



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

**Youth Committee Meeting
Minutes
August 15, 2022
1:00 p.m. - 2:30 p.m.**

Members Present: Jennifer Bertrand, Alicia Dennis, Heather Mahler, Erica Jackson, Denean Jones-Ward, and Michelle Neal

Members Absent: Michelle Bradley, Anthony Dickerson, Heather Necessary, and Angela Paris

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

Guests: 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, Roger Martinson, Workforce Development Board member, was also invited as a guest to this meeting.

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.

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 August 15, 2022, minutes as submitted. **MOTION:** Jennifer Bertrand motioned to approve the amended minutes. Alicia Dennis seconded the motion. The motion was unanimously approved.

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

1. Update on the Mobile Workforce Specialist position: LSWA has since hired William "Billy" Kinney for the Mobile Workforce Specialist position. Billy's start date was 07/18/2022, onboarding has been completed and has resumed its community schedule.
2. LSWA also is expanding its Business Services Department. This department will have its own office area downstairs in the AJC in the former Hot Desks location. This area is being fully renovated to accommodate the Business Service Department staff. These renovations are almost complete, the Business Services Department has a move in date of September 1st. Once the renovations are complete, LSWA will be hiring two Business Services Specialists. In the future, additional specialists will also be hired to address the training needs of the Off-Shore Wind Industry. Maryland has been awarded \$23 million for Offshore Wind Energy, the program is called Maryland Works for Wind and this program will provide 5,800 new jobs in the Central Maryland and Eastern Shore area.

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3. LSWA has been selected as an Apprenticeship Ambassador by US Department of Labor and will partner with US DOL to create a registered apprenticeship expansion and diversification of our local Delmarva area.
4. WIOA Youth Program continues with its staffing expansion and program changes. LaShika Bonner was hired in May as one of our Youth Engagement Specialist (YES). Shika was introduced our las meeting, she has been working on the Youth Program outreach as well as her active caseload. Outreach efforts is a huge role and function for LaShika as it promotes the workforce development program. LSWA is looking to hire another permanent Youth Engagement Specialist; interviews are being scheduled for this month.

Old Business

Youth Advisory Committee Meetings – The YPM thanked the Youth Committee members who frequently attend the Youth Advisory Committee meetings. Youth Advisory Committee meetings are usually held quarterly. However, at this time, LSWA is recommending that the Youth Advisory Committee conclude its meetings, due to lack of attendance and a multitude of other networking opportunities available in the three counties. If the committee sees fit to discontinue the advisory committee, the last meeting would be in December 2022. The Youth Committee discussed disbanding the advisory committee and agreed to no longer have these meetings.

For the next Youth Advisory Committee meeting on 09/01/2022, LSWA will be hosting a Youth Resource Fair at the AJC. Thus, the September Youth Advisory Meeting will be an in-person event focused on networking together with each attending agency describing their youth services and resources.

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. Status is -in progress
 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. Dr. Rhonda Banks, Director of Business and Industry Training; Kristina Toadvine, Director of Continuing ED. Workforce Development Computer Training; Melissa Hall, Instructor Radiologic Tech/Computer Tomographic Certificate Program; and Brandon Gosseline, Department Head (Radiologic Tech) have each accepted the invitation to participant in this project. Monique Snyder, TCC Regional Communications Developer, provided a status update regarding the completed filming of Wor-Wic Radiologic Tech educators and Peninsula Imaging with the next step being post production. The video should be ready to view and share in September.

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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: completed.
 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.

The Youth Program Manager and the Deputy Director have discussed completing a LSWA Community Needs Assessment. It is a big project that may require outsourcing or perhaps having some SU students do this as an internship or community service project. The Deputy Director has found a great link that addresses how to organize and implement a community needs assessment.

<http://ctb.ku.edu/en/assessing-community-needs-and-resources>.

New Business

Provided by the Youth Program Manager:

- Youth Committee Chair – A chairperson is still needed for the committee
- Youth Committee Operating Guidelines - The guidelines were reviewed with the Committee.
- WDB Member Interest – The Youth Committee Chair vacancy has been discussed at both our board meetings and LSWA staff meetings. Per the guidelines, the chair must be a member of the Workforce Development Board. 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. At that time, one board member Roger Martinson has previously expressed interest in the Youth Committee Chair position, but unfortunately has decided not to pursue the Chair position at this time.
- Youth Committee Member Nominee – Roger Martinson, also a board member is interested in becoming a Youth Committee Member at this time. **Motion**: Nominate Roger as member of the Youth Committee. Denean Jones-Ward motioned to nominate Roger and Heather Mahler seconded the motion. This nomination will next be approved by the Steering Committee. 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 has attended the last meeting as a guest. **Motion**: Nominate Kaleel as member of the Youth Committee, Denean Jones-Ward motioned to nominate Kaleel and Jennifer Bertrand seconded the motion. This nomination will next be approved by the

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Steering Committee and confirmed by our Board. The next Steering Committee meeting will be held on Wednesday, 8/24/22.

- Continued Youth Program Re-Organization - LSWA has hired Lashika Bonner as our newest Youth Engagement Specialist and her start date was May 31, 2022. LSWA is still interviewing for another permanent full-time position. Telamon will remain as a WIOA grant sub-recipient until September 30, 2022. However, beginning in PY22, 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. LSWA will continue its relationship with Telamon, utilizing an MOU agreement for service provisions.
- Youth Program Provider Information Session – LSWA is sponsoring a Youth Program Provider Information Session on Tuesday, July 26, 2022 at 9:00am, at the AJC in the Worcester Room. The YPM has sent an invitation to all Youth Committee and Youth Advisory Committee members. The YPM reminded the committee that the RSVP date for attending the session is Thursday, 7/21/22. The YPM also requested that the committee disperse the session information to potential service providers. LSWA will invite the interested providers to submit service proposals by September 2, 2022. LSWA will review the proposals and select service providers based on criteria and rubric. Negotiations and Site visits will be held from September 6-9, 2022. Award information will be posted on the LSWA website and the contract year will begin on October 1, 2022.
- 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, 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. Shika serves LSWA's active participants, LSWA and Telamon have begun coordinating the caseload transfer from Telamon to LSWA and once the second Youth Engagement Specialist is hired caseloads will be distributed between the two. Niccole will now be a regular presence at the Youth Committee meetings as the minute taker.

Other Business

The Youth Committee agreed to continue with a virtual meeting format and one in person meeting per year. The committee agreed that the meeting in May 2023 would be in-person.

- Committee member's agency announcements/updates – The Steering Committee is now meeting **quarterly** instead of monthly.
- The Annual 2022 Job and Career Fair is October 6, 2022 from 3-6 pm.
- Legal Aid is at the AJC every 1st and 3rd Thursday of each month from 9a-4pm.

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Steering Committee: August 24, 2022

Youth Advisory Committee: September 1, 2022

Workforce Development Board Meeting: September 7, 2022

Youth Committee Meeting: October 17, 2022

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

Respectfully submitted,

Sherri Sigrist
Youth Program Manager

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