

# Partner Information Session

April 23, 2025

# Agenda

Workforce Development – Youth Services Team (Update)

2025 Key Dates

Final Application Statistics

Selection & Placement Process Update

**New!** Parent & Guardian Resource Guide

Partner Resource Guide

SYEP Partner Documentation Updates

Q&A

# Workforce Development – Youth Services Team

## Leadership

**Valerie Farrar**  
Acting Director  
Office of Human Resources  
Management

**Yolonda Smedley**  
Associate Director  
Office of Human Resources  
Management

## Youth Services Team

**David Williams**  
Manager

**Kim Hines-Monroe**  
Project Manager

**Nena McNeil**  
Supervisor

**Dorothy “Dot” Barnes-Adams**  
Administrative Aide III

**Michael Ukaegbu**  
Youth Employment Program  
Instructor

**Simone Harrison**  
Youth Employment Program  
Instructor

**Gedeon Seddoh**  
Youth Employment  
Administrative Assistant

**Kyla Dennis**  
Youth@Work Program  
Assistant

**Nadiah Aryibi-Sani**  
Youth@Work Program  
Assistant

**Kennedy Holland**  
Youth@Work Program  
Assistant

**Christopher Johnson**  
Youth@Work Program  
Assistant

**Daniya Terry**  
Youth@Work Program  
Assistant



# 2025 Key Dates

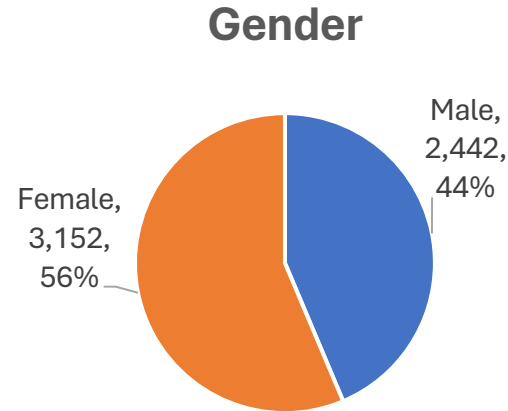
Date	Activity
✓ March 1, 2025	Opening of Application Acceptance Period
✓ March 31, 2025	Closing of the Application Acceptance Period
✓ April 2025	Eligibility and Next Step Notices Sent to Applicants
April 28-May 2, 2025	Selection, Placement and Offer Notices
May 7-23, 2025	Onboarding Process for Selected Participants
July 1, 2025	Start of the SYEP Program
July 25, 2025	Pay Date for Hourly Workers (SYEP)
August 4, 2025	Highlights of the SYEP Program
August 8, 2025	End of the SYEP Program Pay Date for Hourly Workers (SYEP)
August 22, 2025	Pay Date for Hourly and Stipend Workers (SYEP)

This includes  
**in-person** I-9  
document  
verification.



# Final Application Statistics

Applications to date	#	%
14-15	1,715	31%
16-17	2,051	37%
18-24	1,828	33%
<b>Total</b>	<b>5,594</b>	



Application	# Hispanic	% Hispanic
14-15	127	7%
16-17	203	10%
18-24	159	9%
<b>Total</b>	<b>489</b>	<b>9%</b>

## Top Interest Areas: 14-15

Interest Area	#
Job Readiness Training	738
Energy Conservation	714
Either	263

## Top Interest Areas: 16-17

Interest Area	#
Daycare and Camp Counselor Aide	379
Animal Care Attendant	187
Health Aide	162
Information Technology (IT) Project Coordinator Trainee	161
Library Clerk	128
Engineering Technician Aide	111
Job Readiness Training	104
Administrative Support	99
Aviation Exploration Training	79
Legal Assistant	65

## Top Interest Areas: 18-24

Interest Area	#
Daycare and Camp Counselor Aide	206
Information Technology (IT) Project Coordinator Trainee	195
Health Aide	131
Administrative Support	107
Animal Care Attendant	90
Help Desk Technology – Industry Training	71
Library Clerk	70
Communications and Media Relations Aide	63
Culinary, Hospitality and Gaming	63
Legal Assistant	57

# Selection & Placement Process Update

- Youth applied to the following applications based on their age on July 1, 2025:
  - 14-15
  - 16-17
  - 18-24
- **Youth ages 14-15 are only eligible for stipend-earned opportunities** in the areas of Energy Conservation or Job Readiness Training.
- **Youth ages 16-24 are eligible for stipends or hourly earned opportunities.** Applicants selected two areas of interest for their placement. Descriptions were provided in the application.
- Applicants are placed on the Eligible List based on meeting program eligibility requirements.
- Youth are then assigned using the requested youth list or by random selection to their areas of interests.
- Offer letters will be sent by May 2, 2025. Youth will have one (1) week to respond to their offer. If they fail to respond, they will forfeit the offer.
- Once youth are assigned, they cannot be reassigned.
- Applicants must complete their onboarding paperwork before they are officially hired.

# Selection & Placement Process Update (cont.)

## Placement Request Update:

- Partner Participation Survey Deadline: January 31, 2025.
- We are working closely to fulfill the number of youth requested to partners that submitted information by the deadline.
- **Our ability to fulfill requests submitted after the deadline is limited due to funding constraints.**
- We are actively working within our forecasted budget to diversify the types of experiences offered this summer and will confirm your organization's approved number in May.

# Selection & Placement Process Update (cont.)

Your partnership plays a critical role in providing meaningful work experiences to young people in our community, and we are grateful for your commitment and patience.





# Parent & Guardian Resource Guide



- A guide to enable parents and guardians to support their working youth is being finalized.
- The guide will be housed on the SYEP website.
- It will explain the program details, key dates, and differences between hourly and stipend compensation.
- Participant and parent/guardian expectations will be provided.
- Guidance will also be provided for seeking additional information.
- All parents/guardians of selected youth will be advised to read through the resource guide.



# Partner Resource Guide

- The 2025 update is coming soon.
- This guide will also be housed on the SYEP website.
- It will explain the program details, key dates, and differences between hourly and stipend compensation.
- It reviews safety guidelines, the code of conduct policy and violation examples, workplace harassment, hostile work environment, and discrimination.
- Guidance is also provided for seeking additional information.



# SYEP Partner Updates

Partner annual renewal document requirements have been communicated via e-mail.

All documentation that requires updates must be submitted to [SYEPPartners@co.pg.md.us](mailto:SYEPPartners@co.pg.md.us) by **May 30, 2025**.

**Note:** Youth participant lists will not be shared until the updated documents are received.



- SYEP Partners, please contact us via: [SYEPPartners@co.pg.md.us](mailto:SYEPPartners@co.pg.md.us)
- Please direct youth questions to: [SYEP@co.pg.md.us](mailto:SYEP@co.pg.md.us)

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