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

**Youth Committee Meeting  
Minutes  
January 10, 2022  
1:00 p.m. - 2:30 p.m.**

**Members Present:** Heather Mahler, Vice Chair, Jennifer Bertrand, Michelle Bradley, Alicia Dennis, Anthony Dickerson and Erica Jackson

**Members Absent:** Denean Jones-Ward, Heather Necessary, ~~Angela Paris~~ and Ivy Wells, Chair

**LSWA Staff:** Sherri Sigrist, Youth Program Manager, Shelly Brown, Deputy Director, and Dione Shaw, Operations Coordinator

**Guest:** Monique Snyder, Regional Communications Developer, Tri-County Council for the Lower Eastern Shore of Maryland

Heather Mahler, Vice Chair called the meeting to order at 1:06 p.m. A quorum was present. She thanked everyone for participating in today's meeting and proceeded with attendee introductions.

**Virtual Meeting Protocol:** The Youth Program Manager 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 Vice Chair asked for a motion to approve the November 8, 2021, minutes. **MOTION:** Michelle Bradley motioned to approve the minutes as submitted. Jennifer Bertrand seconded the motion. The motion was unanimously approved.

**Program Updates:**

The Youth Program Manager continued with LSWA updates:

1. Workforce Director - Leslie Porter-Cabell started her new role on December 6, 2021.
2. Mobile Workforce Specialist – LSWA is still advertising for this position. The job description reflects part-time, 25 hours per week, \$18-\$20 per hour; based on experience.
3. 2021 NAWDP Youth Symposium was held December 6-8. The Youth Program staff attended this conference virtually. Topics of interest included Youth Engagement in a Virtual World, Negative Attitude Behavior Modification Strategies, Helping Youth Build Habits for Workplace Success, and becoming a Certified Workforce Development Professional.

**Old Business**

Youth Advisory Committee - The Youth Program Manager gave a brief recap of the December 2, 2021, Youth Advisory Committee Meeting. LSWA's Deputy Workforce Director, Shelly Brown, was the guest speaker and she provided a presentation on the RFP solicitation process. The next Youth Advisory Committee meeting is March 3, 2022. Committee members are invited to attend these meetings.

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Strategic Goals: Review and Updates – The Youth Program Manager provided a review of Goal #1 and the Action Items for that goal.

- Goal #1: Increase employer engagement with workforce development and education systems in order to increase work-based training opportunities for at-risk youth.
  - Action items:
    1. Identify in-demand industries. This Action Item has been accomplished. Those top five industries on the Eastern Shore have been identified and that spreadsheet has been shared with the committee.
    2. Identify employers within each industry. Ivy Wells identified employers in the Berlin area. Alicia Dennis is working on identifying employers for the three Lower Shore Counties and will provide an update at the February meeting.
    3. Interview employers and current employees. Interview questions for Employers, Employees, and Educators were developed and were emailed to the committee.
    4. Video tours of Employers/Businesses. The equipment needed to complete this task: video camera, external microphone-attached to the top of the camera and a lavalier microphone for the actual interviews. LSWA can provide this video equipment and assistance with recording and editing the videos. The Youth Program Manager introduced Monique Snyder, Regional Communications Developer for the Tri-County Council for the Lower Eastern Shore of Maryland. Monique said video is a primary mode of marketing and she is excited to collaborate with the committee on this project. Once the business list becomes available, Jennifer has volunteered to assist with conducting the video tours. Alicia asked how many videos are being considered per identified sector. A discussion ensued. Heather said this requires more discussion among the committee members once the list becomes available. Since the list will be extensive, it should be narrowed down to a certain number of videos per county or industry. The Youth Program Manager stated that the counties need to be equally represented in this process as well. Alicia said at this time, due to COVID, we might not be able to carry out this plan, so maybe we should consider a Plan B. She spoke about the Upper Shore Business Services Corner and said she would send Monique access. Heather requested that Alicia share access with the entire committee. **Action Item:** Alicia Dennis will share the Business Services Corner access with Monique Snyder and the Committee. Heather asked to table the discussion about the business sectors and how many videos are needed until February. This will give the committee an opportunity to review what Alicia is sending. **Action Item:** The Youth Program Manager will add this item to February's agenda for further discussion: Revisit the business sectors and the number of videos needed.
    5. Interview Educators that can provide training that leads to industry recognized credentials and career pathways. Denean Jones-Ward has agreed to assist with interviewing educators. Beginning in January, Denean was to begin connecting with her peers at Wor-Wic in Continuing Education. Denean could not be here today, so we look forward to an update in February.

The Youth Program Manager provided a review of Goal #2 and the Action Items for that goal.

- Goal #2: Increase community awareness to strengthen referral systems for youth provider organizations.
  - Action items:

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1. Solicit guest speakers through Youth Committee members and Advisory Committee. The Youth Program Manager gave a brief recap on the 2021 Advisory Committee guest speakers: September's guest speaker was Jerrona Smith and she spoke about the Court Appointed Special Advocate (CASA) Program, and the December guest speaker was Shelly Brown and she spoke about the Spring RFP solicitation process for the Youth Program grant. A speaker is needed for the Youth Advisory Committee meeting in March. Heather said she was considering Amber Green, Executive Director, of the Fenix Youth Project. The Committee agreed that Heather should reach out to Amber. **Action Item:** Heather will invite Amber Green to the Youth Advisory Committee meeting in March as the Guest Speaker.
2. Research Youth Programs in the Tri-County area and identify contact person. LSWA has researched and completed the Area Youth Program Directory. The Area Youth Program Directory was emailed to the committee.
3. Current Community Audits - Review any current community audits for gaps in youth services. Heather volunteered to research this Action Item. Currently, no community audits have been found to specifically address youth gaps and services. Recent reports are mostly tied to the pandemic and the effects of the pandemic on the communities. A discussion ensued. Jennifer said that there is a new program in Somerset County called Local Systems Board and it is aimed towards services for youth and teen pregnancy. They are currently getting a Youth Advisory Committee together. This is a new program, so there is no data available at this time, but it is something we can tap into in the future. Heather suggested, in the future, talking with Tim Bozman, Executive Director, Somerset County Local Management Board Executive Director.

## **New Business**

### **Provided by the Youth Program Manager:**

- Committee Chair – Denean concluded her tenure on December 8, 2021. She will continue to serve on the Youth Committee, and we continue to welcome her expertise and experience. In December, the Workforce Development Board confirmed Ivy Wells as the new Youth Committee Chair.
- Committee Members – In December, the Workforce Development Board also confirmed two new Youth Committee members: 1) Heather Necessary, Adult Education Coordinator, Somerset County Public Schools and 2) Angela Paris, Adult Education Facilitator & Coordinator of Education, Worcester County Public Schools.
- Sub-Recipient File Monitoring – LSWA conducted a sub-recipient file monitoring last Wednesday, January 5, 2022, on both sub grantees, Grace Center and Telamon. Random participant files were pulled to check for items that have been included in the monthly updates regarding case notes/service notes, documentation, ISS completion and submission, and follow up. We are finishing the reviews now and should be able to share those results with you at the next meeting.
- Program Re-Organization – LSWA is in the final year of a three-year grant. Current sub-recipients are not meeting their deliverables; therefore, LSWA is discussing options for restructuring the Youth Program. The first step is to consult with our Youth Program Representative at Maryland Department of Labor in early February. We hope to share the results from that meeting with the committee in February.

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- Processes and Procedures – LSWA is currently revising procedures and guidelines so that Niccole Oliver is the main point of contact for submission of applications, eligibility criteria, and documentation. Niccole will also handle file creation/set up for each applicant. Shannon Alexander is the main point of contact for sub-grantees as it relates to participant data, case management, and compliance matters. Shannon certifies all applicants for program participation, documents and records all participant data and case notes, and properly enters application data into the data management system.
- Meeting Dates scheduled for 2022 – The Committee will need to reassess the meeting format for the remaining dates.
- Committee Forms – Last month, LSWA's Operations Coordinator mailed committee members a Preferred Contact information form and a Conflict of Interest. Please be sure to complete and return both forms to LSWA.

### **Other Business**

Committee member's agency announcements/updates

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

Respectfully submitted,

Dione Shaw  
Operations Coordinator

**Amended Minutes:** Angela Paris requested to amend the January 10, 2022, minutes. Angela did not receive the meeting invitation, therefore, the minutes should not reflect her as absent. **MOTION:** Alicia Dennis motioned to approve the minutes as amended. Michelle Bradley seconded the motion. The motion was unanimously approved.

Approved: February 14, 2022

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Lower Shore American Job Center ■ 31901 Tri-County Way ■ Salisbury, MD 21804  
Phone: (410) 341-3835 ■ Fax: (410) 341-3735  
[www.lswa.org](http://www.lswa.org)