



THE CITY OF NEW YORK
BOROUGH OF THE BRONX
COMMUNITY BOARD 7



RUBEN DIAZ, JR., BOROUGH PRESIDENT

ADALINE WALKER-SANTIAGO, CHAIRPERSON

EDUCATION, YOUTH & LIBRARY SERVICES
COMMITTEE MEETING

Wednesday, January 3, 2018 @ 7:30 PM

I) Opening & Introductions

A) 11 People Present: Attendance Sheet On File

II) Part One

A) Presentation: Grace Martinez, Grace Institute – Moving Women (graceinstitute.org)

- 1) Provide support economic self-sufficiency Lifelong learning, gender equality, professionalism etc.
- 2) Day program, and evening program (PSR- Patient Service Representative; administrative side)
- 3) 8 weeks tuition free sector focused training.
- 4) Ages of the women, 18-64; someone who Participants are trained to become administrative professionals.
- 5) Grace works with all participants to help them secure a job.
- 6) Billing and coding, will not certify you? They are taking additional coursework someplace else.
- 7) All around professional training.
- 8) Adaline – stated her daughters graduated.
- 9) Helene – stated applicants on public assistance require to be a HS, GED/TASC graduate, have a résumé and letter of recommendation.
- 10) \$75 registration fee (only for evening program & 1 to 2 years of work experience)
- 11) \$75 Book Fee (Payable upon acceptance)

B) Program Details:

- 1) March 15th – ends July 12th
- 2) (Business casual & have locker room)

C) Courses:

- 1) Professional Administrative Program
- 2) Keyboarding
- 3) Training Structure
- 4) Department Resources
- 5) Word Suite
- 6) Keyboarding



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- D) Lab Hours – Time to do their homework.
- E) Intern opportunity
- F) PAP (Participant Assistance Program):
 - 1) Social worker, 3 are available for the day. Entitlement specialist, MetroCard, child care. Once received acceptance letter one can use the services.
 - 2) Business communication
 - 3) Insurance Information
 - 4) Diversity, more so customer service, managing paperwork
 - 5) AGES 18-24,
 - 6) \$600 for 10 weeks, Metrocard for that particular day.
 - 7) Grace Boutique - allowed to get an outfit.
 - 8) Provides workshops in current skills software.

III) Part Two

- A) Discussion regarding the Yankee Youth Leadership Awards.
- B) Résumés were given out to the committee members and they ranked them.
 - 1) Results:
 - Gerson Montes
 - Wesley Guzman
 - Natasha Rojas
 - Denisse Sanchez
 - Jeniah Villanueva

IV) Open Discussion

V) Adjournment