W:\Logos\Lanc Co WDB logos\Lancaster Workforce Development Logo.tif

#### Lancaster County Workforce Development Board

#### Youth Standing Committee Meeting

#### July 24, 2020 at 8:00 A.M.

**Virtual Meeting via ZOOM**

**Meeting Minutes**

**Attendance:**  John Robbins, Diane Tyson, Anne Weiss, Valerie Hatfield, Devin Farley, Tara Loew, Fran Rodriguez, Gina Guatta, Cindi Moses, Emily Blackwell, Jean Martin, Dave Bender, Jesse Steffy, Victor DeSantis, Cathy Rychalsky, Susan Richeson

**Not in attendance:** Kimberly Patrick, Jen Bennett, Valdijah Brown, Jessica Crosby, Andrew Garner, Cheri Modene, Mike Moeller, Michelle Wagner

1. **Welcome and Call to Order.**  *Jean Martin called the meeting to order at 8:00am. Jean announced that Jim Black is no longer the Chair and advised that if anyone is interested in becoming the Chair, to contact Valerie Hatfield. It was noted that the new Chair must be a current LCWDB board member.*
2. **Consent Agenda**
   1. Dave Bender advised he would like a correction to his attendance status at the last meeting. He was in attendance at the previous meeting, arrived after roll call. *Valerie Hatfield advised she would make adjustments to his attendance record at previous meeting.*
   2. Approval of Minutes from May 22, 2020. *Motioned to accept by Dave Bender. Seconded by Gina Guatta. All in favor.*
3. **Program Updates** 
   * + - 1. Membership Updates. *Valerie shared that Jim Black is now the Compliance Manager of the Workforce Development Board and confirmed he is no longer going to be the Chair of this committee. Valerie advised that the survey that went out to the members to inquire who would like to stay on the board, or may be interested in becoming the chair. An immediate result is that Erik Horn from Dart will no longer be a part of the board due to work conflicts. Valerie indicated the need for additional members moving forward. Advised would like to see more business representation as well as recruit youth members for the committee. Valerie will be reaching out to the members to receive completed surveys.*
         2. BEP Youth Work Experience Updates. *Valerie shared that this opportunity has been opened up to 14/15 year olds. Due to the current pandemic situation, the Lancaster Rec is unable to move forward. A relationship has been established for future partnership. After reopening the applications again, The Mix of Arbor Place reapplied. Diane Tyson and Valerie Hatfield reviewed their application and it was approved by the Workforce Board and Executive Board. There are about 10 youth participating in this program.*
         3. Member Survey. Valerie advised that 13 people completed the survey and she will send reminders to members to complete the surveys. Carissa Pinkard will assist Valerie Hatfield in receiving and reviewing surveys and report back at the next meeting.
         4. TIW Career Close-Ups Updates. *Valerie advised that the current grant was extended. We did not receive a new one this year, the money was repurposed. The educator can choose to attend one or all of the Career Close-Up webinars and receive ACT 48 credits. The Chamber and Stem Alliance are working on this and will take place in October/November of 2020. Videos will later be housed on our public sites for viewing throughout the year. This even will highlight occupations in industries such as medical, IT, health care. Looking for emerging occupations and engaging people. Fran Rodriguez suggested digital careers, artists, and podcasting. Valerie advised that anyone with ideas are welcome to send them to her and she will pass along to the Stem Alliance. Cathy suggests that before STEM moves forward to share occupations with the Youth Council so that they can review and contribute. Jean Martin said this is a good opportunity for teachers to see jobs that they would otherwise not be able to see, and this is a good way to get exposure.*
4. **Contract Monitoring**
   1. Fiscal report – *Valerie shared the fiscal report that shows expenses for all youth grants. Valerie noted Title I was not spent and carried over, Counselors grant, IU13, CTC, North Museum all spent in full, Work experience funds unspent and really encouraging remote work experience opportunities and applying for a waiver. SLIP grant runs through September 2020. There are currently 30 interns and will be hiring more in August of 2020. After hearing of the successes of the North Museum, Jesse Steffy asked what they did with the STEM Kits that created such great success. Valerie will reach out to Andrew with the North Museum to see what they did so perhaps it could be applied to our Career Close-Up Videos project.*
   2. Performance Dashboard – *Valerie shared that do not yet have Q4 data. Valerie went over each category that goals were met and those that were short. Dave Bender asked how much of not meeting expectations was COVID-19 related, or was it other issues. Devin and Tara discussed the struggle to keep clients engaged or continue without having computer or internet access was difficult. They are trying to develop more applications compatible with mobile devices, but it is difficult to do everything mobile. Valerie advised from the Workforce Board’s perspective, trying to ensure everyone has access to the internet and a computer by adding the costs to the grants so that equipment is not a barrier. Fran Rodriguez asked if a representative from each area could share the behind the scenes aspects of the program that the data may not be showing. Would like to hear the success stories that may not be represented in the data. Tara agrees with Fran and advised that Devin is working on a more creative way to show the success stories behind the numbers showed in the charts. Valerie noted that the CTC’s goal was to enroll 40 students. They exceeded that goal by enrolling 42 and graduating all 42 students. Valerie also advised that she will be working with EDSI on creating a plan for positive exiting that involves actual employment, education, or military service after completion. Valerie noted that the Workforce Development Board Performance Committee is reconvening to review the performance of all committees. Cathy advised it will meet quarterly. Tara will send Valerie more information to share with everyone including their Youth newsletter and social media pages to follow.*
5. **Action Items**
   1. *No action items to vote on this month.*
6. **Discussion**
   1. Re-opening of CareerLink® – *Cathy advised there was a plan to re-open last Monday, but due to the Executive Order from the Governor and after talking with the state, they decided to continue virtually. There will be a slight change, as there will be a triage person to greet people at the door versus a posted notice of building closure. Date on what the client is specifically looking for will be collected. Cathy noted that safety for employees and participants is above all.*
   2. Research Project submission w/ Temple University – *LOI did not get accepted to move on. Valerie noted that always searching for more ways to improve how we connect youth to meet other youth. Fran advised that she is glad it didn’t go through. She feels as though there are enough local institutions that could have done this. Fran felt as though outsiders coming in to experiment on a disenfranchise community was offensive. Fran noted that could partner with local entities, such as F&M, Millersville. Advised Valerie she has a contact she would like to recommend. Jean Martin thinks a good idea to use local institutions to partner with.*
   3. Covid-19 affects – how can we close the gap? – *It was asked by Valerie and seconded by Jeff Steffy to hear from educators on this. John Robbins said that Elanco does not have a plan to date. Warwick is offering an option to students for remote or in person. Gina advised that not sure if the plan will change, but is anticipating that it will. She noted that hybrid options are being explored so that they can get students back to work experiences. IU13 has plan in place that is going to the board in August.*
   4. Resource Sharing – *Valerie advised would like to add this to the committee agenda. Jesse agrees. Valerie advised would like to make sure meetings are fulfilling everyone’s needs that they are expressing in surveys.*
7. **Upcoming Events** 
   1. Construction Camp for Girls @ ABC Keystone - *Cancelled, rescheduled for June 2021 Open to 14-18 year olds. 20 females.*
   2. Industry Tours for Educators June 16-18 – Tentatively planned for Fall 2020 – *Is now called, Career Close-Ups. This will be in November of 2020*
   3. LGH Penn Medicine Externship for Educators August 4-6 – cancelled - *Grant not renewed, no update on this.*
   4. *Tara Loew advised of a grant submitted by LCWDB from the STEM Alliance that we were awarded. It is called Jumpstart your Healthcare Career and is a dual enrollment program that targets seniors provided by HACC. It includes medical billing and coding and patient assistance. The grant pays for tuition for students working with a Career Counselor who indicate are desired career in Healthcare.*
8. **Adjournment –** *Meeting adjourned by Jean Martin. All in favor.*

**Upcoming Meeting Schedule**

*(all meetings are at 8:00 a.m.)*

September 25, 2020

November 20, 2020\*