



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

**Youth Committee Meeting
Minutes
May 9, 2022
1:00 p.m. - 2:30 p.m.**

Members Present: Jennifer Bertrand, Michelle Bradley, Alicia Dennis, Anthony Dickerson, Heather Mahler, and Angela Paris

Members Absent: Erica Jackson, Denean Jones-Ward and Heather Necessary

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

Guests: Shontae Maddox, Job Coach, Worcester County Public Schools, Roger Martinson, Lower Shore Workforce Development Board Member, Kaleel Neal, Program Coordinator/Director of Two Generation Whole Family Approach Program at Shore Up! Inc., and 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 1:05 p.m. A quorum was present. She thanked everyone for participating in today's meeting and proceeded with attendee introductions. Shelly Brown announced that she is handing over the baton to the Youth Program Manager and she will no longer be attending the Youth Committee meetings, unless invited to speak.

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 April 11, 2022, minutes as submitted. **MOTION:** Alicia Dennis motioned to approve the amended minutes. Jennifer Bertrand seconded the motion. The motion was unanimously approved.

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

1. American Job Center (AJC) Mobile Unit: In April, the Mobile Unit began regularly scheduled visits throughout the Tri-County area. La Toya Handy-Duncan, Mobile Workforce Specialist, has resigned, therefore, all scheduled visits have been postponed until a new Mobile Workforce Specialist is hired. If you know of anyone interested in this position, please reach out to Bob Hendricks, our Business Services Manager.
2. WIOA Youth Program: Starting in October, LSWA will be bringing the OSY Program in-house and managing services through MOUs with community service providers. Therefore, LSWA has hired two new Youth Engagement Specialists to do case management. Angie Manos, was hired on March 16th and Lashika Bonner will be joining the LSWA on May 31st as an additional Youth Engagement Specialist.

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Old Business

Youth Advisory Committee Meetings – The Youth Program Manager gave a brief review of the March 3, 2022, Youth Advisory meeting. The guest speaker was Amber Green, Executive Director, Fenix Youth Project. Amber shared the origins of the Fenix Youth Project and the many innovative services and programs that the organization offers to combat youth homelessness and its many related issues.

Youth Advisory Committee Guest Speaker - The next Youth Advisory Committee meeting is scheduled for Thursday, June 2, 2022. The Youth Program Manager invited Jennifer Gauthier, Founder/Executive Director for Lead4Life (L4L) to be the guest speaker and she accepted the invitation. Background information on Lead4Life was provided. The Youth Program Manager said Youth Committee members are always welcome to attend these meetings and for those who have attended in the past, thank you for showing support for this committee and its guest speakers.

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. Status - industries have been identified - completed.
 2. Identify employers within each industry. Status - in progress.
 3. Interview employers and current employees. This Action Item has not yet begun. However, 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. Status - in progress.
 5. Video tours of Employers/Businesses. Status - in progress.

The Youth Program Manager said much progress has been made and the committee is definitely moving forward with a plan of action.

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 provided a brief review of past guest speakers. Status - ongoing.
 2. Research youth programs in the Tri-County area and identify contact person. LSWA has researched area youth programs and completed the Area Youth Program Directory - completed. Status – completed.
 3. Review/identify any current community audits for gaps in youth services. Still a work in progress. Status - in progress.

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New Business

Provided by the Youth Program Manager:

- Youth Committee Chair - Ivy Wells reluctantly resigned due to increased work responsibilities, therefore, the Chair position is still vacant.
- Youth Committee Operating Guidelines - The guidelines were reviewed with the Committee.
- WDB Member Interest - At the March 9, 2022, Board meeting, the Deputy Workforce Director discussed the Chair position and the importance of a Board member stepping up and assuming this role. Roger Martinson has expressed interest and is attending today's meeting as a guest. Roger provided a brief background. He is involved with different youth programs through his church and his community. He wanted to sit in today's meeting to hear what the committee was discussing and to learn more about the processes that are in place. The Youth Program Manager thanked Roger for attending today. Should Roger decide to accept the Chair position, his nomination would go before the Steering Committee for approval and before the Board for confirmation.
- Youth Committee Member Nominee - Freddy Mitchell, Executive Director, Shore Up! Inc., also a Board member, has nominated Kaleel Neal, Director of The Two Generation Whole Family Approach program for membership on the Youth Committee. Kaleel has expressed interest and is attending today's meeting as a guest as well. Kaleel provided a brief background. He said he is eager to help the Youth in the community become successful Adults. Once Kaleel's nomination is approved by this Committee, his nomination would go before the Steering Committee for approval and before the Board for confirmation.
- Continued Youth Program Re-Organization - The Youth Program Manager said Grace Center's contract was terminated on March 15, 2022. LSWA and Telamon have absorbed Grace Center's caseload and there has been no interruption in participant services. Consolidation meetings have been held and 12 of Grace Center's participants have been transferred to Telamon. A new grant contract, budget modification, and addendum has been created and approved for Telamon so that services can be effectively provided. LSWA has hired Angie as one of the Youth Engagement Specialist to work with the remaining former Grace Center participants and to recruit additional program participants. With further program expansion and anticipated growth, LSWA has hired Lashika Bonner as an additional Youth Engagement Specialist and her start date is May 31, 2022. As of October 1, 2022, LSWA will assume all aspects of grant management and service provisions, using an MOU with service providers to ensure delivery of the WIOA Youth 14 Program Elements. This means that there will no longer be WIOA grant sub-recipients providing these services. If anyone has any suggestions regarding service providers for the 14 Elements, please let me know as we are looking for appropriate partners.
- LSWA Processes and Procedures – As the Youth Program continues to transition in-house, LSWA's policies, processes, and procedures will also need to be revisited and updated accordingly. Weekly meetings are held to develop and/or revise forms, policies, processes, and procedures to implement this service delivery model. Niccole Oliver, Youth Program Coordinator,

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will remain as the main point of contact for submission of applications, eligibility criteria, and documentation. Niccole will be responsible for case management monitoring and ensuring that Telamon and LSWA are adhering to WIOA and MWE case management and service delivery guidelines and timelines. As the department expands further, Niccole will become the team lead regarding WIOA and MWE case management guidelines and procedures. Niccole will now be a regular presence at the Youth Committee meetings as the minute taker.

Other Business

Previously the Youth Committee agreed to move into a Hybrid meeting format. Per the Youth Program Manager's request, the last two meeting were both changed to a virtual format. Thank you all for being flexible with these changes. Due to various reasons, the Youth Program Manager requested that the July and August meetings be held virtually. The meeting format can be revisited in the fall.

Committee member's agency announcements/updates

Adjourn: Meeting adjourned at 1:57 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved July 11, 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