



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

Youth Committee Meeting

July 13, 2020

1:00 p.m. – 2:30 p.m.

Hosted via GoToMeeting Teleconference Service

Members Present: Denean Jones-Ward, Chair, Heather Mahler, Vice-Chair, Jennifer Bertrand, Alicia Dennis, and Dave Harner

Guest: Michelle Bradley, Wicomico County Local Management Board

LSWA Staff: Helen Young, Program Manager, Shannon Alexander, Youth Program Specialist, Shelly Brown, Deputy Director, Dione Shaw, Operations Coordinator, and Becca Webster, Workforce Director.

Denean Jones-Ward, Chair, called the meeting to order at 1:00 p.m. A quorum was present. She thanked everyone for participating in today's teleconference. The Program Manager continued with a roll call.

Meeting Format: The Program Manager began the meeting with an overview of virtual meeting protocol: 1) identify yourself when talking; 2) identify anyone who is present with you during the call; and 3) mute your line unless speaking.

Announcements: The Program Manager announced Michelle Bradley has expressed an interest in joining the Youth Committee. Michelle met with the Youth Program Manager, Workforce Director, and Deputy Director. She submitted her Bio and a recommendation will be made to the Steering Committee for her appointment.

The Program Manager said that Alicia Dennis has requested to remain on the Youth Committee. Membership is for a two-year period. However, a term can be extended for an additional two years at the approval of the Steering Committee. A recommendation will be made to the Steering Committee for her re-appointment.

The Program Director reports the AJC is still not open to customers; however, a phase return to the office has begun for LSWA and telecommuting continues. To protect front staff and customers, clear acrylic sneeze guards were installed in the reception area and hand sanitizer stations were mounted throughout the building.

Approval of Meeting Minutes: The Chair asked for a motion to approve the February 10, 2020, minutes as submitted. **MOTION:** Jennifer Bertrand motioned to approve. Dave Harner seconded the motion. The motion was unanimously approved.

Old Business

The Program Manager provided updates:

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



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

- Coffee & Conversations: One recruitment event was held in each county and all three events were successful. The purpose was to learn more about the Lower Shore Workforce Alliance Youth Program Committee and how others in the community can share their expertise for at-risk youth.
- Advisory Committee Kickoff: Due to COVID-19, the networking event scheduled for June 4th was cancelled. A discussion ensued as to how to proceed with this event during these challenging times. A separate brainstorming meeting was suggested. The Program Director will send a Doodle Poll requesting a date and time suitable for most.
- In-School Youth (ISY): The Workforce Director will be sending a survey to partners for input on program development. LSWA has not had an ISY program for several years, or under WIOA. The survey was delayed as school systems were closed and it was uncertain we would get the response needed. Once feedback (i.e. population served, appropriate timeline) is received, the next step is writing the RFP and release. ISY does not have to be served by the school system.
- Summer Youth Employment Program (SYEP): The Program Director reports Wicomico County Public Schools and Somerset County Public Schools will be participating in the SYEP. Worcester County Public Schools has decided, for various reasons, not to participate this year, but are running their own small program. The program started last as funding was uncertain. There are two funding streams 1) Summer Youth Connections (SYC) and 2) Rural Maryland Prosperity Investment Fund (RMPPIF) which TCC has supplemented.
- Mobile American Job Center: The Workforce Director announced Lower Shore Workforce Alliance recently took delivery of the new Mobile, which is ADA compliant with a wheelchair lift and station. Pictures and specifications were provided and discussed. An official press release for the public is forthcoming as the anticipated timeline of August 1st is doubtful. Bob Hendricks will move into an oversight role for the Mobile; therefore, LSWA will be hiring a driver-operator.
- Out-of-School Youth (OSY): The Program Director provided updates on barriers our grant sub-recipients have been experiencing during COVID-19, and how their staff have served participants remotely. Homelessness; food insecurities; poor internet service; no technology; homeschooling kids; family members sick with COVID; running out of cell phone minutes; problems with supply chain and acquiring laptops, etc. Program Director reached out to the three Out-of-School (OSY) sub-recipients (Telamon Corporation, Grace Center, and Worcester Youth and Family Counseling Services) asking for updates on how they are engaging the youth and what can we do to help? A lot of casework has been done with the clients to address basic needs (helping with unemployment, food stamps, COVID testing, internet services, setting up hot spots, hosting drive by food pantries, emergency food vouchers, staff Walmart runs with drop offs, budgeting strategies, virtual counseling, and employee assistance programs. Staff engaged participants via virtual job fairs, job postings, online WEX opportunities, webinars, social media, phone calls, emailing, and texting. Program Manager has been emailing weekly resource updates with community services such as the aforementioned. There has been a lot of mutual sharing of resources.

New Business

The Workforce Director provided allocation comparisons:

- Youth Budget: The Workforce Director stated that for the first time in five years, there was a

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



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

reduction in this year's allocations, which were received late spring. Overall, LSWA had an 11% reduction in the budget, and the majority is in Youth losing about 14% funding this year. There is no need for concern because of: 1) carryover funds, 2) funds have not been committed to ISY yet, therefore, adjustments can be made, and 3) over the last several months, costs decreased.

Other Business: There was no other business to discuss at this time.

Adjourn: Heather motioned to adjourn the meeting. Meeting adjourned at 2:12 p.m.

Respectfully submitted,
Helen Young
Youth Program Manager

Approved November 9, 2020

"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