

## CVWDB Youth Committee Meeting Minutes

**Date:** 6-21-2022

**Time:** 3-4:15 PM

**Location:** Microsoft Teams

### **Attendees-**

Traci Blido – Executive Director- Workforce Development Board

Bryan Lyttle - Campus Director - ODJCC

Anthony Cardoza - Training & Business Planning Manager - Framatome

Travis Griffin - University Relations Program - Framatome

Bobby Johnson - Superintendent - CCS

Sterling Wilder - Exec. Director - Jubilee

Jason Shockley - Vice President - Industrial Plating Corp.

Alisha Meador – Economic Development Manager- Lynchburg Office of Economic Development & Tourism

Tim Saunders - Business Engagement and Outreach Coordinator - VCW

Keith Cook - Director of Workforce Operations - VCW

Sarah Grant - Youth Program Coordinator - VCW

Ryan House- Youth Career Navigator- VCW

Jordan Johnson - Youth Career Navigator - VCW

### **Welcome-** Bobby Johnson

Meeting opened at 3 pm and Sarah Grant moved forward with the agenda items to be discussed- 3 things to include: year in review, client story, and youth committee updates.

PY 21-22 Wrap-Up Report: Consider this a soft wrap-up report. These reports were run on Friday with 2 weeks left prior to end of the PY. The reporting on the budget will come once the program year is complete, and are reported on in the general board meetings. Additionally, the way our system works, too, is that we don't get the real performance data such as credentials, median wage, etc. until the following year. Today I just want to share a couple helpful updates on where we stand this PY.

Total Enrolled Individuals: PY 20-21 92 total youth were served. PY 21-22 90 youth served up to May and have enrolled 8 OSY and 1 ISY since then, and likely 2 more by the end of the month. This is exciting because we put a serious halt on enrolling ISY, at least until high school graduation, so it's exciting that we are still able to manage to enroll the same amount/more.

HEAR Project: A lot of you asked “where are youth coming referrals coming from?”. I partnered with Shantel to work on this project and she fondly named it the ‘HEAR’ project. She collected the responses to all youth initial assessments submitted for PY 20-21 vs. PY 20-22.

You’ll see the highest column is labeled high school referral, no IA. This year we very carefully documented all referrals coming in from the high schools, but do not have the data from last year to compare it to. Otherwise, we were able to compare PYs.

What we learned:

- A lot of our referrals are coming to us from friends and family...that is 20 this year compared to 2 last year.
- Our nonprofit, agency, partner category includes: Parkview Community Mission, HK, HBH, YWCA, LynCAG, Miriam’s House, PHFS, Legacy, Brookhill Farm, Caseworker (not specified), Social Services, Independent Living, Lake Christian Ministries, Jubilee Family Center and Beacon of Hope
- We also learned that we need to create a better process for collecting the “how did you hear about us” data. One of the ways we will be doing this is making sure all referrals also complete an initial assessment so all incoming traffic flows through the same portal. We look forward to increasing the specificity of how we report on this question.
- **Services Provided:** I also thought it would be interesting to share data on some of the categories of services we provide to our clients. For the 90 clients, we served this year,

Occupational Skills		
Training	29	45
Work-Based Learning	18	19
Work Readiness Training	52	147
Supportive Services	49	106
Incentives	52	158
Labor Market Information	51	54

- What will we be reporting on next?
  - Wrapping up the year so we can analyze and report on complete data set.
  - Analyzing and reporting on outcomes of new strategies in CCPS and BCPS, including totals of basic career services provided.

**QUESTIONS?**

- Staff Updates: My last general youth program update
  - update on Joe resignation- the goal is to fill his position by August 1<sup>st</sup>.
  - Ryan will be shared a client story of progress.

Youth Committee Updates:

- Engaging Youth & Parents Subcommittee
  - Update on what surveys were created and where we are at in releasing the surveys to the target populations:
  - We sent out surveys to the following categories: enrolled individuals who finished the program successfully vs. unsuccessfully, and to the parents of those under 18 at time of enrollment.
  - We sent out surveys to all referrals who did enroll vs. did not enroll during this PY, and parent/guardian.
  - Surveys were sent out on Friday so now we wait for data.
  - Request for comments or input from EYP subcommittee members
  - Next steps: wait on the outcome of surveys, analyze data, and decide next steps.
- Engaging OSY Subcommittee
  - An update was provided on the LCS meeting with Dr. Edwards.
  - The OSY committee will be meeting 6/22 for a check-in.
  - Request for comments or input from OSY subcommittee members
  - Next steps
- Transportation Committee
  - Put on a pause because there does not seem to be a straightforward project the committee could take part in.
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Next steps: Bobby Johnson

For the Youth Committee to be most effective in serving the Youth Program, Sarah will begin sending out a wish list of needs each month, requesting assistance and input from board members. Each member will look for opportunities to assist with needs such as the connection Dr. Sterling made with LCS/Dr. Edwards.

A request was made for comments or questions about this idea. None were made. All agreed to move forward with this project for the next quarter and assess the usefulness at the close of the quarter.

Meeting adjourned at 4:15 pm.