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

**Youth Committee Meeting  
Minutes  
July 11, 2022  
1:00 p.m. - 2:30 p.m.**

**Members Present:** Jennifer Bertrand, Alicia Dennis, Heather Mahler, Angela Paris, Erica Jackson, and Denean Jones-Ward, Angela Paris

**Members Absent:** Michelle Bradley, Anthony Dickerson 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:** 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 but did not attend.

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 May 9, 2022, minutes as submitted. **MOTION:** Alicia Dennis motioned to approve the amended minutes. Heather Mahler 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 been interviewing for this position since we last met and a candidate has been chosen. His name is William Kinney and his start date is 07/18/2022. The Mobile will be able to resume its community schedule once Billy is fully trained.
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. 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.
3. The WIOA Youth Program continues with its staffing expansion and program changes. In May, Lashika Bonner was hired as a Youth Engagement Specialist. Shika attended today's meeting and the YPM introduced her to the committee. Shika brings a wealth of experience and skills to the Youth Program team. She has previous experience working with adults and youth with various disabilities. Since being hired, Shika has really focused on LSWA's youth program recruitment efforts. She is building partnerships and relationships with community agencies to

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first and foremost, recruit eligible program applicants. Her outreach also promotes LSWA and its role and function as a workforce development program working in partnership with community agencies and local educational institutions. LSWA is also looking to hire another permanent Youth Engagement Specialist and continues to interview for this position. The YPM will continue to keep the committee informed regarding the interview process and candidate selection.

### **Old Business**

Youth Advisory Committee Meetings – The Youth Program Manager gave a brief review of the June 2, 2022, Youth Advisory meeting. The guest speaker was Jennifer Gauthier, Executive Director, Lead4Life. Lead4Life was founded in 2008 in Rockville, MD and has expanded to include a Salisbury location. Lead4Life focuses on reducing the number of youth and young adults entering the juvenile justice system, as well as many out-of-home placements, and the youth recidivism rate in our surrounding communities. Lead4Life's Executive Director was invited to speak at our last Youth Advisory Committee meeting to discuss the various programs and services available for our families, young adults, and youth.

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.

**Voting Item:** Discontinuance of Youth Advisory Committee Meetings. Denean Jones-Ward voted to suspend the Youth Advisory Committee Meetings, Heather Mahler seconded the vote.

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. Monique Snyder, TCC Regional Communications Developer, provided a status update regarding the completed filming of Wor-Wic Radiologic Tech educators and upcoming filming to be done with Peninsula Imaging.

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.

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- 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, expressed interest in this role but has not committed at this time. Should Mr. Martinson decide to accept the Chair position, his nomination would go before the Steering Committee for approval and before the Board for confirmation. The YPM will follow up with Mr. Martinson.
- 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. **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 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 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.

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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 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. 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 for the July and August meetings. The meeting format will be re-examined at our August meeting to determine format options for the fall.

Committee member's agency announcements/updates – The Steering Committee is now meeting **quarterly** instead of monthly.

**Youth Committee Meeting:** August 15, 2022

**Steering Committee:** August 24, 2022

**Youth Advisory Committee:** September 1, 2022

**Workforce Development Board Meeting:** September 7, 2022

**Adjourn:** Meeting adjourned at 2:04 p.m.

Respectfully submitted,

Sherri Sigrist  
Youth Program Manager

Approved August 15, 2022

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