000
Jeff Smith, WIOA Project Specialist	\$46,000
Rachael Budde, Rochester OSY	\$39,000
Brian Reeves, Laconia OSY	\$38,000
Gail Casey, Nashua OSY	\$40,000
Tara Gorski, Manufacturing	\$40,000
JW Williams, Nashua ISY	\$39,000



for Opportunity and Success

List of Staff on Contract:

Allison Joseph, Executive Director

Brigitte Bowmar, Deputy Director

Jeff Smith, WIOA Project Specialist

Rochester OSY:

Rachael Budde, Career Specialist

Alice Standish, Job Developer

Laconia OSY:

Brian Reeves, Career Specialist

TBD, Job Developer/Program Asst.

Nashua Programs:

Gail Casey, OSY Career Specialist

JW Williams, ISY Career Specialist

Tara Gorski, Manufacturing Coordinator

Holly Joseph, Program Assistant

TBD, Job Developer

Allison Joseph

Highly motivated, extremely hardworking non-profit Executive Director with the ability to clearly communicate needs and expectations to staff & develop and maintain partnerships with funders. Possessing strengths in program implementation and development as well as cost reduction, budget forecasting & fundraising.

Education:

Bachelor of Arts, Sociology

Received May 2007

Saint Anselm College, Manchester, NH

Employment:

Executive Director

December 2013 - Present

MY TURN, Incorporated

- Provides strategic leadership, including business planning, budget forecasting, and board relations.
- Supervisor for direct service managers, and responsible for all aspects of program outcomes.
- Responsible for all aspects of programming and operations including Human Resources, Finance, Information Technology, Program Evaluation, and Program Management.
- Manages and conducts organizational fundraising including grant writing, event planning, gift requests.

Deputy Director

July 2013 – December 2013

MY TURN, Incorporated

Retain all responsibilities of the Director of Programs, NH Region. Also perform the following tasks:

- Coordinate with CEO and implement all administrative strategies to ensure quality programming
- Evaluate all financial statements on monthly basis and analyze all trends
- Assist with development of all program grants and financial contracts
- Participate in contract negotiations
- Assist CEO in the oversight of employee benefits administration including: Health, Dental, and 401(k)

Director of Programs, NH Region
MY TURN, Incorporated

May 2011 – July 2013

Maintain supervisory authority over all programming and staffing within 4 Programs in the New Hampshire region. Coordinate community relations within the region, including job development, public relations, and cultivation of partners. Also perform the following tasks:

- Responsible for writing the grants to secure funding for all 4 Federal Workforce Investment Act programs.
- Ensure that all programmatic components, achievement of benchmarks, data collection/reporting and contractual obligations within the WIA contract are met with a standard of high quality
- Ensure that all programs' budgets are adhered to and changes to those budgets including requests for movement of funds between specific line items is properly negotiated with relevant funders
- Responsible for the effective supervision of staff within the region including: conducting regular staff meetings, completion of performance reviews, create and review professional development plans with staff, orient and train staff in their positions, provide oversight, guidance, and mentoring to staff, coordinate staff schedules and PTO requests, and ensure that MY TURN's staff discipline policy is executed
- Analyze data to identify trends, best practices, and programmatic challenges; use data to strategically develop and implement program improvements
- Actively participate as member of the NHWorks Partners' teams (Nashua and Manchester) as well as Co-Chair of the Manchester Youth Visions Committee
- Develop and implement mentorship program including recruiting and training new mentors in cooperation with the Greater Nashua Human Resource Association

Career Specialist, Manchester Central High School
MY TURN, Incorporated

July 2007 – May 2011

Responsible for the recruitment and case management of 35+ low income, at risk youth, and for the implementation of a Federal Workforce Investment Act funded academic and employment training program including the following elements:

- Providing employment services and work-base Learning experiences
- Facilitating summer youth employment opportunities by developing jobs in the community and overseeing youth employees
- Creating engaging curriculum to deliver educational/tutoring skills training
- Developing citizenship and leadership development opportunities in the community
- Direct student led Service Learning Projects
- Providing additional support services and twelve months of follow-up services to each participant

- Maintain required documentation and reporting information as set forth by State and Federal requirements
- Meet or exceed set Performance Measures as mandated by State and Federal regulations
- Maintain all contract requirements between MYTURN and the Bureau of Work Force Development/State of NH Department of Education

Leadership:

Manchester Shared Youth Vision Team	Member 2007 – 2013; Co Chair 2010 – 2013
Concord Laconia Shard Youth Vision Team	Member 2012 – 2013; Co Chair 2012 – 2013
Manchester NH Mayor’s Jobs Group	Member 2012 – 2013
NH WIA Directors Group	
Created & Trained WIA Youth Quarterly Training Manual	2012 - 2013
Heads Together Conference	
Presenter: Interagency Collaboration	2009

Brigitte Bowmar

Employment:

4/09 – Present, **MY TURN, Inc., - America's Youth Teenage Unemployment Reduction Network**

MY TURN is a community based non-profit youth development agency working with 14-21 year-old in-school and out-of-school youth. MY TURN's mission is to help youth develop goals, skills and the confidence needed to transition successfully into post secondary education or training and the world of work. MY TURN has a long history of working with employers, educational institutions, community agencies and families to provide education, work-based learning opportunities and jobs to young people.

Director of Programs, New Hampshire Region - Responsibilities:

Maintain supervisory authority over all programming and staffing within 4 Programs in the New Hampshire region. Also, coordinate community relations within the region, including job development, public relations, and cultivation of partners.

- Ensure that all programmatic components, achievement of benchmarks, data collection/reporting and contractual obligations within the WIA contract are met with a standard of high quality
- Ensure that all programs budgets are adhered to and changes to those budgets including requests for movement of funds between specific line items is properly negotiated with relevant funders
- Responsible for the effective supervision of staff within the region including: conducting regular staff meetings, completion of performance reviews, create and review professional development plans with staff, orient and train staff in their positions, provide oversight, guidance, and mentoring to staff, coordinate staff schedules and PTO requests, and in collaboration with the Regional Executive Director, ensure that MY TURN's staff discipline policy is executed
- Assist with community relations within the Region in accordance with the marketing and communications plan including: assisting with the marketing of MY TURN, Inc. to key stakeholders, ensure that all staff have a working knowledge of the communications plan, ensure that all appropriate community stakeholders are engaged to support Regional Programming including workforce development, good will development and opportunities to provide additional services to program participants
- Analyze data to identify trends, best practices, and programmatic challenges; use data to strategically develop and implement program improvements
- Actively participate as a member of the Manchester Youth Visions Committee as well as the Manchester Pilot Youth Visions Committee
- Implement and oversee the E-Mentor Program including recruiting and training new mentors

7/08 – 4/09 **MY TURN, Inc., New Hampshire Region**

WIA Project Director – Responsibilities:

- Oversee and support staff in 4 of the New Hampshire Region Programs in the timely and accurate recording of all program participants' information, activities and outcomes into the required databases
- In conjunction with the Regional Director, create and oversee implementation of a strategic work plan to ensure MY TURN programs and staff successfully deliver all program components and accomplish outcomes
- Oversee and support staff with service delivery and program implementation including meeting all programmatic contractual obligations
- In conjunction with the Regional Director, oversee and ensure that all Programs meet or exceed all performance benchmarks
- In conjunction with the Regional Director, analyze data to identify trends, best practices, and programmatic challenges; use data to strategically develop and implement program improvements
- Evaluate, implement and deliver staff development and training to support staff in all areas on an ongoing basis as well as coordinate outside professional development opportunities for all staff as needed
- Develop, implement and oversee the E-Mentor Program including recruiting and training new mentors
- Build and cultivate successful partnerships with identified businesses in the community who will partner with the Programs in the areas of Employment, Financial Support, Donations, Guest Speakers, Job Shadows, Job Tours, Internships, Mentors, etc.

- Actively participate as a member of the Manchester Youth Visions Committee as well as the Manchester Pilot Youth Visions Committee

11/06 –7/08 **MY TURN, Inc.**, New Hampshire Region

Employment Brokering Specialist - Responsibilities:

Seek and maintain relationships with community businesses in order to cultivate partnerships with MYTURN, which could include a variety of work-based learning opportunities for the MYTURN participants including: Employment, Job Shadows, Industry Tours, Guest Speakers, Mentors, Internships

- Make appropriate “matched” employment referrals to participants
- Provide employment support and assistance to employers and participants
- Recruit for and assist in the planning and implementation of the Regional Advisory Board
- Attend and participate in employer related business events in the community
- Be a liaison between the MY TURN programs and the community facilitating guest speakers, job tours, job shadows and other events
- Oversee and plan all aspects of the regional Employer and Partner Appreciation Fundraiser

5/04 –5/05 **MY TURN, Inc.**, In School Youth Program at Central High School, Manchester, NH

Career Specialist – Responsibilities:

Maintain a caseload of 40 low income, at risk youth and deliver an in-school employment training and academic program including the following elements:

- Employment Services/Work Experience, Summer Youth Employment Related Services, Educational/Tutoring Skills Training, Citizen and Leadership Services, Additional Support Services, Twelve Months of Follow-Up Services
- Facilitate Service Learning, Community Service and Leadership opportunities for all participants
- Maintain required documentation and reporting information as required by State and Federal requirements
- Meet or exceed set Performance Measures as mandated by State and/or Federal regulations
- Maintain all contract requirements between MYTURN and the Bureau of Work Force Development/State of NH Department of Education

9/05 – 11/06 **NFI, Inc., Staff Development Partnership**, Concord, New Hampshire

The NFI, Inc., Staff Development Partnership (SDP) is a contracted service of The Division for Children Youth and Families (DCYF), Bureau of Training and Staff Development. SDP is committed to providing competency based training and educational opportunities to all DCYF employees in the State of New Hampshire. Since it’s inception in 1992, NFI staff have been considered integral members of the DCYF Bureau of Training and Staff Development, being involved in every aspect of the Bureau’s operation.

Training Coordinator – Responsibilities:

- Liaison to 4 DCYF District Offices including communication of information and assistance with training related issues including yearly training hour requirements, annual training plans, etc.
- Member of the Training Steering Committee, Bureau Curriculum Committee and Speakers Bureau as well as participating as a member of a sub committee of each
- Trainer of the “Staying Safe During Home and Office Visits” Curriculum
- Co-chair of the 15th Annual DCYF Conference Committee
- Editor of the Visions Newsletter, a bi-monthly DCYF Publication
- Coordinating and Overseeing all aspects of trainings offered to all DCYF workers including Core, Related and Specialized Training for newly hired CPSW’s, seasoned Workers, and Supervisors
- Review and approve curricula being trained and work with trainers on the development of curricula for identified trainings
- Identify, recruit and work with trainers to become “certified” to train for SDP

**American Society for Training and Development (ASTD) Certified, 10/05

4/01 – 4/04 **Work Opportunities Unlimited, Youth Division**, Manchester, NH

Company serving at risk and adjudicated youth by providing a strength based, goal oriented daily program with a strong emphasis on Workforce Development and successful employment.

Youth Resource Specialist - Responsibilities:

- Complete intake processes, administration of assessment tools, and development and implementation of Youth Development Plans
- Meet with youth on a *daily* basis as well as with families on a weekly basis
- Meet with youth in a group setting daily to work toward completion of the Youth Development Plan. Attempt to locate youth (and meet individually) if they do not present for scheduled group
- Provide ongoing support in all areas including crisis management and intervention
- Maintain client records including daily and monthly reports. Provide reports to the juvenile court outlining youth progress and attend all juvenile court hearings
- Maintain frequent contact as well as attend meetings with referral sources and all collaboratives.
- Provide services focused extensively on Work Force Development.
- Deliver Work Based Learning Plans to employers as well as maintain ongoing contact with employers.
- Promote client empowerment to enhance independence and self-esteem

6/99 – 4/01 **The Closet Factory**, Hudson, New Hampshire

Provider of Custom designed organizational units.

Service Coordinator -Responsibilities involved a variety of office duties.

01/96 – 6/99 **Team Coordinating Agency, Crossroads**, Haverhill, Massachusetts

Department of Mental Health/Department of Social Services - Long term Adolescent Residential Treatment Center

Assistant Program Director - Responsibilities:

- Supervise and provide weekly supervision to a staff of approximately 15 including the House Manager, Shift Supervisors and all Adolescent Counselors to ensure proper and appropriate milieu management.
- Meet and maintain standards for all city, state and federal requirements for the general operation of an adolescent Residential Treatment Center.
- Meet and maintain governing agency standards for the therapeutic treatment of residents, as well as oversee all residents' therapeutic treatment plans and provide documentation to relative organizations and parties.
- Liaison between Crossroads and schools, government agencies, therapeutic collaboratives, families and all other treatment related parties.
- 50% on-call responsibility shared with the Program Director.
- Coordinate, prepare and facilitate a variety of ongoing treatment and administrative meetings and trainings, including treatment related review updates.
- Overseeing Petty Cash, client's personal funds, clients' weekly allowances, and clients' monthly government SSI funds.

Education: New Hampshire Technical Institute, Concord, New Hampshire
A.S., Human Services, Major: Mental Health

References: Available upon request

Jeffrey S. Smith



Objective

Seeking a career with a progressive organization where I can utilize my skills, knowledge and experience in management and operations in a challenging role that allows for advancement and growth.

Education

1989-1993 *University of New Hampshire* Durham, NH
B.A., Anthropology
Minors, History and Political Science

Experience

2009-Present Career Specialist **MY TURN Inc.** Nashua South High School

- Provide employment training and life skills to 14-21 year old youth
- Mentoring
- Life Skills
- Teach leadership
- Input state documentation

1996-1997, 1998-2001, 2004-2008 **The Closet Factory** Hudson, NH
Provider of custom designed and installed organizational units.
Operations Manager

- Administered continual flow of all levels of operation from time of client inquiry to completion of installation
- Responsible for purchasing and receiving of all items used within the company, as well as price negotiation and sourcing new materials
- Maintained inventory in all levels of operation including raw material, hardware, tools, special order items, company forms and office supplies
- Calculated payroll on a weekly basis including hourly employees; installer commission, and designer bonuses
- Responsible for hiring of new employees; direct supervision and ongoing training and performance evaluations to personnel
- Generated corporate reports to meet specific deadlines
- Managed all monies incoming and due to the company; inputted new sales and purchase orders into *Quickbooks*
- Reviewed and developed all aspects of production sketches to ensure proper functioning within fixed parameters in addition to troubleshooting potential problems prior to reaching manufacturing
- Manufactured and installed finished product

2003-2004 **Pepsi Bottling Group** Wilmington, MA
Merchandiser

- Responsible for keeping store inventories fully stocked on the shelf for consumer consumption
- Constructed product displays according to specific corporate plans
- "Sold" floor space to store managers to better promote product
- Ordered and maintained sufficient levels of product for store stock rooms

2001-2003 **DEKA Research and Development** Manchester, NH

Rachel Y. Budde



Work History:

- Project PRIDE
Instructor/Job Developer
Rochester, NH 03867
July 2007-Present
Interim Director; 10/2012-present

Duties Include:

- Experience working with at risk out-of school youth 18-21
- Personal career-counseling assistance
- Assist in completing field trips, guest speakers, community volunteering/ leadership development activities
- Transportation to and from testing sites, field trips and volunteer activities
- Assist in delivery of the 10 essential elements
- Follow-up customer service
- Writing and English tutor
- E-Teams data entry
- Management of assigned client case load including follow up and required case documentation
- Completing attendance for the FTP site
- Assisting in client mentor relations and completing needed documentation
- Student referral to partner services
- Completion of billing and employee time cards
- Assist with Grant writing/proofing
- Partnering with businesses and other programs

Education/Trainings/Certificates:

- Noble High School Graduate; 1996
- ONET training, NH Eteams
- Positive Youth Development
- Safety, Health Promotion
- Client Rights and Guardianship
- Individual Service Plans
- Sexual Harassment Awareness
- Interpersonal Communication
- Beyond Stress Management
- Non-violent Crisis Intervention
- Management Skills for First Time Supervisors
- How to Deal with Behaviors
- Assisting Students with Employment Training

Volunteer History:

- Rochester Main Street (revitalization of downtown Rochester)
- Rochester VFW

Alice Standish

SUMMARY OF QUALIFICATIONS

Task-oriented self-starter with strong attention to detail

Proven problem solving skills; able to gather and coordinate resources and create solutions to facilitate completion of projects

Creative and inventive; able to proceed from vision to final outcome with minimal direction

Cultivates and maintains strong relationships; able to identify needs and find the most advantageous solution for all involved parties.

Experienced in Microsoft Word, Publisher, Access and ACT! database software; Windows and Mac operating systems; email and Web savvy

WORK EXPERIENCE

2006-present Project PRIDE Admin Ass't/Instructor/Job Developer	Rochester, NH
2005-2008 Seacoast Newspapers Freelance Writer/Reporter	Portsmouth, NH
2005-2006 Transition Resource Network Program Assistant	Somersworth, NH
2000-2004 Member Benefits, Inc VP MemberCard Program Services	Newmarket, NH
1999-2000 McIntosh College Admissions Representative	Dover, NH
1999 Samuel Weiser, Inc Public Relations/Marketing	York, ME

TRAINING & EDUCATION

1991-1998 San Jose State University-**Public Relations/Hospitality Management**

1982-1984 San Jose City College-**Journalism**

1972 Cape Cod Hospital- **LPN**

Career Assessment Training with Dr. Charles Robinson: Teaching Students with Learning Disabilities

Reiki Master Certification

Brian Mark Reeves

SUMMARY OF QUALIFICATIONS:

I am a former Army Captain who possesses excellent written and verbal communication skills. I possess proven problem solving and multi-tasking skills, as well as, superb ability to prioritize and execute complex strategies. I'm well versed in interacting with and advising people from a wide range of backgrounds. I'm capable of assimilating new information and adapting to change quickly.

EDUCATION:

Master of Science Anticipated completion in November 2014
Organizational Leadership, Masters Cert. in Human Resources Management Southern New Hampshire University

Bachelor of Arts September 2004
Political Science University of New Hampshire

WORK EXPERIENCE:

Assistant Manager September 2012 - March 2014
Radio Shack Nashua, NH

I ensured all company and store standards were achieved or exceeded during scheduled shifts. I developed and tracked employee sales goals and employee professional development. I addressed and resolved customer and employee grievances while increasing overall customer satisfaction and enhancing the store's reputation. I administered weekly high value item inventories and participated in daily sales conference calls.

- Exceeded monthly personal sales goals by an average of 10% to 15%.
- Handpicked by store manager for assistant manager position ahead of peers with more time in the company.
- Mentored subordinate employees to meet both company and personal goals.
- Completed all required employee training and assistant manager training ahead of schedule.
- Offered store management career track opportunity prior to departure. Position was respectfully declined as it did not coincide with my long-term career goals.

Operations Officer October 2009 - July 2012
US Army Londonderry, NH

As the operations officer within the training and operations section of a 900 person Engineer Battalion, I synchronized, coordinated, and scheduled all the efforts of the staff sections with outside agencies. I conducted mission analysis via the Military Decision Making Process (MDMP) to develop the most effective course of action for each mission. I maintained oversight of and systematically tracked completion of all Battalion training exercises.

- Chosen by Battalion Commander to assume command of an underperforming company in order to determine the company's shortcomings and implement corrective actions prior to a rotation to the National Training Center in Fort Irwin, CA.
- Hand Selected by Commander to design and implement numerous training programs for subordinate leaders regarding mission planning and execution, as well as, managing the results of training exercises.
- Aggregated, managed and distributed the results of all training events for a 900 person organization.
- Selected to serve as Battalion Subject Matter Expert for the Digital Training Management System (DTMS).

Brigade level Intelligence Officer
US Army

January 2007 - October 2009
Fort Hood, TX / Baghdad, Iraq

As the Officer In Charge (OIC) for all surveillance and intelligence collection activity for a 3,500 person Brigade Combat Team (BCT), I revised and approved the intelligence collection plans of 5 subordinate Collection / Intelligence, Surveillance & Reconnaissance (ISR) Managers. I coordinated and scheduled all collection assets from higher headquarters and external Intelligence organizations.

- Personally selected by Brigade Commander to serve as Collections/ISR Manager for upcoming combat deployment.
- Reduced asset request turnaround time by 50% by establishing standardized intelligence request form and training subordinates on its use.
- Published weekly asset maximization Tactics, Techniques & Procedures (TTP).
- Authored daily, weekly and monthly reports on the results of the organizations intelligence collections efforts.
- Hand selected by senior leadership to design and implement several training programs focused on identifying and avoiding Improvised Explosive Devices (IED).

Senior Military Transition Team Leader / Platoon Leader
US Army

August 2005 - January 2007
Fort Hood, TX / Baghdad, Iraq

As the commander of a detachment responsible for training foreign national tank companies from basic training to fully mission capable status, I mentored and advised foreign national leadership on mission planning and execution. I evaluated overall company combat effectiveness and company readiness, as well as, certified foreign national companies for frontline combat duty.

- Specially selected by Battalion Commander to lead the Military Transition Team ahead of higher ranking peers.
- Trained two Host Nation security organizations to the fully mission capable level and facilitated their transition to autonomous operations four months ahead of schedule.
- Requested by sister organization Commander to lead combat patrols within his area of operations.
- Personal combat patrol tactics, techniques, and procedures were adopted as the Battalion Standard Operating Procedures while operating in hostile territory.

MILITARY SCHOOLS:

Personnel Security e-Qip Training Courses	March 2007
Fort Hood Garrison Security Manager's Training Seminar	February 2007
Security Management Training Course	January 2007
Field Artillery Officer Basic Course	November 2004 - August 2005

Position Description
MY TURN, Inc.
Job Developer



for Opportunity and Success

Organization:

MY TURN is a community-based non-profit youth development agency working with 14 to 24 year-old in-school and out-of-school youth who are at a crossroad in their lives. MY TURN's mission is to help youth develop goals, skills and confidence needed to transition successfully into post-secondary education or training and the world of work. MY TURN has a long history of working with employers, educational institutions, community agencies and families to provide education, work-based learning opportunities and jobs to youth. Since its inception in 1984, MY TURN has helped more than 22,000 youth further their education and obtain career-ladder jobs. MY TURN serves approximately 250 youth annually in gateway cities in Massachusetts and New Hampshire.

For more information, please visit www.my-turn.org

Position:

Seek and maintain relationships with community businesses in order to cultivate partnerships with MYTURN, which could include a variety of work-based learning opportunities for the MYTURN participants including: Employment, Job Shadows, Industry Tours, Guest Speakers, Mentors and Internships and Summer Youth Employment Opportunities.

Reports To:

Deputy Director

Responsibilities:

- Cultivate business partnerships in the community to provide work-based learning and employment opportunities for participants
- Cultivate partnerships with non-profit organizations in the community to provide work based learning opportunities including summer youth employment opportunities, and appropriate referrals for necessary services.
- Make appropriate job placement employment referrals to participants
- Provide participants with placement assistance in career ladder jobs
- Provide employment support and assistance to employers and participants
- Attend and participate in employer related business events in the community
- Be a liaison between the MY TURN programs and the community facilitating guest speakers, job tours, job shadows and work based learning opportunities for participants
- Maintain a system of documenting contact, communication and progress with businesses and nonprofits to ensure consistency and follow through

Job Requirements:

- * Bachelor's Degree preferred. Combination of education and experience in the field considered.
- * Experience with computers, databases, e-mail, word processing and spreadsheets.

Desired Characteristics:

- * Experience working with a multi-cultural population of young people and adults.
- * Excellent leadership and teaching skills.
- * Ability to work as a team member.
- * Motivated self-starter.
- * Excellent organization skills and ability to work cooperatively with program participants, staff and the community at large with a strong commitment to service orientation and promotion of goals and values consistent with the mission of MY TURN.
- * Proven track record of success in an entrepreneurial environment.
- * Excellent oral and written communication skills.
- * Ability to manage to outcomes.

Professional Experience

2010 – Present, Boys & Girls Club of Greater Lowell, MA

Senior Program Director

- Develop, implement, and evaluate all program
- Ensure sufficient space, resources, and access to programs for our members and families
- Develop and implement systems to evaluate the skill, experience, and professional development needs of all staff
- Implement a professional development program to address employee experience and skill gaps
- Work with staff to develop objective performance measurements, to ensure consistent, high-quality evaluation and goal setting for all employees
- Instill a sense of accountability among team members by modeling tight oversight of individual and organization performance standards
- Responsible for grant management
- Cultivate existing relationships with community partners, as well as develop new partners

2009 – 12/2010, Boys & Girls Club of Greater Nashua, NH

Individual Services Director & Volunteer Coordinator

- Developed and implemented programs for youth
- Streamlined and managed the volunteer program
- Developed and implemented the Family Plus program
- Served on various committees in Nashua as a liaison for the organization
- Conference Manager for NE region with over 250 participants

2007 – 2009, Boys & Girls Club of Woburn, MA

Director of Teen Services

- Developed and implemented program
- Developed and implemented strategies for recruitment and retention
- Recruited and retained program volunteers
- Served as the pilot site for "Taco Bell Teen Supreme Teen Initiative" for Boys & Girls Clubs of America

2006 – 2007, Big Brothers Big Sisters, Manchester, NH

Partnership Development Director

- Developed strategies to recruit, retain, and evaluate program volunteers
- Developed and implemented strategies for volunteer fundraising efforts
- Responsible for community outreach efforts
- Responsible for developing new opportunities for volunteers and their mentees

2005, Camp Doucet, Boys & Girls Club of Greater Nashua, NH
Camp Director

- Managed a team of camp counselors
- Developed an eight week summer day program for 50 members off site per week
- Developed and implemented strategies for recruiting more campers for the next season.

2005 – 2008, Lutheran Social Services Antrim Girls Shelter, Antrim, NH
Residential Counselor, Supervisor

- Monitored and counseled court appointed residents
- Implemented the "Boys Town Model" to manage youth behavior
- Supervised and managed program staff
- Distributed medication to residents
- Maintained all appropriate records of services provided

Education

- ▶ 2009, 2012, Advanced Leadership Project (ALP) with Boys & Girls Club of America
Developed in conjunction with the University of Michigan, Ross School of Business and world-renowned leadership development expert, Noel Tichy.
- ▶ 2009, Boys & Girls Club of America's Spillett Leadership University
Management Distinguished Level
Youth Development Distinguished Level
- ▶ 2007, BA English, Keene State College
- ▶ 2004, AA Liberal Arts, University of New Hampshire

Licenses and Certificates

- ▶ CPR and First Aid Certification
- ▶ SOLVE restraint trained
- ▶ Child Abuse Prevention (CAP) Facilitator
- ▶ Medication Distribution Certification

Awards

- ▶ 2010 – Northeast Yankee Chapter Program Professional of the Year
- ▶ 2001 – Boys & Girls Club Youth of the Year

Leadership

- ▶ 2013 – Present, Northeast Yankee Chapter, Vice President
- ▶ 2009 – Present, Northeast Yankee Chapter, Professional Development Mentoring program
- ▶ 2007 – Present, Northeast Yankee Chapter, Boys & Girls Clubs of America Professional Association

- ▶ 2007 – Present, Northeast Yankee Chapter, Professional Recognition Co Chair
- ▶ 2011 – Northeast Regional Keystone Conference Steering Committee
- ▶ 2007 – 2011, Vice President, Northeast New England Area Program Council
- ▶ 2010 – Northeast Torch Club Summit, Conference Manager
- ▶ 2009 – 2010, FamilyPLUS Parent Advisory Board Chair
- ▶ 2009 – 2010, Boys & Girls Club of America "Operation Military Kids" Task Force
- ▶ 2009 – 2010, Nashua Chamber of Commerce "Back to School" Committee
- ▶ 2009 – "Summer Fun" Committee for the city of Nashua, NH
- ▶ 2007 – 2009, New Hampshire Association of Volunteer Administrators, Communications Chair

References

Ron Hadorn,
Executive Director of Boys & Girls Club of Worcester
President of the Massachusetts State Alliance
rhadorn@bgcworcester.org
(508) 754-2686

James P. Crotty
(former) Boys & Girls Club of America Senior Lead Trainer for the Executive Leadership Program
Executive Director for 25 years
Jimcrotty333@msn.com
(763) 370-4210

Norman Bouthilette
Executive Director of the Boys & Girls Club of Greater Nashua
NBouthilette@bgcn.com
(603) 883-0523

Linda Saleski, Med, CAGS
Education Coordinator, NFI North Bradford School & NFI North Midway Shelter School
LindaSaleski@nafi.com
(603) 938-2556

JW WILLIAMS

OBJECTIVE

Utilizing my recently earned degree and previous military experience, I aim to attain a position as part of a team assisting students to achieve positive outcomes per individual needs and plan.

EDUCATION

May **Rivier University**
2013 *Nashua, NH*
to *Master of Education in School Counseling(Candidate) – anticipated graduation May*
Present 2015

Interested in assisting behaviorally challenged and at-risk youth.

- Currently shadowing elementary school guidance counselor
- Enriched research fundamentals through additional education

RELATED COURSEWORK

- **Counseling:** Introduction to Counseling, Counseling Theory, Counseling Techniques, Group Counseling, Basic Human Interaction
- **School Services:** Intervention & Consultation in Schools
- **Child and Adolescent Development:** Abnormal Psychology
- **Career Development:** Fundamentals of Research

Aug **Rivier University**
2010 *Nashua, NH*
to *Bachelor of Arts in Human Development*

May
2013 Merges elements of psychology and sociology to explore human behaviors and is a precursor for further counseling programs.

- Encouraged client empowerment to achieve self-management skills
- Enhanced active and empathic listening skills
- Internship at Fairgrounds Middle School's Emotionally Handicapped classroom

WORK HISTORY

Nov **Security Officer**

2007 *St. Joseph Hospital*
to *Nashua, NH*
Feb

2014 Responsibilities include writing reports of daily activities and irregularities. These may include equipment/property damage, theft, response to trauma/code activations, or unusual occurrences. Frequent collaboration with police and/or fire departments in cases of emergency, such as fire or presence of unauthorized persons. Utilizing Crisis Prevention Intervention training, manages challenging situations between staff and patients/family members to de-escalate potentially hostile occurrences. Duties include providing medical assistance with patient lifts and transports as well as monitoring and authorizing entry/departure of employees, visitors, and other persons to guard against theft and maintain a safe and secure environment.

- Preceptor for new department employees
- Rapidly adapts to ever changing facility needs and events
- 1:1 interactions with at-risk patients including those with substance abuse and suicidal concerns
- Active participant in staff meetings, offering research-based solutions to identified issues
- Developed new staff schedule to provide rotating weekends and fairness among staff

Apr **Correctional Officer**
2004 *Hillsborough County Department of Corrections*
to *Manchester, NH*
Nov

2007 Duties included patrolling of assigned areas for evidence of forbidden activities, rule infractions, and aggressive behaviors. Responsible for reporting observations to superior officers. Provided written reports concerning incidences of inmate disturbances or injuries. Observed conduct and behavior of inmates to prevent disturbances and escapes. Inspected locks, window bars, grills, doors, and gates for tampering. Searched inmates and cells for contraband articles. Processed incoming inmates from local police departments.

- Followed the 3C's of law enforcement: Care, custody, and control of pre-trial and sentenced inmate population
- Hillsborough County Department of Corrections Candidate Award Winner
- Due to abilities to maintain crowd control and safe environment, was frequently assigned to maximum security unit
- Chosen to receive specialized training in the Booking and Receiving Department
- Established a positive rapport with staff as well as inmates

Dec **E-5/Sergeant**
1998 *United States Marine Corps*
to *Camp Pendleton, CA*
Jul

2003 Stationed with the Third Battalion, First Marine Division, Weapons Company. As Squad Leader, supervised multiple gun teams. Studied and proficient in multiple weapons systems and demolitions. Served three overseas deployments. Trained, led, and supervised more than two dozen marines through patrols and fire training missions. Meritoriously promoted from Private through Corporal and ended active duty as a Sergeant of Marines.

- As a Mortarman, enhanced communication skills and attention to detail, even under high pressure circumstances
- Adapted interpersonal skills to interact with various members of the unit including subordinates, peers, supervisors, and high ranking officials to accomplish tasks
- Corporals Leaders Course, Camp Pendleton, California
- Mortars Occupational School, Camp Pendleton, California
- MOUT(Military Operations in Urban Terrain), Camp Pendleton, California
- SERE(Survival Evasion Resistance Escape Course), Naval Air Station North Island, California
- Multiple weapons systems training: Including M252 81mm Mortar, M203 Grenade Launcher, M249 SAW (Squad Automatic Weapon), M9 Semiautomatic handgun, and other weapons and demolitions
- Marine Corp Martial Arts Program-Instructor, Camp Pendleton, California
- Non-Commissioned Officer of the Month July 2002, USMC, Camp Pendleton, CA

COMMUNITY SERVICE

Wrestling Coach- Nashua Senior High School(North) and Pennichuck Middle School
2003-present

- Program funded through Boys and Girls Club of Greater Nashua
- Sought out by school administrators for ability to engage at risk students into a positive activity

SOFTWARE/SYSTEM SKILLS

Proficient in Microsoft Office applications to include Word and PowerPoint.

REFERENCES

Available upon request

Tara Gorski



EDUCATION

1990-1992 **Associates Mental Health/Human Services NHTI**

EMPLOYMENT

2007-present **Mental Health Worker II New Hampshire Hospital/NFI**

Duties/Requirements:

- Facilitated client improvements in the area of personal responsibility, social skills, community living and behaviors
- Participated in the planning and implementation of daily activities
- Scheduled all transportation of appointments for 40 clients
- Sound ability to keep sensitive information confidential
- Scheduled daily activities for direct care staff
- Strong knowledge of treatment modalities to include motivational interviewing, solution focused and IMR

2004-2007 **Para-Professional – John Stark Regional High School Alternative Program**

Duties/Requirements:

- Assessment of student behaviors,
- Assisted with interventions and documentation
- Assisted in implementing I.E.P.'s and goals, clerical duties,
- Completion of 30 day diagnostic data on new and at risk students
- Follow-up meetings with families and staff.

2000-2001 **Assistant House Manager – Crotched Mountain Rehabilitation Center**

- Weekend Manager for a teenage male populated group home.
- Overseeing that policies and procedures were implemented and enforced
- Provided proper documentation.
- Monitoring client behavior plans
- Assisted with house meetings and completing staff evaluations.

1992-2000 Operations Sergeant - NH Dept. of Corrections – Secure Psychiatric

Duties/Requirements:

- Responsible for ACA accreditation and maintenance of the unit
- Assisting with the writing and implementation of policies and procedures.
- I attended treatment team meetings and completed staff evaluations and client documentation
- maintained the safety of the clients, staff and unit.

References available upon request

Holly L. Joseph

Education

- | | |
|----------------|--|
| 2011 - present | Southern New Hampshire University, Manchester, NH - 12 earned credits
Transferred from Manchester Community College - 7 earned credits |
| 2011 - 2012 | Manchester Community College, Manchester, NH
Boston Reed College Pharmacy Technician Certification Training Program
Completed 77 hours of training, Final Grade - 91% |
| 1998 - 2002 | West High School, Manchester, NH
Received Diploma |

Work History

Premium Vending Incorporated, Londonderry, NH (September 2013 - present)

Office Manager

- Balance office budgets
- Calculate and send out monthly commission checks
- Maintain and replenish product inventory weekly
- Field repair calls and dispatch the appropriate driver

Vestmoore Warehousing Services, Merrimack, NH (November, 2010 - August 2013)

Receptionist, Shipping/Receiving

- Receive, confirm and record all shipment for 17 companies
- Plan and schedule freight carriers for pick-up and delivery of shipments
- Coordinate with customers on shipping specifications/needs, and complete any other customer requests
- Verify information on bills of lading, invoices, orders, and other records
- Provide secretarial and administrative support in an effective and efficient manner

Premium Vending Incorporated, Londonderry, NH (April, 2010 - November, 2010 June, 2006 - March, 2007)

Money Counter

- Operated money counting machine to sort, count and record daily cash and coin deposits from over 75 accounts
- Prepared and transported deposits to the bank

MyTurn, Inc., Southern, NH (November, 2009 - April, 2010)

Program Assistant

- Served as administrative support to Career Specialists at 4 different sites in Southern NH
- Responsible for all clerical duties including filing and making copies
- Prepared curriculum and entered student notes into computer system

Sylvan Learning Center, Bedford, NH (March, 2007 - November, 2009)

Instructional Coordinator, Test Administrator

- Greeted students at tutoring center, and provided tours of the facility to potential students and families
- Administered diagnostic tests to students and inputted scores to create student portfolios
- Updated student binder material after each session, assigned new lessons
- Prepared student conference material for the Educational Directors
- Direct support to the Instructors and Directors

Administrative Resource Options, Manchester, NH (March, 2005 - May, 2006)

Customer Service Representative

- Part of a team that maintained thousands of data files for Riverstone Insurance Group, keeping all files current and accurate
- Delivered files to personnel
- Completed large copy and binding jobs
- Sorted and delivered am mail and packages/ posted and sent out pm mail and packages
- Served as backup Receptionist

Additional Information & Skills

- Registered with the State of New Hampshire Board of Pharmacy - Registration No. PT8531
- 5+ years customer service experience
- Self starter who can effectively prioritize and execute tasks
- Maintains confidentiality and professionalism
- Knowledge of computers and electronics
- Knowledge of administrative and clerical procedures

References

- Alexis McHenry Morton, Manager of Faculty Training, Southern NH University, (603)505-6949, a.morton@snhu.edu
- Don St.Pierre, Warehouse Operations Manager, Nationwide FF&E, (603) don@nationwideffe.com
- Tom Clougherty, Owner, Premium Vending, (603)566-5502
- Claire Shurtleff, Instructor, Sylvan Learning Center, (603)275-9535, cshurt@aol.com

Quality Assurance Test Technician

- Author of Qualification Test Cases based on International Standards of medical devices
- Areas of expertise include Labeling of Devices, Environmental Testing and Servicing of market-released devices
- Originator of Qualification Test Reports for FDA approval
- Performance of Engineering Verification Testing
- Empirical data collection on specific device functions
- Maintaining and troubleshooting devices- before, during and after testing
- Team leader in workload strategy meetings
- Design and implementation of test fixtures
- Responsible for training fellow employees and new hires in operating test devices
- Supervision and training of newly hired interns
- Negotiating vendors to accommodate testing requirements
- Traveling out of state as needed to other testing facilities

Feb. 1998- July 1998 Naragansett Elementary School

Gorham, ME

One-on-One Child Counselor

- Provided one-to-one care for a behaviorally challenged child in a public school setting
- Worked closely with parents and school personnel to develop and implement specific goals for success
- Taught child life skills and appropriate social skills
- Implemented behavior modification, crisis intervention, physical management

1995-1996

TCA Pathways

Haverhill, MA

Adolescent residential treatment center servicing 14 severely emotionally disturbed girls placed through the Department of Social Services

Adolescent Counselor Supervisor

- Supervised five Adolescent Supervisors per shift
- Primary mentor for three residents which included one-on-one counseling, advocacy to various agencies, establishing goals and treatment plans
- Co-ran counseling groups based on personal and societal issues
- Milieu management
- Provided residents with life skills and community socialization
- Behavior modification, crisis intervention, physical management
- Distributed medication to residents
- Activities coordinator
- On-call responsibilities for emergency shift coverage, general milieu, crisis management issues
- Maintained treatment related documentation according to governing agency standards

1994-1995

New England Salem Children's Trust

Rumney, NH

Residential treatment program for twelve emotionally disturbed boys. Shift cycle was eight days on site (live-in) and six days off.

Child Counselor (House Parent)

- Directly responsible for six boys per shift
- Duties included milieu management, treatment plan development, goal setting, teaching life skills, community socialization
- Maintained regulatory documentation
- Volunteered as Assistant Coach for Rumney School baseball team

Position Description
MY TURN, Inc.
Job Developer



for Opportunity and Success

Organization:

MY TURN is a community-based non-profit youth development agency working with 14 to 24 year-old in-school and out-of-school youth who are at a crossroad in their lives. MY TURN's mission is to help youth develop goals, skills and confidence needed to transition successfully into post-secondary education or training and the world of work. MY TURN has a long history of working with employers, educational institutions, community agencies and families to provide education, work-based learning opportunities and jobs to youth. Since its inception in 1984, MY TURN has helped more than 22,000 youth further their education and obtain career-ladder jobs. MY TURN serves approximately 250 youth annually in gateway cities in Massachusetts and New Hampshire.

For more information, please visit www.my-turn.org

Position:

Seek and maintain relationships with community businesses in order to cultivate partnerships with MYTURN, which could include a variety of work-based learning opportunities for the MYTURN participants including: Employment, Job Shadows, Industry Tours, Guest Speakers, Mentors and Internships and Summer Youth Employment Opportunities.

Reports To:

Deputy Director

Responsibilities:

- Cultivate business partnerships in the community to provide work-based learning and employment opportunities for participants
- Cultivate partnerships with non-profit organizations in the community to provide work based learning opportunities including summer youth employment opportunities, and appropriate referrals for necessary services.
- Make appropriate job placement employment referrals to participants
- Provide participants with placement assistance in career ladder jobs
- Provide employment support and assistance to employers and participants
- Attend and participate in employer related business events in the community
- Be a liaison between the MY TURN programs and the community facilitating guest speakers, job tours, job shadows and work based learning opportunities for participants
- Maintain a system of documenting contact, communication and progress with businesses and nonprofits to ensure consistency and follow through

Job Requirements:

- * Bachelor's Degree preferred. Combination of education and experience in the field considered.
- * Experience with computers, databases, e-mail, word processing and spreadsheets.

Desired Characteristics:

- * Experience working with a multi-cultural population of young people and adults.
- * Excellent leadership and teaching skills.
- * Ability to work as a team member.
- * Motivated self-starter.
- * Excellent organization skills and ability to work cooperatively with program participants, staff and the community at large with a strong commitment to service orientation and promotion of goals and values consistent with the mission of MY TURN.
- * Proven track record of success in an entrepreneurial environment.
- * Excellent oral and written communication skills.
- * Ability to manage to outcomes.