



**Youth Empowerment Strategies for Success (YESS)**  
**(formerly Mega-network Continuum of Care (MCOOC)/YESS)**  
**YESS Direct Services Group (DSG) Membership Application**  
**July 1, 2013 to June 30, 2014**

Name of Agency \_\_\_\_\_

EIN/Tax ID# \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Website \_\_\_\_\_

**Agency/Organization Representative Contact Information:**

Name : \_\_\_\_\_

Title/Position with Agency: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Annual membership dues:**

- ❖ \$50 for local nonprofits/individuals
- ❖ \$75 for regional organizations with a local affiliate
- ❖ \$100 for outside entities
- ❖ \$2500 - Public Sector member
- ❖ \$5000 - Public Sector Anchor Member (Represents the historic Public Sector founding members of the Youth Consortium and serves on the Steering Committee)

\$ \_\_\_\_\_ Additional donation to be put in a scholarship fund that supports small budget grassroots agencies serving on the YESS DSG who want to be members

Please make your check payable to One East Palo Alto, which currently serves as the YESS DSG fiscal sponsor. If you have any questions, please contact James A. Childs, OEPA Executive Intern, at 650-325-2001 or email [jchilds@1epa.org](mailto:jchilds@1epa.org).



# ONE EAST PALO ALTO NEIGHBORHOOD IMPROVEMENT INITIATIVE

*One community where residents are celebrated for their diversity and are engaged, informed and empowered to attain ... and maintain a good quality of life.*

YESS\* Direct Services Group (DSG) Steering Committee Members 2013-2015

## Overview of Youth Empowerment Strategies for Success (YESS) (formerly Mega-network Continuum of Care/YESS)

**Description of the Organization.** YESS is a collaborative of organizations that focuses on improving quality of life for East Palo Alto (EPA) youth and their families. It has a bi-partite structure comprised of a Policy Group that governs, sets direction and oversees progress of the collaborative and a Direct Services Group that implements service provision initiatives.

YESS was initially formed as a result of an agreement established between the East Palo Alto Crime Reduction Task Force and the former East Palo Alto Youth and Young Adults Serving Agencies Consortium (both of which have been convened by One East Palo Alto [OEPA] since 2005 and 2004, respectively) to come together and work strategically on improving service provision in ways that ensure that EPA youth and young adults ages 14 to 24 develop all of the assets needed to realize their full potential.

YESS' overall aim is to create a formal mechanism by which different organizations that work in EPA's youth service arena can become more proactive and systems change- oriented with a view to accomplishing the following: (1) become a network of collaborating entities; (2) work to create specific goals for initiatives to be undertaken; (3) develop memoranda of understanding governing commitments, including collaborative fundraising; (4) bring concerns about youth and identified gaps in services to the fore, and (5) address service gaps in a collaborative way so as to frame the service provision work being done.

**Vision of YESS.** East Palo Alto youth and young adults are connected to resources and supports that maximize personal development.

**Mission of YESS.** The mission of YESS is currently in development. Its articulation will be guided by the following values adopted by the group: collaboration, accountability, youth/young adult- focused, inclusiveness, continuous improvement, sustainability and outcomes driven.

**YESS Membership.** Currently, YESS has attracted 36 member organizations. These include four (4) institutional entities – East Palo Alto Police Department, Ravenswood City School District, San Mateo County (Office of Supervisor Warren Slocum) and Sequoia Union High School District – and 32 local nonprofits

**Services and Activities Provided.** Each year, YESS adopts a work plan of priority services and activities to be conducted that will accomplish the following strategic goals adopted by the collaborative: promote asset development in youth programs; share information and resources; create and implement a community- wide youth plan, and link the YESS network with local, state and national funding initiatives. Priority initiatives for the 2013- 2014 fiscal year (July 1 through June 30) are as follows: (1) Youth Engagement and Youth Development – Strengthen services, supports and opportunities for and with youth and work with youth to achieve YESS goals; (2) Parent/Family Engagement – Build a collaborative family-school-community partnership that will enhance student learning and achievement by emphasizing the importance of social, emotional, and intellectual learning and development; (3) Data to Action (Data Linking and Use) – Use data and data linking to improve programs, practices and policies for youth; Fundraising to Support Joint Activities – Resource development to support YESS goals and priorities.

**Brief Description of What the YESS Membership Contribution Will Go Toward.** Institutional and nonprofit membership contributions to the YESS, \$5,000 and \$50 respectively, go toward supporting the collaborative's ongoing operations. More specifically, the contributions help cover annual costs of staff support for planning, convening and documenting regular meetings; purchasing materials and supplies for meetings and special events; funding Internet-based and other group-wide communications and conducting assessments and other evaluative procedures.

ABLE Works (formerly Northern California Urban Development) College Track East Palo Alto Library/San Mateo County Library East Palo Alto Police Department Office of Supervisor Warren Slocum San Mateo County Board of Supervisors Nuestra Casa One East Palo Alto Ravenswood City School District Sequoia Union High School District The John Gardner Center for Youth and Their Communities Youth Community Service

\*formerly known as Mega-network Continuum of Care/Youth Empowerment Strategies for Success (MCOCC/YESS)

**YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS  
(formerly MEGA-NETWORK CONTINUUM OF CARE//YESS)**

**AGREEMENT FOR CONFIDENTIAL DATA EXCHANGE BETWEEN  
GENERIC COMMUNITY-BASED ORGANIZATION (CBO) AND  
THE JOHN W. GARDNER CENTER FOR YOUTH AND THEIR COMMUNITIES at  
STANFORD UNIVERSITY**

This Data Exchange and Confidentiality Agreement (“Agreement”) between Generic Community-based Organization (hereinafter referred to as GENERIC CBO), The Board of Trustees of the Leland Stanford Junior University by and through its John W. Gardner Center for Youth and Their Communities (hereinafter referred to as JGC) describes the means to be used by JGC to ensure the confidentiality and security of information and data exchanged between GENERIC CBO and JGC for the purposes stated below.

**I. GENERAL TERMS**

**A. PURPOSE**

The JGC has developed the Youth Data Archive (YDA), an archive of matched longitudinal administrative data for conducting policy analyses for County leaders and practitioners. Policy questions to be addressed using the YDA will be developed in collaboration with participating public agencies and representatives of local community-based organizations. To ensure that the YDA is a valuable resource for all agencies contributing data, the project may also work with GENERIC CBO to identify one or more additional research questions that will be included in the project scope on behalf of GENERIC CBO.

**B. NATURE OF DATA**

To further the achievement of the above stated purpose, GENERIC CBO will at its discretion provide JGC with data extracts from the GENERIC CBO data systems to include data elements identified in **Attachment A**, as well as any additional items required to answer research questions defined by GENERIC CBO alone or with other participants in the YDA.

These data extracts will include historical information wherever possible. Additional data elements may be provided at the discretion of GENERIC CBO.

Because the YDA will match individual student level data, these data are expected to contain confidential information, the disclosure of which is restricted by a provision of law. Some examples of "confidential information" include, but are not limited to, "personal information" about individuals as defined in California Civil Code Section 1798.3 of the Information Practices Act and “personal information” about students as defined by the Code of Federal Regulations CFR Title 34 Volume 1 Part 99.3.

**C. TRANSFER OF DATA**

GENERIC CBO and JGC shall use a secure, mutually agreed upon means and schedule for transferring confidential information. GENERIC CBO will create data extracts and validate the data. Extracts will be updated using a mutually agreed upon schedule. At no time will data be sent electronically to or from the parties.

**YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS  
(formerly MEGA-NETWORK CONTINUUM OF CARE//YESS)**

**D. PERIOD OF AGREEMENT**

This Agreement shall be effective per specifications in **Attachment B**, unless terminated earlier by either party pursuant to Section F.

**E. JGC RESPONSIBILITIES**

JGC agrees to the following confidentiality statements:

1. JGC acknowledges that these data are confidential data and proprietary to GENERIC CBO, and agree to protect such information from unauthorized disclosures and comply with all applicable confidentiality laws including but not limited to, the Health Insurance Portability and Accountability Act (HIPAA), the California Education Code and the Family Education Rights and Privacy Act (FERPA) as set forth in this agreement. JGC is responsible for complying with all District, Local, State and Federal confidentiality applicable laws and regulations.
2. JGC will use appropriate safeguards to prevent the use or disclosure of the information other than as provided by this data use Agreement.
3. JGC shall (a) instruct all staff with access to confidential information about the requirements for handling confidential information (b) provide all staff with access to confidential information statements of organizational policies and procedures for the protection of human subjects and data confidentiality and (c) notify staff of the sanctions against unauthorized disclosure or use of confidential and private information. JGC will ensure that all staff and subcontractors to whom they provide the limited data sets obtained under this Agreement, agrees to the same restrictions and conditions that apply to JGC in this Agreement with respect to such information. Other than as provided herein, no confidential data will be released by JGC.
4. JGC shall not assign this Agreement or any portion thereof to a third party without the prior written consent of GENERIC CBO, and any attempted assignment without such prior written consent in violation of this Section shall automatically terminate this Agreement.
5. JGC will use any information which could potentially allow the identification of any individual only for the purpose of creating the data sets using aggregate data and analyzing the data. JGC will not use or further disclose the information accessed or received other than as permitted by this Data Use Agreement or as otherwise required by law. Information which could potentially identify any individuals will be maintained in a separate data set and used only to create and update the linked data archive.
6. JGC will report only aggregate data and will not report any individual data, nor will data be reported in a manner that permits indirect identification of any individual. This paragraph will survive the termination of this Agreement.
7. JGC will not contact the individuals included in the data sets.
8. JGC agrees to obtain written approval from GENERIC CBO prior to engaging any subcontractors to perform any services requiring access to any individually identifiable information. .

**YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS  
(formerly MEGA-NETWORK CONTINUUM OF CARE//YESS)**

9. JGC shall not re-disclose any individual-level data with or without identifying information to any other requesting individuals, agencies, or organizations without prior written authorization by GENERIC CBO
10. JGC shall use the data only for the purpose stated above. These data shall not be used for personal gain or profit.
11. JGC shall keep all information furnished by GENERIC CBO in a space physically and electronically secure from unauthorized access. Information and data shall be stored and processed in a way that unauthorized persons cannot retrieve nor alter the information by means of a computer, remote terminal, or other means. No data will be stored on laptop computers or other portable computing devices or media, e.g., flash drives, etc.
12. JGC shall permit examination and on-site inspections by GENERIC CBO upon reasonable advance notice for the purpose of ascertaining whether the terms of this Agreement are being met.

**F. TERMINATION**

1. This Agreement may be terminated as follows, after notification via the United States Postal Service (certified mail or registered mail) or recognized overnight delivery service (e.g., UPS, DHL or FedEx):
  - a. By JGC or GENERIC CBO immediately in the event of a material breach of this Agreement by the other party.
  - b. By JGC or GENERIC CBO upon 30 days' notice to the other party.
2. At the termination of this Agreement or upon written request of GENERIC CBO, whichever is earlier, JGC shall return all confidential and/or sensitive information promptly and destroy all copies or derivations of the confidential and/or sensitive information utilizing an approved method of confidential destruction, including shredding, burning or certified/witnessed destruction for physical materials and verified erasure of magnetic media using approved methods of electronic file destruction.

**G. GENERAL UNDERSTANDING**

1. This Agreement contains the entire understanding of the parties and may only be amended in writing signed by the parties.
2. This Agreement shall be governed by and construed under the laws of the State of California.
3. Any waiver by any party of the violation of any provision of this Agreement shall not bar any action for subsequent violations of the Agreement.

**YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS  
(formerly MEGA-NETWORK CONTINUUM OF CARE//YESS)**

Signed:

**FOR GENERIC CBO**

**FOR THE JOHN W. GARDNER CENTER  
FOR YOUTH AND THEIR COMMUNITI**

\_\_\_\_\_  
Name, Executive Director

\_\_\_\_\_  
Amy Gerstein, Executive Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

**II. ORGANIZATION-SPECIFIC AGREEMENTS: ATTACHMENTS**

**YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS  
(formerly MEGA-NETWORK CONTINUUM OF CARE//YESS)**

**ATTACHMENT A: SPECIFIC DATA ELEMENTS**

- Student identifiers and demographic information
  - Student name
  - Student date of birth
  - CBO ID number
  - Address
  - Ethnicity
  - Gender
  - Parent/Guardian name (if available) or additional family information
  - Current and past schools attended
- Membership
  - Enrollment date
  - Withdrawal date pending inclusion of variable in data collection
  - Specific dates attended
  - Type of programs or services utilized
  - Reason for withdrawal

**YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS  
(formerly MEGA-NETWORK CONTINUUM OF CARE//YESS)**

**ATTACHMENT B: PERIOD OF AGREEMENT**

This agreement shall be effective beginning XX April 2012 through XX April 2014, unless terminated earlier by either party pursuant to Section F. The effective dates of this agreement may be modified by written amendment subject to acceptance of both parties.



**YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS  
(formerly MEGA-NETWORK CONTINUUM OF CARE//YESS)**

**ATTACHMENT C: VARIOUS OTHER ORGANIZATION-SPECIFIC AGREEMENTS**

**Re E. JGC RESPONSIBILITIES**

JGC will not conduct any analyses using GENERIC CBO data without prior approval by an authorized GENERIC CBO representative. JGC will not publish findings obtained using GENERIC CBO data without prior approval by an authorized GENERIC CBO representative. GENERIC CBO shall designate the following person(s) as authorized representatives for the YDA:

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_



# **Youth Empowerment Strategies for Success (YESS)**

*(formerly Mega-network Continuum of Care/YESS)*

## **Highlights of FY 2012-2013 & FY 2013-2014**

**for**

## **YESS Policy Group Meeting January 14, 2014**

# Overview

**YESS' overall aim is to create a formal mechanism by which different organizations that work in EPA's youth service arena can become more proactive and systems change-oriented with a view to accomplishing the following:**

- (1) become a network of collaborating entities;**
- (2) work to create specific goals for initiatives to be undertaken;**
- (3) develop memoranda of understanding governing commitments, including collaborative fundraising;**
- (4) bring concerns about youth and identified gaps in services to the fore, and**
- (5) address service gaps in a collaborative way so as to frame the service provision work being done**



# YESS Core Values

**Collaboration**

**Sustainability**

**Accountability**

**Continuous  
Improvement**

**Youth and  
Young Adult  
Focused**

**Inclusiveness**

A background graphic featuring a light blue globe with several colorful stick figures (yellow, green, blue, purple, pink, orange) holding hands in a circle around it.

## YESS Vision

**East Palo Alto youth and young adults are connected to resources and supports that maximize personal development.**

# YESS Strategic Goals



**Promote asset  
development  
in youth  
programs**

**Share  
information  
and  
resources**

**Create and  
implement  
community-wide  
youth plan**

**Link Mega-network  
Continuum of Care  
with local, state  
and national  
funding initiatives**

# YESS Structure & Governance\*

## YESS Policy Group

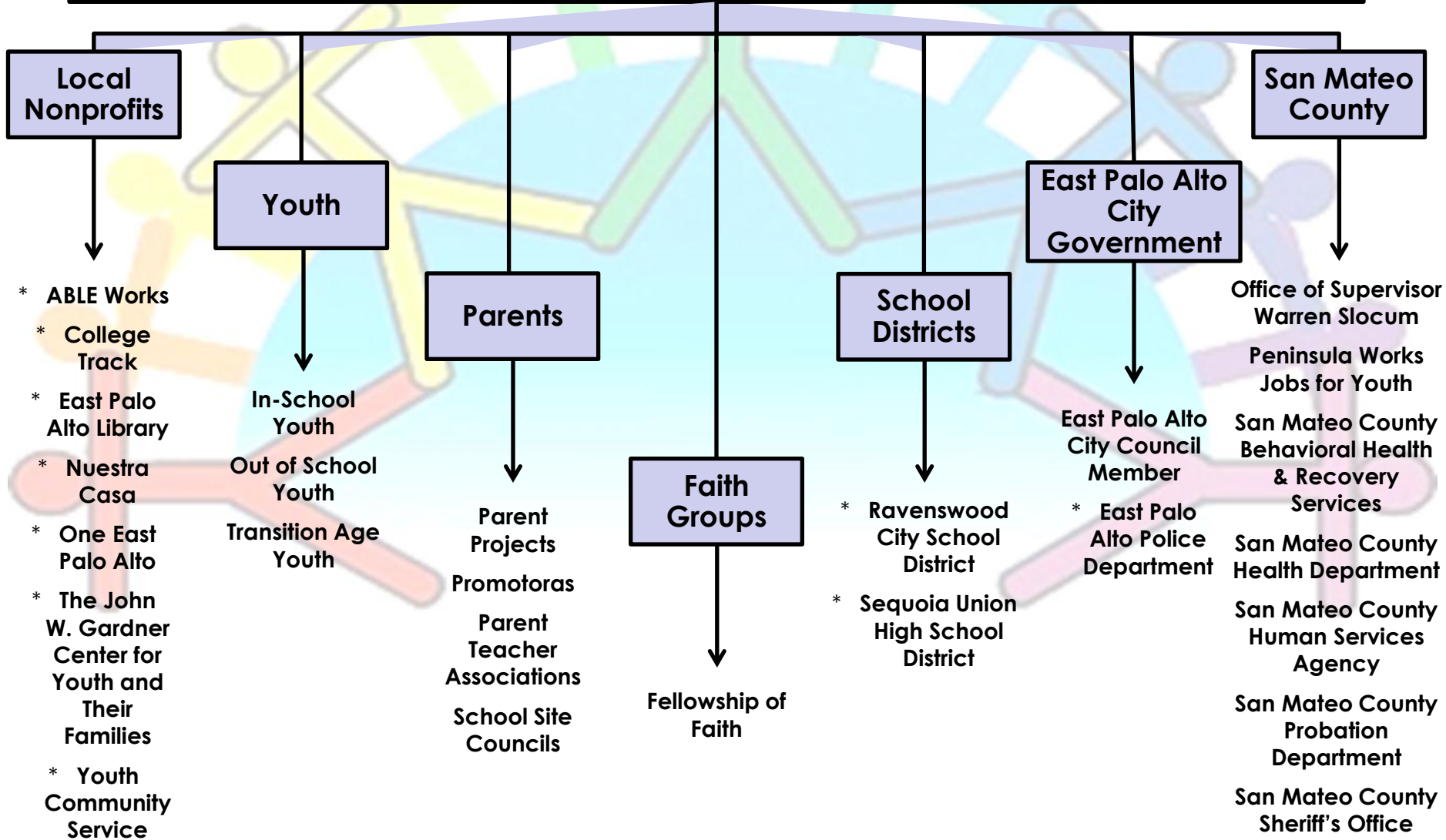
- Evaluates emerging trends and sets policy direction
- Monitors progress of the Direct Services Group
- Facilitates Interagency Collaborations



## YESS Direct Services Group

- Implements Policy Group direction
- Provides direct services to Youth
- Collaborates to create a safety net for Youth

# YESS Policy Group



\* = YESS Direct Services Group Steering Committee



# YESS Direct Services Group (DSG) Governance

**Thanks a Million to YESS DSG Steering Committee Members 2011-2013:**

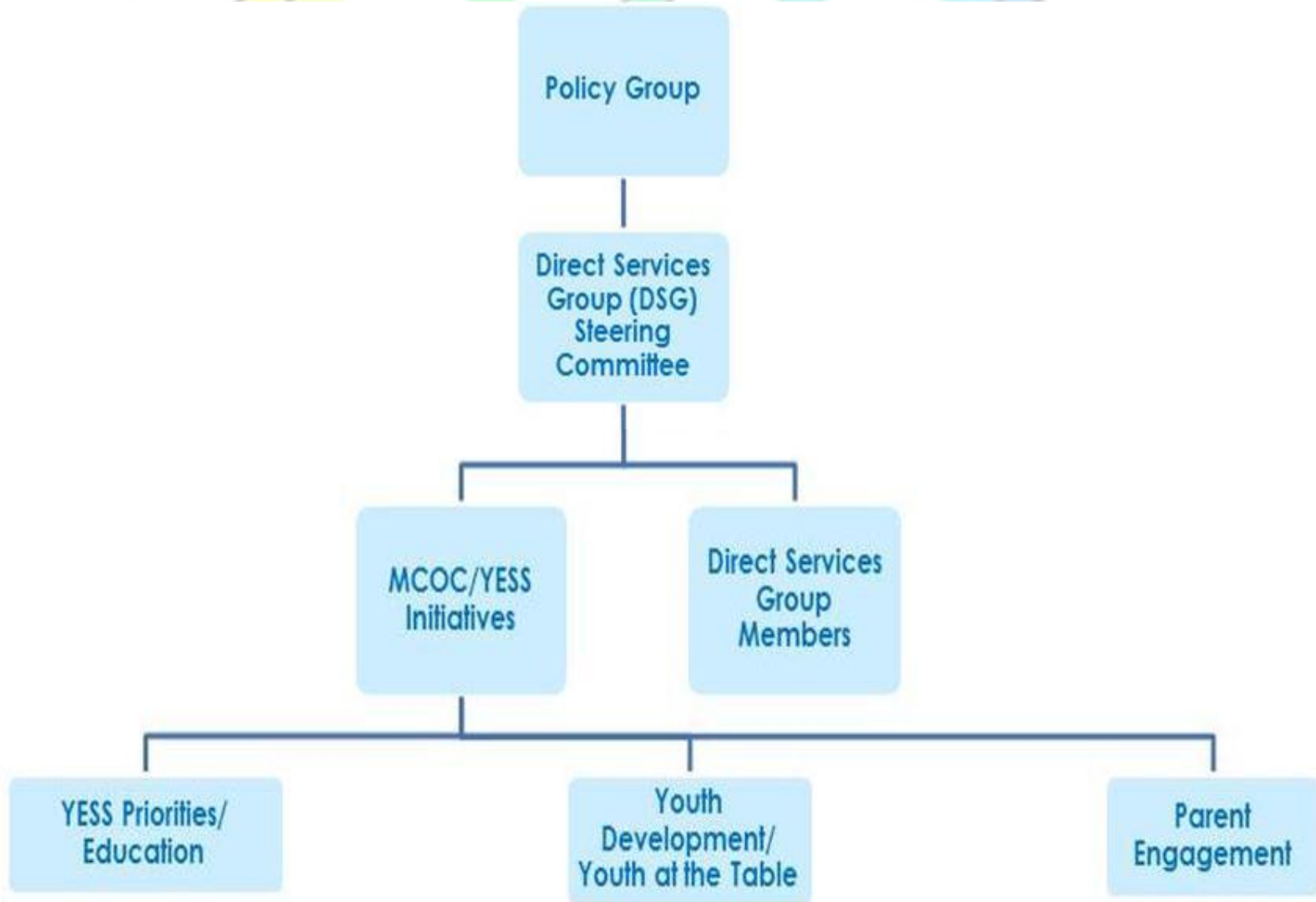
<b>ABLE Works Formerly (Northern California Urban Development)</b>	<b>Nuestra Casa</b>
<b>Collective Roots</b>	<b>One East Palo Alto (Convener)</b>
<b>College Track</b>	<b>Ravenswood City School District</b>
<b>East Palo Alto Police Department</b>	<b>San Mateo County Library/East Palo Alto Library</b>
<b>Office of Supervisor Warren Slocum San Mateo County Board of Supervisors</b>	<b>Sequoia Union High School District</b>
<b>Youth Community Service</b>	

**Welcome Aboard YESS DSG Steering Committee Members 2013-2015:**

<b>ABLE Works Formerly (Northern California Urban Development)*</b>	<b>One East Palo Alto (Convener)</b>
<b>College Track*</b>	<b>Ravenswood City School District</b>
<b>East Palo Alto Police Department</b>	<b>San Mateo County Library/East Palo Alto Library*</b>
<b>Office of Supervisor Warren Slocum San Mateo County Board of Supervisors</b>	<b>Sequoia Union High School District</b>
<b>Nuestra Casa*</b>	<b>The John Gardner Center for Youth and Their Communities*</b>
<b>Youth Community Service*</b>	

\*Newly Elected 2013-2015 MCOC/YESS DSG Nonprofit Steering Committee Members as of 7/9/13

# YESS Structure: Direct Services Group, 2011-2013



## YESS Priorities Progress, 2012-2013

- (1) Signed Membership agreement**
- (2) Data linking**
- (3) Shared youth development-based service provision framework**
- (4) Collaborative fundraising**
- (5) Participation in and other support of MCOC/YESS members' events**
- (6) Increase high school graduation rate**

# 2012-2013

## YESS Policy Group Meetings

Aug.  
21

- Inaugural meeting hosted by the East Palo Alto Crime Reduction Task Force (EPACRTF)
- Attended by **34** members
- FY 2012-2013 objectives set

Dec.  
4

- Joint meeting w/ EPACRTF
- Attended by **33** members
- Focused on Direct Services Group data linking process led by the John Gardner Center





# 2012-2013

## YESS Direct Services Group Meetings

July 17  
2012

- Hosted by One East Palo Alto
- Attended by **27** members
- MOA Signing, FY2012-13 Kick Off

Sept. 18  
2012

- Hosted by Live in Peace
- Attended by **23** members
- Youth Development & Parent Engagement presentations

Nov. 20  
2012

- Hosted by One East Palo Alto
- Attended by **27** members
- Youth Development & Youth at the Table merge

Jan. 15  
2013

- Hosted by Ravenswood City School District
- Attended by **27** members
- Featured brainstorming of priority data questions to be addressed by 2012-2013 data linking process managed by The John Gardner Center for Youth and Their Communities (The Gardner Center)

Mar. 19  
2013

- Hosted by Ravenswood City School District
- Attended by **25** members
- Advanced 2012-2013 data linking process forward by approving schedule of deliverables to be completed by The Gardner Center

May 21  
2013

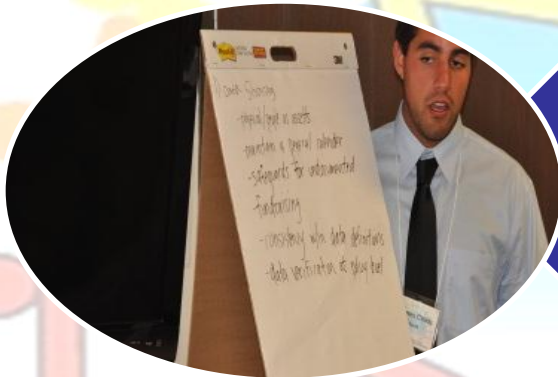
- Hosted by East Palo Alto Teen Home & El Concilio of San Mateo County
- Attended by **25** members
- Moved forward with youth development concept exploration and reviewed progress of data linking & collaborative fundraising initiatives

2012-2013

## YESS Direct Services Group Initiatives



**YESS Priorities/  
Education**



**Youth  
Development  
& Youth at  
the Table**



**Parent  
Engagement**

# 2012-2013

## YESS Direct Services Group Milestones

MEGA-NETWORK CONTINUUM OF CARE/YOUTH EMPOWERMENT STRATEGIES FOR SUCCESS (MCOC/YESS)  
2012-2013 MEMBERSHIP AGREEMENT

Between MCOC/YESS Direct Services  
Group Member Organizations

&



One East Palo Alto  
Neighborhood Improvement Initiative

This Membership Agreement (the "Agreement") is entered into between MCOC/YESS Direct Services Group Member Organizations and One East Palo Alto Neighborhood Improvement Initiative ("OEPA") to set forth certain commitments between the parties regarding Member's participation in the program described below during the period from July 1, 2012 through June 30, 2013 (the "Current Fiscal Year"). OEPA is a 501(c)(3) organization which aims to develop resident leaders, broker resources and services, build the capacity of individuals and organizations, and advocate for change, leading to the improved social, physical, spiritual, educational and economic well-being of East Palo Alto ("EPA"), California. OEPA and MCOC/YESS Member Organizations are referred to collectively herein as the "Parties." This Agreement is effective as of the date (the "Effective Date") that it has been signed by both Parties.

AGREED AND ACCEPTED ON JULY 17, 2012 BY:

*Lane McNair-Knox*  
Member: One East Palo Alto Neighborhood Improvement Initiative

MCOC/YESS Direct Services Group Institutional Members

*Richard R. Rubin*

Member: East Palo Alto Police Department

*Christine M. Sh. Au*

Member: Office of Supervisor Rose Jacobs Gibson  
San Mateo County Board of Supervisors

*Maria M. de La Vega*

Member: Ravenswood City School District

*Carmina Chavez*

Member: Sequoia Union High School District

MCOC/YESS Direct Services Group Nonprofit Members

*James*

Member: ABLE Works

*Alonso Wilson*

Member: College Track Collective Roots

*Collective Roots*

Member: Collective Roots

*Gene Marshall*

Member: Creative Montessori Learning Center

*R. V. Patel*

Member: Education Partnerships  
Haas Center for Public Service

*Janica George*

Member: East Palo Alto Teen Home

*Robert C. Hughes*

Member: East Palo Alto Family YMCA

*Spina Freston*

Member: Ecumenical Hunger Program

*Ann McNair*

Member: Foundation for a College Education

*Carla Harris*

Member: Free at Last

*Patricia Foster*

Member: Girls to Women

*Amy Gerstke*

Member: John W. Gardner Center for Youth  
& Their Communities

*Aida Powell*

Member: Nuestra Casa

*San Mateo County Library*

Member: San Mateo County Library  
East Palo Alto Library

*Oliver*

Member: ~~San Mateo~~ East Palo Alto Youth Center  
East Palo Alto Library

*Lois Erickson*

Member: Youth Community Service

*LIVE IN PEACE INC.*

Member: LIVE IN PEACE INC.

*Cheryl*

Member: MURAL, MUSIC & ARTS PROJECT

29 Paid Members Recruited  
in FY 2012-2013

23 Members Sign Historic  
Membership Agreement  
(7/17/12)

Major Collaborative  
Grant Submitted to  
City of East Palo Alto (4/25/13)

Data Use Agreement Sign-off  
for Data Linking Reaches  
26 (6/28/13)



# 2012-2013 YESS Data Use Agreement Signing



**One East Palo Alto Neighborhood Improvement Initiative**  
*One community where residents are celebrated for their diversity and are engaged, informed and empowered to attain ...and maintain a good quality of life.*

## Mega-network Continuum of Care/Youth Empowerment Strategies for Success (MCOE/YESS)

### Vision of MCOE/YESS

*East Palo Alto youth and young adults are connected to resources and supports that maximize personal development*

### UPDATE ON DATA USE AGREEMENT SIGNING (as of 6/28/13)

#### SIGNED

1. ABL Works
2. Building Futures Now
3. Collective Roots
4. College Track
5. Creative Montessori Learning Center
6. East Palo Alto Police Department
7. East Palo Alto Teen Home
8. East Palo Alto Youth Court
9. Ecumenical Hunger Program
10. Education Partnerships Haas Center for Public Service
11. El Concilio of San Mateo County
12. Foundation for a College Education
13. Free at Last
14. Girls to Women
15. Live in Peace
16. Mural, Music & Arts Project
17. Nuestra Casa
18. One East Palo Alto
19. Ravenswood City School District
20. San Mateo County Library
21. Sequoia Union High School District
22. StarVista
23. Teen Talk Sexuality Education
24. Youth Community Service

#### DO NOT NEED TO SIGN – N/A [DUA ALREADY ON FILE]

1. Office of San Mateo County Supervisor Warren Slocum, 4<sup>th</sup> District
2. The John W. Gardner Center for Youth and Their Communities

#### PENDING

1. Lewis and Joan Platt East Palo Alto Family YMCA
2. Sequoia Big Picture School (submission in progress)

#### DECLINED (but still participating on collaborative)

1. Community Legal Services in East Palo Alto

*MCOE/YESS ... Gateway to Collaboration with East Palo Alto Youth Serving Agencies*

MCOE/YESS DSG Steering Committee Members 2011-2013

ABLE Works Formerly (Northern California Urban Development)

Collective Roots

College Track

East Palo Alto Library

East Palo Alto Police Department

Office of Supervisor Warren Slocum San Mateo County Board of Supervisors

Nuestra Casa

One East Palo Alto

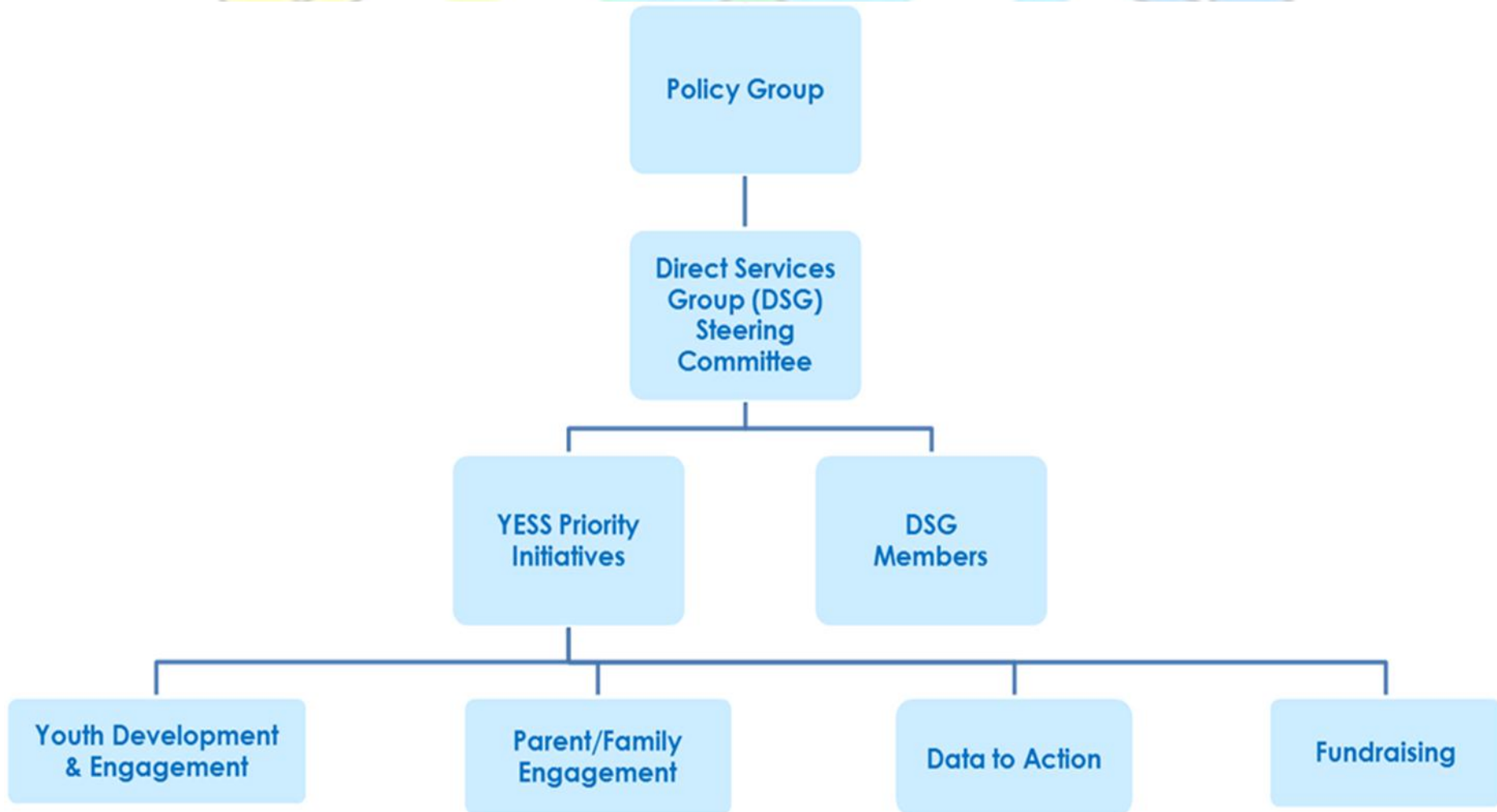
Ravenswood City School District

Sequoia Union High School District

Youth Community Service

\*formerly known as the East Palo Alto Youth and Young Adults Serving Agencies Consortium

# YESS Structure: Direct Services Group, 2013-2015



# YESS Direct Services Group (DSG) Meetings, 2013

**July 16  
2013**

- Hosted by The John W. Gardner Center for Youth and Their Families (held at The William and Flora Hewlett Foundation)
- Attended by **37** members and guests
- Need highlights
- Recognized outgoing 2011-2013 DSG Steering Committee Members and seated incoming 2013-2015 DSG Steering Committee Members
- Update on San Mateo County District 4 by Supervisor Warren Slocum

**Sept. 17  
2013**

- Hosted by Sequoia Union High School (SUHSD) at SUHSD's Alternative School Campus in East Palo Alto
- Attended by **33** members and guests
- Featured presentation on SUHSD graduation rates for 2010 & 2011 cohorts
- Featured first-round data analysis report-out on MCOC/YESS data linking project from the Youth Data Archive of The John Gardner Center for Youth and Their Communities (The Gardner Center)

**Nov. 19  
2013**

- Hosted by One East Palo Alto at SUHSD's Alternative School Campus in East Palo Alto
- Attended by **33** members and guests
- Conducted debriefing on the Fall 2013 YESS DSG Retreat and follow up member sign-ups for 2013-2015 YESS Priority Initiative Co
- Youth Development/Youth at the Table special guest presentations by isaiah Phillips (The Gardner Center, Mural, Music and Arts Project & East Palo Alto Art and Music Center) and Freddy Lopez/Live in Peace
- Brief progress report on City of East Palo Alto's General Plan Update by Brent Butler
- Update on San Mateo County District 4 by Supervisor Warren Slocum
- Featured second-round data analysis report-out on MCOC/YESS data linking project from the Youth Data Archive of The Gardner Center

# **YESS DSG Fall 2013 Retreat: Moving Forward Together**

**Silicon Valley Community Foundation Conference Center  
1300 South El Camino Real, Suite 100, San Mateo, CA  
Friday, November 1, 2013, 9:00 a.m. – 3:00 p.m.**

## **Purpose:**

**Define common goals for our youth, families and community, and set the stage for strategic planning and action.**

## **Goals:**

- **Connect and strengthen relationships among members**
- **Strengthen our shared sense of purpose**
- **Clarify shared priorities, goals and strategies**
- **Learn about and reflect on best practices and local strategies to strengthen parent/family engagement**

## **Highlights:**

- **Established official name change (shortened from MCOC/YESS to YESS)**
- **Attended by 36 individuals representing 24 YESS member organizations members and seven guests**
- **Featured panel presentation on Parent/Family Engagement**
- **Laid foundation for strategic planning to be conducted in 2013-2014**
- **Affirmed 2013-2015 priority initiatives**



# YESS DSG FALL 2013 RETREAT, 11/1/13



# YESS Policy Group Objectives vs. Direct Services Group Progress

## **2012-13 Policy Group Objectives**

Objective 1/Measure capability of organizations to refer youth to services

Objective 2/Develop the structure of filling in [resources and services] gaps so all youth are given services needed

Objective 3/Map 41 Developmental Assets for East Palo Alto relative to community resources and services

Objective 4/Improve quality of youth service provision in specific problematic areas (e.g., Direct Services Group organizations should minimize families/youth having to repeat stories/needs in order to receive services)

## **Direct Services Group 2012-13 Progress to Date**

Launched YESS data linking project by completing Data Use Agreements for 30 YESS member organizations as of 11/30/13.

Populated Youth Data Archive managed by The John Gardner Center for Youth and Their Communities with participation rates data from YESS members organizations.

Not addressed. However, the 41 developmental assets framework has been replaced with efforts to ground YESS members in principles of the field of Youth Development.

Not addressed. However, this objective will be explored in the strategic planning process to be implemented as part of the YESS initiative during fiscal year 2013-2014.

## INSTITUTIONAL MEMBERSHIP AGREEMENT

Between \_\_\_\_\_ and

### One East Palo Alto Neighborhood Improvement Initiative

FY 2013 - 2014

This Membership Agreement (the “**Agreement**”) is entered into between \_\_\_\_\_ (“**Member**”) and One East Palo Alto Neighborhood Improvement Initiative (“**OEPA**”) to set forth certain commitments between the parties regarding Member’s participation in the program described below during the period from July 1, 2013 through June 30, 2014 (the “**Current Fiscal Year**”). OEPA is a 501(c)(3) organization which aims to develop resident leaders, broker resources and services, build the capacity of individuals and organizations, and advocate for change, leading to the improved social, physical, spiritual, educational and economic well-being of East Palo Alto (“**EPA**”), California. OEPA and Member are referred to collectively herein as the “**Parties**.” This Agreement is effective as of the date (the “**Effective Date**”) that is has been signed by both Parties.

In consideration of the covenants contained herein, the parties agree as follows:

1. **PURPOSE.** The purpose of the Mega-Network Continuum of Care/Youth Empowerment Strategies for Success (“**MCOC/YESS**”) program, as coordinated by OEPA with the participation of Member, is to work collaboratively toward achieving the MCOC/YESS vision of ensuring that EPA youth and young adults are connected to resources and supports that maximize their personal development. The program vision is described more fully in **Addendum A (MCOC/YESS 2012/2013 Highlights/Vision page 4)**.
2. **PARTIES, ROLES AND RESPONSIBILITIES.** To advance the purposes of the MCOC/YESS program, the Parties agree to:
  - (a) **Governance Structure:** Work within the governance structure set forth herein and in **Addendum A (MCOC/YESS 2012/2013 Highlights/Structure & Governance page 6)**;
  - (b) **Communication/Follow-Through:** Provide open communication between the Parties and with other members of MCOC/YESS, and provide leadership and follow through to achieve the vision, mission and goals of MCOC/YESS;
  - (c) **Values:** Uphold MCOC/YESS values as set forth in **Addendum A (MCOC/YESS 2012/2013 Highlights/Core Values page 3)**, as it may be modified from time to time by the MCOC/YESS Steering Committee in written values statements distributed to the Members;
  - (d) **Collaboration:** Work collaboratively to achieve MCOC/YESS strategic goals and annual priorities.

3. **MEMBER OBLIGATIONS.** To advance the purposes of the MCOC/YESS program, Member agrees to:

- (a) **Fees:** Pay annual membership fees in the amount of \$5000.00, within fourteen (14) days of the Effective Date of this Agreement or by the commencement of the Current Fiscal Year, whichever is later;
- (b) **Use of Name:** Allow use of the Members' name and logo in MCOC/YESS and OEPA communications and materials;
- (c) **Meetings:** Regularly attend bi-monthly partner meetings of MCOC/YESS;
- (d) **Activities:** Promote and attend MCOC/YESS events and sponsored activities;
- (e) **Data Sharing:** Support the initiative's efforts to establish a collaborative approach to sharing data for the purposes of enhancing programs, services, and youth development outcomes; including, for example, by signing and complying with the Data Use Agreement attached hereto in **Addendum B**, as it may be modified in writing from time to time by the Steering Committee and distributed to Members;
- (f) **Participation:** Participate in at least one of the following MCOC/YESS Direct Service Group committees, planning groups, or activities:
  - Steering Committee
  - Annual Priorities Committee
  - Ad hoc/other committees

4. **OEPA OBLIGATIONS.** To advance the purposes of the MCOC/YESS program, OEPA agrees to:

- (a) **Fiscal Manager:** Serve as coordinator of MCOC/YESS fundraising initiatives and manager and custodian of Member fees and funds raised;
- (b) **Leadership:** Provide facilitation and leadership of MCOC/YESS and its infrastructural components, including the Policy Group and Direct Services Group;
- (c) **Staff Support:** Coordinate and provide staff support of MCOC/YESS operations;
- (d) **Communications:** Provide Members with updates and communications about MCOC/YESS and OEPA meetings, events, opportunities and progress toward goals;
- (e) **Liaison:** Serve as a liaison between MCOC/YESS Policy Group and Direct Services Group to ensure alignment and effective communication;



- (f) **Community Representative:** Represent MCOC/YESS member activities to the larger East Palo Alto community;
- (g) **Database Maintenance:** Maintain database of members and up to date member contact.

5. **TERM.** This Agreement shall govern the relationship between the parties with respect to the MCOC/YESS program during the Current Fiscal Year.

6. **MEETINGS AND REPORTING.** To accomplish the objectives set forth herein, Members will meet or confer at least six (6) times per year for the purposes of planning, implementing priorities, information sharing, professional education and training, and monitoring progress.

7. **NOTICES.** The names and addresses of the persons authorized to give written notices, receive written notices, or make commitments on behalf of each of the Parties under this Agreement are as follows:

(a) **MEMBER REPRESENTATIVES:** \_\_\_\_\_

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

(b) **OEPA REPRESENTATIVE (on behalf of MCOC/YESS):**

**Dr. Faye C. McNair-Knox, One East Palo Alto, Executive Director**  
**1798-B Bay Road, East Palo Alto C.A 94303**  
**65 0-330-7462**  
[mcnair@lepa.org](mailto:mcnair@lepa.org)

8. **CONFIDENTIALITY.** Unless otherwise required by law or mutually agreed in writing by the Parties, the Parties shall maintain the confidentiality of, and not use except for the purposes authorized by this Agreement (or authorized in writing by the designating Member), any information (“**Confidential Information**”) designated in writing as “confidential” by a Member, which shall include but not be limited to the following types of information obtained or disseminated during the period of this Agreement in connection with MCOC/YESS activities and all records pertaining to such information: personal information (e.g. contact information) about participants or staff of OEPA or any Member, or confidential financial or operational information of OEPA or any Member.

9. **DISCRIMINATION AND HARASSMENT PROHIBITED.** Each of the Parties shall comply with local, state and federal laws and regulations prohibiting discrimination and harassment.
10. **TERMINATION.** This Agreement may be terminated by either Party: (a) by thirty (30) days written notice for any reason; or (b) immediately in the event of material breach by the other Party, provided that if the breach is reasonably susceptible of being cured, specific written notice of the alleged breach shall be given along with ten (10) days to cure the breach.
11. **DISPUTE RESOLUTION.** The Parties agree that any legal dispute, claim, or cause of action of any kind arising from the performance, breach, interpretation, or execution of this Agreement shall be resolved by final, binding, and confidential arbitration conducted by a single arbitrator in San Jose, California and administered by Judicial Arbitration and Mediation Services Inc. (“**JAMS**”), pursuant to the then-applicable JAMS rules and procedures, the current version of which may be found at <http://www.jamsadr.com>. The prevailing party in any such arbitration may, in the discretion of the arbitrator, be awarded recovery of their reasonable attorneys’ fees and costs.
12. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement, together with any other written documents referred to by it, constitutes the entire understanding and agreement between the Parties with regard to the subject matter hereof. It supersedes any prior agreement or promises between the Parties regarding such subject matter, whether written or oral. This Agreement may only be amended, modified, or waived in a written agreement signed by both parties, provided however that the addenda hereto may be modified by the Steering Committee as provided herein.

**AGREED AND ACCEPTED BY:**

---

**One East Palo Alto Neighborhood Improvement Initiative Representative**

Date: \_\_\_\_\_

---

**Member Organization Representative**

Date: \_\_\_\_\_

## **ADDENDA**

### Addendum A – MCOC/YESS 2012-2013 Highlights

- Overview
- Core Values
- Vision
- Strategic Goals
- Structure & Governance
- MCOC/YESS Policy Group
- MCOC/YESS Structure: Direct Services Group
- MCOC/YESS Priorities 2012-2013
- Policy Group Meetings
- MCOC/YESS Policy Group in Action
- Direct Services Group Meetings
- Direct Services Group Initiatives
- 2012-2013 Direct Services Group Milestones
- Data Use Agreement Signing
- MCOC/YESS Direct Services Group Members

### Addendum B - Data Use Agreement

## NONPROFIT MEMBERSHIP AGREEMENT

Between \_\_\_\_\_ and

One East Palo Alto Neighborhood Improvement Initiative

FY 2013 - 2014

This Membership Agreement (the “**Agreement**”) is entered into between \_\_\_\_\_ (“**Member**”) and One East Palo Alto Neighborhood Improvement Initiative (“**OEPA**”) to set forth certain commitments between the parties regarding Member’s participation in the program described below during the period from July 1, 2013 through June 30, 2014 (the “**Current Fiscal Year**”). OEPA is a 501(c)(3) organization which aims to develop resident leaders, broker resources and services, build the capacity of individuals and organizations, and advocate for change, leading to the improved social, physical, spiritual, educational and economic well-being of East Palo Alto (“**EPA**”), California. OEPA and Member are referred to collectively herein as the “**Parties.**” This Agreement is effective as of the date (the “**Effective Date**”) that is has been signed by both Parties.

In consideration of the covenants contained herein, the parties agree as follows:

1. **PURPOSE.** The purpose of the Youth Empowerment Strategies for Success (**Mega Network Continuum of Care/YESS**) program, as coordinated by OEPA with the participation of Member, is to work collaboratively toward achieving the YESS vision of ensuring that EPA youth and young adults are connected to resources and supports that maximize their personal development. The program vision is described more fully in **Addendum A (YESS 2012-2013, 2013-2014 Highlights/Vision page 4)**.
2. **PARTIES, ROLES AND RESPONSIBILITIES.** To advance the purposes of the YESS program, the Parties agree to:
  - (a) **Governance Structure:** Work within the governance structure set forth herein and in **Addendum A (YESS 2012-2013, 2013-2014 Highlights/Structure & Governance page 6)**;
  - (b) **Communication/Follow-Through:** Provide open communication between the Parties and with other members of YESS, and provide leadership and follow through to achieve the vision, mission and goals of YESS;
  - (c) **Values:** Uphold YESS values as set forth in **Addendum A (YESS 2012-2013, 2013-2014 Highlights/Core Values page 3)**, as it may be modified from time to time by the YESS Steering Committee in written values statements distributed to the Members;
  - (d) **Collaboration:** Work collaboratively to achieve YESS strategic goals and annual priorities.

3. **MEMBER OBLIGATIONS.** To advance the purposes of the YESS program, Member agrees to:
- (a) **Fees:** Pay annual membership fees in the amount of \$50.00, within fourteen (14) days of the Effective Date of this Agreement or by the commencement of the Current Fiscal Year, whichever is later;
  - (b) **Use of Name:** Allow use of the Members' name and logo in YESS and OEPA communications and materials;
  - (c) **Meetings:** Regularly attend bi-monthly partner meetings of YESS;
  - (d) **Activities:** Promote and attend YESS events and sponsored activities;
  - (e) **Data Sharing:** Support the initiative's efforts to establish a collaborative approach to sharing data for the purposes of enhancing programs, services, and youth development outcomes; including, for example, by signing and complying with the Data Use Agreement attached hereto in **Addendum B**, as it may be modified in writing from time to time by the Steering Committee and distributed to Members;
  - (f) **Participation:** Participate in at least one of the following YESS Direct Service Group committees, planning groups, or activities:
    - Steering Committee
    - Annual Priorities Committee
    - Ad hoc/other committees
4. **OEPA OBLIGATIONS.** To advance the purposes of the YESS program, OEPA agrees to:
- (a) **Fiscal Manager:** Serve as coordinator of YESS fundraising initiatives and manager and custodian of Member fees and funds raised;
  - (b) **Leadership:** Provide facilitation and leadership of YESS and its infrastructural components, including the Policy Group and Direct Services Group;
  - (c) **Staff Support:** Coordinate and provide staff support of YESS operations;
  - (d) **Communications:** Provide Members with updates and communications about YESS and OEPA meetings, events, opportunities and progress toward goals;
  - (e) **Liaison:** Serve as a liaison between YESS Policy Group and Direct Services Group to ensure alignment and effective communication;

- (f) **Community Representative:** Represent YESS member activities to the larger East Palo Alto community;
- (g) **Database Maintenance:** Maintain database of members and up to date member contact.

5. **TERM.** This Agreement shall govern the relationship between the parties with respect to the YESS program during the Current Fiscal Year.

6. **MEETINGS AND REPORTING.** To accomplish the objectives set forth herein, Members will meet or confer at least six (6) times per year for the purposes of planning, implementing priorities, information sharing, professional education and training, and monitoring progress.

7. **NOTICES.** The names and addresses of the persons authorized to give written notices, receive written notices, or make commitments on behalf of each of the Parties under this Agreements are as follows:

(a) **MEMBER REPRESENTATIVES:** \_\_\_\_\_

**CONTACT INFORMATION**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

E-mail: \_\_\_\_\_

(b) **OEPA REPRESENTATIVE (on behalf of YESS):**

**Dr. Faye C. McNair-Knox, One East Palo Alto, Executive Director**  
**1798-B Bay Road, East Palo Alto C.A 94303**  
**650-330-7462**  
[mcnair@lepa.org](mailto:mcnair@lepa.org)

8. **CONFIDENTIALITY.** Unless otherwise required by law or mutually agreed in writing by the Parties, the Parties shall maintain the confidentiality of, and not use except for the purposes authorized by this Agreement (or authorized in writing by the designating Member), any information (“**Confidential Information**”) designated in writing as “confidential” by a Member, which shall include but not be limited to the following types of information obtained or disseminated during the period of this Agreement in connection with YESS activities and all records pertaining to such information: personal information (e.g. contact information) about participants or staff of OEPA or any Member, or confidential financial or operational information of OEPA or any Member.

9. **DISCRIMINATION AND HARASSMENT PROHIBITED.** Each of the Parties shall comply with local, state and federal laws and regulations prohibiting discrimination and harassment.
10. **TERMINATION.** This Agreement may be terminated by either Party: (a) by thirty (30) days written notice for any reason; or (b) immediately in the event of material breach by the other Party, provided that if the breach is reasonably susceptible of being cured, specific written notice of the alleged breach shall be given along with ten (10) days to cure the breach.
11. **DISPUTE RESOLUTION.** The Parties agree that any legal dispute, claim, or cause of action of any kind arising from the performance, breach, interpretation, or execution of this Agreement shall be resolved by final, binding, and confidential arbitration conducted by a single arbitrator in San Jose, California and administered by Judicial Arbitration and Mediation Services Inc. (“**JAMS**”), pursuant to the then-applicable JAMS rules and procedures, the current version of which may be found at <http://www.jamsadr.com>. The prevailing party in any such arbitration may, in the discretion of the arbitrator, be awarded recovery of their reasonable attorneys’ fees and costs.
12. **ENTIRE AGREEMENT; AMENDMENTS.** This Agreement, together with any other written documents referred to by it, constitutes the entire understanding and agreement between the Parties with regard to the subject matter hereof. It supersedes any prior agreement or promises between the Parties regarding such subject matter, whether written or oral. This Agreement may only be amended, modified, or waived in a written agreement signed by both parties, provided however that the addenda hereto may be modified by the Steering Committee as provided herein.

**AGREED AND ACCEPTED BY:**

---

**One East Palo Alto Neighborhood Improvement Initiative Representative**

Date: \_\_\_\_\_

---

**Member Organization Representative (President, CEO or Executive Director)**

Date: \_\_\_\_\_

## **ADDENDA**

### Addendum A –YESS 2012-2013, 2013-2014 Highlights

- Overview
- Core Values
- Vision
- Strategic Goals
- Structure & Governance
- YESS Policy Group
- YESS Direct Services Group (DSG) Governance
- YESS Structure: Direct Services Group 2011-2013
- YESS Priorities Progress 2012-2013
- 2012-2013 Policy Group Meetings
- YESS Policy Group in Action 12/4/12 (Photo Collage)
- 2012-2013 Direct Services Group Meetings
- 2012-2013 Direct Services Group Initiatives
- 2012-2013 Direct Services Group Milestones
- 2012-2013 Data Use Agreement Signing
- YESS Structure: Direct Services Group 2013-2015
- YESS Direct Services Group (DSG) Meetings – 2013
- YESS DSG Fall 2013 Retreat: Moving Forward Together
- YESS DSG Fall 2013 Retreat, 11/1/13 (Photo Collage)
- YESS Policy Group Objectives vs. Direct Services Group Progress

### Addendum B - Data Use Agreement