



Serving as the workforce development board for the Lower Shore of Maryland

Guidelines for the Workforce Development Board Youth Committee

Purpose

The Youth Committee is a standing sub-committee of the Lower Shore Workforce Development Board (WDB). The Youth Committee is tasked with providing information to assist with planning, operations, oversight, and other issues related to the provision of the youth program.

Under the direction of the Board, the Youth Committee may:

1. Recommend policy to the Steering Committee for the design development and implementation of programs that benefit all youth;
2. Recommend the design of the comprehensive community youth workforce development system to ensure a full range of services and opportunities for youth, including disconnected youth;
3. Recommend ways to leverage resources and coordinate services among schools, public programs, and community based organizations serving youth;
4. Recommend ways to coordinate youth services and youth service providers;
5. Provide on-going leadership and support for continuous quality improvement for local youth programs;
6. Assist with the planning, operation and other issues related to youth; and other youth responsibilities.

Membership

The Youth Committee membership must reflect the needs of the tri-county area.

1. Committee Members shall consist of key partners throughout the community.
2. Membership is voluntary; however, it is important that volunteers be able and willing to attend all meetings.
3. Committee members are appointed by the Steering Committee and confirmed by the WDB. Selection is based on the appointee's expertise or special interest in helping to address the employment, training, education, human and supportive service needs of eligible youth.
4. Membership is for a two year period. A member may serve multiple terms provided that he or she is re-appointed for each two year period.

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5. The Youth committee will consist of no less than (5) members and no more than (15) members.

Officers

Officers of the Youth Committee shall consist of a Chair and Vice-Chair.

1. The Youth Committee Chair must be a member of the Workforce Development Board and is appointed by the Board to serve a two year term. The chair may serve multiple terms provided that he or she is re-appointed for each two year period.
2. The Youth Committee may elect a Vice-Chair whose duties would primarily include presiding at meetings and following the order of business in the absence of the Chair. The Vice-Chair may serve as Chair until a time when the Board can elect a new Chair. The term of the Vice-Chair will be for a two year period. The vice-chair may serve multiple terms provided that he or she is re-elected for each two year period.

Sub-Committees:

The committee may choose to create either temporary or standing sub-committees or work groups as needed. Subcommittees should be led by a member of the Youth Committee, who will oversee the group's goals and deliver updated information to the Youth Committee.

Open Meetings Act

Meetings of the Youth Committee are subject to the Maryland Open Meetings Act. As such, all meetings will be held in compliance with the statute, including requirements related to public notice and public attendance, as well as the closure of meeting when appropriate and allowable.

Conflict of Interest

A member of the Youth Committee cannot participate in any committee proceeding in which the result would provide direct or indirect benefit to the member or his/her family or when a member has a personal or legal status that may be in conflict with the interests of the Lower Shore Workforce Alliance. The member must abstain from both discussing and voting on such matters.

Examples of conflict of interest are:

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- Misuse of the prestige of their office for their own economic benefit.
- Misuse of confidential information acquired in their official position for their economic benefit or that of another.
- Representation of any party for a contingent fee or gift before the committee, LSWA or the WDB.
- Participation as an agent on behalf of the committee in any matter which, to their knowledge, would have a direct financial impact on them, their spouses or dependent children, or any entity with which they are affiliated, as distinguished from financial impact on the public generally.
- Holding or acquiring of any substantial interest in an entity that has or is negotiating a contract with the committee, LSWA or the WDB.
- Employment by an entity that has or is negotiating a contract under discussion with the committee, LSWA or the WDB.
- Solicitation of any gifts or acceptance of any gifts of a value greater than \$25 from any person or firm that has or is negotiating a contract with the committee, LSWA or the WDB. For purposes of this section, "gift" includes the transfer of anything of economic value, regardless of form, without adequate and lawful consideration.

Awarding of Contracts: No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by WIOA funds if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

In the event of a real or apparent conflict of interest, the board or committee member must disclose the potential conflict of interest in writing and must neither cast a vote on nor participate in any decision-making capacity on the matter.

If a question arises concerning the existence of a conflict of interest, the matter may be referred to the legal counsel for the Tri-County Council for the Lower Eastern Shore of Maryland for a decision.

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**LOWER SHORE
WORKFORCE ALLIANCE**

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