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

### **Youth Committee Monthly Meeting**

February 10, 2020

1:00 p.m. – 2:30 p.m.

Lower Shore American Job Center

**Members Present:** Denean Jones-Ward, Chair, Jennifer Bertrand, Alicia Dennis, David Harner

**Members Absent:** Heather Mahler, Vice Chair

**LSWA Staff:** Helen Young, Program Manager, Bob Hendricks, Business Engagement Rep, Shelly Brown, Deputy Director, and Becca Webster, Workforce Director.

Denean Jones-Ward, Chair called the meeting to order at 1:05 p.m. A quorum was present.

#### **Welcome and Announcements**

Denean welcomed the group to the first meeting of 2020. Helen also welcomed the group and shared that Denean was appointed chair of the committee at the December Workforce Development Board meeting.

Helen provided one update: since we last met, LSWA hosted a “meet and greet” event for all three sub-recipients of Out-of-School Youth funds as well as all three area Adult Education providers. The event was well attended and we observed that connections were being made, which was the intention of the event.

#### **Approval of Meeting Minutes**

The minutes of September 9, 2019 were unanimously approved on a motion by Jennifer Bertrand and a second by Alicia Dennis.

#### **Old Business**

**Committee Structure:** Helen reminded the group that the committee meeting dates have been selected for the year. They have been emailed and Outlook Calendar events have been sent. She also let everyone know that we have stopped using “Standing” in the committee name and will simply use the title “Youth Committee.”

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Also, in an effort to recruit new members of both the Youth Committee and the Youth Advisory Committee, three “Coffee & Conversation” events have been scheduled. These will be informal events where individuals may come and talk to staff and Youth Committee members about our work and give us an opportunity to recruit them to join. The flyer was handed out showing the three dates:

1. Tuesday, February 25, 7:30-10am at *Acorn Market* in Salisbury
2. Tuesday, March 3, 7:30-10am at *On What Grounds?* in Berlin
3. Tuesday, March 10, 7:30-10am *Squeaky’s Café* in Princess Anne

Helen has been working hard to create a distribution list for the invitation. Becca asked the existing members to be present at the meetings (as their time allows) since their point of view will be helpful in talking to potential members. Dave recommended having a brief handout that interested parties may take with them.

**In-School Youth:** Helen advised the group that the Workforce Development Board approved the request to return to serving In-School Youth. In order to get an RFP started, Helen and Shelly have been doing some leg work to identify ideas and ways that we may focus our efforts. They recommend a September grant start date. They have identified some potential areas to explore: CTE/apprenticeship, youth at risk of dropping out, and students with IEPs. Helen and Shelly also previously met with Heather Mahler as she was unable to attend this meeting, but wanted to provide feedback. Helen read her notes to the group from that meeting. A Request for Information will be used to identify areas that we may want to explore, the ideal start time, potential service providers, and populations that may be underserved. The group briefly discussed all of these ideas and concluded that the RFI will be an integral part of establishing our goals before moving forward. Becca listed the eligibility requirements for ISY which differ from those of OSY.

**Advisory Committee:** To support our efforts to revive the Advisory Committee, Shelly sent out a survey. Summary results were provided to the group. As a result of the survey, Thursday mornings once a quarter were identified as the ideal time to hold the meetings. The “kick-off” meeting date was scheduled for March 5 at 9am at the AJC. The group discussed this and felt that the first meeting should wait until after the Coffee & Conversation events which will serve to recruit members for this committee as well as the Youth Committee. This will also allow time to formulate what the meeting structure should be. Recommendations for the first meeting were 1) introductions, 2) a modified strategic planning exercise to identify what attendees would like the meetings to be, and 3) informal networking opportunities. The group would also

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like us to provide an opportunity for attendees to share print materials with each other. The first meeting will change to the second quarter of the year.

### **New Business**

No new business.

### **Other Business**

**Open Discussion:** Becca shared a few things that might interest the committee. 1) it is a competitive selection year for Adult Education providers and RFPs are out now with the deadline quickly approaching, 2) the Governor's Office of Crime Prevention, Youth, and Victim Services also announced funding availability for LMBs recently, 3) the JA Inspire event is February 27<sup>th</sup> and they are in need of volunteers; visit the United Way volunteer page to sign up for a shift, 4) the Workforce Innovation and Opportunity Act State Workforce plan is out for public comment now and is 488 pages. Bob updated the group on the status of the Water/Wastewater Youth Registered Apprenticeship project with Wicomico Public Schools and the City of Salisbury. No additional announcements were made by attendees.

On a motion by Jennifer Bertrand, the meeting was adjourned at 2:29 p.m.

Respectfully submitted,  
Helen Young  
Youth Program Manager

Approved July 13, 2020

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