

Emerging Workforce (Youth) Committee Meeting Minutes

Workforce Development Board: Butler Clermont Warren

Committee/Group: Emerging Workforce Committee

Meeting Date: December 8, 2025

Meeting Time: 1:00 p.m. – 2:00 p.m.

Location: Remote (TEAMS)

Attendance: Remote

Members Present: Boyce Swift

Staff Present: Brittney Stephens, Traci Stivers, Amy Miller

Guest Present: Kimberly Imwall, Paige Sheridan, Chelsea Engel

I. Welcome & Attendance

Chair Boyce Swift opened the meeting at 1:01 p.m.

II. Approval of Previous Meeting Minutes

Previous meeting minutes were reviewed and made official.

III. Committee Discussion & Updates

A. Youth Focus Group – January 29th | 4:00–6:00 p.m.

Agenda Outline:

- 4:00–4:15 p.m. – Food available; youth get settled
- 4:15–4:25 p.m. – Explanation of the Workforce Board and purpose of data collection
- 4:25–4:35 p.m. – Intro video
- 4:35–5:30 p.m. – Mentimeter questions and discussion
- 5:30–5:45 p.m. – “What’s next?” overview and open questions

Questions to Be Asked:

- What age range are you?
- Are you employed?
- If not employed, are you currently looking for work?
- Additional questions from previous list shared at last committee meeting.

Next Steps:

- Finalize questions at next meeting.
- Input questions into Mentimeter.
- Test Mentimeter before the event.

B. Youth Spring Event (Juniors & Seniors)

Discussion included incentives for students, potential field trip status, and Job Readiness Seal eligibility. Committee supported the proposed agenda topics.

Marketing & Materials:

- Brittney and Tracy will work with Dimalanta to create flyers for attendees and businesses.

Speakers & Programming:

- Traci will contact board member Zach Stanfield about wellness portion.
- Boyce suggested Samy Broyles from Miami for networking/mentorship.

Speed Mentoring:

Proposal to email the full committee and Board members to recruit volunteers. Each mentor would work with 4–5 students before rotating.

Dress for Success:

Chelsea (Easterseals) will coordinate with Jill and Tonia to set this up.

School Coordination:

Chelsea suggested color-coding schools to keep students grouped correctly for session rotation.

IV. Adjournment

Meeting adjourned at 2:01 p.m.

Next meeting scheduled for January 12, 2026.