



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

Youth Committee Meeting
November 9, 2020
1:00 p.m. – 2:30 p.m.
Hosted via GoToMeeting Teleconference Service

Members Present: Denean Jones-Ward, Chair, Jennifer Bertrand, Michelle Bradley, Alicia Dennis, and David Harner

Absent: Heather Mahler, Vice Chair

LSWA Staff: 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. She thanked everyone for participating in today's teleconference. A quorum was present.

Updates/Announcements: Each committee member gave a brief update on their agency.

Introduction: The Workforce Director introduced Luis Mercado, Mobile Unit Specialist. Luis said he is becoming familiar with the job duties/responsibilities and is excited to get the Mobile on the road, once it is safe to do so.

Youth Program Manager Update: The Deputy Workforce Director said that interviews are scheduled for November 19th. However, applications will be accepted until the position is filled. If you know of anyone that may be interested in the position, please encourage them to apply and direct them to the Tri-County Council website; a cover letter and resume is required.

Approval of Meeting Minutes: The Chair asked for a motion to approve the July 13, 2020, minutes.
MOTION: Michelle Bradley motioned to approve the minutes as submitted. David Harner seconded the motion. The motion was unanimously approved.

Old Business - Updates

- In-School Youth: The Workforce Director said that even though funding is available, the RFP has not been released. With the current state of the schools, the biggest concern is their ability to deliver services. A discussion ensued. Dave Harner suggested moving forward, but in preliminary steps. The Chair stated that even though we are preparing for short-term, but we need to begin the long-term preparations as well. The Workforce Director said that the Request for Information survey is ready to be sent, but there is still the concern that the answer that someone gives now, may not be the same answer at the time they accept funding. At next week's Steering Committee meeting, the Workforce Director will share today's discussion.
- Summer Youth Employment Program: The Deputy Workforce Director briefly reviewed the PY20 Summer Youth Connection – End of Summer Report. This information came directly from the report that was provided to the State. Due to the COVID restrictions, Worcester County declined to participate this year, so this report only reflects Somerset and Wicomico Counties. The report

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provided the funding amount and the expenditures as of September 30th. Due to COVID restrictions, we were anticipating a shortfall. A discussion ensued. There were 22 participants, and the grant specifically asked for counts on the following populations: 1) Disability = 5, 2) Low Literacy = 3, 3) Low Income = 11, and 4) Ex Offender = 0. A list of participating worksites, job titles, and types of Youth Workforce trainings offered were provided. The Deputy Workforce Director said that everyone participated in orientation and job readiness, and at the close of the program five participants were hired.

- Out-of-School Youth Program: The Deputy Workforce Director provided a summary:
 - PY18 and PY19 Grants are now closed. Carry-in numbers for Grace Center and Telamon were provided. Contracts executed in October 2019 are for three years with contracts being renegotiated each year.
 - PY20 contracts were negotiated and began on October 1, 2020. Grace Center requested \$297,500. They will be providing services to 30 participants from all three counties. Telamon requested \$350,000. They will be providing services to 27 participants from all three counties. Worcester Youth and Family Counseling Services declined PY20 funding.

New Business

- Youth Funding Availability: The Workforce Director began with a review of the funding. PY20 Allocation is \$801,000, which is a reduction from the previous year, and a larger than carry-in amount of \$571,134. This reflects a total of \$1,372,137. Funds obligated for operating are \$448,638 and Sub-grants amount to \$647,500. This reflects a total of \$1,096,138. The Workforce Director said that \$276,000 remains and it is not budgeted at this time. This is not exclusive to Youth program. The Adult and Dislocated Worker program had significant carry-in as well. The Board and the Steering Committee are aware of concerns about the amount of money remaining in all cost streams and the ability to spend it this year, due to the reduction in services.
- Youth Committee Membership: The Deputy Workforce Director quickly reviewed the membership guidelines. At the October Steering Committee meeting, Denean, Heather, and Dave were all re-appointed to the committee. Denean, has agreed to remain on the Youth Committee as Chair, and Heather has been nominated, once again, as the Vice Chair. The Deputy Workforce Director made a Call for Nominations; there were none. **MOTION:** Dave Harner motioned to approve the nominations for the Youth Committee Chair and Vice Chair. Michelle Bradley seconded the motion. The motion was unanimously approved. The Workforce Director said that since Denean, Heather and Dave were re-appointed to the committee at the October Steering Committee, they will need to be confirmed by the Board in December. At the next Steering Committee meeting, we will ask for Denean to be re-appointed for a second term as Chair.
- Member Recruitment: The Deputy Workforce Director reiterated the guidelines which states, "the Youth Committee will consist of no less than five members and no more than 15 members." She will be speaking to the Board in December to express the value of this committee and to possibly enlist some board members. A discussion ensued. The Chair voiced that "this is a new opportunity to do great things." Alicia expressed that it is important for people to understand the value that they will bring to the Youth Committee. The Deputy Workforce Director will email the attendance lists for the Coffee and Conversation events and the Youth Advisory Committee Kickoff, and work on developing marketing materials for recruitment purposes.
- Youth Strategic Plan: The Deputy Workforce Director said that the 2017-2020 plan is up for renewal. The Workforce Director will incorporate the Youth Strategic Plan into the Local Plan,

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however, after reviewing the existing plan the Workforce Director said that there were enough programming rules and that the concentration should be on the Committee goals. A discussion ensued. The Deputy Workforce Director will email the 2017-2020 plan to the Committee.

- Advisory Committee Meeting: The Deputy Workforce Director reminded everyone that the next meeting (virtual) is scheduled for December 3rd. Agenda topics and possible guest speakers are needed. Since the meeting is approaching quickly, please email your thoughts/suggestions. The agenda will be emailed by the end of next week.

Other Business: Denean said that due to funding cuts, she no longer has an administrator, so she is directly in charge of the Adult Education Program for Wicomico County. John Sutton, Intake and Assessment Coordinator, has been reaching out to various partners. An opportunity came about where she was able to offer a presentation on the Wicomico Adult Education Program to the Grace Center; as well as offering information on CEWD courses. She said that John will be reaching out to Telamon and other partners here in Wicomico County.

Adjourn: Jennifer Bertrand motioned to adjourn the meeting. Meeting adjourned at 2:17 p.m.

Respectfully submitted,

Dione Shaw
Operations Coordinator

Approved January 11, 2021

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