



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

**Youth Committee Meeting
Minutes
February 14, 2022
1:00 p.m. - 2:30 p.m.**

Members Present: Michelle Bradley, Alicia Dennis, Anthony Dickerson, Erica Jackson, Denean Jones-Ward, Heather Necessary, and Angela Paris

Members Absent: Heather Mahler, Vice Chair and Jennifer Bertrand

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

Alicia Dennis, Chairman Pro Tem, called the meeting to order at 1:07 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: Alicia Dennis, Chairman Pro Tem, asked for a motion to approve the January 10, 2022, minutes as submitted. Angela Paris requested to have the January 10, 2022, minutes amended. Angela did not receive the meeting invitation; therefore, the minutes should not reflect her as being absent. **MOTION:** Alicia Dennis motioned to approve the amended minutes. Michelle Bradley seconded the motion. The motion was unanimously approved.

Program Updates: The Youth Program Manager continued with LSWA Updates:

1. The Mobile Workforce Development Specialist provides direct job search assistance to a diverse group of individuals utilizing the services on the mobile unit. Two people have been hired for this part-time position. La Toya Handy-Duncan will work Monday through Friday (9:00 a.m. – 2:00 p.m.) and Jack Pinkham will be on-call for the after hour events, weekend events and when LaToya is not available.
2. The Business Services Department is expanding. Two Business Services Specialist positions have been posted. The Business Services Specialist serves as the liaison between the Lower Shore Workforce Alliance and the local business community. This person will be responsible for building partnerships with area employers and assisting them with their talent acquisition and employment training needs. Three additional positions will be dedicated to the Offshore Wind Industry: 1) the Navigator will be working directly with clients; 2) the Program Coordinator will work directly with Orsted and US Wind and their sub-contractor, and 3) the Data Specialist will be responsible for the reporting of all matrix for the Business Services Department.
3. The Youth Program is also undergoing a staffing expansion. LSWA will be hiring two Youth Engagement Specialists to provide comprehensive case management and advocacy services to

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"



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

Workforce Innovation and Opportunity (WIOA) Youth Program participants seeking employment and/or career and skills training.

Old Business

Youth Advisory Committee – Amber Green, Executive Director, Fenix Youth Project, will be the guest speaker for the March 3, 2022, Youth Advisory Committee meeting. All Youth Committee members are invited and encouraged to attend these meetings.

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 - Those top five industries on the Eastern Shore have been identified.
 2. Identify employers within each industry - Alicia Dennis, Denean Jones-Ward and Monique Snyder have been diligently working on identifying those industries to be highlighted and the occupations within them. Alicia shared the identified industries and occupations: 1) Transportation/CDL; 2) Allied Health (Dental/Pharmacy Tech/RDT); 3) Drone/Computer Technology; 4) Trades/Construction; and 5) Administrative/Support and Waste Management.
 3. Interview employers and current employees - Interview questions for Employers, Employees, and Educators have been developed and shared with the committee.
 4. Interview Educators that can provide training that leads to industry recognized credentials and career pathways - Denean Jones-Ward reached out to her Wor-Wic colleagues inviting them to participate in this project. Four of her colleagues have accepted her invitation for interviews. Dr. Rhonda Banks, Director of CEWD Business and Industry Training Department, will speak about trades and manufacturing. Kristina Toadvine, Director of CEWD Computer Training Department, will speak about Drones, Allied Health, and Truck Driver training. Brandon Gosseline, Department Head and Instructor of RDT, and Melissa Hall, RDT Instructor will speak about Radiologic Technology. Denean said that her colleagues are eager to participate and she is looking forward to seeing the outcome of this Action Item.
 5. Video tours of employers businesses - Monique Snyder, Regional Communications Developer, has agreed to provide the needed video equipment and direction with recording and editing the videos. Monique has scheduled a GoToMeeting with Dr. Banks on March 3, 2022, to discuss video content and to schedule an interview time.

The Youth Program Manager said, interviewing the educators should be the starting point, as the educators have already been selected. The interview videos will run between 3-5 minutes in length, and it will utilize a conversational/relaxed format and flexibility with the interview questions. As the interviews move forward, a natural progression from these interviews would be to identify possible students and employers to interview in the selected industries and occupational fields. The educators will most likely have solid recommendations for these students or employees and employers to interview and tour. Once

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"



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

identified, Jennifer Bertrand has offered her time to assist with conducting those video tours of employers/businesses.

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

- Goal #2: To increase community awareness to strengthen referral systems for youth provider organizations.
 - Action Items
 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, and said the guest speaker for the upcoming March 3, 2022, Youth Advisory Committee meeting will be Amber Green, Executive Director, for the Fenix Youth Project.
 2. Review/identify any current community audits for gaps in youth services - Heather Mahler has obtained the 2021 Youth-Led Town Hall Report conducted by the Fenix Youth Project. Shelly Brown reached out to Becca Webster at Wicomico Partnership for Families and Children. Becca has shared the Local Management Board needs assessment and information gathering done for last year. Both the Fenix Youth Project Town Hall Report and Wicomico Partnership for Families and Children's needs assessments echo many of the same concerns: poverty, lack of housing, lack of inclusion (especially noted in the LGBTQ Community), and a lack of resource knowledge. **Action Item:** The Youth Program Manager will send both documents to the committee for review. Becca has suggested partnering with the Youth Committee and LSWA to conduct a community assessment together. **Action Item:** LSWA will be scheduling a meeting with Becca to discuss this further.
 3. LSWA has researched area youth programs and completed the Area Youth Program Directory - The Area Youth Program Directory was emailed to committee.

New Business

Provided by the Youth Program Manager:

- New Youth Committee Members - In December, the Workforce Development Board 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.
- Youth Committee Chair Vacancy - Due to increased job responsibilities, Ivy Wells has resigned from the Workforce Development Board; therefore, the Youth Committee is now without a Chair. The Youth Committee Guidelines state:
 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. **ACTION ITEM:** LSWA will reach out to Board members to solicit interest in the Youth Chair vacancy.

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"



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

- Youth Program Re-Organization – LSWA is in the final year of a three-year grant. Grace Center, one of LSWA's grant sub-recipients, has underperformed for each of these three program years. LSWA conducted a program monitoring for the first quarter of this grant on January 5, 2022. There were four findings and two concerns from this monitoring. Several of the current findings and concerns have been echoed in previous monitorings and the results were little to no improvement. LSWA has consulted with the Youth Program Representative at MD DOL and we have decided to terminate Grace Center's contract. This announcement will be officially made tomorrow (February 15, 2022) with a grant closeout date of March 15, 2022. LSWA and Telamon will absorb Grace Center's caseload and no interruption in participant services should occur. To properly address Grace Center's caseload and future growth, LSWA will hire two Youth Engagement Specialists to provide direct case management services to enrolled participants. This means that there will no longer be WIOA grant sub-recipients. Beginning in PY22, on October 1, 2022, LSWA will assume all aspects of grant management and service provision, using an MOU with service providers to ensure delivery of the WIOA Youth 14 Program Elements.
- LSWA Processes and Procedures - In November, LSWA revised procedures and guidelines so that Nicole Oliver is the main point of contact for the submission of applications, eligibility criteria, and documentation. Since that time, Shannon Alexander has resigned from her position as Data Systems Specialist. As the In-House Youth Program transitions, Nicole will be responsible for case management. Moving forward with the In-House Youth Program, the policies, processes, and procedures will need to be revisited and updated accordingly.

Other Business

The Youth Program Manager provided the Youth Committee meeting dates scheduled for 2022. Moving forward the Youth Committee consensus was to offer a Hybrid model. When members respond to the Youth Committee invitation, please let LSWA know how you are participating. **Action Item:** The Operations Coordinator needs to request the OWL from Tech Services for all future meetings. Shelly is requesting that the **August 15, 2022, meeting be in-person only**. The new program year begins in October, so as service providers your input would greatly be appreciated.

In December, the Operations Coordinator mailed each member a Preferred Contact Information form and a Conflict of Interest form to update and return to LSWA. Thanks to all of you who have updated and returned those forms. **ACTION ITEM:** The Operations Coordinator will email the forms to Jennifer, Anthony, and Heather Necessary.

Committee member's agency announcements/updates: Denean Jones-Ward inquired about the HUB/WIOA trainings. **ACTION ITEM:** Shelly Brown will forward an email previously sent to the WDB.

Adjourn: Meeting adjourned at 2:02 p.m.

Respectfully submitted,
Dione Shaw
Operations Coordinator

Approved April 11, 2022

"Providing workforce policy, planning and oversight for the Lower Shore of Maryland"