



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

Youth Committee Meeting
July 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, Jennifer Bertrand, Michelle Bradley and Ivy Wells

Absent: Alicia Dennis, Anthony Dickerson and Erica Jackson

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

Denean Jones-Ward, Chair, called the meeting to order at 1:05 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 May 10, 2021, minutes.
MOTION: Jennifer Bertrand motioned to approve the minutes as submitted. Heather Mahler seconded the motion. The motion was unanimously approved.

Youth Program Updates provided by the Deputy Workforce Director:

- Vacancy - Youth Program Manager – Great News! There is a promising candidate for this position. An interview will be scheduled for this week with an anticipated start date to be sometime late August.
- Summer Youth Employment Program (SYEP) – Funding was set aside from the previous program year to prepare for this year's program. The preparation funds expired on June 30, and the PY21 SYEP Program began July 1. All three school districts were funded for in-person work experience. Site visits will begin over the next few weeks. This is a perfect opportunity to meet the students and their work place supervisors.
- Grant Management Vendor Training – The training was held on June 23. The focus of this training was on how to manage the Youth Program grant, particularly cost allocations and allowable expenditures. All three of the trainings in the Youth Program training series are available upon request.

Old Business

Progress – Youth Strategic Goals

Goal #1 – Action items:

1. Identify in-demand industries; bright outlook industries on the Eastern Shore. This task is completed and the spreadsheet has been shared with everyone to review and use as necessary.

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2. Identify employers within each of the top five industries identified in the spreadsheet. Ivy and Alicia volunteered to work on this one. Ivy provided a list of businesses that were hiring in the Berlin area. The Deputy Workforce Director thanked Ivy for that list and stated that we need representation from all three counties.
3. A volunteer is still needed to interview employers and current employees at the businesses identified.
4. Jennifer has agreed to provide video tours of the employer businesses. The Deputy Workforce Director said to minimize the disruption to the employer, the interviews and video tours could be arranged for the same day/time.
5. Denean has volunteered to interview educators that provide credentials in the identified industries.

The Deputy Workforce Director said that the employer, employee and educator interviews should be video recorded. TCC can provide equipment if needed, but cell phone video will be fine.

Goal #2 – Action items:

1. Heather has offered to solicit guest speakers. Jeronna Smith from CASA (Court Appointed Special Advocates) is presenting in September, and LSWA will be presenting information about the Spring RFP at the December meeting. A guest speaker is not needed until March.
2. LSWA staff is researching youth programs and calling to identify a key contact person. Once this task is completed, there may be an opportunity to draw on this list for future guest speakers.
3. Heather has also agreed to review current community audits for gaps in youth services. She has identified where to look for the community audits and is planning to download them next week for review.

The Deputy Workforce Director said that at the August meeting the committee should delve into what they want this to look like, as far as, the video interviews of the workplace, the educator, the employer and the employee. A script or questionnaire needs to be developed. What is important when making this presentation?

Advisory Committee Meetings:

- September 2, 2021 – Presenter: Jerrona Smith from CASA (Court Appointed Special Advocates). She will talk about what CASA is and does, her role within CASA, current CASA news and events and information on how people can become involved with the program.
- Agenda Items – There are no agenda items. A discussion ensued. Suggestions: 1) Youth Committee Introductions, 2) Updates on working remotely, and 3) Open vs. Virtual.

New Business

WIOA Youth Program Informational Flyer: The Deputy Workforce Director said that when preparing Welcome Packets for the new Youth Committee members, information seemed to be in a myriad of places. New documents have been created to give a more concise description of: 1) LSWA, 2) the Youth Program, and 3) the Youth Committee. The Deputy Workforce Director gave a brief overview and said that all three documents will be emailed to the entire committee.

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Youth Committee Membership: The Deputy Workforce Director thanked Jennifer Bertrand for agreeing to serve another term. Her re-appointment will be submitted to the Steering Committee and forwarded to the Board for confirmation in September.

In-person or Virtual Meeting Platform: The Deputy Workforce Director said that the committee needs to decide on a meeting format going forward. We have the capability to continue virtually, or we can return to having them at the American Job Center. We can also consider a hybrid of in person and by phone or video. A discussion ensued. Everyone was in agreement to a hybrid platform.

Meeting Dates: The Deputy Workforce Director said that the next meeting will be hybrid and is scheduled for August 9, 2021. There will be no meeting in September because of the Advisory Committee meeting, and there will be no meeting in October because of the Columbus Day holiday. The November meeting is on November 8, 2021, and there is no December meeting because of the Advisory Committee meeting. The Deputy Workforce Director said that all are invited to attend the Advisory meetings, and encouraged everyone to attend the December meeting. LSWA will be providing information about the RFP solicitation for the Youth Program grant that will be released in the spring. At that meeting, we are going to encourage organizations to partner together and form a consortium to bid on the grant. The 2022 Youth Committee meeting dates were provided and the Deputy Workforce Director said that meeting invites will be sent.

Announcement: The Deputy Workforce Director announced that the American Job Center is holding a Virtual Job Fair on August 4, 2021, from 1:00 p.m. - 4:00 p.m. There will also be a job readiness session from 11:00 a.m. – 1 p.m. After this meeting, I will email the Virtual Job Fair flyers to everyone. Please share the employer flyer “Looking to recruit and hire new talent?” and the jobseeker flyer “Are you looking for employment?” to anyone and everyone.

Updates: Each committee member gave a brief update on their agency.

Adjourn: Meeting adjourned at 2:00 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved August 9, 2021

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