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STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
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Concord, N.H. 03301
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May 27, 2013

100% Workforce Incentive Funds

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), 156 Main Street, Brockton, MA 02301 (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, Manchester and Nashua) upon Governor and Council approval for the period effective from July 1, 2013 through June 30, 2015 in an amount not to exceed \$992,007.68 pending legislative approval of the next biennial budget. Funding is 100% Other. Funding is available as follows with the authority to adjust encumbrances in each of the State fiscal years through the Budget Office if needed and justified:

<u>Account No.</u>	<u>Amount</u>	<u>Fiscal Year</u>
06-56-56-565010-4095-073	\$496,003.84	2014
06-56-56-565010-4095-073	\$496,003.84	2015

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 \$1,624,218.00 for FY14 and anticipates similar funding for FY15 by the NH Department of Resources and Economic Development, Office of Workforce Opportunity. NH 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) 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 Title I Youth program.

Her Excellency, Governor Margaret Wood Hassan
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May 27, 2013

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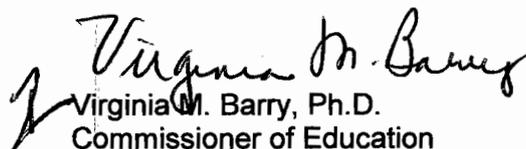
The purposes for the WIA Title I Youth funds are: (1) to provide to eligible youth seeking assistance in achieving academic and employment success, effective and comprehensive activities, which shall include a variety of options for improving educational and skill competencies and provide effective connections 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.

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 2, 2012. The RFP was sent to all high 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 essential elements and compliance with the requirements. A copy of the RFP was included on the NH Department of Education and NH Works web pages as well as the Manchester Union Leader and Sunday News on November 6, 2012 through November 8, 2012. Thirteen (13) proposals were 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).

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

Attachment A

Proposal Criteria in RFP:

	In-School Points	Out-of-School Points
Program Design	10	10
Program Components	10	10
Collaboration	10	10
Organizational Experience	20	20
Past Outcomes	40	40
Budget	15	15
Leveraged Resources and Sustainability	15	15
Employer Relationships & Credentials		15
Out-of-School Youth Bonus Points – Serving the Neediest Youth		<u>25</u>
TOTAL	120	160

The Council awarded, as reflected in the Request for Proposal a 1) regional distribution of funding (North Country: 24% - Belknap, Carroll, Coos, and Grafton counties; Seacoast: 14% - Rockingham and Stafford counties; Hillsborough: 48%; and West Central: 14% - Cheshire, Merrimack and Sullivan counties) and to ensure attainment of the federal standard that 30% will be expended on out-of-school youth programming, initially targeted at 45% but funding decisions were awarded at 44% out-of-school youth programming

Reviewers were:

Reviewers for the out-of-school youth proposals:

- Dwight Davis, Keller Williams Coastal Realty, Chair of the Youth Council which is the board that oversees these funds and programs. Mr. Davis has been a member of the Youth Council for many years. All Youth Council members are appointed by the Governor.
- Michele Desmond, member of the Youth Council and Manchester Housing Authority

- Silvia McCarron Executive Director, Executive Director at Wadleigh, Starr & Peters, P.L.L.C and HR State Council of NH,
- Bonnie St. Jean, Administrator at the Office of Workforce Opportunity NH Department of Resource and Economic Development. Ms. St. Jean is responsible for the program management of WIA Youth and Adult funding.

Reviewers for the in-school youth proposals in Hillsborough County:

- Dwight Davis, Chair if the Youth Council.
- Joy Barrett, member of the Youth Council and CEO Big Brothers Big Sisters of Nashua
- Rick Wheeler, Youth Council Member and Vice President of Personnel for Assoc. Grocers of New England and current.
- Debra Tuttle, NH HR State Council. Past. Director of Human Resources at Comstar, Inc
- Susan Randal, Education Consultant NH Department of Education responsible for Grants Management for Drop-Out Prevention.
- Debra Tasker, Administrator- GED Programs, NH Department of Education -- (very experienced at understanding needs of high school dropouts working to achieve their GED)
- Michael Power, Administrator at the Office of Workforce Opportunity NH Department of Resource and Economic Development.
- Justina Crosby, Program Specialist at the NH Department of Education providing technical assistance to WIA Out-of-School Youth Programs on Employer Relations.
- Bonnie St. Jean, Administrator at the Office of Workforce Opportunity NH Department of Resource and Economic Development.
- Pauline LaCroix, Program Specialist for the NH Department of Education responsible for WIA Compliance Monitoring.
- Kimberly Runion, Administrator for WIA Youth Programming at the NH Department of Education responsible for the subcontracts and WIA grants management.

Funding Recommendation:

Region	Applicant	In-School Youth	Out-of-School Youth	Approved Amount FY14/FY 15	Average Score	Unfunded Proposals	Regional Reviewers
<u>North Country In School</u>	America's Youth Teenage Unemployment Reduction Network: Laconia		X	\$312,812.42	128 (80%)		D.Davis M. Desmond S. McCarron B. St. Jean
<u>Hillsborough</u>	America's Youth Teenage Unemployment Reduction Network: Nashua OSY		x	\$236,541.62	129.69 (81.1%)		D.Davis M. Desmond S. McCarron B. St. Jean
<u>Hillsborough</u>	America's Youth Teenage Unemployment Reduction Network: Manchester Central, Nashua North & South	x		\$442,653.64	93.25 (77.7%)		D. Davis M. Power J. Crosby K. Runion
TOTAL AMERICA'S YOUTH UNEMPLOYMENT REDUCTION NETWORK				\$992,007.68			
<u>North Country In School</u>	NH-JAG: Berlin & Woodsville	x		\$353,512.00	111.5 (93%)		J. Barrette R. Wheeler S. Randall P. LaCroix
<u>North Country In School</u>	Enriched Learning		X		92.19 (57.6%)	Not recommended for funding	D.Davis M. Desmond S. McCarron B. St. Jean
<u>Seacoast</u>	Project Pride		x	\$389,934.08	129.79 (78.9%)		D.Davis M. Desmond S. McCarron B. St. Jean
<u>Seacoast</u>	Boys and Girls Club, Salem	X			73 (63%)	Not recommended for funding	J. Barrette R. Wheeler S. Randall P. LaCroix
<u>West Central</u>	NH-JAG: Merrimack Valley	X		\$172,377.00	110 (92.2%)		D. Tuttle D. Tasker J. Crosby B. St. Jean
<u>West Central</u>	Franklin School District	x		\$211,875.68	99.25 (82.7%)		D. Tuttle D. Tasker J. Crosby B. St. Jean
<u>West Central</u>	Pace Career Center	x			39 (33%)	Not recommended for funding	D. Tuttle D. Tasker J. Crosby B. St. Jean
<u>Hillsborough</u>	NH-JAG: Manchester Community College		X	\$276,720.00	141.94 (88.7%)		D.Davis M. Desmond S. McCarron B. St. Jean
<u>Hillsborough</u>	NH-JAG: Memorial & West	X		\$356,593.00	103.75 (86.5%)		D. Davis M. Power J. Crosby K. Runion
<u>Hillsborough</u>	SERESC		X		95 (59.4%)	Not recommended for funding	D.Davis M. Desmond S. McCarron B. St. Jean

Subject:

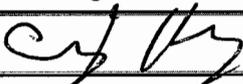
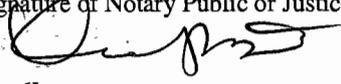
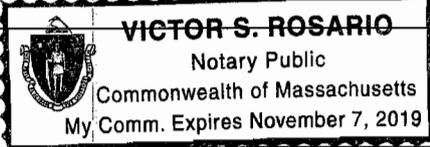
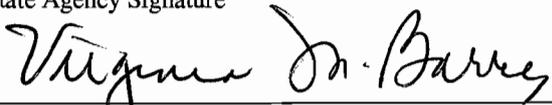
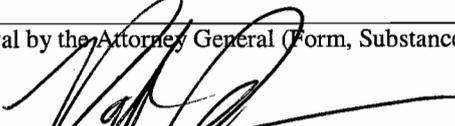
America's Youth Teenage Unemployment Reduction Network-WIA

AGREEMENT

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

GENERAL PROVISIONS

1. IDENTIFICATION.

1.1 State Agency Name New Hampshire Department of Education		1.2 State Agency Address 21 South Fruit St., Suite 20, Concord, NH 03301	
1.3 Contractor Name America's Youth Teenage Unemployment Reduction Network		1.4 Contractor Address 156 Main Street, Brockton, MA 02301	
1.5 Contractor Phone Number 508.580.2659	1.6 Account Number 06-56-40950000-073	1.7 Completion Date June 30, 2015	1.8 Price Limitation \$992,007.68
1.9 Contracting Officer for State Agency Virginia M. Barry, Ph.D., Commissioner		1.10 State Agency Telephone Number 603.271.3144	
1.11 Contractor Signature 		1.12 Name and Title of Contractor Signatory Craig Kenney CEO	
1.13 Acknowledgement: State of <u>Massachusetts</u> , County of <u>Plymouth</u> On <u>5/23/2013</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  [Seal]			
1.13.2 Name and Title of Notary or Justice of the Peace Victor ROSARIO - Notary Public			
1.14 State Agency Signature 		1.15 Name and Title of State Agency Signatory Virginia M. Barry, Ph.D., Commissioner of Education	
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:  On: 5/30/13			
1.18 Approval by the Governor and Executive Council By: _____ On: _____			

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.

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

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
Manchester Central High School In-School	60 students
Nashua High School North/South In-School	60 students
Nashua Out-of-School Youth Program	56 students
Laconia 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) Ten (10) Essential Elements.

3. The Contractor is responsible for recruitment, including advertising and development of related materials.

4. The Contractor is responsible for recruitment and eligibility certification. All clients to be served through these program funds must be:

- In-school youth: Age 14 by April 1, 2013 (PY13) or April 1, 2014 (PY14); out-of-school youth: age 18 by September 1, 2013 (PY13) or age 18 by April 1, 2014 (PY14)
 - A low-income individual as defined by the Workforce Investment Act.
 - Certified eligible for WIA Title I funds.
 - In addition to the above, the successful participant must possess one of the following barriers:
 - Deficient in basic literacy skills
 - A school dropout
 - Homeless, a runaway, or a foster child
 - Pregnant or a parent
 - An offender
 - The sixth barrier shall be youth at risk of dropping out of school per Jobs for America's Graduates' definition for in-school youth:
 - One or more years behind modal grade for one's age group, with particular emphasis on those two or more years behind modal grade

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- Above average number of absences during the past school year in comparison to other students in the school
- Below average academic test scores relative to students in his/her class with particular emphasis on those in the bottom 25% of the test score distribution.
- Placed on probation, suspended from school or expelled from school one or more times during the past years
- Member of an economically disadvantaged family. Criteria for determining one's economic status is that used in local JTPA/WIA programs
- Lives with only one or neither of his/her natural parents
- Mother has not graduated from high school
- Closest friends have limited educational expectations, i.e. they do not expect to graduate from high school or have already dropped out of school
- Substance abuse
- The sixth barrier for out-of-school youth shall be:
- Youth unemployed six months out of the last two years. An individual who requires additional assistance to complete an educational program, or to secure and hold employment

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 WIA 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.

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 WIA 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.

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- 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:
 - (i) Preparation for post-secondary educational opportunities, in appropriate cases;
 - (ii) Strong linkages between academic and occupational learning;
 - (iii) Preparation for unsubsidized employment
 - (iv) In appropriate cases; and effective connections to intermediaries with strong links to
 - (a) The job market; and
 - (b) Local and regional employers.

8. **The WIA Ten (10) 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.

Contractor Initials AK
Date 5/23/13

9. One Stop Services to Youth:
- a) WIA youths, aged 18-21, may also be eligible for services supported through WIA Adult or Dislocated Worker funds. Contractor shall make the appropriate referrals to allow the youth 18-21 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. 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:
15. State Administrator Meeting: A representative of the contractor shall attend regularly scheduled Administrator meetings in order to address training and program issues.

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Contractor Initials CH
Date 5/23/13

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	PY12 Standard
Youth age 19-21 when complete or leave training	
➤ Entry into unsubsidized employment	75%
➤ Retention in unsubsidized employment after 6 months	77%
➤ Earnings gain in unsubsidized employment after 6 months (quarterly increase from application quarter)	\$3,000
➤ Attainment of a recognized credential relating to academic achievement	57%
Youth age 14-18 when complete or leave training	
➤ Attainment of basic skills	82%
➤ Attainment of secondary school diplomas and recognized equivalents	70%
➤ Placement and retention in postsecondary education, advanced training, military service, employment or qualified apprenticeships	69%
Core Measures	
➤ Placement in Employment or Education	50%
➤ Attainment of a degree or certificate of those enrolled in education	55%
➤ Literacy and numeracy gains of those who are basic skills deficient	63.4%

Co-Enrollment Performance Measures:

a) 18-21 year olds being served with adult funding may choose to be enrolled in a youth-funded activity; or an 18-21 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 18-21 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.

Contractor Initials AK
Date 5/23/13

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:

- Attainment of 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.
- 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.

Contractor Initials Ch
Date 5/23/13

EXHIBIT B

Estimated Budget: Estimated Budget: Limitation on Price: Payment

	FY14	FY15	Total
Tuition	\$45,971.70	\$45,971.70	\$91,943.40
Staff salaries/Wages	\$270,363.27	\$270,363.27	\$540,726.54
Participant Wages	\$42,867.61	\$42,867.61	\$85,735.22
Fringe benefits	\$59,479.92	\$59,479.92	\$118,959.84
Travel/Transportation	\$5,500.00	\$5,500.00	\$11,000.00
Communications	\$4,560.00	\$4,560.00	\$9,120.00
Program Fees	\$4,500.00	\$4,500.00	\$9,000.00
Expendable Supplies	\$5,300.00	\$5,300.00	\$10,600.00
Textbooks	\$800.00	\$800.00	\$1,600.00
Facilities/Space	\$6,000.00	\$6,000.00	\$12,000.00
Support Services	\$10,000.00	\$10,000.00	\$20,000.00
Profit (for profit orgs only)	\$0.00	\$0.00	\$0.00
Advertising	\$250.00	\$250.00	\$500.00
Sub Total	\$455,592.50	\$455,592.50	\$911,185.00
Indirect	\$40,411.34	\$40,411.34	\$80,822.68
TOTAL	\$496,003.84	\$496,003.84	\$992,007.68

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 Department of Education approval prior to transferring from one line item to another.

Limitation of Price:

This contract will not exceed \$992,007.68. FY14 funds will not exceed \$496,003.84; FY15 funds will not exceed \$496,003.84. 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 \$221,326.82 may be spent on in-school youth services in FY14 and \$221,326.82 for in-school youth services in FY15.

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.

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Contractor Initials AK
Date 5/23/13

EXHIBIT C

Special Provisions

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.

Contractor Initials AK
Date 5/23/13

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 21st day of May, A.D. 2013.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner
Secretary of State

Certificate of Authority

I, Mauro Torres the President and Board Chairman of America's Youth Teenage Unemployment Reduction Network (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 May 22, 2013, which meeting was held in accordance with the law of the state of incorporation and the by-laws of the corporation:

That: . America's Youth Teenage Unemployment Reduction Network (MY TURN, Inc.) will enter into a contract with the NH Department of Education to provide employment and training services to in and out of school youth. This resolution shall remain in effect until specifically revoked.

That: America's Youth Teenage Unemployment Reduction Network (MY TURN, Inc.). Board of Directors has named Craig Kennedy 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 organizational meeting on May 22, 2013.
- (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:

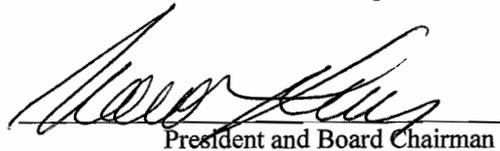
Mauro Torres, President

Craig Kennedy, CEO

Jill Conlon, Clerk

IN WITNESS WHEREOF, I have hereunto set my hand as the President and Board Chairman of the Corporation this 23 day of MAY 20 13.

(Corporate Seal if any)


President and Board Chairman

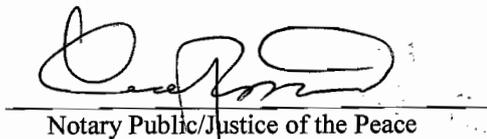
(If the corporation has no seal, the Clerk/Secretary shall acknowledge the certificate before an authorized officer below)

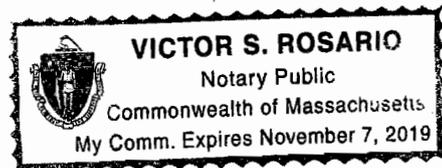
Commonwealth of Massachusetts

COUNTY OF Plymouth

On MAY 23, 2013, 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





CERTIFICATE OF LIABILITY INSURANCE

MYTURN0-02

CAGE

DATE (MM/DD/YYYY)
1/4/2013

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, Inc. 100 Front Street, Suite 800 Worcester, MA 01608-1438	(508) 852-8500	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:
INSURED America's Youth Teenage Unemployment Reduction Network, Inc dba MY TURN INC 156 Main Brockton, MA 02301		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Insurance Co. INSURER B: Twin City Fire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:

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.

INSTR	TYPE OF INSURANCE	ADDL INSR	INSR	VOG	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJ. SECT <input type="checkbox"/> LOC				PHPK900011	8/24/2012	8/24/2013	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 type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS				PHPK900011	8/24/2012	8/24/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (PER ACCIDENT) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ 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	08WECNM0314	8/23/2012	8/23/2013	WC STATUTORY LIMITS <input type="checkbox"/> OTHER <input type="checkbox"/> 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 (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER New Hampshire Department of Education & Workforce Opportunity Council 12 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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ACORD 25 (2010/05)

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AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2012 AND 2011

ASSETS	<u>2012</u>	<u>2011</u>
CURRENT ASSETS		
Cash & Cash Equivalents	\$ 114,266	\$ 99,518
Accounts Receivable	161,628	245,657
Prepaid Expenses	6,420	-
	<hr/>	<hr/>
TOTAL CURRENT ASSETS	282,314	345,175
FIXED ASSETS		
Software	99,992	103,258
Computer Equipment	54,270	57,330
Office Equipment	18,307	21,498
Furniture and Fixtures	9,978	11,187
Leashold Improvements	8,933	10,747
Less: Accumulated Amortization and Depreciation	(191,480)	(196,038)
	<hr/>	<hr/>
TOTAL NET FIXED ASSETS	-	7,982
OTHER ASSETS		
Deposits	5,300	5,300
Other Long Term Assets	2,240	2,240
	<hr/>	<hr/>
TOTAL OTHER ASSETS	7,540	7,540
	<hr/>	<hr/>
TOTAL ASSETS	\$ 289,854	\$ 360,697
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts Payable	\$ -	\$ 1,422
Accrued Expenses	23,918	27,814
Accrued Payroll and Related Expenses	49,498	92,173
	<hr/>	<hr/>
TOTAL CURRENT LIABILITIES	73,416	121,409
	<hr/>	<hr/>
TOTAL LIABILITIES	73,416	121,409
NET ASSETS		
Temporarily Restricted	94,544	78,399
Unrestricted	121,894	160,889
	<hr/>	<hr/>
TOTAL NET ASSETS	216,438	239,288
	<hr/>	<hr/>
TOTAL LIABILITIES AND NET ASSETS	\$ 289,854	\$ 360,697

The accompanying notes are an integral part of these financial statements.

AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012			2011		
	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL	UNRESTRICTED	TEMPORARILY RESTRICTED	TOTAL
PUBLIC SUPPORT AND REVENUES						
Grants and Contributions	\$ 357,968	\$ 22,956	\$ 380,924	\$ 296,630	\$ 189,385	\$ 486,015
Program Service Fees	661,025	-	661,025	1,376,370	-	1,376,370
Interest Income	286	-	286	993	-	993
Net Assets Released from Restrictions	6,811	(6,811)	-	293,075	(293,075)	-
TOTAL SUPPORT AND REVENUES	1,026,090	16,145	1,042,235	1,967,068	(103,690)	1,863,378
EXPENSES						
Program expenses:						
Administration	117,949	-	117,949	391,473	-	391,473
Fundraising	29,341	-	29,341	69,937	-	69,937
Program Services	917,795	-	917,795	2,007,163	-	2,007,163
TOTAL EXPENSES	1,065,085	-	1,065,085	2,468,573	-	2,468,573
CHANGES IN NET ASSETS	(38,995)	16,145	(22,850)	(501,505)	(103,690)	(605,195)
NET ASSETS, Beginning of Year	160,889	78,399	239,288	662,394	182,089	844,483
NET ASSETS, End of Year	\$ 121,894	\$ 94,544	\$ 216,438	\$ 160,889	\$ 78,399	\$ 239,288

The accompanying notes are an integral part of these financial statements.

AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF CASH FLOWS
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	<u>2012</u>	<u>2011</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Increase (Decrease) in Net Assets	\$ (22,850)	\$ (605,195)
Adjustments to Reconcile Changes in Net Assets to Net Cash Provided By (Used In) Operating Activities:		
Amortization and Depreciation	7,982	14,780
Changes in Operating Assets:		
(Increase) Decrease in Accounts Receivable	84,029	352,156
(Increase) Decrease in Prepaid Expenses	(6,420)	22,797
Increase (Decrease) in Other Assets	-	1,850
Changes in Operating Liabilities:		
Increase (Decrease) in Accounts Payable	(1,422)	(30,246)
Increase (Decrease) in Accrued Expenses	(46,571)	(86,727)
Increase (Decrease) in Deferred Revenue	-	-
Net Cash From Operating Activities	<u>14,748</u>	<u>(330,585)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of Property and Equipment	<u>-</u>	<u>-</u>
Net Cash from Investing Activities	<u>-</u>	<u>-</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Advances on Line of Credit	100,000	55,000
Repayments on Line of Credit	<u>(100,000)</u>	<u>(55,000)</u>
Net Cash From Financing Activities	<u>-</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	14,748	(330,585)
CASH, Beginning of year	<u>99,518</u>	<u>430,103</u>
CASH, End of year	<u>\$ 114,266</u>	<u>\$ 99,518</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION:		
Interest Paid	<u>\$ 2,644</u>	<u>\$ 498</u>

The accompanying notes are an integral part of these financial statements.

AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEARS ENDED JUNE 30, 2012 AND 2011

	2012			2011				
	Administration	Fundraising	Program Services	Total	Administration	Fundraising	Program Services	Total
Salaries and benefits	\$ 48,343	\$ 13,987	\$ 714,253	\$ 776,583	\$ 253,385	\$ 63,982	\$ 1,613,339	\$ 1,930,706
Occupancy	25,607	489	122,572	148,668	41,960	1,750	209,129	252,839
Supplies and support	7,801	14,518	79,605	101,924	34,613	2,325	166,734	203,672
Consultants and professional fees	28,216	347	1,365	29,928	46,735	1,880	17,961	66,576
Depreciation and amortization	7,982	-	-	7,982	14,780	-	-	14,780
Totals	\$ 117,949	\$ 29,341	\$ 917,795	\$ 1,065,085	\$ 391,473	\$ 69,937	\$ 2,007,163	\$ 2,468,573

The accompanying notes are an integral part of these financial statements.

**GOVERNING BOARD OF DIRECTORS – FY13
BOARD OFFICERS**

(All positions are voluntary and unpaid)

Mauro Torres, Chairman

Architect, East Region

Microsoft Consulting Services, Financial Services East

Elliott E. Barry

Vice President

Commercial Lending

Citizens Bank New Hampshire

Willets A. Silkworth – Retired May 2012

Senior Vice President – HR & Purchasing

Crescent Credit Union

Barbara Duffy

Community Relations Director

BAMSI

Penny Cameron

RN, Good Samaritan Hospital

MY TURN Program Alumna

Manchester Central ISY, Nashua North/South ISY	FY14 4/1/13- 6/30/14	FY'15 7/1/14- 6/30/15	FY16 7/1/15- 6/30/16	Percent of Time on This Contract	Salary Total	FY14 4/1/13- 6/30/14	FY'15 7/1/14- 6/30/15	FY16 7/1/15- 6/30/16	Benefits Total	Total
	Salary	Salary	Salary			Benefits	Benefits	Benefits		
Regional Executive Director	\$6,300.00	\$6,300.00	\$1,575.00	8.00%	\$14,175.00	\$1,323.00	\$1,323.00	\$330.75	\$2,977	\$17,151.75
Program Director	\$25,000.00	\$25,000.00	\$12,500.00	50.00%	\$62,500.00	\$5,250.00	\$5,250.00	\$2,625.00	\$13,125	\$75,625.00
Career Specialist	\$40,000.00	\$40,000.00	\$10,000.00	100.00%	\$90,000.00	\$8,400.00	\$8,400.00	\$2,100.00	\$18,900.00	\$108,900.00
Career Specialist	\$35,000.00	\$35,000.00	\$8,750.00	100.00%	\$78,750.00	\$7,350.00	\$7,350.00	\$1,837.50	\$16,538	\$95,287.50
Follow-Up Coordinator	\$9,555.00	\$9,555.00	\$2,388.75	25.00%	\$21,498.75	\$2,006.55	\$2,006.55	\$501.64	\$4,515	\$26,013.49
Administrative Assistant										
Total	\$115,855.00	\$115,855.00	\$35,213.75	283.00%	\$266,923.75	\$24,329.55	\$24,329.55	\$7,394.89	\$56,053.99	\$322,977.74
Nashua OSY	FY14 4/1/13- 6/30/14	FY'15 7/1/14- 6/30/15	FY16 7/1/15- 6/30/16	Percent of Time on This Contract	Salary Total	FY14 4/1/13- 6/30/14	FY'15 7/1/14- 6/30/15	FY16 7/1/15- 6/30/16	Benefits Total	Total
	Salary	Salary	Salary			Benefits	Benefits	Benefits		
Regional Executive Director	\$3,500.00	\$3,500.00	\$750.00	4.00%	\$7,750.00	\$875.00	\$875.00	\$187.50	\$1,937.50	\$9,687.50
Program Director	\$12,875.00	\$13,003.75	\$3,283.45	25.00%	\$29,162.20	\$3,218.75	\$3,250.94	\$820.86	\$7,290.55	\$36,452.75
Career Specialist	\$41,200.00	\$41,612.00	\$10,507.03	100.00%	\$93,319.03	\$10,300.00	\$10,403.00	\$2,626.76	\$23,329.76	\$116,648.79
Follow-Up Coordinator	\$9,841.65	\$9,940.07	\$2,509.87	25.00%	\$22,291.58	\$2,460.41	\$2,485.02	\$627.47	\$5,572.90	\$27,864.48
Administrative Assistant										
Total	\$67,416.65	\$68,055.82	\$17,050.34	154.00%	\$152,522.81	\$16,854.16	\$17,013.95	\$4,262.59	\$38,130.70	\$190,653.51
Laconia OSY	FY14 4/1/13- 6/30/14	FY'15 7/1/14- 6/30/15	FY16 7/1/15- 6/30/16	Percent of Time on This Contract	Salary Total	FY14 4/1/13- 6/30/14	FY'15 7/1/14- 6/30/15	FY16 7/1/15- 6/30/16	Benefits Total	Total
	Salary	Salary	Salary			Benefits	Benefits	Benefits		
Regional Executive Director	\$3,500.00	\$3,500.00	\$750.00	4.00%	\$7,750.00	\$875.00	\$875.00	\$187.50	\$1,937.50	\$9,687.50
Program Director	\$12,875.00	\$13,003.75	\$3,283.45	25.00%	\$29,162.20	\$3,218.75	\$3,250.94	\$820.86	\$7,290.55	\$36,452.75
Career Specialist	\$41,200.00	\$41,612.00	\$10,507.03	100.00%	\$93,319.03	\$10,300.00	\$10,403.00	\$2,626.76	\$23,329.76	\$116,648.79
Follow-Up Coordinator	\$19,683.30	\$19,542.55	\$5,019.73	50.00%	\$44,245.59	\$4,920.83	\$4,885.64	\$1,254.93	\$11,061.40	\$55,306.98
Administrative Assistant										
Total	\$77,258.30	\$77,658.30	\$19,560.21	179.00%	\$174,476.81	\$19,314.58	\$19,414.58	\$4,890.05	\$43,619.20	\$218,096.02

Position Description
MY TURN, Inc.
Case Manager



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 800 youth annually in 7 gateway cities in Massachusetts and New Hampshire.

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

Position:

The Case Manager will work with a diverse population of out-of-school youth ages 16-21. The Case Manager will provide 25 program participants with intensive career and academic assessment, planning, service delivery, placement and follow up. The Case Manager will also network with key stakeholders and support services throughout the community to ensure that program participants have access to needed support services. The Case Manager will work closely with the Director of Programs to ensure that all activities are integrated with the overall mission and curriculum of MY TURN.

Reports To:

Director of Programs

Responsibilities:

- * Provide initial assessment of program participants' ability and knowledge levels surrounding career and life skills and orient new participants to the program. Provide post-program evaluation upon program exit.
- * Distribute and administer interest inventories to all program participants and share information with the OSY Regional Team.
- * Conduct classes covering employability and life skills.
- * Conduct one-on-one training covering employability and life skills.
- * Participate in long term planning of employability training and curriculum development.

- * Conduct program participant outreach via telephone, correspondence, and in person. Outreach should occur during recruitment, service delivery and follow up phases.
- * With the OSY Regional Team, implement MY TURN's phase approach to stress academics and employments in a stage-appropriate manner.
- * As appropriate, provide job or education placement for program participants.
- * Provide field trips to businesses and institutions of higher education for appropriate clients.
- * Set up and monitor job shadows and internships as appropriate.
- * Coordinate with local social service agencies to ensure that program participants are able to access community resources. Provide extensive follow-up with program participants and agencies to ensure follow-through.
- * Maintain contact and involve parents/guardians/support network of program participants to the maximum extent possible.
- * Complete and maintain extensive program documentation as required by funding sources and MY TURN.
- * Update all program participant information in ETO on a weekly basis.
- * Analyze data in ETO to identify trends, best practices, and areas in need of improvement. Work with the OSY Team to construct and deliver a strategic work plan to implement services which will lead to the accomplishment of the MY TURN goals and objectives.
- * Track all program participants for 12 months from program exit. Follow up should be two hours/month minimum. Ensure exited participants are retained in their employment, post-secondary education, and/or training program placement.
- * Deliver 10 essential elements and all other WIA program requirements.
- * Performs other duties as assigned in support of MY TURN, Inc.

Job Requirements:

- * Bachelor's Degree from an accredited institution preferred (Candidates with Associate's Degrees and extensive experience may be 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.

Allison Joseph

EDUCATION

→**Bachelor of Arts, Sociology**
Saint Anselm College, Manchester, NH

→**Course Highlights:** Intro to Sociology, Sociological Theory, Social Welfare, Social Work II, Race and Ethnic Relations, Gender and Society, Deviance and Social Control, Juvenile Delinquency, Criminology, General Psychology I & II, Abnormal Psychology. Also completed nationally recognized Humanities Program which included lecture and seminar components in a number of disciplines including Philosophy, English, and Critical Thinking.

→**Computer Skills:** Microsoft Office (Word, Excel, PowerPoint, etc.), SPSS, Internet Research, ability to quickly learn new programs

RESEARCH

→**Thesis:** Independently developed research project including experimental design, literature review, data analysis, verbal and written presentations. Created and conducted an ethically sound interview. Utilized my ability to multitask to meet firm deadlines while keeping up with other course work and athletic commitments.

EXPERIENCE

→**Macy's, Bedford, NH**

Sales Associate (Summer 2006)

Based on ability and performance, received progressive responsibility including the handling of high-theft inventory (jewelry, designer purses, etc). Not once had a theft or a short drawer. Provided outstanding customer service and exhibited sales skills by meeting all quotas (opening new accounts, daily sales totals, etc). Learned how to market merchandise and excelled in "up-selling" inventory.

→**City of Manchester, Department of Parks and Recreation, Manchester, NH**

"Fun in the Sun" Counselor (Summers 2004 & 2005)

Was responsible for the care and well-being of approximately 30 children. Organized and chaperoned many field trips and on-site activities. Worked as a team with other counselors under the guidance of our site-leader. Served as disciplinarian when necessary. Spoke directly with parents who had questions or concerns about daily activities.

ACTIVITIES

→**Saint Anselm College, Varsity Softball Team (2002-2006)**

Captain (2006)

Served as team leader and liaison to coaching staff. Set and achieved both individual and team goals. Organized and ran pre-season work outs. Organized activities off the field to develop strong intra-team bonds. Set an example for the team by working hard and demanded the same of them. Balanced a rigorous class load with a demanding athletic schedule.

→**Volunteer (2000-Present)**

Volunteered my time and services to a number of programs and organizations including but not limited to Kid's Café, Teen Closet, Soup Kitchen, Academic Resource rooms at Southside Junior High (All Manchester, NH) and Habitat for Humanity (Bridgeport, CT)

References Available upon Request.

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

The Closet Factory, Hudson, New Hampshire

Provider of Custom designed organizational units.

Service Coordinator -Responsibilities involved a variety of office duties.

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

Craig A. Kennedy

(508) 580-2659x215

Email: Ckennedy@my-turn.org

Experience: 20 years management experience in the public and private sectors. Specific experience includes:

Chief Executive/Operating Officer, MYTURN, Inc.

January 2011 to present

Brockton, MA

- Oversees day to day operations of entire agency.
- Manages all aspects of Human Resources, Programming, Information Technology, Finance, and Operations.
- Coordinates a team that established and monitored performance metrics throughout a geographically dispersed multi-state operation.
- Responsible for ensuring effective interdepartmental coordination and cooperation, increasing efficiency and outcomes.
- Coordinates all internal and external reporting.
- Develops, maintains, and reports on organizational budget and monthly cash flow.
- Responsible for most external stakeholder relationships and external agency communications.
- Manages all aspect of contract compliance with state and local funding sources.

Director of Implementation, Boston College City Connects Program

January 2011-January 2012

Boston, MA

- Managed student support services in 23 underperforming elementary schools in Boston and Springfield. Through a staff of 28 clinicians and two program managers oversaw the coordination of over 33,000 services for 6,100 children.
- Streamlined management practices and infrastructure to accommodate a geographically diverse organization including creation of an intranet, codifying and implementing an improved professional development system, creation of distance learning tools

Vice President of Operations, MY TURN, Inc.

July 2004-January 2011

Brockton MA

- Oversees all aspects of Human Resources, Information Technology, Finance, and Operations
- Project lead on implementation of a four year longitudinal external evaluation of programming. Oversaw vendor solicitation and selection process, created an evaluation advisory committee, and is liaison for evaluation implementation.
- Supervised staff bookkeeper and oversaw all aspects of a Finance department with an annual budget of \$3.9M including budget creation and analysis, classification of income and expenses, overseeing the annual audit including UFR and A133, overseeing A/R and A/P, financial reporting, grants management, and staff financial training. Managed a complex budgetary environment spanning 21 cost centers over three states and more than 50 funding streams.
- In collaboration with the Bridgespan Group, was an integral part in the creation of three successive business plans that more than doubled service capacity and revenue.
- Coordinated staff recruitment and hiring, oversees benefits administration, HR policy, payroll, employee relations, conducts all CORI criminal background checks, performs all HR reporting.
- Oversaw all aspects of IT in a complex environment including administering Exchange and Sharepoint servers, a VPN, system and user support for remote users in 22 sites spread across three states. Responsible for IT security, website development, software upgrades, disaster recovery planning and training, software license tracking and obtaining software donations, user training, administering an "E-Mentoring program," and computer inventory.
- Created a comprehensive MIS system to track over 250 elements of programming and deployed it over a wide geographic area. Created and implemented a reporting and analysis system to give routine programmatic updates to appropriate staff to ensure program quality, contract compliance, and continuous improvement. Transitioned organization to Efforts to Outcomes database, building out the platform and conducting all user training, database changes and improvements, and data analysis.
- Worked with a consultant to create an IT plan that addressed all aspects of required functionality and training. Personally implemented the plan and solicited donations of software, hardware, and technical support valued at over \$80,000. Designed and implemented a comprehensive, year-long management training program.
- Assumed the duties of CEO during the Chief Executive's extended medical leave.

Out of School Youth Coordinator, MY TURN, Inc.

March 1999-July 2004

Brockton MA

- Created and implemented an out-of-school youth program model geared specifically for workforce development. Personally raised \$1.4M to support the programs. Managed all aspect of program implementation and operation. Grew the model from one site with a single staff member to seven sites spread across Southeastern Massachusetts with ten full time and seven part time staff.
- Successfully achieved every outcome benchmark in fourteen performance driven contracts over a five year period.
- Reduced annual staff turnover in the Out-of-school youth department to less than 5% over a five year period.
- Directed and conducted all aspects of a \$235,000 federal mentoring grant, which was in addition to the out-of-school youth programming.

Customer Service Manager, CINTAS Corp.

April 1998-March 1999

Taunton, MA

- Managed a staff of 13 and weekly sales of over \$100,000.
- Increased weekly sales by over 15% and profits by 12%.
- Responsible for customer relations with over 900 accounts.

Fleet Liaison Officer/Master-At-Arms Officer, USN

1996-1998

Newport RI

- Managed a staff of 10 and budgets totaling over \$200,000.
- Independently managed all aspects of port operations.
- Initiated and oversaw organizational changes which enabled the base to eliminate an entire division while increasing customer service.
- Twice decorated for meritorious service by the United States Coast Guard. Awarded the Navy Commendation medal by the Chief of Naval Education and Training.

Combat Information Center /Missiles Officer, USN

1993-1996

USS JOHN HANCOCK

- Planned and executed ship's operations.
- Created and maintained ship's short and long range schedules and coordinated military exercises.
- Maintained 14 separate training programs for over 325 sailors.
- Managed a staff of 30 personnel.
- Awarded the Navy and Marine Corps Achievement Medal by Commander, Naval Surface Forces U.S. Atlantic Fleet.
- Maintained and operated four weapons systems and associated fire control systems.

Education:

Masters in Public Administration, Bridgewater State College
BA, Political Science, Boston University

Specialized Abilities:

- Strong abilities in spoken and written French. Spent two months as an exchange officer with the French Navy
- Excellent computer skills. Experienced in numerous software packages including all versions of Microsoft Office Windows, Lotus CC Mail and Notes, Word Perfect, and AS 400 use. Advanced database administrator with experience in both SQL and Access database creation and administration. Web-design using Front-page, Mambo, and Dreamweaver. Project manager for corporate migration to, and system administrator for, a MS Exchange server. Created corporate extranet using MS Sharepoint Portal Server integrated with Exchange, trained all staff and implemented system. Accomplished in use of SPSS for advanced statistical analysis and modeling.
- Certified by ADP in processing payroll.

Other Military Experience:

- Attained the rank of Lieutenant Commander in the United States Navy as a drilling reservist after leaving active duty.

Gillyen Demers

EDUCATION

BACHELOR OF ARTS, Criminal Justice, Certificate in Spanish.

Saint Anselm College, Manchester, New Hampshire

HONORS: GPA 3.3, Dean's List, Phi Gamma Mu

COURSE HIGHLIGHTS: Deviance and Social Control, Criminal Law, Evidence, Police and Society, Juvenile Justice, Theories and Practice of Punishment, Advanced Spanish and basic levels of German and French. Completed regionally recognized Humanities Program.

LEADERSHIP/ WORK EXPERIENCE

My Turn, Inc. Nashua, New Hampshire

GED Instructor/ Follow-up Coordinator (Aug 2007- Present)

Teach GED prep courses to students ages 16-21 for non-profit organization. Responsible for students' attendance and success rates. Manage case load of 90 students in follow-up phase of program to ensure they are working or in school in order to meet performance measures of the program.

New Hampshire Marine Patrol, Lake Winnepesaukee

Seasonal part-time Police officer (Summer 2006)

Participated in police tactics and training. Enforced New Hampshire laws as pertaining to water craft operation.

Saint Anselm College, Women's Rugby Club

Vice President (Spring 2006)

Motivated younger players, helped organize and run team practices, coordinated service activities on-campus.

Saint Anselm College, Office of Residents Life

Resident Assistant (Fall 2004- Spring 2007)

Helped develop the community of Saint Anselm College in resident halls through programming. Enforced College policy. Provided support to residents.

Spring Break Alternative, West Terre Haute, IN and Los Chilles, Costa Rica

Participant (Spring 2005 and Spring 2006)

Assisted on a community shared crop farm. Provided aid at a non-profit health care clinic. Built a house for homeless family, Developed an awareness of poverty.

VOLUNTEER EXPERIENCE

American Red Cross, Manchester, NH

Public speaker (Fall 2005)

Developed public relations through contacting local schools on behalf of Red Cross. Exhibited strong public speaking skills by holding assemblies at elementary schools to discuss programs on preparedness. Awarded Certificate of Appreciation for Services during hurricane relief effort.

Police Athletic League, Manchester NH

Boxing instructor (Spring 2005)

Instructed youth in the art of boxing while forming relations with youth. Acted as mentor and role model to inner city, troubled youth.

Valley Street Jail, Manchester, NH

Assistant ESL instructor (Fall 2004)

Taught English to incarcerated, Hispanic males. Developed insight into correctional field of Criminal Justice. Exhibited discipline and respect to inmates.

Youth Detention Center, Manchester, NH

Mentor (Spring and Summer 2004)

Assisted youth with homework assignments. Formed relations with incarcerated youth as mentor. Organized activities such as volley ball, painting, and billiards.

Jeff 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

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

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

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

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

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

Sara Martel

EDUCATION

Southern New Hampshire University
M. Ed ESOL

EXPERIENCE

2011 – current **MyTurn, Inc – Manchester, NH**
Career Specialist

- Work with collaborating high school to identify, recruit and enroll 40 program participants who are not in the top tier of their graduating class and who have the interest in entering employment or occupational skills training program immediately after high school graduation.
- Provide initial assessment of program participants' ability and knowledge levels surrounding career and life skills and orient new program participants to the program.
- Conduct classes on career exploration and job readiness training skills.
- Plan activities and special events throughout the calendar year to ensure program participants meet test-taking, college and financial aid application deadlines and are recognized for their participation and accomplishments.

2011 – 2012 **Manchester Memorial High School**
Head Coach - Junior Varsity Field Hockey

- Coached the JV team and assisted the Varsity coach for two seasons
- During the first season, worked with the Varsity coach and brought the team to the State Championship game

Winter 2011 **Manchester Central High School**
Head Coach – Girl's Varsity Track

- Coached freshmen through seniors girl's during the indoor track season
- Organized bus transportation for both boy's and girl's teams for each meet
- Provided guidance and track knowledge to all the girls on the team

2008 – 2011 **Camp HalfMoon – Goffstown, NH**
Program Director

- I began there in 2008 as camp counselor, moving to a Unit Leader the following summer and then the Program Director the final two summers.
- Responsible for planning activities for the campers, including daily activities as well as weekly themed events.
- Supervised anywhere from five to ten camp counselors each summer, as well as six program staff members.
- Responsible for ordering and maintaining all supplies for the program staff.