



CITY OF SAINT PAUL
Mayor Melvin Carter

400 City Hall Annex
25 West 4th Street
Saint Paul, Minnesota 55102

Telephone: 651-266-6400
Facsimile: 651-292-7311
www.stpaul.gov/parks

2018 Youth Initiatives and Support Services Division Priorities Annual Planning Retreat

PROGRAMS

Right Track

- Continue work with OTC to ensure technology upgrades and re-developed systems that actually support the Right Track team, employers and youth participants. This is a **major** pain point for the program.
- Program data analysis and response
- Work with employers to develop additional YJ2 internship placements
- Increase staff support – create and implement an ideal staff model
- Increase training for youth – YJ1 and YJ2
- Increase training for supervisors – especially related to how to work with youth/youth of color
- Continually re-evaluate model including the school year program, application process and funding
- Build out CDL program to help develop workers for Parks and Public Works

HR

- Develop effective tracking systems to support supervisors in their work on performance evaluations, training, DL tracking, policy updates, LEP resources, on-boarding and off-boarding employees
- Establish feedback model/process for managers following exit interviews
- Consider developing ‘Supervisor 101’

Safety & Security

- Increase the number of qualified CPR/FA instructors
- Continue work with HR to update and post the Park Security Officer spec
- With increased demand on Parks Security for services and support, we will have to re-prioritize the work unless additional resources become available

Youth Commission

- Re-develop Youth Commission model with a focus on a youth advisory function and skills development for work on community boards and commissions



GENERAL/ANNUAL

Equity

- Complete and update of the Parks Rules and Regulations and issue them in languages other than English. The goal for 2018 is Hmong, Somali and Spanish.
- Ensure that the Right Track youth materials are available in multiple languages. The goal for 2018 is Hmong, Somali, Spanish, Karen and English.
- Provide equity and cultural competence training for Right Track worksite supervisors
- Approval of the ADA Transition Plan by MACPD and Parks Commission by 3/1/2018

Other

- Complete additional ADA facility assessments by 9/15/2018
- Work with the City Attorney to re-write the ordinance clarifying boulevard vs. parkway plantings as part of the Rules and Regs update
- Re-introduce the pay parking option as part of the 2019 budget work with the new administration
- Succession planning for all division positions
- Complete/update accreditation materials as required in advance of the site visit