

**West Side Youth Development Coalition (WSYDC)
Coalition Meeting
December 7, 2016 3:00-4:30 p.m.
Buffalo Police Department - D-District**

Meeting Minutes

Meeting called to order at 3:15 PM

WSYDC Recognition Ceremony

Dr. Wieczorek presented awards to longstanding members of the West Side Youth Development Coalition, including **Officer Mary Beth Billings** and **Officer Christine Sikora**, both community police officers in D-District, as well as **Officer Anthony Lebron** of A-District. In addition, their supervisor, **Captain Steven Nichols**, as well as Report Technician **Maureen Oakley** were recognized for their efforts supporting the coalition. In addition, **Chief Anthony Barba**, our host for the meeting, was presented with the award presented to the Coalition by the Grant-Amherst Business Association at their November Awards Dinner, in recognition of D-District being a strong partner in our coalition.

Welcome and Introductions:

Following the presentation of awards, everyone went around the room and introduced themselves. We were excited to see many new faces at the meeting, including members of Buffalo State's Committee on University and Community Relations, as well as new staff people at the Erie County Department of Health and the Western Prevention Resource Center.

Coordinator's Announcements:

Nate Attard provided a brief overview of the PFS strategies and the implementation strategies on each of them. In six months of last year, some were closer to being fulfilled (i.e. take back and drop off promotion), while others require more sophisticated efforts, (i.e. development of prescribing guidelines, being done at the County level). The strategies worked on last year will be continued, and will be modified to achieve fidelity as needed. Nate also provided updates on the Opiate Epidemic Task Force, which has reported that opioid overdose deaths are trending below where they were predicted to be. Efforts move forward on community education and prevention initiatives, including development of short YouTube videos on the reasons why everyone should be concerned about the opioid epidemic and what they should do. The coalition utilized its Facebook page and advertising budget to help promote these videos on behalf of the task force. Moving forward, the coalition is involved in task force evaluation efforts.

Jonathan Lindner provided an overview of the past year's efforts on behalf of the Drug Free Communities-funded initiatives. Moving forward into the New Year, the Coalition will be applying for renewal funding that will help sustain it through the next five years. Even without renewal funding, the coalition will be able to sustain itself because of the support of Buffalo State, just at a reduced capacity.

Marla Fulton provided updates on advertising. Bus shelter ads campaigns have been successful, with four different campaigns right now, with messages focused on parenting, breastfeeding, securing prescription drugs, and opioid overdose response. There are a total of 10 boards out right now, and our funding secures this quantity for the next year. They rotate around our neighborhoods quarterly. Lamar Advertising estimates that 167,937 views ("Impressions") of our ads take place each week. Though many of the people seeing these ads likely see them multiple times a week, if not a day, this number puts us close to impacting all 39,000 or so residents of our neighborhood, as well as many commuters and visitors.

Community Updates

Frank Scarpinato of the Department of Health offered a quick overview on a document that the Department of Health developed to help people purchase Narcan/Naloxone using their insurance, and reminded residents of an upcoming drug drop off event at the Erie County Fire Training Academy. Frank is a friendly face and previously worked in the Department of Environment and Planning. His efforts of late around disposal of prescription drugs are well supported by the Department of Health, supporting his transfer to that area of county government. Frank will now be representing the Health Department at our coalition meetings. The coalition will work with him moving forward on prescription drug disposal promotion, including advertising of drop off events and promoting regular disposal of prescription drugs through "The Point."

Dawn Sagerman, a new employee of the Prevention Resource Center in Batavia, was in attendance at the meeting. With many police officers present, Nate Attard talked briefly about the PRC's services, in that they could be a resource for other officers who are looking to help establish neighborhood prevention coalitions.

Coalition is working on a grant through OASAS with the Buffalo State institution that seeks to develop prevention coalitions at SUNY and CUNY Campuses. Work is related to that which Jon Lindner, Paula Madrigal, and others have been doing, but would help to better frame within environmental strategies and gain institutional support for their implementation.

The meeting concluded at 4:35 pm. Next meeting is scheduled for the beginning of March. Date to be confirmed in mid-January.

Buffalo police to be recognized by anti-drug coalition

A local anti-drug organization on Wednesday will recognize Buffalo community police officers for supporting its work.

The West Side Youth Development Coalition will present awards following the organization's quarterly meeting in the Northwest District station on Hertel Avenue.

Those to be honored are Capt. Steven Nichols, officers Mary Beth Billings, Christine Sikora and Anthony Lebron, and report technician Maureen Oakley.

The coalition, which serves the West Side and Black Rock in the city, describes itself as a substance use prevention group using the community anti-drug model popularized by the Community Anti-Drug Coalitions of America.



Buffalo Police Department added 2 new photos.

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Congratulations to Police Officers Marybeth Billings, Christine Sikora, Anthony LeBron, Chief Barba and the D district for the recent awards they received from the west side youth development coalition WSYDC



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BUFFALO, N.Y. -- Four Buffalo community police officers and a report technician at police headquarters were recognized Wednesday night for supporting a group trying to prevent drug abuse and violence in the city's west side and Black Rock neighborhoods.

The West Side Youth Development Coalition focuses on researching and preventing violence and drug addiction and promoting mental health. It's led by SUNY Buffalo State.

The officers are credited with helping reduce underage drinking near the college, going door-to-door to talk with people about neighborhood issues and helping put drug and syringe drop boxes at Buffalo police stations.

The program's director says having police and other groups involved in their efforts strengthens the community.

"By working together, we all row in the same direction; about positive development, support for family, support for youth, norms and orientations against problem behaviors, as well as hooking up people with assistance when they need assistance when they run into some challenges," coalition director William Wieszorek said.

For more information about the group and its efforts, [visit their website](#), or their [Facebook page](#).

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West Side Youth Development Coalition Capacity Building Plan

**Developed as a requirement of the Strategic Prevention Framework - Partnership for
Success Grant
Written 2015, Updated in 2016**

The West Side Youth Development Coalition (WSYDC) Capacity Building Plan is based on the results of a Coalition Capacity Checklist developed by the New York State Office of Alcohol and Substance Abuse Services (OASAS) as part of the Partnership for Success (PFS) Grant, and administered to coalition members by the coalition itself via email. The initial survey was conducted in 2015, with an update survey conducted in 2016. Subsequent updates will be conducted in 2017 and 2018 as a requirement for the PFS grant, and after as the coalition continues its efforts in the West Side and Black Rock communities.

A total of 16 WSYDC members responded to the survey in 2015, and 13 responded in 2016. Despite the relatively small number of responses, two thirds of the members completing the survey have been members of the coalition for at least 3 years in 2015. In 2016, about half the respondents attend meetings regularly, and half have attended a few meetings.

Each question was given an average score of 1.0 to 5.0 based on the number of respondents selecting each of the possible answers. No points were given for answers of don't know or doesn't apply. Questions that received an average score of less than 3.0 in 2015 were prioritized in the following capacity building plan.

Vision, Mission, and Goals

Community residents are aware of our vision, mission and goals.

2015 Score: 2.4, 2016 Score: 3.1

- In 2015, as a result of the Capacity Building Plan, a website for the Coalition was developed on the page of the Center for Health and Social Research (chsr.buffalostate.edu). Included in the site is a widget with the Facebook page for the coalition, which the Coalition committed to adding more frequent content to. Page requires consistent monitoring and updates moving forward.
- The 2015 plan included plans for a press conference/grant kick-off event to introduce the additional mission and goals of PFS to the community. Though this did not occur in this form, plans were developed for recognition of key sector leaders through press events. This began with recognition of the Coalition's Buffalo Police representatives in December 2016, and will include at least biennial recognition of coalition members moving forward geared in a way to promote coalition awareness.
- Coalition revised its fact sheet, as well as developed a sheet for PFS, which receive occasional updates. Fact sheets are not static and will be revised moving forward.

- Coalition will seek to formalize community meetings moving forward, developing a 10 minute presentation to introduce West Side groups, such as block clubs, to the coalition.
- Coalition will consider an advertising campaign about itself, its vision, mission, and goals.
- Coalition will develop more easy-to-read graphics that identify itself for use in social media, as well as conducting more events that convey the coalition's identity to others. Examples include

Our coalition periodically re-assesses and updates its mission and goals.

2015 Score: 2.8, 2016 Score 3.7

- Applying for PFS funding was the result of reassessing coalition mission and goals to include heroin/opioid prevention and increase prescription drug prevention efforts. Prescription drug misuse and heroin use are now understood by its members as substances the coalition is seeking to impact using environmental strategies in 2016.
- Plan to reassess coalition vision, mission and goals annually at the first meeting of the year. This did not occur in 2016, so this goal is being continued forward for 2017.

Coalition Structure and Membership

The majority of our coalition members are active in our meetings and/or activities.

2015 Score: 2.7, 2016 Score: 3.3

- Coalition discussed alternate meetings and times for locations in 2016; most meetings were held at West Side Community Services due to availability of space. Attendance varied from 8 to 30. One meeting was held at the D-District Police Station. Moving meeting around allows additional staff from host agency to attend, which will be considered moving forward. Time of meetings adjusted from mornings to afternoons. Evening meetings will be considered moving forward.
- Update member contact information; MailChimp list developed in 2016; allowed members to unsubscribe who were added to list but not interested in attending. Need exists to continue to screen list, as well as use MailChimp for purposes of identifying who is reading our emails but has not been recently involved.
- Create online event calendar: This has potential as easiest way to do this is through Buffalo State system, but time and planning is required for submitting events.
- In reality, we know the majority of our coalition members, as in our entire mailing list or Facebook page, is not involved in the coalition. To an extent, however, we have a core group that is at each meeting. These are the people that most coalition members identify as being members.

Coalition members' roles and responsibilities are well-defined.

2015 Score: 2.9, 2016 Score 3.6

- Identify primary strategies, describe action items and have members volunteer to work on specific areas was the goal stated in 2015; this still requires continued work by the coalition moving forward.

The persons needed to attend coalition meets are usually there.

2015 Score: 2.8, 2016 score 4.0

- During past year, efforts ensured that a coalition meeting took place each quarter and that meetings were well documented.

Members communicate with one another as needed (not just at scheduled meetings).

2015 Score: 2.8, 2016 Score 3.45

- In 2015, Coalition established a website with Facebook widget. Site includes documents like the capacity building plan, as well as meeting agendas and minutes.
- Facebook page was established. Since last capacity building plan, site has moved from 352 likes to 509. Facebook continues to be an effective strategy for reaching some of our members. Effort will continue to increase number of likes to 600 by next year. Adequately utilizing DFC-funded advertising has potential to help support this goal.

Outreach and Communication

Our coalition works effectively with local media outlets.

2015 Score: 2.9, 2016 Score: 3.7

- Coalition has developed experience in writing its own press. With approval from Buffalo State College relations, coalition able to put out its own releases, which helps streamline the process. Coalition has also worked with Erie County Department of Health in putting out two press releases in 2016.

Coalition Meetings and Communications

If unable to attend meetings consistently, there are alternative ways for members to contribute their expertise.

2015 Score: 2.9, 2016 Score: 3.25

- Standardizing volunteer opportunities to help the coalition (door knocking on Clean Sweep might be an example) should be institutionalized so that coalition members, from students to retirees, can support the coalition outside of meetings.

Meeting minutes, agendas, resources, etc. are easily accessible through electronic mailings or website postings.

2015 Score 2.8: 2016 Score: 3.6

- Coalition website was established where meeting minutes were posted. Given that our website is still new, awareness when minutes are posted can be done by posting to Facebook or sending an email to the list, which we will strive to do moving forward. We can also post agendas sooner as well as distribute by email sooner.

Opportunities for Member Growth and Responsibility

New members receive an orientation and copies of relevant background materials.

2015 Score: 2.9; 2016 Score: 3.3

- Orientation packet and background materials need to be regularly distributed and formalized. These should include flyer, bylaws, recent agendas and minutes.

Our coalition makes a conscious effort to develop new leaders.

2015 Score: 2.7; 2016 Score: 3.6

- Partner with West Side Promise Neighborhood Steering Committee to recruit members to the Emerging West Side Leaders Program; utilize existing program with a supplement to train new leaders

We use mentoring or some other means to help less experienced members learn what is needed.

2015 Score 2.7; 2016 Score 3.5

- Mentoring is an important part of sustainment of members. Staff members who recruit members to the coalition will be asked to follow up on a regular basis with members and strategize with them as to how they can best support the coalition. Training to be developed for recruiting and mentoring new members at upcoming meeting. Periodic review of engagement of members will be regularly conducted.

Effectiveness in Planning and Implementation

Our coalition develops an annual or overall plan that lists goals and activities

2015 Score: 2.8; 2016 Score: 4.2

- WSYDC currently develops strategic plans with subsequent goals and activities according to DFC and PFS guidelines and timelines. More formalized annual plans could help coalitions better reflect on

Coalition members are assigned specific responsibilities

2015 Score: 2.8, 2016 Score 3.6

- Align coalition members voluntarily with specific action areas, i.e., alcohol, prescription drugs, graffiti, etc., and strategies, i.e., social norms, to increase participation and knowledge of responsibilities

Cultural Competence

Our coalition reviews its activities and products to ensure they are culturally appropriate for the intended recipients.

2015 Score: 2.9; 2016 Score 3.9

- In the past WSYDC has translated materials into Somali, Karen, Arabic, and Spanish. We will continue this practice. Coalition is self-aware that it at times struggles to represent the diversity of the neighborhood and seeks to recruit leaders of different represented communities.

Funding and Sustainability

Our coalition has received funding from multiple sources.

2015 Score 2.9; 2016 Score 4.7

- Coalition is generally reliant on funding from federal and state grants, as well as Buffalo State institutional funding. Coalition leaders should meet with leaders of Buffalo State College foundation to set up fundraising mechanisms, like accounts that people can contribute to, creation of donation cards and envelopes, and a donation link for the

coalition that can be embedded on the website. Though sources are diverse, funding is not organic to community.

Our coalition raises funds from local sources rather than relying solely on federal and state grants.

2015 Score: 2.2; 2016 Score: 3.6

- We do not currently raise money from local sources. Planning is taking place for local solicitation of larger funds. The Buffalo State Foundation is an underutilized resource that could help us solicit donations, especially for an endowed fund to support our efforts long term. Smaller-scale fundraising should also be considered.

3. Vision, mission and goals: (with 1 being weak or never and 5 being strong or always)

	1	2	3	4	5	Don't know or doesn't apply
Our coalition's vision, mission, and goals are clear and well-documented	0 0.0%	1 7.7%	1 7.7%	4 30.8%	5 38.5%	2 15.4%
Community residents are aware of our vision, mission and goals	3 23.1%	2 15.4%	3 23.1%	3 23.1%	2 15.4%	0 0.0%
Our coalition periodically re-assesses and updates its mission and goals	1 7.7%	1 7.7%	1 7.7%	4 30.8%	3 23.1%	3 23.1%
We evaluate our coalition's activities in light of its mission and goals	0 0.0%	1 7.7%	5 38.5%	2 15.4%	4 30.8%	1 7.7%
Our coalition's vision, mission, and goals consider the needs and views of the community	0 0.0%	2 15.4%	2 15.4%	2 15.4%	6 46.2%	1 7.7%
Coalition members agree with the coalition's vision, mission, and goals	0 0.0%	1 7.7%	2 15.4%	3 23.1%	6 46.2%	1 7.7%

4. Coalition structure and membership:

	1	2	3	4	5	Don't know or doesn't apply
All of the necessary sectors of the community are represented	2 15.4%	1 7.7%	1 7.7%	6 46.2%	2 15.4%	1 7.7%
Our coalition membership includes more than just professional and organizational representation, i.e., parents, youth, etc	1 7.7%	3 23.1%	0 0.0%	3 23.1%	5 38.5%	1 7.7%
The majority of our coalition members are active in our meetings and/or activities	0 0.0%	2 15.4%	6 46.2%	3 23.1%	1 7.7%	1 7.7%
Coalition members roles and responsibilities are well-defined	0 0.0%	3 23.1%	2 15.4%	2 15.4%	4 30.8%	2 15.4%
Our coalition has active committees or work groups	0 0.0%	2 15.4%	3 23.1%	4 30.8%	2 15.4%	2 15.4%
The persons needed to attend coalition meetings are usually there	0 0.0%	2 15.4%	1 7.7%	4 30.8%	5 38.5%	1 7.7%
Members communicate with one another as needed (not just at scheduled meetings)	0 0.0%	3 23.1%	2 15.4%	4 30.8%	2 15.4%	2 15.4%

6. Outreach and communication

	1	2	3	4	5	Don't know or doesn't apply
Our coalition keeps the community updated on its activities (e.g., through a newsletter, website, Facebook)	1 7.7%	1 7.7%	2 15.4%	2 15.4%	7 53.8%	0 0.0%
Our coalition goes to "where the residents are" to do outreach and to enhance its understanding of community issues	2 15.4%	2 15.4%	2 15.4%	3 23.1%	4 30.8%	0 0.0%
Our coalition engages youth to help inform its planning efforts	2 15.4%	4 30.8%	2 15.4%	1 7.7%	3 23.1%	1 7.7%
Our coalition works effectively with local media outlets	1 7.7%	0 0.0%	5 38.5%	2 15.4%	4 30.8%	1 7.7%

7. Coalition meetings and communications: (with 1 being weak or never and 5 being strong or always)

	1	2	3	4	5	Don't know or doesn't apply
Our coalition has a regular meeting schedule	0 0.0%	2 15.4%	3 23.1%	3 23.1%	5 38.5%	0 0.0%
Agendas are sent to members in advance	3 23.1%	0 0.0%	2 15.4%	3 23.1%	5 38.5%	0 0.0%
We accomplish agenda items in meetings that start and end on time	2 15.4%	0 0.0%	3 23.1%	3 23.1%	5 38.5%	0 0.0%
Meetings are held in centrally accessible, comfortable places and at convenient times for all members	0 0.0%	2 15.4%	2 15.4%	2 15.4%	7 53.8%	0 0.0%
If unable to attend meetings consistently, there are alternative ways for members to contribute their expertise	3 23.1%	0 0.0%	3 23.1%	3 23.1%	3 23.1%	1 7.7%
Conflicts are resolved in an orderly and respectful manner	0 0.0%	0 0.0%	2 15.4%	2 15.4%	8 61.5%	1 7.7%
Meeting minutes are recorded	0 0.0%	0 0.0%	1 7.7%	1 7.7%	9 69.2%	2 15.4%
There are clear guidelines for decision-making	0 0.0%	2 15.4%	3 23.1%	3 23.1%	4 30.8%	1 7.7%
Guidelines for decision-making are followed consistently	0 0.0%	2 15.4%	2 15.4%	3 23.1%	4 30.8%	2 15.4%
Meeting minutes, agendas, resources, etc. are easily accessible through electronic mailings or website postings	1 7.7%	2 15.4%	3 23.1%	2 15.4%	5 38.5%	0 0.0%

9. Effectiveness in planning and implementation: (with 1 being weak or never and 5 being strong or always)

	1	2	3	4	5	Don't know or doesn't apply
Our coalition develops an annual or overall plan that lists goals and activities	0 0.0%	0 0.0%	3 23.1%	3 23.1%	5 38.5%	2 15.4%
Plans are based upon review and input from coalition members	0 0.0%	0 0.0%	4 30.8%	4 30.8%	4 30.8%	1 7.7%
Action plans and target dates are developed for each task or project	0 0.0%	1 7.7%	4 30.8%	2 15.4%	5 38.5%	1 7.7%
Coalition members are assigned specific responsibilities	0 0.0%	2 15.4%	3 23.1%	4 30.8%	3 23.1%	1 7.7%
Coalition activities and progress in completing tasks are monitored and reported to the membership	0 0.0%	1 7.7%	3 23.1%	5 38.5%	3 23.1%	1 7.7%
Our coalition gets things done rather than just talk about them	1 7.7%	1 7.7%	5 38.5%	1 7.7%	5 38.5%	0 0.0%

11. Partnerships with other organizations: (with 1 being weak or never and 5 being strong or always)

	1	2	3	4	5	Don't know or doesn't apply
Our coalition is knowledgeable about other community organizations and what they do	0 0.0%	2 15.4%	0 0.0%	3 23.1%	7 53.8%	1 7.7%
Our coalition collaborates with other community organizations	1 7.7%	2 15.4%	1 7.7%	2 15.4%	7 53.8%	0 0.0%
Our coalition utilizes information and resources from those organizations	2 15.4%	1 7.7%	1 7.7%	2 15.4%	7 53.8%	0 0.0%
Our coalition is informed about issues affecting the community	1 7.7%	0 0.0%	1 7.7%	4 30.8%	7 53.8%	0 0.0%
Our coalition interacts and shares information with substance abuse prevention coalitions in other communities	0 0.0%	1 7.7%	1 7.7%	2 15.4%	7 53.8%	2 15.4%
Our coalition interacts with and shares information with substance abuse prevention providers in our community	0 0.0%	1 7.7%	1 7.7%	3 23.1%	7 53.8%	1 7.7%
Our coalition interacts with and shares information with other prevention organizations (other than substance abuse related) and/or coalitions in our community	0 0.0%	2 15.4%	0 0.0%	1 7.7%	7 53.8%	3 23.1%

12. Coalition members' sense of ownership and participation

	1	2	3	4	5	Don't know or doesn't apply
Our coalition builds social time for members into meetings and events	1 7.7%	0 0.0%	4 30.8%	5 38.5%	3 23.1%	0 0.0%
All members are treated equally and with respect	0 0.0%	0 0.0%	1 7.7%	4 30.8%	8 61.5%	0 0.0%
Members are asked about their interests and needs	1 7.7%	0 0.0%	4 30.8%	1 7.7%	6 46.2%	1 7.7%
Member contributions are recognized	0 0.0%	0 0.0%	2 15.4%	3 23.1%	6 46.2%	2 15.4%
Successes are celebrated	0 0.0%	0 0.0%	3 23.1%	3 23.1%	5 38.5%	2 15.4%
Members actively participate in the decision making process	0 0.0%	0 0.0%	4 30.8%	2 15.4%	6 46.2%	1 7.7%
Members feel free to speak their views without being criticized	0 0.0%	0 0.0%	2 15.4%	2 15.4%	9 69.2%	0 0.0%

13. Ability to collect, analyze, and use data (with 1 being weak or never and 5 being strong or always)

	1	2	3	4	5	Don't know or doesn't apply
Our coalition has members, or a consultant, with experience in collecting and analyzing data	0 0.0%	0 0.0%	1 7.7%	3 23.1%	8 61.5%	1 7.7%
Our coalition has members, or a consultant, with experience in conducting evaluations and preparing evaluation reports	0 0.0%	0 0.0%	1 7.7%	3 23.1%	8 61.5%	1 7.7%
Coalition members participate in reviewing data for planning and evaluation purposes	0 0.0%	0 0.0%	2 15.4%	2 15.4%	8 61.5%	1 7.7%
Our coalition has access to local data on substance abuse and consequences	0 0.0%	0 0.0%	2 15.4%	3 23.1%	8 61.5%	0 0.0%

14. Understanding of and commitment to environmental change strategies:

	1	2	3	4	5	Don't know or doesn't apply
Coalition members are familiar with concept of population-level change	1 7.7%	2 15.4%	3 23.1%	3 23.1%	3 23.1%	1 7.7%
Our coalition supports environmental change strategies (e.g. policy changes, regulation, enforcement, and advocacy) in addition to approaches targeting individuals	1 7.7%	0 0.0%	3 23.1%	5 38.5%	4 30.8%	0 0.0%
Our coalition is committed to working with the media	0 0.0%	0 0.0%	3 23.1%	3 23.1%	6 46.2%	1 7.7%
Our coalition has positive relationships with community partners needed to implement environmental strategies	2 15.4%	0 0.0%	1 7.7%	2 15.4%	7 53.8%	1 7.7%

West Side Youth Development Coalition: Bylaws

Article I: Name and Purpose.

Section 1: Name

The name of the organization shall be the West Side Youth Development Coalition (hereafter “WSYDC” or “the Coalition”)

Section 2: Purpose

The purpose of WSYDC is to improve the health and well-being of youth living in West Side and Black Rock neighborhoods of the City of Buffalo. The coalition is designed to enhance social, educational, health, family, economic, and community supports for the pro-social development of youth and decrease the use and negative effects of alcohol and other drugs, as well as to decrease other unhealthy behaviors such as violence, gang activity, and crime. The coalition seeks to do this through:

1. Increased community awareness of the health consequences of substance use;
2. Strengthening community collaboration;
3. Mobilizing West Side and Black Rock community members to make institutional and policy changes that reduce youth access to alcohol, tobacco and other drugs; and
4. Improving the overall health of the community;
5. The goal of the coalition’s efforts is to impact the following core measures for alcohol, tobacco, marijuana, prescription drugs, and heroin for grades 6th - 12th, as well as for young adults, age 18-25.
 - a. Past 30–day use
 - b. Perception of risk or harm
 - c. Perception of parental disapproval of use
 - d. Perception of peer disapproval of use

Article II: Service Requirements.

The coalition shall achieve its goals by meeting the following requirements:

1. Establishing and strengthening collaboration among West Side and Black Rock residents, public, private, and non for profit agencies, and federal, state, and local governments to support the efforts of community organizations working to prevent and reduce substance use among youth.
2. Reducing substance use among youth and, over time, reducing substance use among adults by addressing the factors in a community that increase the risk of substance use and promoting the factors that minimize the risk of substance abuse.

Article III: General Membership.

Section 1: Purpose and General Powers

General Membership shall be comprised of a comprehensive representation of individuals, groups, and institutions in the West Side and Black Rock Neighborhoods who are interested in and committed to the work of the Coalition. Members shall include one or more representative from each of the following 12 sectors:

1. Youth (18 or younger)
2. Parent
3. Business
4. Media
5. School
6. Youth-serving organization
7. Law enforcement
8. Religious/Fraternal organization
9. Civic/Volunteer groups
10. Healthcare
11. State, local, or tribal governmental agency with expertise in the field of substance use prevention, treatment, and/or recovery
12. Other organization involved in reducing substance use

The coalition will agree to the following:

1. Create and follow by-laws and policies.
2. Formulate coalition goals and objectives.
3. Oversee operations of activities, programs, and paid staff.
4. Continue to increase new membership of the coalition.
5. Create and follow a strategic plan.
6. Create a credible and relevant sustainability plan which includes volunteer membership and resources, both financial and material.
7. Respects the rights of WSYDC members to hold their own opinions and beliefs.

Each Sector Representative will be held responsible to:

1. Be a community leader amongst the represented sector.
2. Ensure clear communication between the sector represented and the coalition.
3. Act as a positive role model for youth, families, and peers.
4. Support the coalition's mission.
5. Attend coalition meetings which are held on a regular basis.
6. Participate in at least one workgroup.
7. Attend coalition sponsored trainings, town hall meetings, and community events.
8. Contribute to the strategic planning process.
9. Participate in sustaining the coalition's capacity, involvement, and energy.
10. Implement environmental strategies as identified by the coalition to prevent youth alcohol and other drug use.

Section 2: Term & Qualifications

Members must sign a Community Involvement Agreement annually, signifying a commitment to the goals of the Coalition and assumption of the following rights and responsibilities. There is no term for Members.

1. Elect the Chair and Secretary of the Coalition
2. Advocate for the mission, goals, and objectives of the Coalition
3. Attend and participate in quarterly General Coalition Meetings
4. Make recommendations to the Executive Board and Coalition Staff
5. Participate actively on one or more Coalition Workgroup.
6. Volunteer at special events.
7. Assist in the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of coalition goals and objectives.
8. Respond promptly to correspondence and notify secretary of changes to contact information
9. Provide services/supplies/space, etc. as detailed in the Coalition Involvement Agreement (CIA) as is applicable

Article IV: Coalition Executive Board

Section 1: Purpose and General Powers

The WSYDC Executive Board shall be comprised of the following individuals:

1. Coalition Officers (Chair, Co-Chair, and Secretary) and
2. Chairs of Workgroups
3. Select staff of the Center for Health and Social Research (CHSR) at Buffalo State and other Buffalo State representatives, as designated by the director of the Center for Health and Social Research

Section 2: Term & Qualifications

1. Chair and secretary shall be elected annually by a majority of the General Membership to one year terms
2. The Director of the Center for Health of Social Research or their designee is the co-chairperson of the coalition due to the financial commitment made to the Coalition by SUNY Buffalo State.
3. Workgroup Chairs serving on the executive board will be elected annually by a majority vote of their respective workgroups.
4. Terms run from October 1 to September 30.

5. Any vacancies on the Executive Board in between annual elections will be appointed by a majority vote of Executive Board.
6. A vacancy in the Coalition Chair position will be temporarily filled by the co-chair. As soon as reasonably possible, the chair position will be filled by a majority vote of the General Membership.

Section 3: Executive Board Rights and Responsibilities

1. Executive Board Members assume the following rights and responsibilities:
 - a. Make decisions on behalf of the General Membership by a majority vote
 - b. Attend no less than three of the four quarterly Executive Board Meetings per year
 - c. Review organizational bylaws every two years and update as needed
 - d. Establish priorities for the Coalition based on community need, prevention research, and funding requirements
 - e. Refer projects to appropriate workgroups
 - f. Oversee the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for the coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of coalition goals and objectives.
 - g. Respond to information requests from Coalition Staff and funding agencies.

Section 4: Coalition Officers

1. Coalition Officers shall be elected annually by a majority of the General Membership to one year terms, not serving more than two consecutive terms, with the exception of Co-Chair, an appointed position as stated in Article IV, Section 2.
2. Terms run from October 1 to September 30.
3. Coalition Officers assume the following rights and responsibilities according to title:
 - a) Chair
 - i. Chairs Executive Board Meetings and General Membership Meetings
 - ii. Participates in setting meeting agendas for Executive Board Meetings and General Membership Meetings
 - iii. Sets workgroup assignments
 - iv. Represents WSYDC to the media and at public events
 - b) Co-Chair
 - i. Assists Chair in meeting facilitation
 - ii. Chairs meetings in absence of the Chair
 - iii. Oversees elections of Officers
 - iv. Represents WSYDC to the media and at public events
 - c) Secretary

- i. Records minutes of Executive Board Meetings and General Membership Meetings
- ii. Assists Coalition Staff with maintenance of coalition documentation as needed.

Section 5: Workgroup Chairs

1. Workgroup Chairs serving on the Executive Board will be elected annually by a majority vote of their respective workgroups
2. Workgroup chairs serve for a term of one year.
3. Terms run from October 1 to September 30
4. Workgroup Chairs assume the following rights and responsibilities:
 - a. Chair workgroup Meetings
 - b. Produce agendas, sign-in sheets, and highlights for workgroup meetings
 - c. Oversee implementation of work group assignments
 - d. Update Executive Board on status of workgroup strategies
 - e. Provide a written report on workgroup strategies to the Executive Board and General Membership during quarterly General Membership Meetings
 - f. Assist in selecting workgroup members

Article V: Workgroup and Ad Hoc Workgroups

Section 1: Workgroups

The following Workgroups will be standing. Workgroups shall make decisions with a majority vote of Workgroup Members:

1. The Executive Board serves as the macro-level guide for the coalition. Bringing together the most dedicated and strongest coalition advocates allows for short- and long-term planning and monitoring.
2. Organizational Development Workgroup: Serves as the logistic team for the coalition. The Workgroup's charge is to bring together all of the information and resources available to the coalition in the manner that is most likely to achieve success. This group is also responsible for managing requests for changes to the bylaws and presenting such changes to the executive board.
3. The WSYDC Youth Advisory Workgroup: Youth play an extremely important part in determining the focus of the Coalition and monitoring its progress. Members of the WSYDC Youth Advisory Workgroup produce and review coalition materials to ensure they fit with current youth language and trends, they assist in planning and implementation, and they help the coalition interpret results.
4. The Assessment Workgroup serves as the forum for the coalition to collect, analyze and report on data. Members of this Workgroup will be trained on the importance of data-based decision making in coalition operations.

5. The Media Workgroup serves as the forum for the coalition to plan media outreach efforts. The Workgroup is well versed in print, radio, television, internet, and social media communication development.
6. The Prescription Drugs and Heroin Workgroup serves to plan, implement, and evaluate the Partnership for Success-funded strategies around the prevention of prescription drug misuse and heroin use. This workgroup is responsible for the PFS action plan and all aspects of making its ascribed strategies happen.
7. The Underage Drinking Workgroup focuses on possible policy strategies around the prevention of underage drinking as well as messaging that reduces underage drinking.
8. The Campus Health Promotion Workgroup works to partner with SUNY Buffalo State around the implementation of campus environmental strategies for the reduction of substance use.
9. The Campus and Community Involvement Workgroup works on implementing environmental strategies that positively impact quality-of-life issues in neighborhoods as a result of underage drinking.
10. The Policy Workgroup seeks to develop and influence citywide and regional policies around substance use.

Section 2: Ad Hoc Workgroup

1. Ad Hoc Workgroup will be appointed by the Executive Board as needed to fulfill time-specific objectives.
2. Ad Hoc Workgroup will elect a chair by majority vote, and
3. The Ad Hoc Workgroups Chair will report to the Executive Board for the duration of his or her appointment.
4. Ad Hoc Workgroups Chairs shall make decisions with a majority vote of Workgroup Members.

Article VI: Staff

1. Coalition Staff that are funded through the Drug Free Communities Support Grant, or Partnership for Success Grant, are non-voting members of the Executive Board.
2. Staff assume the following responsibilities:
 - a. Provide support to the General Membership and workgroups.
 - b. Maintain rosters of General Membership and workgroups
 - c. Produce agendas and sign-in sheets for General Membership Meeting and Executive Board Meetings with the assistance of the Coalition Chair
 - d. Receive minutes from the General Membership Meeting and Executive Board Meetings from the Coalition Secretary and distribute accordingly
 - e. Maintain records of Coalition activities and submit required documentation to funding agencies

- f. Serve as liaison between the Fiscal Agent (Research Foundation for SUNY), SUNY Buffalo State, the Buffalo State College Foundation, and federal and state-funded evaluators
- g. Facilitate communication among Coalition members
- h. Coordinate the execution of the Strategic Prevention Framework (SPF), including (1) completion of a community needs and resources assessment, (2) recruitment and capacity building for Coalition, (3) strategic planning, (4) implementation of evidence-based environmental strategies, and (5) ongoing evaluation of Coalition goals and objectives

Article VII: Meetings

1. The General Membership shall meet quarterly.
2. The Executive Board shall meet quarterly, no less than four times per year.
3. Workgroups shall meet regularly at the request of the Workgroup Chair.
4. Ad Hoc Workgroup shall meet regularly at the request of the Ad Hoc Workgroup Chair.
5. Special meetings may be called by the Coalition Chair following a majority vote by the Coalition Board.

Article VIII: Fiscal Arrangements.

1. The current fiscal agent is the Research Foundation for SUNY (RF SUNY). The Office of Sponsored Programs at SUNY Buffalo State works on behalf of the fiscal agent in our community.
2. The Coalition welcomes contributions from organizations and individuals to the Buffalo State College Foundation, directed to the account of the Center for Health and Social Research.

Article VII: Bylaws.

1. Any member may propose an amendment to the bylaws by proposing the change in writing to the Organizational Development Committee.
2. A majority vote of the Executive Board is required for the change.
3. The bylaws go into effect immediately after they are approved by a majority vote of the General Membership

Problem

Root Causes

Local Conditions & Data (Specific, identifiable, actionable)



Underage Drinking

Data: YRBS
 H.S. 30 day use: 2011- 29.5%
 2013- 25.7%
 2015- 17.1%
 H.S. Binge Drinking:
 2011- 15.3%
 2013- 12.7%
 2015- 8.8%
 Young Adult Survey
 Perception of Harm
 BSC-
 Fall 2015: 2.68
 Spring 2016: 2.56
 Perception of Harm
 2013- 65%
 2015- 64.9%
 Parents
 2013- 81.8%
 2015- 83.4%
 Peers
 2013- 58.3%
 2015 - 66.0%

Social Availability

Data: YRBS
 H.S. 30 day use: 17.1%
 H.S. Binge Drinking: 8.8%
 M.S. Ever alc: 2011- 19%
 Alc Edu Survey
 Parental Host Arrests

Lack of Enforcement (Community/Family)

Data: Parent Survey
 Local Conditions
 School Health Index
 Social Disorganization
 Data

Retail Availability

Data: Deli Practices, Alc Edu
 YRBS:H.S. 30 day use: 31.4%
 H.S. Binge Drinking: 17.8%
 M.S. Ever alc: 19%
 Deli Advertising

Parents Host Parties

Data: HS YRBS-took from store or family member or someone gave it to me: 12.7%
 Underage Drinking Tip Line Police Information, Student Focus groups

College Student House Parties

Data: Police Data, Underage Drinking Tip Line, Alc Edu: High risk Drinkers 21%, Drank at off campus residence or fraternity/sorority: 60.6%

Lack of Underage Drinking Rules

Data: Buffalo State College Liquor Law Violations:
 2012: Arrests: Residence Halls 2, On Campus 3
 Referral: Residence Halls 190, On Campus 205

Parent Perceptions Risk of Alcohol Use

Data: Parent Surveys
 School Health Index score

Retail Sales Practices

Data: HS YRBS-Bought alcohol in a store, Public event, restaurant, bar, club or gave someone money: 11.4%
 Fines for underage drinking