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

**Youth Committee Meeting  
Minutes  
November 28, 2022  
1:00 p.m. - 2:30 p.m.**

**Members Present:** Heather Geraldles, Erica Jackson, Michelle Neal, and Angela Paris.

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

**LSWA Staff:** Sherri Sigrist, Youth Program Manager; Shelly Brown, Deputy Workforce Director; and Niccole Oliver, Youth Program Coordinator.

**Guests:** Monique Snyder, Regional Communications Developer, Tri-County Council for the Lower Eastern Shore of Maryland, and Skyler Irons, LCT Coordinator at Somerset County LMB.

Heather Geraldles, Vice Chair, called the meeting to order at 1:05 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 during this meeting. Therefore, the October 17, 2022 minutes were not approved. The minutes will need to be approved at our next meeting, along with the minutes from today's meeting.

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

1. LSWA updates began with the Business Service Department. Office renovations have been completed, and Business Services has moved to its new location downstairs in the American Job Center. LSWA-Business Services also hired Bonnie Nay as the Job Placement Coordinator. Bonnie's start date was 10/03/2022. Bonnie will serve as a liaison between LSWA, the Tri-County business community, apprenticeship training, credentialed programs and the prospective candidates. This month, Business Services also hired the department's first Career Specialist- Juli Allen. Juli will serve as a liaison between LSWA and the local business community, assisting businesses and organizations with talent acquisition and their employment training needs. LSWA continues to advertise for qualified candidates for a second Career Specialist position.
2. 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. Additional specialists will also be hired by LSWA to address the training needs of the Off-Shore wind industry.
3. LSWA has been selected as an Apprenticeship Ambassador by US Department of Labor and will collaborate with US DOL to shape a registered apprenticeship expansion and diversification in

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our local Delmarva area. Several local companies offer outstanding apprenticeship opportunities in our area. Some of those companies are **Delaware Elevator**, offers a 4- year apprenticeship for elevator installers; **Seaside Plumbing**, offers a 4- year apprenticeship for plumbers; **IBEW** has a 4- year apprenticeship for UNION electricians; **MTAM** offers a 2-4 year OTJ training program for the marine trades; **Wor-Wic and the Associated Builders and Contractors** offers a 4- year apprenticeship for UNION carpenters. A new apprenticeship has been added to this impressive list, **Independent Electrical Contractors** offers a 4- year apprenticeship program for NON-UNION electricians. For more information about local apprenticeships, please reach out to Bob Hendrix, LSWA Business Service Manager.

4. The WIOA Youth Program continues with its staffing expansion and program changes. LaShika Bonner was hired in May as one of our Youth Engagement Specialists (YES). LSWA also hired a second Youth Engagement Specialist-Sheronda Brown-in October. Both specialists manage an active and follow-up caseload and conduct Youth Program outreach as well. The 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 likely be hired as well.

## **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. The Youth Committee voted in July 2022 to discontinue the advisory committee due to lack of attendance and a multitude of other networking opportunities that are now available in all three counties. The final Youth Advisory Committee Meeting was scheduled for December 1, 2022. Following the October meeting, the final Youth Advisory Meeting Committee was cancelled and a cancellation notice was sent. The Youth Advisory Committee members were thanked for their participation on the committee and an explanation was given as to why the committee was discontinued.

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-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.

Regarding the production of our first career exploration video, the YPM stated that 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

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Tomographic Certificate Program; and Brandon Gosseline, Department Head (Radiologic Tech) have each accepted the invitation to participate in this project. Monique Snyder, TCC Regional Communications Developer, provided a status update regarding the completed filming of LSWA's first career exploration video-Healthcare Careers-featuring Wor-Wic's Radiologic Tech educators and Peninsula Imaging's Director of Operations. The completed video includes representation from LSWA (Sherri Sigrist), Wor-Wic Community College (Brandon Gosseline and Melissa Hall), and a local employer (Peninsula Imaging). The video was shared with the committee and a Google link to the video was sent to all Youth Committee members.

For the second career exploration video, production will focus on the skilled trades. Dr. Rhonda Banks, Wor-Wic's Director of Business and Industry Training, will be the featured educator for this video. Bob Hendricks will represent LSWA, and employers from the many skilled trades occupations will be selected and featured in the video as well.

For the action item of identifying employers within each industry, employers and businesses have been previously identified in the Berlin area. Alicia, Denean, and Monique have also worked to identify those top industries in the tri-county area and the occupations within them. The top industries and occupations within them are: Computer Tech- with Drone Remote Pilot being selected occupation; Transportation- with CDL/Truck Driver being the selected occupations within; Construction- with possibly Electrical & Metal Fab/Welding being the selected occupations, Allied Health- with Dental Assistant/ Pharmacy Tech/ Rad Tech being selected occupation within, and Administrative/Support - selected occupations to be determined.

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 Youth Advisory Committee members. The Youth Program Manager provided a brief review of past guest speakers for the Youth Advisory Committee. 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. Status – completed.
    3. Review/identify any current community audits for gaps in youth services. Status - in progress. The Youth Program Manager and the Deputy Workforce Director have previously discussed completing a LSWA Community Needs Assessment. It is a big project that may require possible 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>. The link was shared with the committee.

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4. Alicia has also reached out to LSWA to propose a possible collaboration in jointly conducting a community needs assessment. The Youth Department at LSWA is not able to fully collaborate at this time due to the in-house service transition and expansion currently taking place. Alicia provided a brief overview of DOL's LMI Mapping Study that is being proposed. MD DOL is also collaborating with BEACON on this project.

## **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. When a board member decides this is a good fit, they would need to be approved by the Youth Committee, followed by the Steering Committee for appointment. Once the member is appointed by the Steering Committee, the nomination would then be confirmed by the Board.
- Youth Committee Members – In our October meeting, Roger Martinson and Kaleel Neal were announced as new, confirmed Youth Committee members. Roger and Kaleel were appointed by the Steering Committee and then confirmed by our board for Youth Committee membership. Roger is a financial advisor at Edward Jones and is also a member of our board. Kaleel is the Director of the Two Generation Whole Family Approach program at Shore Up.
- Youth Committee Nominee - Skyler Irons is the LCT Coordinator with Somerset County LMB. She would like to join the Youth Committee. Skyler is a Licensed Clinical Social Worker. She is a clinical therapist at Balance Point Wellness and she has also served as a social worker and therapist at Maple Shade Youth and Family and Tidal Health. Skyler Irons was nominated for Youth Committee membership by Denean Jones-Ward and seconded by Alicia Dennis. Her nomination has been accepted by the Youth Committee and will now move to the Steering Committee for appointment. Following Steering Committee appointment, her nomination will then move to the Workforce Development Board for final confirmation.
- Continued Youth Program Re-Organization – In May 2022, LSWA hired Lashika Bonner as a Youth Engagement Specialist. LSWA has also hired Sheronda Brown as our second Youth Engagement Specialist this month. Telamon has completed its role as a grant sub-recipient as of September 30, 2022. On October 1, 2022, LSWA assumed all aspects of grant management and service provisions and will be utilizing an MOU contract agreement with service providers to ensure delivery of the WIOA Youth 14 Program Elements. Grace Center submitted their final proposal according to Procurement Guidelines, and a contract is being drafted. Grace Center

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will provide the elements of: Leadership Development, Supportive Services, Adult Mentoring, Comprehensive Guidance and Counseling Services, and Entrepreneurial Skills Training. Telamon, after several attempts, was disqualified for not meeting the establish procurement guidelines. LSWA has also met with Shore Up in October to identify specific ways the organizations could collaborate together. LSWA will continue reaching out to additional partners who are a part of the AJC's Resource Sharing Agreement to assist with additional 14 element service provisions. LSWA will provide in-house and manage the elements of paid and unpaid work experiences, postsecondary preparation and transition services, and services that provide labor market information.

- LSWA Processes and Procedures – As we move the Youth Program in-house, LSWA's policies, processes, and procedures are being revisited, updated and created 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 LSWA is adhering to WIOA and MWE case management and service delivery guidelines and timelines. As the department expands further, Niccole will continue to be the team lead regarding WIOA and MWE case management guidelines and procedures. Sheronda, our newest Youth Engagement Specialist, comes from Telamon. Her caseload remains the same. The remaining participants have been successfully transitioned from Telamon and assigned to Shika. At this time, LSWA has twenty-nine active participants and twenty-two follow-up participants in its out of school youth program. The Youth Program has also placed its first participant in a paid work experience. The participant began her work experience at the Wicomico County Library. Youth Program work experience participants are contractual employees of Tri-County Council. The participants are paid an hourly wage of \$13.75/ hr. and must complete an educational/training component as part of their work experiences. Participants are paid for the training component as well. Participants who work over 12 hours/week are also eligible for sick leave.

### **Other Business**

- For 2023, the Youth Committee agreed to continue with a virtual meeting format for all meetings except for one in person meeting per year. The Youth Committee has decided to meet bi-monthly, starting in February 2023. The first meeting will be held on Monday, February 13, 2023. The one in-person meeting in 2023 has been scheduled for the month of June.
- Agency Announcements/Events/Updates  
The Steering Committee is now meeting **quarterly** instead of monthly.  
Legal Aid is at the AJC every 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month from 9a-4pm.  
2023 JA Inspire Event is 03/14-03/16 at the Wicomico Youth and Civic Center.  
MAC's New Care Provider Training Program-offers a free 6-week training in basic Care provider skills. Topics include: Alzheimer's, CPR and First Aid certification, fall prevention, and more.

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- Upcoming Committee Meeting Dates  
Steering Committee: November 30, 2022  
Workforce Development Board Meeting: December 14, 2022  
Youth Committee Meeting: February 13, 2023

**Meeting Adjournment:** Heather Geraldles motioned to adjourn the meeting. Meeting adjourned at 1:54 p.m.

Respectfully submitted,

Sherri Sigrist  
Youth Program Manager

DRAFT

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