

Emerging Workforce (Youth) Committee Meeting Minutes
April 20, 2026
1:02 PM
Location: Virtual Meeting

Committee Members Present

Boyce Swift
Chelsea Engel
Paige Sheridan
Jill Cates
Tonia Williams
Emiley Crawford
Amy Miller
Josh Hisle
Steve Whayne

Call to Order

Chair Boyce Swift called the meeting to order at 1:02 PM and welcomed committee members. He thanked everyone for their continued participation and preparation for the upcoming youth spring event.

Approval of Previous Meeting Minutes

The committee reviewed the minutes from the April 6, 2026 meeting. No additional corrections were noted.

Committee Roles and Responsibilities

Boyce briefly reviewed the committee's roles and responsibilities as a standing reminder of the purpose of the Emerging Workforce Committee and the board's structure. Members were encouraged to contact Boyce or Becky with any questions regarding committee responsibilities.

Youth Spring Event Planning Discussion

Boyce reviewed the opening session:

- Welcome participants
- Introduce the Workforce Development Board
- Explain the purpose of the event
- Review the agenda and expectations for the day
- Encourage student engagement throughout the sessions

Chelsea will coordinate with the keynote speaker to attend the final planning meeting the week of the event.

Dress for Success

Jill and Tonia provided an update on the Dress for Success breakout session.

Plans include:

- Six youth participants will model interview attire

- Participants will arrive in casual clothing
- Clothing will be provided by Clothes That Work
- Students will identify:
 - Appropriate interview attire
 - Inappropriate interview attire
 - Simple changes that improve professionalism
- Three student volunteers will serve as judges
- Discussion will focus on:
 - First impressions
 - Nonverbal communication
 - Affordable clothing resources
 - Common mistakes to avoid

Steve offered additional clothing resources from Miami University Hamilton's professional clothing closet if needed.

Additional needs:

- Flip chart or large writing pad
- Volunteer to assist with writing notes during the session

Navigating Your Next Steps

Traci shared progress on the career pathway discussion session.

Session format:

- Professionals share authentic career stories
- Speakers will discuss:
 - Their first job
 - Career progression
 - Challenges faced
 - Lessons learned
- Goal is to present relatable, real-life career journeys rather than formal presentations

The committee noted there may be more speakers than originally planned, and some may be reassigned to other portions of the event if needed.

Networking & Speed Mentorship

Boyce reviewed the networking breakout structure.

Format:

- Five mentors seated at separate tables
- Students rotate every 4 minutes
- Guided conversation prompts for both mentors and students
- Final reflection at the end of each session
- Students identify:
 - Key takeaways
 - Follow-up opportunities
 - Next steps in their career journey

Current need:

- Boyce still needs to secure five business mentors
- Committee members agreed to recommend additional contacts

Event Attendance Update

Paige reported:

- Confirmed schools include:
 - Goshen
 - New Richmond
 - Batavia
- Additional schools are pending responses
- Estimated attendance remains between **75–100 students**

Final student counts from each school are still being collected.

Photography and Media

The committee discussed capturing the event for:

- Social media
- Future marketing
- Program promotion

Because attendees are minors:

- Media releases may be required
- Alternative photo options include:
 - Photos from behind
 - Hands only
 - Outfit photos without faces

Becky will explore securing a photographer for the event.

Food for the Event

Traci researched lunch options.

The committee agreed:

- Boxed Chick-fil-A meals are within budget
- Meals include:
 - 8-count nuggets/Vegetarian Wraps/Grilled Chicken Wraps
 - Chips
 - Cookie
- Simpler meal selection will:
 - Speed distribution
 - Reduce confusion
 - Keep costs manageable

Funding source:

- Remaining Duke grant funds will cover meal expenses

Student Group Identification

The committee discussed organizing students by school for rotations.

Proposed solution:

- Use color-coded name tags by school
- Students remain with their school group and chaperone

- Easier identification for volunteers and facilitators
- Becky will coordinate ordering supplies.

Prizes and Donations

Traci created an Amazon wish list for event prizes.

Updates:

- No donations have been received yet
- Boyce offered:
 - Four Kings Island tickets as prizes

Traci will:

- Resend the donation link
- Provide sample outreach language for committee members to share with their networks

Next Meeting

May 7, 2026

9:00 AM

Crossroads Location (in person)

The next meeting will focus on final event logistics and venue walkthrough.

Adjournment

The meeting adjourned at approximately **1:36 PM**.