



**LCWDB Hybrid Youth Committee Board Meeting
Friday, January 10th at 8:00AM**

Minutes

Members Present: In-person: Francis Miliano

 Via Teams Video Conference: Kimberely Patrick, Joy Tien, Melissa Reed, John Robbins, Valdijah Brown, Melissa Ostrowski, Victor DeSantis, Jean Martin

Staff, Contractors, and In-person: Mary Byrd, Kim Lam, Anna Ramos, Holly
Guests: Simmons
 Via Teams Video Conference: John Moser

Welcome/Roll Call and Request for Public Comment

At 8:05 AM, 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 November 8th Meeting Minutes

Francis Miliano presented the minutes from the November 8th, 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 November 8th are hereby approved.

(Motion carried unanimously. There were no abstentions.)



Monitoring updates and overview from John Moser (Plans for PY25-25)

John Moser explained the process of monitoring TANF Youth programs and WIOA OSY programs. The process is monitored monthly, quarterly, and annually. John broke down the process for each step within the monitoring process and explained that the monthly process is to review the data recorded from the contractors by the 10th of each month. The data is explained on a dashboard, and it breaks down all of the goals and where they are at reaching those goals per month. Quarterly monitoring process we review at least ten randomly selected files from each of our contractors. Both physical files and the CWDS files get reviewed as well. The state also reviews our data validation to ensure that we are checking for both. John did display the performance dashboard to the youth committee explaining the breakdown for goals and current standing. Fran asked if the goals for new enrollments include the carryover numbers. John stated that the new enrollment would be subtracted from the carryover goal to get the actual number of new enrollments for the program. This is the same for WIOA OSY and TANF Youth programs. The program percentages are for the year (July 1-June 30). John Robbins asked how do we know when reviewing the monthly reports if we know where we should be monthly? John Moser stated that we go by where we are in the year, so now we are halfway through the year so we should see that 50% of goals are being met. Mary as youth coordinator does have conversations with providers if the goals are not met or below target. John Robbins asked how do we review the data from the performance chart if they are under performing? Holly Simmons from Equus was present and replied that since she has become the new project director, she has been monitoring herself to ensure that there are no gaps in reporting. John requested that we send out a list of the barriers that the board is focused on specifically. Mary did state since Holly started reviewing and monitoring the program data herself that we should see an increase in performance. Data recorded previously shows lower numbers because of staff not entering or recording progress correctly. Fran asked if participant and worksite satisfaction is reported out in the end. Holly stated that the reporting has been started and she is working with the team to get customer satisfaction surveys as they meet with youth and worksite locations. This is something that starts throughout the process of participant process. Melissa Ostrowski asked if we keep track of what is happening at each of the different sites? Where are we seeing the most impact in our services to youth in both PWE and with Career Navigators. How does this differ from different schools and other work site locations? John stated that he is not currently collecting data based on each site in terms of PWE and different school districts. Mary and John stated that going forward the committee can start reviewing that data and requesting that our providers start giving us data and creating a quarterly report to see what work sites are working and which ones are not. Fran stated that going forward that the committee can start drafting questions to send out to John and Kim Patrick requested that we get these updates at each committee meeting going forward.



Discussion Items: Status of youth committee Goals: Review and updates

a. Youth Provider Survey updates

Mary went over the youth provider survey data and the survey showed that we had 27 responses from youth providers within Lancaster County. Fran did get a list from United Way 211. Fran will be reviewing that list and sending out the survey to those who did not respond. The youth provider survey will stay open so we can reference the responses for the youth services directory. Mary explained that we will be making a eBook for the youth services directory as opposed to a hard copy. The idea is to have access to the directory for the youth. Mary and Kam Lam will review the process of creating a eBook and will work with 3Seed to ensure that the book is compatible with software that is used for the kiosk. The youth coordinator will send out updates to the committee on the process of the eBook.

b. Youth Symposium/Summit survey updates

Mary went over the youth survey updates, and we had a total of 122 responses. Over 5 school districts are represented in the data. We did have a good student voice with an even number between grades 9-12. The surveys asked the students if they were aware of career navigators that are available to them, and we show a number that reflected almost half of the students in these schools are not aware of the resources available such as the career kiosk. The conversation led to requesting that each high school that is currently hosting a kiosk does work with their students to create a video or presentation that shows the benefits of the career kiosk and review the kiosk content. Mary suggested that the board host a competition between the schools and the winner get an ice cream party as a reward. This would help raise awareness of the career kiosk and increase the usage. When planning the youth symposium and reviewing the questions Mary suggested, remembering that we did offer grades from 9-12 to respond to the questions. The most popular answer to plans after school was college, trade school and not sure. Reviewing the questions around applying for work, interviewing, and then getting hired these responses are important when inviting in speakers and workshop facilitators for the symposium. Also reminding the committee that Lehigh Valley has a youth ambassador that is responsible for providing feedback on the kiosk only. So, possibly having a spokesperson for the kiosk is good at each high school is a good idea going forward when reviewing the data from questions 9-11 of the youth survey. When reviewing questions 12-14 the students would like to get understanding on how to apply for college and technical schools, understanding career pathways, and workplace behavior (team building skills and collaboration with leadership skills) the top three request from youth responses in the data. Mary explained the importance of providing the students with the skills they are requesting for the youth symposium and ensuring that each of these topics is covered. Question 15 broke down the need to highlight youth programs and services to students that do not have transportation and walk everywhere they need to go. When



16 stood out as the youth expressed the need for mentorship. Mary explained it would be beneficial to provide some information on possible mentorship programs available to the youth as that was a big request.

- c. Fran and Mary did review Committee assigned goals were reviewed to explain the importance of breaking down the goals for each committee member. Fran did go over each goal and what committee member would be responsible for executing those goals and reporting out goal status.
- d. Youth Ambassador description document review, Mary did remind the committee that the requested document was created and shared with the committee via-teams and all edits that were requested have been made. Mary also reminded committee members to please review the outline for the youth ambassador program and start reviewing and making edits to the document. As of January 10, 2025, no one has been making edits to the document and it is encouraged to do so.

Goal Planning Meeting Sessions: Fran will create a doodle poll to schedule small meetings to work out details for future meetings with committee members. Youth Committee members were encouraged to be on the lookout for those invites.

Youth Coordinator Updates: Mary Byrd did announce that she has resigned from her position as youth coordinator from LCWDB and her last day will be Thursday, January 16th.

Upcoming Meeting Dates

Friday, March 14th 8AM first youth committee meeting of the year.

Adjournment

Chairperson Francis Miliano adjourned the meeting at 9:28AM.
without
objection.