



**LCWDB Hybrid Youth Committee Board Meeting  
Friday, January 12, 2024 at 8:00 a.m.**

**Minutes**

Members Present: In person: Jean Martin, Francis Miliano, Mike Moeller, Melissa Reed, Joy Tien

Via Teams Video Conference: Victor DeSantis, Melissa Ostrowski, Kimberly Patrick, Susan Richeson, John Robbins

Staff, Contractors, and Guests: In person: Mary Byrd, Valerie Hatfield, Olivia Monnier-Giansanti

Via Teams Video Conference: Priscilla Acosta, Rebecca Karli, Stella-Marie McKittrick, Laurie Stephens, Rosemarie Whiteley

**I. Welcome/Roll Call and Request for Public Comment**

At 8:08 a.m., Chairperson Francis Miliano called the meeting of the Youth Committee of the Lancaster County Workforce Development Board (“LCWDB”) to order and made a request for public comment. No public comments were presented to the Board.

**II. Action Items**

**A. Approval of December 8<sup>th</sup> Meeting Minutes**

Francis Miliano presented the minutes from the December 8, 2023 meeting to the board. No discrepancies were noted.

After discussion and on motion duly made by Jean Martin and seconded by Kimberly Patrick, it is:

**RESOLVED**, that the meeting minutes from December 8, 2023 are hereby approved.

(Motion carried unanimously. There were no abstentions.)

### **III. Discussion Items**

#### **A. Disconnected Youth Study**

With the final study available for public release, the TPMA Disconnected Youth Study was presented by Youth Coordinator Mary Byrd to the board. A key issue was the topic of transportation to and from jobs. Committee members John Robbins and Melissa Ostrowski made note that they would reach out to local businesses who have had previous experience with transporting youth to understand the logistics of it. Committee member John Robbins mentioned he would like to work on resolving the transportation barriers found in the study. He also mentioned that youth hubs investing in teaching local youth how to use Lancaster County's public transportation could help with this issue. Mary Byrd mentioned that she was contact Red Tose Transit Authority and Red Rose Busing Company to invite them to a future Youth Committee Meeting, and to discuss how they could play a part in transportation. Assistant Director Valerie Hatfield mentioned some of this money could come from WIOA supportive services funds. Committee member Susan Richeson mentioned she had worked with various transportation companies before, and can assist with this matter. Invitations were also extended to the businesses for the next youth committee meeting. TPMA also noted that the Disconnected Youth Study found that mental health played a large part in keeping youth from the work force and education. Committee member Victor DeSantis mentioned he would like more information on how contractors working with LCWDB can have a trained mental health therapist on staff to help address this issue. Youth Coordinator Byrd made note that she would like to learn about pro bono hours for therapists and mental health counselors and how LCWDB could collaborate with local mental health organizations.

#### **B. Request for Proposal Process and Scope of Work Highlights: Updates made to RFPs for Youth Contracts**

With both youth contracts up for the RFP (request for proposal) process, the committee discussed what they'd like to see from applicants. They mentioned that the findings from the Disconnected Youth Study should be included in the RFP projected outcomes. There was also a request for committee members to sit on the evaluation committee for the RFPs. Assistant Director Hatfield provided an overview of the changes to the RFPs compared to the last time they were out for proposals. The youth committee members made mention that they would like a copy of the scope of work for the RFPs once they were finished. Youth Coordinator Byrd mentioned she would work with Contracts Administrator Becker to send the final copies to the committee.

#### **C. Educator Industry Tours**

Attention was brought to the industries that the 2024 Educator Industry Tours should focus on. Mention was made by different committee members of the construction, IT, and logistics industries. It was mentioned that

currently 50 teachers could register, but with expanded funding, there could be more availability. Chairperson Francis Miliano requested the help of the committee to plan the Educator Industry Tours, as well as helping narrow down the number of teachers that can attend. Assistant Director Valerie Hatfield mentioned that the committee should determine the dates first and then work with the IU13 for planning.

#### **D. Career Exploration Tools**

Youth Coordinator Mary Byrd gave an update on the status of the roll out of the career kiosks. With only six kiosks remaining, the others have all been rolled out and are in use across the county. Communications Coordinator Olivia Monnier-Giansanti presented the data from the kiosk usage, showing that the kiosks were being used primarily Monday – Friday, coinciding with the school week. The next Youth Committee Meeting, held March 8, will be focused on the kiosks and the effectiveness of the kiosks.

#### **E. Career Ready Lancaster! Updates**

Committee member Kimberly Patrick mentioned that the next Career Ready Lancaster! meeting would be hosted at Armstrong World Industries on January 19, and that the registration was full. She also mentioned that Lancaster County Career and Technical Center had just finished setting up their medical pre-apprenticeship program, the first one in the county.

#### **F. Kiosk Updates: Data**

Youth Coordinator Mary made mention that she will work on creating a one-pager on why the kiosks are useful to use for new committee members and members of the public. Communications Coordinator Olivia Monnier-Giansanti noted that she will have data ready to present at the next youth committee meeting on the usage of the kiosks.

#### **G. Edge Factor Usage**

Valerie Hatfield made note that LCWDB purchased Edge Factor as a tool to help you contractors explore different occupations. The current contract with Edge Factor is valid until March 2025

### **IV. Adjournment**

Chairperson Francis Miliano adjourned the meeting at 9:34 a.m. without objection.