



Serving as the Workforce Development Board for the Lower Shore of Maryland

Youth Committee Meeting

April 12, 2021

1:00 p.m. – 2:30 p.m.

Hosted via GoToMeeting Teleconference Service

Members Present: Denean Jones-Ward, Chair, Heather Mahler, Vice Chair and Jennifer Bertrand

Absent: Michelle Bradley and Alicia Dennis

Guests: Anthony Dickerson, Executive Director, Christian Shelter and Erica Jackson, Families in Transition Case Manager, Wicomico County Board of Education

LSWA Staff: Shelly Brown, Deputy Director, and Dione Shaw, Operations Coordinator

Denean Jones-Ward, Chair, called the meeting to order at 1:02 p.m. A quorum was present. She thanked everyone for participating in today's teleconference and proceeded with attendee introductions.

Virtual Meeting Protocol: The Deputy Workforce Director gave an overview of virtual meeting protocol: 1) the meeting will be recorded; 2) identify yourself when talking; 3) identify anyone who is present with you during the call; and 4) mute your line unless speaking.

Approval of Meeting Minutes: The Chair asked for a motion to approve the February 8, 2021, minutes. **MOTION:** Heather Mahler motioned to approve the minutes as submitted. Jennifer Bertrand seconded the motion. The motion was unanimously approved.

The Deputy Workforce Director thanked Anthony Dickerson and Erica Jackson for participating in today's teleconference. Their appointments will be presented for approval at the June 9th Workforce Development Board meeting. Ivy Wells was not able to participate today but her appointment will be put forth as well.

Youth Program Updates:

- Youth Program Manager Vacancy – The Deputy Workforce Director said that they are seeking an individual with grant management experience and a vast knowledge of computer skills. A discussion ensued.
- Summer Youth Employment Program (SYEP) – The Deputy Workforce Director said that the State has approved its budget and we are waiting on the funding announcement for both Summer Youth Connections (SYC) and the Rural Maryland Prosperity Investment Fund (RMPIF).
- Vendor Training – Grant Management – The Deputy Workforce Director said that Grant Management training is scheduled for May 13th. This training will cover allowable expenses, requisitioning of funds, grant and budget modifications, reporting, performance and monitoring.

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Old Business

Youth Strategic Goals – At the last Youth Committee meeting, the 2021-2025 Strategic Goals were discussed and the committee decided to keep the first and second goals the same; however, the third goal was re-worded to focus on stackable credentials. It was brought to the Deputy Workforce Director’s attention that Goal 2 and Goal 3, as written, are activities that our sub-recipients are paid to do with our youth; therefore, we need to revisit these goals. A discussion ensued. The committee focused on two goals: Goal 1 – Increase employer engagement with workforce development and education systems in order to increase career exploration and work-based training opportunities for at-risk youth. After the committee reviewed the Action Items, it was decided that more clarity was needed for each bulleted item, and Goal 2 - Increase community awareness to strengthen referral systems for youth provider organizations. The Deputy Workforce Director said that by raising community awareness, we not only provide stronger support and opportunities for youth, but we also make a stronger connection with LSWA and other community youth providers and may have a greater chance of appealing to more providers to apply for the Out-of-School grant. All revisions will be made prior to the next meeting and after a final review, we will vote to approve the strategic goals, and establish timelines.

New Business

Youth Advisory Committee Speaker – The Deputy Workforce Director said that the guest speaker in March was Kate Bleile, Vice President of Junior Achievement of the Eastern Shore. She gave an informative presentation about Junior Achievement and this year’s virtual JA Inspire event. A guest speaker is needed for the June 3rd meeting. Allison Hunter-Jacobs from the Eastern Shore Crisis Response Services and Jerrona Smith from CASA (Court Appointed Special Advocates) have volunteered to speak. A discussion ensued. The committee recommends Allison Hunter-Jacobs for the June meeting and Jerrona Smith for the September meeting.

Other Business

Agenda Items needed for the June Advisory Committee Meeting: 1) Have providers highlight their summer programs; share information on what they are doing, 2) Youth Committee member introductions; this could be a purposeful way to invite people to speak with committee members individually to discuss the Youth Program, as well as inform community members about the Lower Shore Workforce Alliance, and 3) share the new Strategic Goals.

Updates/Announcements: Each committee member gave a brief update on their agency. The Deputy Workforce Director gave dates and times for upcoming meetings.

Adjourn: Meeting adjourned at 2:05 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved May 10, 2021

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