

STATE OF NEW HAMPSHIRE

DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION FOR CHILDREN, YOUTH & FAMILIES

Lori A. Weaver
Commissioner

Marie Noonan
Director

129 PLEASANT STREET, CONCORD, NH 03301-3857

603-271-4451 1-800-852-3345 Ext. 4451

Fax: 603-271-4729 TDD Access: 1-800-735-2964 www.dhhs.nh.gov

June 17, 2026

Her Excellency, Governor Kelly A. Ayotte
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

Authorize the Department of Health and Human Services, Division for Children, Youth and Families, to enter into a **Retroactive, Sole Source** amendment to an existing contract with America's Youth Teenage Unemployment Reduction Network, Inc. (VC# 166581), Manchester, NH to continue to provide competency and credit earning tutoring to the John H. Sununu Youth Services Center, by exercising an available renewal option by increasing the price limitation by \$450,000 from \$900,000 to \$1,350,000 and by extending the completion date from June 30, 2026 to June 30, 2027, effective retroactive to July 1, 2026, upon Governor and Council approval. 100% General Funds.

The original contract was approved by Governor and Council on November 22, 2022, item #33A, amended on June 26, 2024, item #16, and most recently amended on April 9, 2025, as tabled item #13.

Funds are available in State Fiscal Year 2027, with the authority to adjust budget line items within the price limitation and encumbrances between state fiscal years through the Budget Office, if needed and justified.

**05-95-42-421510-66430000 HEALTH AND SOCIAL SERVICES, HEALTH AND HUMAN SVCS
DEPT HHS: DIV CHILDREN, YOUTH & FAM, SUNUNU YOUTH SERVICES CENTER; SYSC**

State Fiscal Year	Class / Account	Class Title	Job Number	Current Budget	Increased (Decreased) Amount	Revised Budget
2023	074-500589	Grant for Pub Asst & Rel	42151705	\$150,000	\$0	\$150,000
2024	074-500589	Grant for Pub Asst & Rel	42151705	\$250,000	\$0	\$250,000
2025	103-502664	Contracts for OP Services	42151705	\$250,000	\$0	\$250,000
2026	103-502664	Contracts for OP Services	42151705	\$250,000	\$0	\$250,000
2027	103-502664	Contracts for OP Services	42151705	\$0	\$450,000	\$450,000

			Total	\$900,000	\$450,000	\$1,350,000
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EXPLANATION

This request is **Retroactive** because of delays in obtaining required vendor supporting documentation and the need to maintain uninterrupted educational services for youth at John H. Sununu Youth Services Center (SYSC). This request is **Sole Source** because MOP 150 requires all amendments to agreements originally approved as sole source to be identified as sole source. The Contractor (also known as MyTurn) is uniquely qualified to continue comprehensive, academic support for the youth at the SYSC using their holistic, individualized approach that includes established partnerships with Local Educational Agencies and school districts, and a focus on credit recovery, High School Equivalency Diploma (HiSET) and/or GED preparation, and other tailored learning plans. Additionally, the Contractor, through this contract, is able to continue providing services to youth upon release from SYSC, to reintegrate them into their home communities and continue to support their ongoing individualized educational needs, which is critical for a successful transition. This extension will provide continuity of educational services and will allow the Department time to assess the best manner to continue to meet youth educational needs during and after the transition to the new location in Hampstead, New Hampshire. The Contractor is willing and able to continue to provide these essential services through this critical time.

The purpose of this request is to exercise an available contract renewal option to continue to provide youth a combination of direct instruction and tutoring, in partnership with Local Education Agencies (LEAs) and sending school districts, for developing competency and credit earning in accordance with State and Federal laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973. The Contractor will also support wrap-around community-based supports to youth returning home through the in-school youth programs offered in New Hampshire school systems. SYSC youth will benefit from the Contractor’s supportive, flexible learning approach that meets youth “where they are,” helping them continue academic progress even in challenging circumstances.

All youth at SYSC will be served by the Contractor through June 30, 2027. Based on recent experience, it is anticipated that 60-70 youth over the course of the year will be committed or detained and will receive services in SFY27.

The Contractor, in collaboration with LEAs, will report monthly data for each youth to document progress towards educational credits and specific academic and functional goals or benchmarks listed in a youth’s Individualized Education Program (IEP). The Department will also monitor services by measuring:

- The percent of participating youth who earned at least 75% of the planned annual credits (as documented in each youth’s graduation plan or IEP) among youth who received three months or more of educational support services within the reporting year.
- Percent of eligible youth with an IEP who met one or more IEP benchmarks scheduled within the reporting year, among youth who received at least 90 days of educational support services within the reporting year.

As referenced in Exhibit A, Revisions to Standard Agreement Provisions, of the original agreement, the parties have the option to extend the agreement for up to five (5) additional years, contingent upon satisfactory delivery of services, available funding, agreement of the parties and

Governor and Council approval. The Department is exercising its option to renew services for one (1) of the remaining three (3) years available.

Should the Governor and Council not authorize this request, youth at SYSC will not receive the support for educational advancement nor the support needed to transition successfully back into their community and school systems.

Area served: Sununu Youth Services Center.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lori A. Weaver". The signature is stylized and cursive.

For:

Lori A. Weaver
Commissioner

**State of New Hampshire
Department of Health and Human Services
Amendment #3**

This Amendment to the Competency and Credit Earning Tutoring contract is by and between the State of New Hampshire, Department of Health and Human Services ("State" or "Department") and America's Youth Teenage Unemployment Reduction Network, Inc. ("the Contractor").

WHEREAS, pursuant to an agreement (the "Contract") approved by the Governor and Executive Council on November 22, 2022, item #33A, amended on June 26, 2024, item #16, and most recently amended on April 9, 2025, as tabled item #13, the Contractor agreed to perform certain services based upon the terms and conditions specified in the Contract as amended and in consideration of certain sums specified; and

WHEREAS, pursuant to Form P-37, General Provisions, the Contract may be amended upon written agreement of the parties and approval from the Governor and Executive Council; and

NOW THEREFORE, in consideration of the foregoing and the mutual covenants and conditions contained in the Contract and set forth herein, the parties hereto agree to amend as follows:

1. Form P-37 General Provisions, Block 1.7., Completion Date, to read:
June 30, 2027
2. Form P-37, General Provisions, Block 1.8., Price Limitation, to read:
\$1,350,000
3. Modify Exhibit A - Revisions to Standard Provisions, by adding Subsection 1.4., to read:
 - 1.4. Paragraph 6, Compliance by Contractor with Laws and Regulations/Equal Employment Opportunity, Subparagraph 6.1., is amended as follows:
 - 6.1. In connection with the performance of the Services, the Contractor shall comply with all applicable statutes, laws, regulations, and orders of federal, state, county or municipal authorities which impose any obligation or duty upon the Contractor, including, but not limited to, RSA 151:21 Patients' Bill of Rights, civil rights and equal employment opportunity laws, and the Governor's order on Respect and Civility in the Workplace, Executive Order 2020-01. In addition, if this Agreement is funded in any part by monies of the United States, the Contractor shall comply with all federal executive orders, rules, regulations and statutes, and with any rules, regulations and guidelines as the State or the United States issue to implement these regulations. The Contractor shall also comply with all applicable intellectual property laws.
4. Modify Exhibit B, Scope of Services; Subsection 1.5., through 1.7., to read:
 - 1.5. The Contractor will collaborate with the Department and Local Education Agencies (LEAs) to provide comprehensive, engaging and individualized secondary educational services, post-secondary planning, career exploration, and employment training to youth in order to aid in the development of skills, goals and self-confidence, in accordance with State and Federal laws, including the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973.
 - 1.5.1. The Contractor, in partnership with SYSC administration, will ensure adequate hours of secondary education per year and accommodate modified or reduced schedules based on the youth's individual needs as described in an Individualized Educational Plan (IEP).
 - 1.6. The Contractor must provide administrative support and collaboration with sending Local Educational Agencies (LEA) and/or school districts to ensure all Individualized Educational Plan (IEP) and 504 plans for youth are supported and adhered to.

- 1.7. The Contractor must work collaboratively with the Department staff to provide a minimum of four (4) to five (5) educators, during normal school hours, five days a week, to provide and support educational/vocational services to all youth at SYSC.

5. Modify Exhibit B, Scope of Services; Paragraph 1.13.1., to read:
 - 1.13.1. Local Educational Agencies (LEA)

6. Modify Exhibit B, Scope of Services; Subsection 1.21., to read:
 - 1.21. Reporting
 - 1.21.1. The Contractor, in collaboration with the Local Educational Agency (LEA), must report monthly objective data for each youth in a manner directed by the Department to document progress towards educational credits and specific academic and functional goals or benchmarks listed in a youth's Individualized Education Program (IEP), including but not limited to: :
 - 1.21.1.1. Progress Reports.
 - 1.21.1.2. Grading Reports.
 - 1.21.1.3. Any other information from classroom activities, tests, and observations to determine if a student is on track to meet goals.
 - 1.21.2. The Contractor may be required to provide other key data and metrics to the Department in a format specified by the Department.

7. Modify Exhibit B, Scope of Services; Subsection 1.22., to read:
 - 1.22.1. The Department will monitor Contractor performance by monitoring program outcomes including but not limited to:
 - 1.22.1.1. Percent of participating youth who earned at least 75% of the planned annual credits (as documented in each youth's graduation plan or IEP) among youth who received three (3) months or more of educational support services within the reporting year, as further defined in Attachment 1, Annual Performance Definitions.
 - 1.22.1.2. Percent of eligible youth with an IEP who met one or more IEP benchmarks scheduled within the reporting year, among youth who received at least ninety (90) days of educational support services within the reporting year, as further defined in Attachment 1, Annual Performance Definitions.
 - 1.22.1.3. Beginning in January 2027, the Contractor shall submit annual performance measure data to the Department annually by July 15th, including numerator, denominator, resulting percentages for each measure, and a narrative summary describing contributing factors, barriers, description of engagement by Local Educational Agencies (LEA), and planned improvement actions.
 - 1.22.1.4. The Department may revise Annual Performance Measure definitions and reporting requirements in consultation with the Contractor as part of ongoing quality assurance and quality improvement activities.

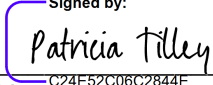
8. Add Attachment 1, Annual Performance Definitions, which is attached hereto and incorporated by reference herein.
9. Modify Exhibit C, Payment Terms; Section 3, to read:
 3. Payment shall be on a cost reimbursement basis for actual expenditures incurred in the fulfillment of this Agreement, and shall be in accordance with the approved line items, as specified in Exhibits C-1, Budget through Exhibit C-5, Budget - Amendment #3.
10. Add Exhibit C-5, Budget Sheet – Amendment #3, which is attached hereto and incorporated by reference herein.

All terms and conditions of the Contract and prior amendments not modified by this Amendment remain in full force and effect. This Amendment shall be effective retroactive to July 1, 2026, upon Governor and Council approval.

IN WITNESS WHEREOF, the parties have set their hands as of the date written below,

State of New Hampshire
Department of Health and Human Services

6/5/2026
Date

Signed by:

C24E52C08C2844E...
Name: Patricia Tilley
Title: Associate Commissioner, NH DHHS

America's Youth Teenage Unemployment Reduction
Network, Inc.

6/4/2026
Date

DocuSigned by:

A4F9E5ED25754C6...
Name: Allison Joseph
Title: Executive Director

The preceding Amendment, having been reviewed by this office, is approved as to form, substance, and execution.

OFFICE OF THE ATTORNEY GENERAL

6/15/2026
Date

DocuSigned by:
Robyn Guarino
748734844941460
Name: Robyn Guarino
Title: Attorney

I hereby certify that the foregoing Amendment was approved by the Governor and Executive Council of the State of New Hampshire at the Meeting on: _____ (date of meeting)

OFFICE OF THE SECRETARY OF STATE

Date

Name:
Title:

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LP LP

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New Hampshire Department of Health and Human Services Competency and Credit Earning Tutoring Amendment

ATTACHMENT 1

Annual Performance Definitions

Annual Performance Measure One

Percent of participating youth who earned at least 75% the planned annual credits (as documented in each youth's graduation plan or IEP) among youth who received three months or more of educational support services within the reporting year.

Include youth who meet all three conditions:

- Enrolled in grades 7–12 (or equivalent secondary educational program).
- Received three months (90 school days) or more of educational support services within the reporting year.
- Have a documented graduation plan and/or IEP specifying planned credits for the reporting year.

Exclude youth if:

- They received fewer than 90 days of educational support service.
- They transferred out before any credit-awarding period.
- They are exclusively pursuing GED/HiSET.
- Their summer-only engagement is shorter than 90 days (unless planned credits are assigned for summer).

Definitions:

- Planned Annual Credits: Credits the youth is scheduled to complete during the time period per IEP or graduation plan.
- Credits Earned: Credits posted to the official school transcript/SIS during the reporting year, including partial credits.
- On Track: Earned $\geq 75\%$ of planned credits, or meets a IEP-specific minimum

Rate Specification:

Denominator: Number of eligible youth who received ≥ 90 days of educational support services.

Numerator: Number of youth in the denominator who earned $\geq 75\%$ of their planned annual credits.

Example:

If 10 youth met the 90-day criterion and 6 earned $\geq 75\%$ of planned credits the rate would be 60%.

New Hampshire Department of Health and Human Services Competency and Credit Earning Tutoring Amendment

ATTACHMENT 1

Annual Performance Measure Two

Percent of eligible youth with an IEP who met one or more IEP benchmarks scheduled within the reporting year, among youth who received at least 90 days of educational support services within the reporting year

Include youth who meet all of these conditions:

- Have an active IEP during the reporting year.
- Have one or more academic benchmarks or short-term objectives scheduled for completion or review within the reporting year.
- Received at least 90 days of continuous educational support services within the reporting year.

Exclude youth if:

- They received fewer than 90 days of educational support services.
- They exited before the scheduled review date of any academic benchmark.

Key Definitions:

- Benchmark: A measurable, time-bound short-term objective under an IEP goal or benchmark.
- Scheduled in the Reporting Year: The benchmark's target date or progress review date falls within the reporting year.
- Benchmark Met: The youth achieved the criterion defined in the IEP's measurement method.
- Continuous Services: At least 90 calendar days of documented educational support services.

Rate Specification

Numerator: Number of youth in the denominator who met one or more scheduled academic IEP benchmarks within the reporting year.

Denominator: Total number of eligible youth with an IEP who received 90 or more days of educational support services and had at least one benchmark scheduled during the reporting year.

Exhibit C-5 Budget Sheet - Amendment #3

New Hampshire Department of Health and Human Services	
Contractor Name:	America's Youth Teenage Unemployment Reduction Network, Inc.
Budget Request for:	Competency and Credit Earning Tutoring (SS-2023-DCYF-12-COMPE-01-A03)
Budget Period	SFY2027 - July 1, 2026 - June 30, 2027
Indirect Cost Rate (if applicable)	6.65%
Line Item	Program Cost - Funded by DHHS
1. Salary & Wages	\$345,000
2. Fringe Benefits	\$72,450
3. Consultants	\$0
4. Equipment Indirect cost rate cannot be applied to equipment costs per 2 CFR 200.1 and Appendix IV to 2 CFR 200.	\$0
5.(a) Supplies - Educational	\$2,500
5.(b) Supplies - Lab	\$0
5.(c) Supplies - Pharmacy	\$0
5.(d) Supplies - Medical	\$0
5.(e) Supplies Office	\$2,000
6. Travel	\$0
7. Software	\$0
8. (a) Other - Marketing/ Communications	\$0
8. (b) Other - Education and Training	\$0
8. (c) Other - Other (specify below)	\$0
Other (please specify)	\$0
Other (please specify)	\$0
Other (please specify)	\$0
Other (please specify)	\$0
9. Subrecipient Contracts	\$0
Total Direct Costs	\$421,950
Total Indirect Costs	\$28,050
TOTAL	\$450,000

DocuSigned by:

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 6/3/2026



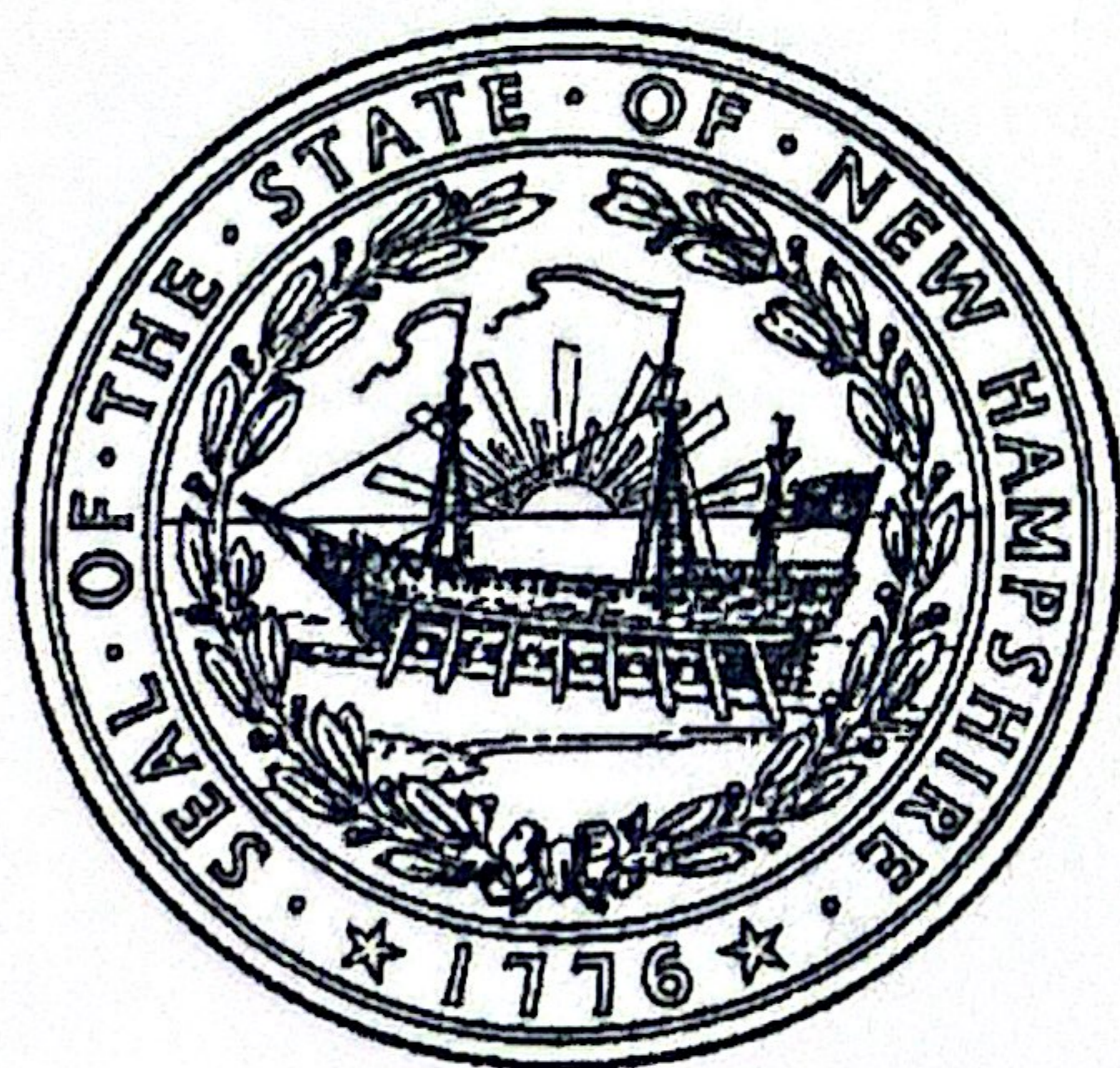
State of New Hampshire
Department of State

CERTIFICATE

I, David M. Scanlan, Secretary of State of the State of New Hampshire, do hereby certify that AMERICA'S YOUTH TEENAGE UNEMPLOYMENT REDUCTION NETWORK, INC. is a Massachusetts Nonprofit Corporation registered to transact business in New Hampshire on April 07, 2004. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 471109

Certificate Number : 0007922153



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed
the Seal of the State of New Hampshire,
this 4th day of May A.D. 2026.

A handwritten signature in black ink, appearing to read "David M. Scanlan".

David M. Scanlan
Secretary of State

CERTIFICATE OF AUTHORITY

I, **Angel Burgado, President**, hereby certify that:

(Name of the elected Officer of the Corporation/LLC; cannot be contract signatory)

1. I am a duly elected Clerk/Secretary/Officer of **America's Youth Teenage Unemployment Reduction Network, Inc.**
(Corporation/LLC Name)

2. The following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on **November 18, 2023**, at which a quorum of the Directors/shareholders were present and voting.

(Date)

VOTED: That **Allison Joseph, Executive Director** (may list more than one person)

(Name and Title of Contract Signatory)

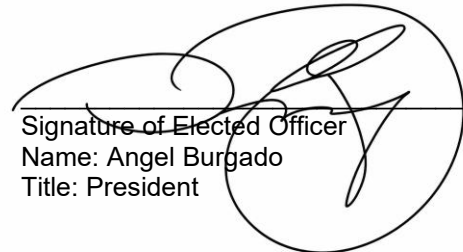
is duly authorized on behalf of **America's Youth Teenage Unemployment Reduction Network, Inc.**

(Name of Corporation/ LLC)

to enter into contracts or agreements with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any and all documents, agreements and other instruments, and any amendments, revisions, or modifications thereto, which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

3. I hereby certify that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract/contract amendment to which this certificate is attached. This authority was **valid thirty (30) days prior to and remains valid for thirty (30) days** from the date of this Certificate of Authority. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

Dated: **05/26/2026**


Signature of Elected Officer
Name: Angel Burgado
Title: President

NONPROFIT COVER SHEET

A. Entity Name: America’s Youth Teenage Unemployment Reduction Network, Inc.

B. Entity’s Contact Information for Records Requests (e.g., resumes of key personnel; audited financial statements):

Allison Joseph, Executive Director

C. List Board of Directors and Affiliations

<u>Name (Identify any additional role(s) in Parentheses)</u> E.g., John Doe (President)	<u>Affiliations</u>
Angel Burgado, President	Santander Bank
Robin Remillard, Vice President	East Key Realty
Butch Locke, Treasurer	BAE Systems
Lydia Zak, Secretary	South Eastern Regional Educational Service Center
Justin Chauvin, Director	Builder Installed Products
Claire Gagnon, Director	Boys & Girls Club of Central & Northern NH
Patrick Queenan, Director	Sheehan, Phinney, Bass & Green
Andres Davenport, Director	BAE Systems
Chris Picou, Director	Measured Progress
Kyle Robidas, Director	Divine Millimet

D. List Key Personnel (Resumes must be available upon request to the person(s) listed in section B or may be attached):

<u>Name</u>	<u>Role</u>	<u>Annual Salary</u>	<u>Amount Paid From This Contract</u>
Allison Joseph	Executive Director	\$120,000	\$6,000
JoAnn Smith	Director of Education	\$75,000	\$75,00

DISCLOSURE OF LEGAL ACTIVITIES INVOLVING THE STATE OF NEW HAMPSHIRE OR ANOTHER GOVERNMENT ENTITY

E. Check one of the following:

- [X] The entity is **not currently or has not been** party to any legal proceeding involving the State of New Hampshire (or any agency or subdivision thereof) or any other state/federal government entity before any adjudicative body in any jurisdiction **OR**
- [] The entity is or has been party to one or more legal proceedings as set forth above. Identify the jurisdiction, court or other adjudicative body, case number, and briefly describe the nature of the proceeding (Attached extra sheet if necessary).

CHARITABLE TRUSTS UNIT COMPLIANCE CERTIFICATION

F. Check one of the following:

- [X] is registered and in good standing with the New Hampshire Department of Justice Charitable Trusts Unit (** see note below) **or** has submitted a complete application for registration to the Charitable Trusts Unit and is awaiting a registration determination **OR**
- [] is not required to register with the Charitable Trusts Unit because it is neither tax-exempt under section 501(c)(3) of the Internal Revenue Code nor engages in charitable solicitations in the State of New Hampshire **OR**
- [] is exempt from registration with the Charitable Trusts Unit because it is a federal or state government, agency, or subdivision or is a religious organization, an integrated auxiliary of a religious organization, or is a convention or association of churches.

** Note: Attached screen shot from the DOJ Registered Charities List found at:

<https://mm.nh.gov/files/uploads/doj/remote-docs/registered-charities.pdf>

CHARITY ID	CHARITY NAME	CHARITY ADDRESS	CITY	STATE	ZIP	STATUS	REGISTRATION DATE
17724	America's Youth Teenage Unemployment Reduction Network, Inc.	1019 Crescent Street	Brockton	MA	02302	G	11/15/2026

FINANCIAL DISCLOSURES

G. Check one the following:

- The organization hired an outside firm to audit its financial statements or to prepare GAAP-compliant financial statements for its most recently completed fiscal year. If so, please ensure that the financial statements and audit results are available to be requested from the contact listed on Page 1 (audited financials may be attached) **OR**
- The above does not apply, but the organization filed an IRS Form 990 or Form 990-EZ for its most recently completed fiscal year. Please attach that IRS Form 990 or Form 990-EZ to the submission. (Form 990 Schedule B is not required) **OR**
- If neither of the above apply***, complete the Income Statement and Balance Sheet below with the following basic financial information from the organization’s most recently completed fiscal year:

1. INCOME STATEMENT

	<u>Revenue</u>		<u>Expenses</u>
<i>Grants</i>	\$3,113,483	<i>Compensation of officers, directors, and key personnel</i>	\$120,000
<i>Donations</i>	\$130,216	<i>Other salaries & wages</i>	\$2,023,665
<i>Program Services Revenue</i>	\$0	<i>Payroll taxes & employee benefits</i>	\$281,038
<i>Interest & Dividends</i>	\$34	<i>Occupancy, rent, utilities, and insurance</i>	\$246,054
<i>All other Revenue</i>	\$32,500	<i>Printing, publications, postage, office supplies, and IT</i>	\$31,359
<u>Total Revenue</u>	\$3,276,233	<i>All other expenses</i>	\$458,864
		<u>Total Expenses</u>	\$3,160,980

2. BALANCE SHEET

<u>Assets</u>		<u>Liabilities</u>	
<i>Cash & Equivalents</i>	\$90,896	<i>Accounts Payable</i>	\$103,460
<i>Investments</i>	\$0	<i>Loans Payable</i>	\$99,336
<i>Real Estate (less any depreciation)</i>	\$0	<i>All other liabilities</i>	\$398,115
<i>Other Property & Equipment (less any depreciation)</i>	\$0	<u>Total Liabilities</u>	\$600,911
<i>Pledges, grants, accounts receivable</i>	\$449,146		
<i>All other assets</i>	\$307,380		
<u>Total Assets</u>	\$847,422		



for Opportunity and Success

America's Youth Teenage Unemployment Reduction Network, Inc.

Mission Statement:

Our mission is to unleash the full potential in people, regardless of circumstance, helping them chart a course to a bright future. We serve youth, adults and families throughout New England at transitional points in their lives by offering comprehensive career services and academic support. We remove critical barriers impacting their success, all with a holistic, on-going approach that supports each individual participant.

Allison Joseph

Accomplished non-profit Executive Director passionate about expanding economic opportunity and eliminating gun violence. Relentlessly supportive of participants and staff. Creative problem solver, skilled at creating unique solutions to complex problems.

Employment:

Executive Director

December 2013 - Present

MY TURN, Incorporated

Increased revenue from \$860k to \$3.8M including \$1.7M in Federal Workforce Innovation and Opportunity Act funds. Overseeing 44 staff and operations across 20 sites throughout New Hampshire and Massachusetts providing services to 1,000 participants. All programs meeting or exceed federal and state performance measures.

- Provides strategic leadership, including business planning, budget forecasting, and board relations.
 - Supervises and mentors direct service managers.
 - Ensures successful program outcomes.
 - Analyzes data to drive program improvements.
 - Researches best practices in areas related to youth education and employment.
 - Develops key partnerships to advance the mission of the organization.
 - Responsible for all aspects of programming and operations including Human Resources, Finance, Information Technology, Program Evaluation, and Program Management.
 - Manages and conducts organizational fundraising including grant writing, event planning, gift requests.
- Featured in National Youth Employment Coalition (NYEC)'s Report: Cross-System Collaborative Approaches to Promote Workforce Development for Youth with Justice Involvement; 2023 ([cross system collaborative approaches to promote workforce development \(securserver.net\)](https://securserver.net))
 - Featured by National Institute of Justice as a Evidence-Based Collaboration to Reduce Gun Violence – 2023 ([Police Use Science and Community Partnerships to Reduce Gun Violence | National Institute of Justice \(ojp.gov\)](https://www.ojp.gov))
 - Featured in NH Bar Association News for our work on New Hampshire's Young Adult Court pilot program – 2023 ([BN-9-20-23.pdf \(nhba.s3.amazonaws.com\)](https://nhba.s3.amazonaws.com)) pg. 5
 - Designed and implemented New Hampshire's first and only Violence Interruption Program – Project Connect – In collaboration with Manchester Police Department; 2021
 - Received the New Hampshire Advantage Award – NH Business and Industry Association; 2019
 - Featured by Office of Adolescent Health as a TAG (Think, Act, Grow) in Action – Successful Strategies for Improving Adolescent Health; 2017 ([TAG In Action: Successful Strategies | Youth.gov](https://youth.gov))
 - Received the Leadership Development Program of the Year – Stay Work Play Rising Star Awards; 2016

Deputy Director

July 2013 – December 2013

MY TURN, Incorporated

Retained all responsibilities of the Director of Programs, NH Region. Also performed the following tasks:

- Coordinated with CEO to implement all administrative strategies to ensure quality programming.
- Evaluated all financial statements on monthly basis and analyze all trends.
- Assisted in the development of all program grants and financial contracts.
- Participated in contract negotiations.
- Assisted CEO in the oversight of employee benefits administration including: Health, Dental, and 401(k)

Director of Programs, NH Region

May 2011 – July 2013

MY TURN, Incorporated

Maintained supervisory authority over all programming and staffing within 4 Programs in the New Hampshire region. Coordinated community relations within the region, including job development, public relations, and cultivation of partners. Also performed the following tasks:

- Secured the grant funding for all 4 Federal Workforce Investment Act programs.
- Ensured the achievement of benchmarks, data collection/reporting and contractual obligations for all NH programs.
- Ensured that all programs' budgets were adhered to and that changes to those budgets, including requests for movement of funds between specific line items, were properly negotiated with relevant funders.
- Provided effective supervision of staff within the region including: conducting regular staff meetings, completion of performance reviews, creation and revision of professional development plans with staff, orientation and training of staff, providing oversight, guidance, and mentorship to staff, coordinating staff schedules and PTO requests.
- Analyzed data to identify trends, best practices, and programmatic challenges; used data to strategically develop and implement program improvements.
- Developed and implemented mentorship program including recruitment and training of new mentors in cooperation with the Greater Nashua Human Resource Association.

Career Specialist, Manchester Central High School

July 2007 – May 2011

MY TURN, Incorporated

Responsible for the recruitment and case management of 35+ low-income, at-risk youth, and for the implementation of a Federal Workforce Investment Act funded academic and employment training program including the following tasks:

- Provided employment services and Work-Based Learning experiences.
- Facilitated summer youth employment opportunities by developing jobs in the community and oversaw youth employees.
- Created engaging curriculum to deliver educational/tutoring skills training.
- Developed citizenship and leadership development opportunities in the community.
- Directed student led Community Service-Learning Projects.
- Provided additional support services and twelve months of follow-up services to each participant.

Education:

Excellence in Governance Certificate November 2016
NH Center for Nonprofits

Certified Entrepreneurship Teacher December 2008
Network for Teaching Entrepreneurship, Bentley University, Waltham, MA

Bachelor of Arts in Sociology December 2006
Saint Anselm College, Goffstown, NH

Leadership & Awards:

CompStat360 Gun Violence Problem Solving Team (Manchester)
2021 – Present
Work collaboratively with stakeholders to develop solutions to violence, especially youth/young adult gun violence, in the city of Manchester, NH

Trustee, Blue Knights Foundation
2017 – Present
Evaluate grant proposals for funding. Foundation exclusively supports students and activities at Manchester High School West.

WMUR – Heroes Among Us
2022
Nominated by a MY TURN Alumni as a local hero ([Heroes Among Us: Allison Joseph | 100 "All of the magic is within them when they come to us and we just clear the way for them to be able to achieve their goals." Allison Joseph, executive... | By WMUR-TV | Facebook](#))

NHHB4 Work Group on the Benefits Cliff
2020 – 2022
Nominated by Governor Chris Sununu to assist in the development of policies to mitigate the impact of the benefits cliff and increase opportunities for economic prosperity in NH.

Endowment for Health – Race & Equity: Economic Development/Criminal Justice Work Groups
2018 – 2023
Worked to create systems, policies and programs that support racial equity and fairness so that all residents of NH may prosper.

Union Leader NH 40 Under Forty Award
2016
Recognized for work as a leader in the non-profit sector.

NH Shared Youth Vision Teams:
Manchester Area; Member 2007 – 2013; Co Chair 2010 – 2013
Concord Area; Member 2012 – 2013; Co Chair 2012 – 2013
Worked to elevate the voices of youth and young adults in the Greater Manchester and Concord areas.

Outstanding Teacher; NH WZID Teacher Appreciation Week
2011
Nominated by a MY TURN participant as an outstanding teacher.

JOANN SMITH

OBJECTIVE

To obtain a position that would allow me to utilize my vast human service knowledge, while helping others in my community become the best versions of themselves

EXPERIENCE

2014 – PRESENT

WIC/CSFS RECEPTIONIST, SOUTHERN NH SERVICES

- Answer phones for all Hillsborough and Rockingham County clients
- Schedule appointments for all Hillsborough and Rockingham County clients
- Assist clients with transferring services in and out of the state
- Issue vouchers, clinic intake, and provide voucher education
- Assist coordination of services for breastfeeding clients
- Schedule interpreters
- Assist clients with finding resources to meet their individual needs
- Facilitate client flow to ensure clients are seen in a timely manner

2011 – 2014

BREASTFEEDING PEER COUNSELOR AND CLINIC TECH, SOUTHERN NH SERVICES

- Counsel pregnant and postpartum women on the benefits of breastfeeding
- Issue and track electric breast pumps
- Promote the benefits of breastfeeding within the agency and community
- Scheduling client appointment
- Issue vouchers, clinic intake, and provide voucher education

2009 – 2011

TEFAP COORDINATOR, SOUTHERN NH SERVICES

- Supervise TEFAP distribution
- Schedule TEFAP distribution
- Maintain inventory reports from the recipient agencies
- Transfer Clients in and out of the program

2007 – 2009

PART TIME OFFICE SUPPORT, SOUTHERN NH SERVICES

- Answer phones
- Schedule appointments
- Complete other general office tasks as needed

2007 – 2008

SUMMER FOOD, SOUTHERN NH SERVICES

- Prepare Meals
- Supervise Kitchen Staff

- Deliver food to staff

2006 – 2010

SCHOOL AGE SITE DIRECTOR, BOYS & GIRLS CLUB OF MANCHESTER

- Directed after-school program for elementary school students
- Coordinated and implemented daily activities for children
- Maintained program files
- Scheduled Staff
- Facilitated all parent contact

EDUCATION

Manchester Community College

Business and Early Childhood Education Studies