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**Youth Committee Meeting Minutes
11:00 a.m. Tuesday – July 22, 2025
Twin Pines Conservation Center Winona, MO**

Youth Committee members in attendance: Lisa Aden, Art Brewer and Katrina Williams.

Guests in attendance: Phyllis Guthrie.

The meeting was called to order by Lisa Aden in the absence of Joan Wright, Committee Chair.

Roll call was taken by Phyllis Guthrie. A quorum was not present. New members Art Brewer and Katrina Williams were welcomed. Members expressed appreciation for their willingness to serve and contribute to ongoing youth development and workforce efforts.

Minutes from April 22, 2025 meeting was reviewed. No action was taken due to a quorum not being present.

Phyllis Guthrie provided an update on the current WIOA program and staffing pattern. She said there is an opening for an Employment Specialist at the Poplar Bluff Job Center. The position has been advertised, and interviews will be scheduled soon. Staff have been busy with the Summer component of the paid work experience program. Several new worksites have been utilized and youth participated from across the region.

Open Discussion: Topics included youth employability in rural communities, the shortage of qualified childcare providers, and the encouragement of youth ages 16–24 to participate in WIOA Youth Programs for work readiness and paid experience.

AEL Funding Concerns: An email from Joan Wright was shared regarding potential funding cuts to the Adult Education and Literacy (AEL) program. AEL has received some state funds but remains at risk of losing federal funding, which could impact local access to GED and basic skills programming.

New Business: Lisa Aden proposed a Youth Workforce Boot Camp at the end of the school year to prepare youth for worksites. Topics will include Financial Literacy, Workplace Etiquette, Attendance, Understanding Time Sheets, and clarification of the difference between WIOA Youth Staff and Job Site Staff. The committee emphasized explaining the chain of command and recognizing employers who mentor youth on job sites.

As there was no quorum to adjourn formally, members concluded their discussions, and the meeting ended informally.

**Next Meeting Date: Tuesday – October 28, 2025 @ 11:00 a.m.
at Twin Pines Conservation Center – Winona**