



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

Youth Committee Meeting
Minutes
February 13, 2023
1:00 p.m. - 2:30 p.m.

Members Present: Erica Jackson and Angela Paris.

Members Absent: Michelle Bradley, Alicia Dennis, Anthony Dickerson, Denean Jones-Ward, Heather Mahler, Roger Martinson, Heather Necessary, and Kaleel Neal.

LSWA Staff: Sherri Sigrist, Youth Program Manager, Shelly Brown, Deputy Director, Bonnie Nay, Job Placement Coordinator, and Johanna Allen, Administrative Specialist.

Guests: Monique Snyder, Regional Communications Developer, Tri-County Council for the Lower Eastern Shore of Maryland, and Katherine Campbell, Worcester County Adult Education.

Sherri Sigrist, Youth Program Manager, called the meeting to order at 1:06 p.m. A quorum was not 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: A quorum was not present.

Program Updates:

- **LSWA Updates** - The Business Services department at Lower Shore Workforce Alliance (LSWA) is working on a developing an in-person pre-licensing exam prep training course for the Insurance industry. The course will be held at the end of April and applications will be accepted starting March 1st.

An ID clinic is being developed with H.O.P.E.. Missing ID's, birth certificates, and social security cards are major barriers to those seeking employment and housing. There is a hope that this could become a continuing service at the American Job Center (AJC) once we have trained employees. Several programs are being funded to provide training. Pohanka will be receiving funding for a work training program to upskill their current employees. Independent Electrical Contractors of the Chesapeake (IECC) will receive funding for the classroom portion for individuals in the WIOA program for the Electrical Apprenticeship Program. Associated Builders and Contractors (ABC) will receive funding for an introductory construction class.

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



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

- LSWA Expansion - LSWA continues to advertise for a second Career Specialist position. In addition, job postings for a Data Specialist and a Grant Specialist will be coming soon.
- Youth Program Staffing - WIOA Youth Program is continuing to adjust to the in-house expansion. LSWA Youth Program consists of two Youth Engagement Specialists, one Youth Program Coordinator, and one Youth Program Manager. As the Youth Program grows, a third Youth Engagement Specialist will most likely be hired as well. As of January 31, 2023, the Youth Program has 30 active participants and 20 follow-up participants. This is a large increase from July where there were seven active participants and four follow-up participants.

Old Business

Youth Advisory Committee Meetings Discontinued – The Youth Advisory Committee was voted to be discontinued in July 2022, due to lack of attendance. A meeting cancellation notice was sent along with a thank you email to the advisory members.

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.
 - The first action item “Identify in-demand industries” is completed. The top five industries are Administrative and Support/Waste Management and Remediation, Health Care/Social Assistance, Construction, Other Services, and Professional/Scientific/Tech Services.
 - The next four action items are all interrelated and are in progress. Several educators at Wor-Wic have agreed to be part of this project for action item number 4 “Interview Educators that can provide training”.
 - For the action item number 5, “Video tours of Employers/Business”, the first career exploration video has been completed and can be viewed on the LSWA AJC YouTube page at this link: <https://www.youtube.com/@lowershoreamericanjobcente9602>. This video highlights the Health Care industry and the Radiologic Technology occupation. The second career exploration video is being developed, and will highlight the Skilled Trades industry. A video introduction by LSWA’s Business Manager, Bob Hendricks, has been already filmed, and employers from the many skilled trades’ occupations will be selected and featured in the video as well. Wicomico County CTE was invited to be part of this video and they have agreed to participate. Dr. Rhonda Banks at Wor-Wic will also be featured in this video. An extended explanation of the purpose for career exploration was given. A total of 4-5 videos are planned.

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



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

- Action item number 2, "Identify employers within each industry", is in progress. Worcester County is complete but employers are still being identified in the rest of the region.
- Action item number 3, "Interview employers and current employees", is in progress and interrelated to the other action items.

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 item number 1, "Solicit guest speakers through Youth Committee members", was completed last year.
 - Action item number 2, "Research youth programs and the Tri-County area and identify contact person", has been completed.
 - Action item number 3, "Review/identify any current community audits for gaps in youth services", has not been completed. Documents from several area organizations have been gathered and they all identify key concerns: poverty, lack of housing, lack of inclusion, and lack of resource knowledge.

The Youth Program Manager and the Deputy Director have previously discussed completing a LSWA Community Needs Assessment. The project is extensive and LSWA does not have the time and resources to undertake this presently. However, it looks like the needs assessment might become a requirement under the WIOA reauthorization guidelines. Currently MDDOL and BEACON are collaborating together to conduct a community needs assessment. There was discussion as to whether LSWA could MDDOL and BEACON to complete the project, should it become a requirement.

New Business

Provided by the Youth Program Manager:

- Youth Committee Chair – A chairperson is still needed for the committee. Nominations are requested.
- Youth Committee Nominee - Skyler Irons is the LCT Coordinator with Somerset County LMB. She would like to join the Youth Committee. She was nominated for the Youth Committee in October and the Youth Committee has accepted her nomination. This will now move to the Steering Committee for appointment. Following the Steering Committee appointment, her nomination will then move to the Workforce Development Board for final confirmation. Our Steering Committee met this past November, but unfortunately was unable to appoint Skyler for membership, as there was not a quorum present to vote on this. The next Steering Committee meeting will be on Wednesday, February 22 and hopefully there will be a quorum present so she can be appointed.

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



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

- WIOA Youth Program Management – In October, LSWA officially assumed all aspects of grant management and service provision utilizing an MOU with additional community service providers to ensure delivery of the WIOA Youth 14 Program Elements. This means that there are no longer WIOA grant sub-recipients providing these services.
- Youth Program Service Providers - From our Youth Program Provider Information Session held in July, two proposals were received. Telamon and Grace Center submitted proposals. Grace Center submitted their final proposal according to Procurement Guidelines and their proposal has been accepted. Grace Center will provide 5 of the 14 Elements Services. Once the signatures of the Executive directors from Tri-County Council and Grace Center are obtained, it will be a fully executed contract. Telamon's proposal was not accepted. LSWA also has strong partnerships with Shore Up, DORS, Wor-Wic, the County Adult Education Programs, and other community agencies and providers who are a part of the AJC's Resource Sharing Agreement. All 14 elements are covered.
- Youth Program Process, Procedures, and Service Delivery – the Youth program is engaging in continuous process improvement as the in-house transition continues. The first Work Experience (WEX) participant was placed at the Wicomico County Library in November and in January a second WEX participant was placed at Fenix Youth Project. LSWA's work experience participants are considered as contractual employees of Tri-County Council. They are paid \$13.75/hour and must complete a weekly educational component as a part of the work experience. The Participant, Employer, and Youth Engagement Specialist mutually agree upon the educational component. Trainings are identified and assigned either online via Metrix Learning or the employer and participant can select them from the employer's training offerings. Participants are paid to complete this training as well. Any participant who works over 12 hours per week is also eligible for sick leave

Other Business

- For 2023, the Youth Committee agreed to continue meeting virtually except for the June 12 meeting, which will be held at the AJC. It was also decided that the meetings would be held bi-monthly, with the understanding that communication continues in between meetings, especially if action items need to be completed.
- Agency Announcements/Events/Updates
 - Legal Aid at the AJC is now quarterly.
 - 2023 JA Inspire Event is 03/14-03/16 at the Wicomico Youth and Civic Center.
 - The Mac Center offers a new Care Provider training program

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



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

- LSWA has taken over the Job Journal. Agencies are allowed two ads per month and need to submit them by the 15th of every month.

- Upcoming Committee Meeting Dates
 - Steering Committee: February 22, 2023
 - Workforce Development Board Meeting: March 8, 2023
 - Youth Committee Meeting: April 10, 2023

Meeting Adjournment: Sherri Sigrist adjourned at 1:52 p.m.

Respectfully submitted,

Johanna Allen
Administrative Specialist

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

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