



**LCWDB Hybrid Youth Committee Board Meeting
Friday, November 8TH at 8:00AM**

Minutes

Members Present: In-person: Jean Martin, Francis Miliano, Susan Richeson,
John Robbins

Via Teams Video Conference: Kimberely Patrick, Joy
Tien, Melissa Reed

Staff, Contractors, and Guests: In-person: Mary Byrd, Susan Wienand, Rebecca Aderman,
Kate Lowry

Via Teams Video Conference: Bryant Heng, Patrinia W.
Holly Simmons

Welcome/Roll Call and Request for Public Comment

At 8AM, 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.

Action Items

A. Approval of September 13th Meeting Minutes

Francis Miliano presented the minutes from the September 13th, 2024, meeting to the board. No discrepancies were noted.

After discussion and on motion duly made by Jean Martin and seconded by John Robbins, it is:

RESOLVED, that the meeting minutes from September 13th are hereby approved.

(Motion carried unanimously. There were no abstentions.)

Youth Provider Updates from Mary (Plans for PY24-25)



Mary Byrd, Youth Program Coordinator went over the contractors spending, monitoring, and outreach targets for both Equus and The Mix. Mary introduced Holly Simmons, the new Project Director; Shane Howell did step down from his role with Equus effective November 5th, 2024. Equus has spent \$122,136.90 out of their \$593,000.00 WIOA OSY contract. Mary did explain that the spending is not too bad since this was the first quarter but is looking to see an increase in outreach and new enrollments. Equus has spent \$40,692.69 out of their \$250,000.00 TANF Youth contract. Mary did go over the incentive plan from Equus, that was approved Thursday, November 7th, and did go over the gift card breakdown of incentives available to the youth participants. John Robbins asked does the \$650 incentive max per year include each participant? Mary answered yes. They are capped at \$650 for each youth participant for the program year including TANF youth and WIOA youth. Francis asked what the difference between funding was and what they are using now for the incentive plan. Mary stated that there is no difference between the incentive plan and the budget since this is what they proposed in the RFP and that those funds are not excluded from the program year budget. Equus first quarter program goals were presented for both WIOA OSY and TANF Youth. Mary did make it clear that the expectation is to have every school district served within Lancaster County and to increase their numbers of enrollment and performance. Kim Patrick did bring to the committee's attention that we were concerned with Equus only having one career navigator on staff. Mary reminded the committee that as a staff member for LCWDB and as committee members we cannot get too involved in the staffing processes of the contractor nor can we coordinate any of their programs, we may provide feedback and strategic insights. Susan Richeson asked how are rating the contractor on the placement on the previous provider? Mary will contact John Moser, our compliance officer and get back to the committee with an answer.

The Mix program year is going well per first quarter reviews from John Moser. The spending is \$142,005.05 out of \$250,000.00 TANF Youth contract. The Mix is currently pending approval for an additional \$50,000. This includes the \$15,600 dollars lost funding Momentum Coding Academy. Mary reported that Executive Director Anna Ramos and Assistant Director Carrie McCullough did approve the reimbursement of \$15,600 that was spent outside of the original budget. The youth committee requested information on why The Mix needed the additional \$34,400 and requested The Mix provide answers to a few questions. The committee agreed that the questions asked and answered were sufficient and should be approved. Susan Richeson asked if their goals would be changed since they are possibly going to get the budget increased. Mary did state that yes, John Moser, Carrie McCullough, and herself would sit down with The Mix to review goals and approve the budget increase and goals for the remainder of the program year.

Youth Ambassador Program Draft and Brainstorming Session



Youth Program Coordinator, Mary Byrd reviewed her draft of the proposed youth ambassador program/initiative. Youth committee members made some suggestions per the draft and requested a document that can be edited and reviewed. Francis asked if we had funding or what funding streams would be used to support the program. Mary responded that we would need to research grants and connect with our partners that can possibly provide funding. Susan Richeson requested a breakdown of the time we see youth. John Robbins also wanted to ensure that we are not using school day hours to meet with youth in the program too often. Guest Kate Lowry wanted to suggest that we breakdown our goals in this plan. Mary stated that the goals to start off with would be the kiosk initiative and youth symposium. The stipend amount was reviewed and recommended to change it from \$250 to \$500 dollars along with the GPA requirement proposed and meeting times. Guest Bryant Heng asked if the program would be self-applied by youth or the schools. What will we do to contain commitment from the youth? Do the youth stay in decision making? Mary stated that these are great questions, and that input and feedback are needed from the committee to determine this. Also, it's best to use the educators to help select students for the program. Melissa Reed commented that we should hold a small focus group first to get feedback from the youth regarding the ambassador program and offer a meal to get the perspective of the youth first. John Robbins wanted to ensure that we are not only getting students with a GPA of 3.0 or higher. John stated it is important to hear from students that do not have high GPA and college bound, remembering that students who are struggling because their struggles will help change the perspective of the committee when setting goals and planning tactics to execute the goals. Guest, Rebecca Ackerman, suggested an application or margin to follow for the process. Francis suggested using it as a template to build on. John Robbins stated that choosing the students as opposed to having them apply might create better results with student involvement.

Youth Providers Survey Data and Youth Survey Data

Mary went over the data from both surveys and explained to the committee that the community has not really responded to the request to complete the survey. Mary did request that the committee members help spread the word about the survey and the purpose of completing it for the youth provider directory. Fran requested we remove the due date and keep the survey open. Mary will connect with Kim Lam, communications coordinator, to help push the survey out and remove the due date. Kim Patrick asked if we would continue to use the united way? Kim stated that the united way could be used as resource to get the names of organizations. Mary requested that we connect with the organization themselves to provide an opportunity to connect with the organizations and build relationships as opposed to just adding their information. Fran requested that the committee reach out to a united way to get the list of organizations and then contact them to get the information. Susan Richeson requested that we divide



the list of organizations between the youth committee and each committee member make connections. Fran also mentioned that using the survey to push out and connect with business about the kiosk and career pathways would benefit as well.

Mary did go over the youth survey as well. The request was that we have committee members who work directly with youth provide this survey to the students that they are working with. Fran requested that we plan a goal to get all students access to the survey. John Robbins requested that we place the survey on the kiosk as well.

Discussion Items: Youth Committee Goals Session Planning

The committee goals document will be sent out to the committee members to review. Time did run out the goals document was not reviewed during the meeting however the committee will get the goals to review. Fran stated that we will also send over the youth provider directory survey as well as youth feedback survey. Feedback is also requested for the youth ambassador program and kiosk content as well.

Upcoming Meeting Dates

Friday, January 10th at 8AM first youth committee meeting of the year.

Adjournment

Chairperson Francis Miliano adjourned the meeting at 9:32AM.
without
objection.