



**Sustainable Meriden
Internship Program**

***in cooperation with
Sustainable CT***

PROGRAM PROPOSAL



PROGRAM OVERVIEW

Sustainable Meriden is a student-led program that engages the community to achieve Meriden's sustainability goals. Through the efforts of this program, environmental and social goals can be achieved while promoting a vibrant community and economic growth. The collaborative community engagement will help Meriden achieve certification through the Sustainable CT initiative and become a thriving, resilient city.

The goal of the Internship Program is to integrate local students as engaged stakeholders. This program is designed to facilitate youth-led participation in support of municipal efforts in the Sustainable CT certification process. Sustainable Meriden will provide professional experience that could lead to future occupational opportunities. Diversity and youth leadership will create opportunities for future generations who will contribute to improve the community and the environment in Meriden to preserve it for future generations.

MISSION

To improve Meriden's physical environment and social environment to preserve it for future generations and provide equity in all decisions.

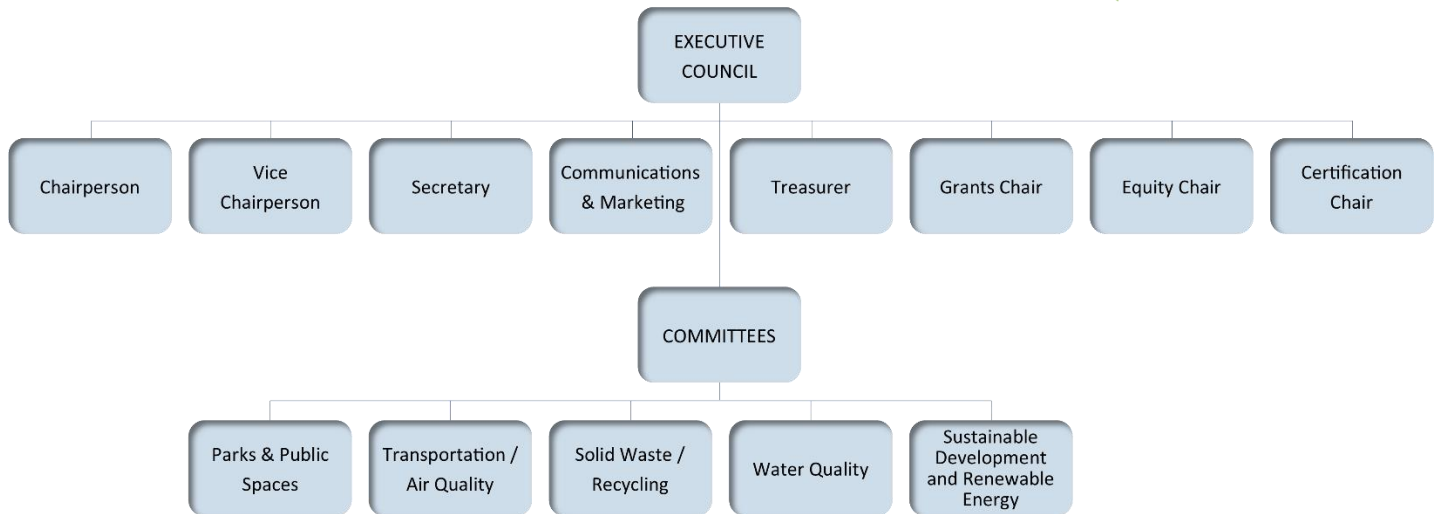
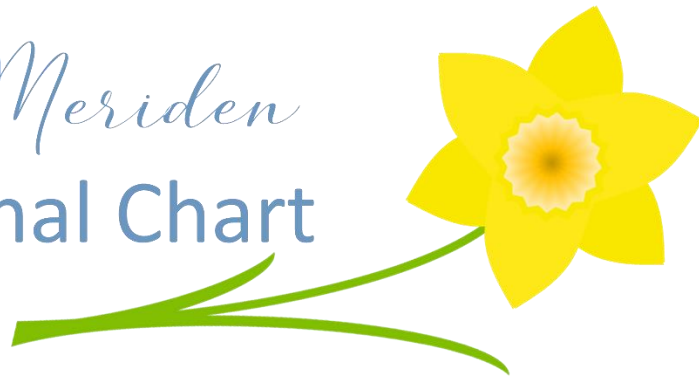
GOALS

- ✍ To create a framework and structure for a sustainable internship program
- ✍ To develop a long-term internship program that brings energy, engagement, and equity for on-going and new sustainable projects in our city
- ✍ To pursue community engagement, specifically high school-age students
- ✍ To expose students to various municipal careers and job training opportunities
- ✍ To ensure equity in all decisions

ORGANIZATION FRAMEWORK

Sustainable Meriden is comprised of an eight-person Executive Council and five Committees. The purpose of the Executive Council is to build the framework, maintain the structure of the Internship Program, serve as the leadership of the Program, and ensure that the goals and objectives are met throughout all of its initiatives. The Committees are responsible for developing action plans to carry out the initiatives of the Program through projects, outreach, and events. Each position on the Executive Council and each Committee will be mentored by both a City Department and Council member.

Sustainable Meriden Organizational Chart



EXECUTIVE COUNCIL

CHARTER MEMBERS

Sathapat Chanthinith, Zari Jelks-Heron, Jordan Rosario, Ryan Rosario, Ethan Valery, Ryan Zamboni

PROGRAM ADMINISTRATORS

Program Sponsors - Howard Weissberg, Paul Dickson, and Natalie Gill

Program Mentor - Sonya Jelks

MEMBERSHIP CRITERIA

Membership is open to all Meriden high school students including Meriden residents attending schools outside of Meriden and technical schools.

Executive Council Members, Committee Chairperson, and Committee Secretary must be at least 16 years of age to be Stipend Eligible. Time commitment expected is 10-15 hours per month. Paid Positions will be ineligible to count their time worked as volunteer hours. They may receive school credits as eligible by their school.

Volunteer Membership is open to all Meriden high school students, freshman level or higher. Time commitment is project-based with an expectation of 4-6 hours per month, more when projects are underway. Students will be able to receive Volunteer Credit as allowed per their school.

ROLES AND RESPONSIBILITIES

Executive Council

All eight members of the Executive Council are Paid Positions of Sustainable Meriden.

Chairperson:

- Builds consensus and leads the team of interns and volunteers
- Makes sure that each meeting is planned and effective and that all matters are dealt with among the board and sponsors
- Sets the agenda, acts as a mediator, and resolves conflicts within the Executive Council
- The Chairperson will be mentored by the Mayor's Office

Vice-Chairperson:

- Supports the Chairperson in all responsible duties and operate as Chair when necessary
- Coordinates efforts of the committees
- Oversees all projects and initiatives of the internship program
- Ensures that all projects are organized and completed as planned within the budget
- Reviews all committee project proposals for consistency with Sustainable CT goals and assists with approval from the Executive Council
- The Vice Chairperson will be mentored by the City Manager's Office

Secretary:

- Provides the Executive Council with meeting notices and meeting notes for Council business
- Works with the Chair and Vice-Chair to prepare agendas and set meetings with the Council, Project Sponsors and others as needed
- Maintains all council documents, policies and processes
- The Secretary will be mentored by the Law Office

Communications/Marketing & Public Affairs:

- Serves as the primary contact for all public inquiries and the dissemination of Information about the Program
- Serves as liaison between the Council and Committees
- Builds relationships with Program Partners and Community Organizations
- Helps with all public marketing plans, strategies, and communications with the public
- The Communications Chair will be mentored by the Communications Director

Treasurer:

- Helps to provide financial oversight for the program and its activities, as well as to track all financial matters for the Executive Council
- The Treasurer Chair will be mentored by the Office of Finance

Grants Chair:

- Responsible for understanding Sustainable CT Grant programs
- Writes grant proposals and assists committees in securing and administering grants in accordance with grant rules.
- The Grants Chair will be mentored by the Office of Economic Development

Equity Chair:

- Responsible for ensuring that Equity is strived for in all Sustainable CT activities
- Works with committees on equity training
- Serves as liaison to City Government and Council on equity issues
- The Equity Chair will be mentored by the Human Resources Office

Certification Chair:

- Responsible for tracking activities required for certification
- Recommends activities for certification advancement
- Coordinates with City staff on completing activities
- Monitors Sustainable CT program for updates, training, etc.
- The Certification Chair will be mentored by the Planning Department

Committees

The Chairperson and Secretary of each Committee are Paid Positions of Sustainable Meriden. All other Committee members are Volunteer Members.

Parks & Public Spaces:

- Mapping of parks and public spaces
- Promotion of events and passive recreation
- Maintenance of public spaces
- Visual enhancement of public spaces via murals, art displays, greenways and wildlife corridors, public space cleanup events
- Parks and Public Spaces will be mentored by the Parks Department

Transportation / Air Quality:

- Marketing and community outreach to promote bike routes, and trail projects
- Works on improvements to signals and public transit
- Provides no-idling education to drivers
- Transportation and Air Quality will be mentored by the Department of Public Works

Solid Waste / Recycling:

- Supports recycling and waste reduction education, composting, electronic waste management, litter and pollution control
- Solid Waste and Recycling will be mentored by the Department of Public Works

Water Quality:

- Supports the Water Pollution Control Facility
- Offers education about water treatments operations and tours of treatment plants
- Marketing of storm drainage and flood control projects, and stream cleanups
- Water Quality will be mentored by Department of Public Utilities

Sustainable Development and Renewable Energy:

- Ensures equity in development
- Evaluate alternative energy sources
- Promotes low-impact development techniques
- Supports zoning regulations
- Sustainable Development will be mentored by the Planning Division and Economic Development Office

PROGRAM EXPECTATIONS

Executive Council Membership

A minimum of three students each from Platt and Maloney High Schools shall serve on the Executive Council. Members will be selected via application process including:

- Application
- Recommendation letter
- Interview by panel including representatives from the Mayor's Office, Planning Department, Public Works

Executive Council Rules for Members

- City Staff will assign roles in the Executive Council based on the application and interview process.
- The Council and Committee sessions start in October of every year. This allows for recruitment to be performed at the beginning of the school year
- Robert's Rules standard for conducting all meetings and voting activities
- All Sustainable CT meetings will have an agenda for each council meeting and meeting notes will be taken and distributed
- Meeting dates and locations will be determined and noticed no later than 24 hours before a meeting is called
- During active projects, meetings will be held weekly with committees and sponsors
- Attendance is required by Executive Council Members
- Time Commitment expected is 10-15 hours per month. All members must complete monthly log sheets documenting activities.
- All voting meetings must have a quorum, defined as five members with at least one member of each Platt HS and Maloney HS

Program Committees, Volunteers & Membership

- The Chairperson and Secretary of every committee are Paid Positions and serves as liaisons to the Executive Council body
- Time Commitment expected is 10-15 hours per month for Paid Positions and 4-6 hours per month for Volunteer Members, and positions must complete monthly log sheets documenting activities
- City of Meriden program sponsors and the Executive Council may modify the Committee structure as needed by the program
- Every committee will consist of a Committee Chair and an Administrator/ Secretary and up to ten additional volunteers to conduct all committee business and projects
- Committees will work independently, and should collaborate with other committees, Executive Council members, or outside groups as necessary
- To join a committee as a Regular Member (volunteer), students will apply to the program as a committee volunteer by application

- Sub-Committees may be formed to allow more members to participate within a certain topic, as determined by the Committee Chair
- Partnerships are essential for ensuring continuity of the Program, by providing resources and funding. Partnerships should include but are not limited to: Board of Education, Boys & Girls Club, Boy Scouts and Girl Scouts, YMCA, Meriden Council of Neighborhoods, Quinnipiac River Watershed Association, and Meriden Land Trust

Program Funding

- Sustainable Meriden will pursue funding from multiple sources, including City Operating Budget, Community Development Block Grant (CDBG) Funding for stipends, grants and matching grants from Sustainable CT, Workplace Alliance, summer youth programs, City of Meriden, and Board of Education
- Once funding is approved, in place, and in accordance with the City of Meriden Personnel Policies, Paid Positions (Executive Council members, Committee Chairs and Secretaries) will be paid a monthly stipend for their efforts. Base stipend will be \$100/month, with Executive Council Chairperson receiving an additional \$20/month, and the Executive Council Vice Chairperson and each Committee Chairperson receiving an additional \$10/month

High School Credit and Volunteer Hours

- Paid Positions on the Executive Council, Committee Chairs, and Secretaries who receive a stipend will be ineligible to count their time worked as volunteer hours. They may receive school credits as eligible by their school through PLE (Personalized Learning Experience).
- All other Committee Volunteers may account for hours spent on meetings and projects for High School Credit as allowed per their school. They may receive school credits as eligible by their school through PLE (Personalized Learning Experience).

Amendment (August 2021)

Interim Change to structure of Executive Council and Committees

In order to build a critical mass of projects and provide a greater understanding of project management, as well as include more interns in projects, we will be grouping the Committees by teams. Current Executive Council members will become part of the Team Structure. They will continue to provide expertise in the areas of Treasury, Grants, Equity, Certification, and Communications.

Team A includes: Parks & Public Spaces, Transportation/Air Quality. Team A will be overseen by: Vice Chairperson. The Communications, Treasurer and Certification Chairs will become part of Team A. Team A will be managed by the Planning Department.

Team B includes: Solid Waste/Recycling, Water Quality, Sustainable Development and Renewable Energy. Team B will be overseen by: Chairperson. Equity and Grants Chairs will become part of Team B. Team B will be managed by the Public Works Department.

Position of Secretary will no longer be filled. Secretary role will be selected by each Team on an annual basis.

Teams will meet with the managing department on a bi-weekly basis to review all projects. Each project will have a team member assigned as project manager, along with other team members to support the project. Team members from both teams may work on all projects/events. Project managers will provide information on project goals, action items, and funding at each meeting. Projects may be assigned by volunteering or directly assigned by a Team Leader or managing department.

On a monthly basis, the Chairperson and Vice Chairperson will meet with the Sustainable Meriden Management Team to review the status of projects.

Requirements for continued involvement in the Program

All stipend volunteers must perform a number of tasks each month to remain in the program.

- Attend at least one Team Meeting per month.
- Submit accurate log sheets show a minimum of 8 hours per month. Recommended hours are between 10-12 hours per month.
- Participate in email discussions, virtual and in-person meetings, events, and activities. It is the responsibility of the intern to proactively ensure that all contact information is correct.
- Represent Sustainable Meriden in a professional manner.
- Submit self-evaluations.
- Adhere to City of Meriden Policies.
- Communication with Faculty Coordinator as detailed below:
 - Each school will have a faculty coordinator, identified by the Program, who coordinates the students' involvement and hours completed.
 - The faculty coordinator may also work with the students to develop project ideas.
 - The City will communicate with the faculty coordinator on a monthly basis, including all hours and activities submitted by the interns.
 - The Faculty Coordinator will help identify students for inclusion in the program.

Failure to follow the above, including failure to respond to emails, may result in removal from the program. Removal from the stipend program and delegation to volunteer status or removal from the program is at the discretion of the Sustainable Meriden Management Team.