

YSB 101

ACU: Administration and Management for 2022



YSBs...

- * **Are the lead local prevention agencies** in **Connecticut** to promote the well being of young people.
- * **Mobilize their communities** to encourage citizens, institutions, service organizations, and decision-makers to plan programs and strategies that foster positive youth and family development.
- * **Provide ongoing assessment** of youth concerns/issues and coordinate communities to maximize the use of their resources to meet youth needs.
- * **Offer opportunities for youth involvement** in community policy decisions affecting their development.



Functional YSB

- * YSBs in theory have a great deal of latitude to develop their own set of programs and services to meet the needs of their communities
 - * Wide range of services and programs provided by YSBs across the State, each YSB unique to it's area
- * Administration and Management of your YSB is essentially the bridge to your ship

Primary factors that influence the ACU functions of a YSB

- * Municipal vs Non-profit
 - * Role of the Board, development of policies, staffing
- * Regional vs Town/City
- * Needs and demographics of your community
- * Existence of other resources
- * Community allies and stakeholders
 - * *Level of support*
- * Vision for the YSB



ACU: Administration and Management

- * Staff Recruitment and Supervision
- * Maintenance of Organizational Structure
- * Monitoring of Subcontractors
- * Financial Management – Budgets, Grants, etc.
- * Filing Regulations and Implementation
- * Management and Information Services (MIS)
- * Policy Development
- * State Funding
- * Legal, Insurance & Tax Issues
- * Staff Evaluation and Development
- * Facility Management
- * Marketing
- * Decision Making
- * Staff Morale and Burn-out Prevention
- * Casework and Clinical Supervision
- * Board Management

Administration (Thinking)

YSBs

- * Leadership
 - * Decision Making
 - * Policy Development
 - * Maintenance of Organizational Structure
 - * Marketing
 - * Staying current –use of social media
- * Structural/Operational
 - * Management and Information Services (MIS)
 - * Facility Management
- * Financial Management
 - * Budgets, Grants, etc
 - * Monitoring of Subcontractors
 - * Filing Regulations and Implementation
 - * Legal, Insurance & Tax Issues
 - * State Funding

ADMINISTRATION



Management (Doing) YSBs

- * Staff Recruitment and Supervision
 - * Job market, working from home
- * Staff Evaluation and Development
- * Staff Morale and Burn-out Prevention
 - * Impact of the pandemic
 - * And, as you know, it's challenging work
- * Casework and Clinical Supervision
- * Board Management
 - * Engagement/Politics



Challenges for YSBs and CYSA

- * Competition for funding and constant need for advocacy
 - * Data collection
 - * Data driven and evidence-based approaches
- * Telling our stories
- * Engagement and activation of CYSA membership



Questions posed at Registration

- * “Budgeting money in vs money out”
 - * Excel and Googlesheets
 - * QuickBooks

- * “Time management and motivating staff”
 - * Organizational tools and calendars
 - * Strategic Planning – setting priorities
 - * Needs, values, philosophy
 - * Organizational Leadership

Finding Help

- * Reach out to CYSA Board, Chapter members and Chapter Reps
- * Connect with YSBs similar to yours
- * Consider similar models for programs/issues you are facing
 - * Models for prevention work, school-based health