

1. Re: Youth Social Problems
(Item 4, Report No. 33, April 30, 1973)
(Item 29, Report No. 47, June 25, 1973)

The attached reports (Attachments "A" and "B") which were received by Council on April 30 and June 25, 1973, serve to provide background information on the efforts that have and are being made to establish in Burnaby a specialized service to deal with problems involving youth.

Council deferred action on the June 25th report because additional information was desired on the following matters:

1. A clear definition of the problems involved, including an indication as to what matters are not presently being handled by the Human Resources Department or allied agencies.
2. The precise responsibilities and duties of the staff who will be assigned to the jobs envisioned.
3. The advisability of including representation from other bodies and the public on the Committee that is proposed to be established to administer the program.
4. The actual anticipated costs of administering the program, including expenses which will be related because of the involvement of other agencies.

Council will recall that a Committee was formed earlier this year to study youth problems in Burnaby. The following nine organizations appointed representatives to serve on the Committee: United Community Services, School Board, Probation Office, R.C.M.P., Mental Health Centre and the Municipal Planning, Health, Parks and Recreation and Human Resources Departments.

A comprehensive report from the Committee is attached (Attachment "C"). Recommendations and a projection of approximate costs that could be expected to accrue if the Committee's proposals are implemented are contained in the attached report from the Human Resources Administrator (Attachment "D").

The duties and responsibilities that are suggested for the proposed Standing Committee and Youth Services staff are contained in the attachments. Of particular interest in Attachment "D" is the recommendation to have the Standing Committee on Youth Services serve in an advisory capacity and placed under the responsibility of the Department of Human Resources. The proposed advisory function and liaison relationship is considered the most feasible because it allows maximum recovery of costs under Federal and Provincial cost sharing programs. (It is estimated that the recovery under the proposed method of organization would be 75%; if the Standing Committee was constituted with broad managerial authority and allowed to operate independently from the Human Resources Department, the recovery could very well be nil and at best minimal).

As proposed, the Standing Committee would not be directly responsible to Council. The Committee and Youth Services staff would be a Division of the Human Resources Department and would be directly responsible to the Administrator of that Department. The Committee's relationship to the Department would be as follows:

1. The Human Resources Department would appoint two representatives to serve on the Committee: one from administration and one from the Child Welfare Division. The Youth Services Division supervisor would also serve as a member on the Committee.
2. Funds to be used by the Committee to finance the program would be included in the Human Resources budget. As stated above, this would be necessary in order that full advantage could be taken of the cost sharing opportunities that are made available by the senior governments.

1. Re: Youth Social Problems - Cont'd.

Although the day-to-day supervision of the Youth Services Division and the budgeting of funds would be the responsibility of the Human Resources Department, the Committee would have responsibility for providing overall guidance to supervisory and administrative staff.

RECOMMENDATIONS:

THAT the proposal to establish a Standing Committee to advise on and provide overall guidance for a Youth Services Program be approved; and

THAT the proposal to establish a Youth Services staff organization as a Division of the Human Resources Department be approved; and

THAT the proposal to hire the staff that will be required for the Youth Services Division (one supervisor, two social workers and one clerk stenographer) be approved; and

THAT the proposal to have the Standing Committee comprised of representatives from the nine organizations mentioned in this report be approved; and

THAT the proposal to have the Youth Services Program with appropriate staff commence by January 1, 1974, be approved, subject to Provincial and Federal approval of the cost sharing proposed in this report; and

THAT the proposal to establish a 1974 budget of \$52,227 with a net cost to the Municipality of \$11,852 be approved; and

THAT applications for funds that are obtainable from cost sharing programs be submitted to the senior governments; and

THAT Council be provided with quarterly progress reports on the activities of the Youth Services Standing Committee, or more frequently if required, during the Committee's initial year of operation.

THAT a letter of appreciation together with a copy of this report be sent to the Youth Programs Working Committee; and

THAT a copy of this report be sent to the Parks and Recreation Commission for information purposes; and

THAT all persons who have written to Council and the Parks and Recreation Commission about problems involving youth be advised of the action that is taken by Council on this matter.

ITEM 1
MANAGER'S REPORT NO. 86
COUNCIL MEETING Nov. 19/73

ITEM 4
MANAGER'S REPORT NO. 33
COUNCIL MEETING Apr. 30/73

X Re: Youth Social Problems
(Item 13, Report No. 19, March 12, 1973)

ATTACHMENT "A"

Council on March 12, 1973 considered the above-noted report item which arose out of a request from the Boys' Club of Vancouver to lease Corporation property on which to construct a facility for its activities. With the same report item was attached a report of the Parks and Recreation Commission which, with other recommendations, included the following:

"THAT the Commission advise Municipal Council that it feels there is a need in our community for a specialized service to deal with the problems of youth, and that this service should be available to all areas of Burnaby, with an adequate staff of trained personnel; (and)
THAT the Council give consideration to the establishment of such a service provided through one of the Municipal Departments or Agencies."

At the meeting of March 12, 1973 Council directed that a staff report be provided for the April 30, 1973 meeting of Council relating to the need for a specialized service to deal with the problems of youth as referenced with the above-noted recommendations of the Parks and Recreation Commission.

The following is the report of the Social Services Administrator dated April 19, 1973 in response to Council's direction that a report be provided.

It should be noted from the Social Services Administrator's report that in review of the subject he has contacted the Boys' Club of Vancouver, the United Community Services, and the Burnaby School Board Youth Officer to seek opinions, and has examined demands, in terms of staff and accommodation, which would be placed on his Department should Council consider it necessary that the Social Services Department provide specialized services to deal with the problems of youth.

From his preliminary review, the Social Services Administrator recognizes that his present report can be considered as interim only in that considerable research and co-ordination of thinking is required before recommendations can be provided to Council. It is anticipated that a report will be made available to Council within four or five weeks' time.

This is for the information of Council.

TO: Manager	DEPARTMENT:	DATE: April 19, 1973
FROM: Administrator	DEPARTMENT: Social Service	OUR FILE #
SUBJECT: Boys' Clubs - Youth Social Problems		YOUR FILE #

In a memo from the Deputy Municipal Clerk with attachments, dated March 13, 1973, it was noted that a report was required relating to the need for a specialized service to deal with the problems of youth as more particularly explained under Recommendations 3 and 4 of the Report from the Parks and Recreation Commission. Recommendations 3 and 4 are as follows:

"3. That the Commission advise Municipal Council that it feels there is a need in our community for a specialized service to deal with the problems of youth, and that the service should be available to all areas of Burnaby, with an adequate staff of trained personnel.

4. That the Council give consideration to the establishment of such a service provided through one of the Municipal Departments or Agencies".

ITEM 1
MANAGER'S REPORT NO. 86
COUNCIL MEETING Nov. 19/73

ITEM 4
MANAGER'S REPORT NO. 33

We have reviewed the matter and report as follows:

COUNCIL MEETING Apr. 20/73

ATTACHMENT "A"

1. Boys' Club of Vancouver: Mr. R. Ryan, Executive Secretary, was interviewed and he indicates that their present expansion into Burnaby was confined to the area around Hastings and Howard Streets in the Capitol Hill area. They had done a study in the Greater Vancouver area and the above was deemed their priority area. Should services be requested in other areas of Burnaby, prior to its necessity on the overall priority basis, they could supply the services of a detached worker or workers on a purchase basis. The cost of these services would range in the amount of \$13,000. to \$14,000. per worker.

2. United Community Services - Burnaby Division: The Social Planning Committee has met several times in an effort to evolve an overall plan for action to minimize problematic areas identified through its questionnaire. The priority areas identified through priority involved:

- (a) antisocial behaviour of children
- (b) emotional problems of children and adults
- (c) single parent families
- (d) inability of parents to cope with family life

The committee has spent further sessions in an attempt to determine the most concrete method of coping with the problems above but no definite plan of action has been determined as yet.

3. In a call to Mr. Bill Wescott, Youth Officer with the Burnaby School Board, he indicated that his preference would be a program administered by a Commission or Committee consisting of representatives of the Burnaby Parks and Recreation Commission, the Burnaby School Board, the Social Service Department and the R.C.M.P. who would be able to plan for the activities of any paid professional staff to implement a program for the youth in the Community.

4. Burnaby Social Service Department: We have studied the problem in some detail and it does not fit into any of our existing divisions. Should Council deem it to be a necessary service under direct municipal supervision of this Department, it would be necessary to establish a special group work division with a supervisor whose expertise is in the field of group dynamics. The necessary staff, of course, would also be required. The dilemma facing the Department immediately would be accommodation pending the completion of the new Municipal Hall Annex.

Further we have received a memo requesting advice on whether the social problems of youth would be better served on a fixed or mobile facility. The answer to this, of course, would depend on the type of service and program to be supplied.

Should the method of service chosen be Number 3 above, it would seem logical that the park and school facilities in the immediate area be the focus of action. Should it be a division within the Social Service Department the headquarters would be in the Department using whatever group facilities which can be made available to us.

We would feel that more of the problem should be identified before a concrete decision is made either on the mobility of the facility or the type of facility to be provided. This identification of the problem can only be achieved by a joint meeting of all persons concerned with the problem and we will call a meeting in the near future.

This is an interim report and no definite recommendation can be made until the matter has been discussed by all concerned.

ED. J. COBURN
ADMINISTRATOR

ITEM 1
MANAGER'S REPORT NO. 86
COUNCIL MEETING Nov. 19/73

ITEM 29
MANAGER'S REPORT NO. 47
COUNCIL MEETING June 25/7

ATTACHMENT "B"

~~X~~ Re: Youth Social Problems
(Item 13, Manager's Report No. 19, March 12, 1973)
(Item 22, Manager's Report No. 27, April 9, 1973)
(Item 4, Manager's Report No. 33, April 30, 1973)

Council, at its meeting of April 30, 1973, received a report from the Manager which included an interim report dated April 19, 1973, from the Social Services Administrator with respect to the following recommendations adopted by the Parks and Recreation Commission at its meeting of March 7, 1973, and referenced with the Manager's Report of March 12, 1973 to Council:

"THAT the Commission advise Municipal Council that it feels there is a need in our community for a specialized service to deal with the problems of youth, and that this service should be available to all areas of Burnaby, with an adequate staff of trained personnel;

THAT the Council give consideration to the establishment of such a service provided through one of the Municipal Departments or Agencies."

Council will also recall that, at its meeting of April 9, 1973, when the matter of leasing Municipal Property to the Boys' Club was considered, Council requested advice as to whether the social problems of youth in the Municipality could be better served by some form of mobile facility rather than a fixed establishment.

Attached is the report dated June 21, 1973, of the Social Services Administrator in response to Council's direction and it should be considered as being preliminary only as we must establish some form of formal organizational structure if it is to be eligible for financial assistance.

RECOMMENDATION:

THAT recommendations as contained within the report dated June 21, 1973 of the Social Services Administrator be adopted in principle; and

THAT the Social Services Administrator be asked to develop the formal organizational structure involved; and

THAT a copy of this report item be forwarded to the Parks and Recreation Commission.

ITEM 29

MANAGER'S REPORT NO. 47

COUNCIL MEETING June 25/73

ATTACHMENT "B"

ITEM 1

MANAGER'S REPORT NO. 86

COUNCIL MEETING Nov. 19/73

Re: Youth Social Problems

In an interim report, which was included in the Manager's Report No. 33 dated April 30, 1973, it was indicated that a meeting would be called and a further report would be forwarded for consideration.

Meetings were held with the following organizations: Burnaby Detachment R.C.M.P., Burnaby Parks and Recreation Department, Burnaby School Officer, Burnaby Division of the United Community Services and Burnaby Probation Service, as well as the Child Welfare Supervisor of the Social Service Department.

The meetings commenced with a background of the material leading up to the meeting and a review of the four possible recommendations for the solution of the problems. The recommendations reviewed were:

1. Buying the services of detached workers from the Boys Club.
2. Staff with the social planning committee of the United Community Services.
3. A division of the Burnaby Social Service Department.
4. A division or commission administered by a Board or Commission, consisting of representatives of the various organizations listed above.

Those present felt that the latter recommendation would be the most acceptable in that the problems of youth in the community are not directly centered in any one of the divisions above but are a joint problem and solutions should be shared by the independent Board. The Board should consist of representatives from the above organizations and added to it should be representatives from Burnaby Health Department, Provincial Mental Health, Burnaby Planning Department, and the Burnaby School Board. During the meeting a number of deficiencies were noted, namely the lack of remand facilities and lack of an assessment home where individual problems might be more readily identified. It was felt that the group that created the greatest problem would be those who are in the Grade 7 and 8 category. It was therefore felt that identification of possible problems might come from school personnel who are treating children in the younger age group as a preventative method as well as with the grades 7 and 8 in a more curative method. It was believed that the referrals would come primarily from the school counsellors. The Probation Officer advised the group that there are approximately 100 juveniles on Probation at any one time in Burnaby.

Should a Board or Commission be set up it was felt that the required staff to operate the program would entail a working supervisor and two social workers who have been trained in social group work sequences. It would also require a clerk-steno for this division. These staff members would be required to work the normal number of hours but on a flexible hourly system so that they would be more readily available when children are out of school. It was felt also that this Commission

ITEM 1

MANAGER'S REPORT NO. 86

COUNCIL MEETING Nov. 19/73

ATTACHMENT "B"

NOV 29

MANAGER'S REPORT NO. 47

COUNCIL MEETING June 25/73

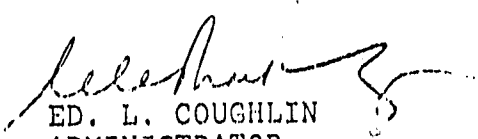
would attempt to secure the permission of the School Board to use their facilities both for office space and programs. In the light of the present staff salaries, mileage allowances, fringe benefits, space and rentals, an estimate of the actual cost to operate the program would be approximately \$45,000. It is believed that recovery under the Canada Assistance Plan would be 50% of salaries, transportation and fringe benefits, with a resulting cost to Burnaby of \$22,500.

In addition it would be advisable to present this program to the provincial Department of Human Resources and ask for their participation of an additional 25% of the cost.

It is proposed that administration of this program be in a fixed facility and that all program would be in a mobile facility; that is use of schools, parks, etc. or wherever a problem seems to present itself.

Recommendations:

1. That approval be granted to install a program and service to deal with the social problems of youth.
2. That an administrative body be created with staff representation from the following organizations:
 - (a) R.C.M.P. - Burnaby Detachment (Youth Division)
 - (b) Burnaby Parks and Recreation Department
 - (c) Burnaby School Board
 - (d) Burnaby Division of United Community Services
 - (e) Provincial Probation Service - Burnaby
 - (f) Burnaby Social Service Department
 - (g) Burnaby Health Department
 - (h) Provincial Mental Health (Children's Clinic)
 - (i) Burnaby Planning Department
3. That an operating division consisting of one working supervisor, two social workers and one Clerk-steno be created with direct accountability to the above-noted administrative body. The day-to-day administration would be provided by the working supervisor.
4. That the Burnaby School Board be requested to provide accommodation for operating staff.
5. That the Provincial Department of Human Resources be advised of the proposed program and requested to consider contributing 25% as its share of the cost of the program, as well as Federal sharing under provisions of the Canada Assistance Plan in the order of 50% of program costs.
6. That a copy of this report be provided to each of the above-noted organizations with representation on the proposed administrative body.


ED. L. COUGHLIN
ADMINISTRATOR

CCM/gp
21.6.73

ITEM 1
MANAGER'S REPORT NO. 86
COUNCIL MEETING Nov. 19/73

ATTACHMENT "C"



Voluntary Fund Raising Budgeting Research & Planning
for Human Care Services

October 24, 1973

RE: YOUTH PROBLEMS COMMITTEE

REV. W. J. BISHOP
Chairman

MARGUERITE DIXON
Planning Consultant

Some background to this report:

The youth delinquency situation has been a complex one in Burnaby for many years. It is always in a state of flux and change in at least three ways: in the age level of the delinquents, in the kind of delinquency acted out and in the actual geographical locales of trouble spots.

It has also had an erratic response from agencies and youth workers concerned with these problems. One agency would respond to one emergency, another to another and so on. As soon as the emergency seemed to pass, or, as it often happened, the delinquents moved on, contact was lost.

It has been up to this point a "piece-meal" or "band-aid" operation and has resulted in a number of agencies and youth workers becoming very frustrated.

The Municipal Council became aware of the problem and asked the Parks & Recreation Commission to bring in a recommendation for action. In turn, Parks & Recreation suggested that the Human Resources Department was really the agency which should be responsible for a plan. The attached report contains that plan.

It must be emphasized that every agency and youth worker involved in the report has endorsed this need for a continuing youth worker(s) facility. It will co-ordinate the involvement of those concerned. It will place great emphasis on prevention. It will be highly mobile to be able to function wherever there is a need.

Those involved feel that this issue has had abundant study. The next move is clear and imperative. We cannot continue to operate with any hope of bettering the delinquency problems in Burnaby unless we take this step. One can only take so much frustration and the feeling of impotence we now have.

Without action on the part of the Municipal Council this Committee can go no further.

W. J. Bishop
Rev. W. J. Bishop
Chairman

WJB/jw

UNITED COMMUNITY SERVICES

of the Greater Vancouver Area — Burnaby Division
#9, 7675 Edmonds, Burnaby, B.C. Telephone (604) 524-9474

Ste. #9, 7675 Edmonds,
Burnaby 3, B. C.

October 24,

ITEM 1
MANAGER'S REPORT NO. 86
COUNCIL MEETING Nov. 19/73
ATTACHMENT "C"

Mr. M. J. Shelley,
Municipal Manager,
Municipal Hall,
4949 Canada Way,
Burnaby 2, B. C.

RE: Youth Social Problems

Dear Mr. Shelley,

Further to the report submitted on June 21, 1973 from Mr. E. L. Coughlin and in reply to your memo dated June 26, 1973, the Committee has requested that I respond on their behalf to the questions raised by Council on June 25, 1973.

The Committee is of the firm opinion that a Commission or Board should be established which would be directly responsible to the Municipal Council and composed of representatives from all municipal agencies dealing with youth and the United Community Services which would represent the voluntary sector.

One of the main functions of the Commission would be to serve as a co-ordinating body of departments and agencies providing services to youth. This structure would provide the opportunity for an integrated approach to youth problems, where and when needed, and it would also include a research component. It would serve in an advisory capacity to the Municipal Council on youth problems and gaps in services and also would recommend to Council new programs and resources.

It is the strong feeling of the present Committee, which is not formally constituted, that it is not in a position to carry out detailed research into youth problems. We feel that this report must be viewed as opinions of the members only and that the following recommendations should be given careful consideration by an established Commission.

(a) It is the opinion of the Committee that the following are the major needs involved which are not adequately handled by existing organizations. However, these needs are not necessarily listed in order of priority.

1. Co-ordination of programs of the various municipal, educational and private agency services.
2. Promoting communication amongst agencies serving youth for greater efficiency in dealing with problems.
3. Encourage citizens' awareness of problems in the neighborhoods in which they live and promote their participation in community programs.
4. Increase in resources pertaining to prevention, acute treatment and rehabilitation.
5. Expansion of "Community-School" concept and the service it can provide at the neighborhood level.
6. Expansion of recreation services for the "non-joiner" to complement the present Parks and Recreation programs which are not designed to reach the problem youngster.
7. Early recognition and evaluation of problem children at a younger age, with emphasis on dealing with their variable problems, including those within the home.
8. More "in-depth" service should be offered to parents of children in difficulties. However, lack of time and personnel preclude this total service.
9. Increase in personnel to more adequately provide "reality based" counselling of elementary aged children.
10. The need for a team that specializes in crisis intervention amongst groups of adolescents who are "getting into trouble" in the community.

(2)

11. Research into methods of preventing crisis situations.
12. Community-based resources which are particularly designed to cope with the problems of the acting-out delinquent who is inappropriate for usual foster care.
13. Short-term Remand Centre with adequate facilities to which a child may be referred for diagnosis and treatment.
14. Long-term Holding and Assessment Centre with treatment facilities for the older disturbed teenagers.
15. The "pre-release" and "post-release" plans for children who have been incarcerated require a great deal of liaison time and streamlining. This is not being adequately handled.

(b) We feel that formulating detailed terms of reference and duties of staff would be the appropriate responsibility of a properly established Commission or Board. Therefore, the Committee recommends that a minimum staff requirement to operate an effectively integrated Youth Service would be a supervisor, two professional workers and a clerk-stenographer. The workers should be employed on a flexible hourly system in order that services to children would be easily accessible and available. We envisage the staff to be "office based" but with mobility to move about the Municipality on "crisis" concerns. The duties of the staff would be to: (i) serve in a co-ordinating and consultative capacity to all "member agencies". (ii) arrange meetings. (iii) make appropriate referrals. (iiii) bring to one central location the concerns of all agencies dealing with youth within the Municipality.

(c) The Commission or Board should not be too large, but should include representatives from the nine organizations mentioned in Mr. Coughlin's report. As the United Community Services has broad community representation, it could represent the volunteer sector and serve as a liaison with the private agencies concerned with youth problems.

(d) It would be the function of a Commission or Board to establish the actual costs of administering the program. It is presumed that these costs would be shared by the Federal and Provincial Governments on the usual cost sharing formula.

Yours sincerely,

Marguerite Dixon

(Mrs.) Marguerite Dixon
Planning Consultant

ATTACHMENT "D"

Re: Youth Social Problems

Since my last report to you concerning the above matter, several meetings have been held by the "ad hoc" committee consisting of representatives, mostly staff, of the following groups:

Burnaby Human Resources Department
Burnaby Health Department
Burnaby Planning Department
Burnaby Parks and Recreation Department
Burnaby School Board
Burnaby Detachment R.C.M.P.
Burnaby Probation Department
Burnaby Mental Health Centre
Burnaby Division U.C.S.

For a considerable period of time, it was felt that this group should be an independent committee to be responsible to the Municipal Council but at the most recent meeting it was unanimously agreed that the committee would be willing to work as an Advisory Committee if the function were to be placed under the responsibility of the Department of Human Resources.

Rev. W. J. Bishop, Chairman, Burnaby Division of the United Community Services, has been actively involved with the committee and states in a letter: "It must be emphasized that every agency and youth worker involved in the report has endorsed this need for a continuing youth worker(s) facility. It will co-ordinate the involvement of those concerned. It will place great emphasis on prevention. It will be highly mobile to be able to function wherever there is a need."

In a further report from the committee it is stated: "It is the strong feeling of the present committee, which is not formally constituted, that it is not in a position to carry out detailed research into youth problems. We feel that this report must be viewed as opinions of the members only and that the following recommendations should be given careful consideration by an established Commission.

(a) It is the opinion of the Committee that the following are the major needs involved which are not adequately handled by existing organizations. However, these needs are not necessarily listed in order of priority.

1. Co-ordination of programs of the various municipal, educational and private agency services.
2. Promoting communication amongst agencies serving youth for greater efficiency in dealing with problems.
3. Encourage citizens' awareness of problems in the neighborhoods in which they live and promote their participation in community programs.
4. Increase in resources pertaining to prevention, acute treatment and rehabilitation.
5. Expansion of "Community-School" concept and the service it can provide at the neighbourhood level.

- ATTACHMENT "D"
6. Expansion of recreation services for the "non-joiner" to complement the present Parks and Recreation programs which are not designed to reach the problem youngster.
 7. Early recognition and evaluation of problem children at a younger age, with emphasis on dealing with their variable problems, including those within the home.
 8. More "in-depth" service should be offered to parents of children in difficulties. However, lack of time and personnel preclude this total service.
 9. Increase in personnel to more adequately provide "reality based" counselling of elementary aged children.
 10. The need for a team that specializes in crisis intervention amongst groups of adolescents who are "getting into trouble" in the community.
 11. Research into methods of preventing crisis situations.
 12. Community-based resources which are particularly designed to cope with the problems of the acting-out delinquent who is inappropriate for usual foster care.
 13. Short-term Remand Centre with adequate facilities to which a child may be referred for diagnosis and treatment.
 14. Long-term Holding and Assessment Centre with treatment facilities for the older disturbed teenagers.
 15. The "pre-release" and "post-release" plans for children who have been incarcerated require a great deal of liaison time and streamlining. This is not being adequately handled."

We would refer you to our earlier report dated June 21, 1973, in which we indicated that we felt the estimated cost would be approximately \$45,000.00. In preparing this figure, it was our understanding that accommodation for both office and program could be supplied by the School Board in some of their existing facilities.

A more complete breakdown of the staff needs would be as follows:

1 Supervisor (3rd step)	- \$1,129. x 12 =	\$13,548.
2 Social Workers II (1st step)	- 903. x 12 =	21,672.
1 Clerk Steno II (1st step)	- 489. x 12 =	5,868.
		<u>\$41,088.</u>
Fringe Benefits 11%		4,519.
Travel Allowance (3 x \$50. per month)		1,800.
		<u>\$47,407.</u>

It is anticipated that the above items would be on a shareable basis with the Federal and Provincial Governments at the usual 50-25-25 or an approximate cost to the Municipality of \$11,852.

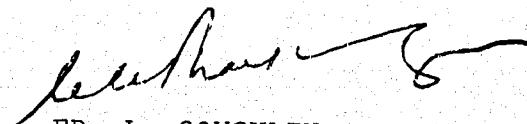
Items of capital equipment and supplies are not shareable and we anticipate the need to be as follows:

1 Supervisor's Desk	\$ 275.
1 Supervisor's Chair	100.
2 Social Workers' Desks	200.
2 Social Workers' Chairs	150.
1 Steno Desk	260.
1 Steno Chair	55.
1 Typewriter	650.
2 - 2 drawer filing Cabinets	200.
2 - 4 drawer filing Cabinets	270.
9 Chairs for Offices	450.
6 Waiting Room Chairs	210.
Supplies and Telephone (approx.)	2,000.
	<u>\$4,820.</u>

RECOMMENDATIONS:

It is recommended that:

1. A youth services division be approved for the Department of Human Resources with an Advisory Committee consisting of the nine agencies or departments.
2. That additional staff be employed for this division as per the budget above. (Supervisor, 2 Social Workers and a Clerk Stenographer).
3. That the staff budget of \$47,407. and the capital equipment and supplies budget of \$4,820. be approved.
4. That the program commence as of January 1, 1974.


ED. L. COUGHLIN
ADMINISTRATOR

CCM/gp
14.11.73