

Montgomery County Archives

**Guide to the Records of
Commission on Children and Youth
1963 -2008**

Record Group 15: Boards, Committees and Commissions

**November 10, 2015
Revised January 26, 2017
Updated 2018**

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ADMINISTRATIVE HISTORY

The Commission on Children and Youth was created based on the findings from a task force convened to report on the state of youth services in 1976. At that time, there were over 120,000 youths under 21 in the County and the issues facing this population could no longer be addressed by single agencies of government. Bill 37-77 creating the Commission was passed into law by the County Council on July 24, 1978.

The mission of the Commission is to promote the well-being of Montgomery County's children, youth and families so that all young people may realize their full potential and become contributing, productive adults. The Commission advances its mission by (1) identifying the needs of young people, families and the groups and agencies that serve them, (2) informing and advising the County Executive, the County Council, the Department of Health and Human Services, the Board of Education, and the community at large, (3) recommending policies, programs, funding and legislative priorities, and (4) advocating for all of the County's young people and their families by affirming their needs, aspirations and achievements. [From Bylaws, amended 1995].

The Commission consisted of 21 members which included six youths, six parents, six agency representatives, and a representative from each of: The Department of Health, The Department of Social Services and The Department of Public Schools. In 1981, the number of members increased to 25, with seven in each category, and included representatives from the Recreation Department. Another increase before 1985 brought the number of members to 27. There are references in the 1963 report to a Commission on Youth that was a part of County government at that time.

EXTENT

1.33 cubic feet: 1 records box, 1 letter-size Hollinger box, along with several digital files.

SCOPE AND CONTENT

This collection contains several early reports on youth services in Montgomery County, including a report of the 1963 Advisory Committee on Special Youth Services, and a report of the 1976 Task Force on Youth Services. Included are copies of approved minutes and Printed Material from the 1980's. The bulk of the collection comprises the records of the Commission that were saved by the administrative agency (Division of Children, Youth and Family Services), dated 2002 to 2007.

SERIES DESCRIPTIONS

Series I: Predecessor Reports (2 folders)

This series contains reports from organizations that precede the formation of the Commission, that are related to the mission of the Commission. Included are a 1963 report from the Montgomery County Advisory Committee on Special Youth Services and a report from the Task

Force on Youth Services of the Democratic Central Committee from 1976 that recommends the creation of this Commission.

Series II: Minutes

(3 folders)

This series contains the approved minutes from the meetings of the Commission. Some agendas and County Council resolutions appointing members are interspersed within.

Series III: Reading Files

(0.5 cubic feet)

The records of the Commission were kept by the Division of Children, Youth and Family Services in a set of ring binders, by fiscal year. Those binders include membership records, correspondence, legislation, bylaws, appointments, and meeting notes. The meeting announcements, agendas, minutes and supplemental materials are included in the Meeting Notes folders, arranged by date. An alternative name for this series would be "Commission Records and Working Files."

Series IV: Dworkin Award Files

(0.45 cubic feet)

Each year the Commission on Children and Youth and the *Gazette* Newspapers co-sponsored the Nancy Dworkin Outstanding Service to Youth Awards. The Awards recognize individuals and organizations that have made extraordinary contributions to children and youth in the County. The award was named in memory of Nancy Dworkin, past Chairperson of the Commission, who died in 1987.

This series of records were also stored in a set of ring binders, by year. Records include documentation on the nominees and awardees and the ceremony for each year.

Series V: Printed Material

(0.33 cubic feet)

This series contains annual reports as well as other reports and community information produced by the Commission. Included is a 1984 draft report from the Interagency Committee on Child Care. See also a related report: "Report of the Montgomery County Task Force to Study Child Care, 1982" from the Printed Material of the County Council. Annual Reports from 2002 to 2006 are included in Series III.

CONDITIONS GOVERNING ACCESS

This collection is open for research.

LANGUAGE

English.

PROVENANCE

Some printed materials were transferred from the Rockville Public Library as Accession #1997-018. The bulk of the collection was transferred from the Department of Health and Human Services, Division of Children, Youth and Family Services as Accession #2016-004.

USING THESE RECORDS

To request records listed in this finding aid, the following information should be given to the archivist:

Record Group 15, **Records of the Commission on Children and Youth**, Series Number and Name, Box Number and Folder Title(s).

The preferred citation for materials from these records is:

Montgomery County Archives; Gaithersburg, Maryland. Record Group 15: Boards and Commissions. Records Title: The Records of the Commission on Children and Youth. Series number and series name. Box number and folder title, if appropriate.

PROCESSING PROCEDURES

General processing procedures consisted of discarding duplicate materials and routine transmittals and placing materials into archival folders. The records were originally stored in groups, bundled by year, in 3-ring binders with tabbed dividers. The headers on the tabs were used to guide the labeling of folders. In some cases multiple smaller tabbed sections were aggregated into a folder labeled “[Program Files]” with an interleaving sheet indicating the tab label. Records in folders were arranged in forward chronological order.

PROCESSING STAFF/FINDING AID AUTHOR

MCA staff.

BOX INVENTORY

Series I: Predecessor Reports, 1963; 1976

Box 1

Report of the Montgomery County Advisory Committee on Special Youth Services, 1963
A Survey and Study of Youth Services in Montgomery County, 1976

Series II: Minutes, 1986 - 1994

Box 1, cont.

Meeting Minutes, 1986 - 1987
Meeting Minutes, 1988 - 1989
Meeting Minutes, 1990 - 1991
Meeting Minutes, 1992 - 1994

Series III: Reading Files, 2002 - 2006

Box 1, cont.

Front Matter, 2002 - 2003
Membership, 2002 - 2003
In Correspondence, 2002 - 2003
Out Correspondence, 2002 - 2003
Legislative, 2002 - 2003
Testimony, 2002 - 2003
Appointment, 2002 - 2003
Meeting Notes, Aug. 2002 - June 2003
Executive Meetings, 2002 - 2003
By Laws, 2002 - 2003
Front Matter, 2003 - 2004
Membership, 2003 - 2004
In Correspondence, 2003 - 2004
Out Correspondence, 2003 - 2004
Testimony, 2003 - 2004
Appointment, 2003 - 2004
Meeting Notes, Aug. 2003 - June 2004
Front Matter, 2004 - 2005
Membership, 2004 - 2005
In Correspondence, 2004 - 2005
Out Correspondence, 2004 - 2005
Legislative, 2004 - 2005
Testimony, 2004 - 2005
Appointment, 2004 - 2005
Executive Meetings, 2004 - 2005
Meeting Notes, Aug. 2004 - June 2005
Front Matter, 2005 - 2006
Membership, 2005 - 2006
In Correspondence, 2005 - 2006
Out Correspondence, 2005 - 2006

(Series III: Reading Files, 2002 – 2006, Cont.)

(Box 1, cont.)

Legislative, 2005 - 2006
Testimony, 2005 - 2006
Appointment, 2005 - 2006
Executive Meetings, 2005 - 2006
Meeting Notes, Aug. 2005 - June 2006
By Laws, 2005 - 2006

Series IV: Dworkin Award Files, 2006 - 2007

Box 1, cont.

[Program Files], 2006
Nominations/Winners, 2006
Letters/Gazette, 2006
[Program Files], 2007
Nominations/Winners, 2007
[Program Files], 2008
Nominees/Winners, 2008

Series V: Printed Material, 1980 - 2003

Box 2

Report on Adolescent Pregnancy, Pregnancy Prevention and Services in Montgomery County, 1980
Annual Report, 1980
An Update on the 1980 Report on Adolescent Pregnancy in Montgomery County, 1981
Annual Report, 1982
Child Care in Montgomery County, 1984
Draft Recommendations on Public Policy for Child Care in Montgomery County, MD, [Interagency Committee on Child Care], 1984
Annual Report, 1985
Report on Adolescent Pregnancy in Montgomery County, 1985
Annual Report, 1986
Annual Report, 1988
Montgomery County Youth Speak Out Report, 1988
Annual Report, 1989
Annual Report, 1990
Annual Report, Mental Health Services for Children [Subcommittee], 1990
Encouraging Healthy Lifestyles for Children and Adolescents in Montgomery County, [Wellness for Youth Task Force], 1990
Homeless Children, 1990
Toward Cultural Responsiveness, 1990
Annual Report, 1991
Annual Reports, 1993 - 1994
Annual Report, 1997
Annual Reports, 2001 - 2003
