



## Workforce Action Team Meeting

April 17, 2026  
10:30-12:00 EST

**Meeting Link:** [Join the meeting via Microsoft Teams](#)  
**Meeting ID:** 210 021 624 630 49      **Passcode:** wZ2Pb9Gs  
**Call:** +1 469-208-1525    **Conference ID:** 62290314#

[Visit the meeting webpage for meeting materials and additional information.](#)

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### **Please read the following information carefully, as our meeting policies have changed:**

- All meeting attendees' cameras and microphones will be muted at the start of the meeting.
- To request access to the microphone and camera, all meeting participants will be required to use the raised hand feature on Teams. Once access has been granted by the meeting organizer, you will then be allowed to unmute your mic and turn on your camera. Unless instructed otherwise, once a participant has microphone or camera access, they will have this permission for the remainder of the meeting.
- Access to chat will be provided as well. Should it be necessary, the Q&A feature on Teams will be utilized to field participant questions.

**Compromised Meeting Plan:** If the meeting's privacy is compromised, the meeting staffer and coordinator will send an email to all Members, alternates, staffers, coordinators, and interested parties. Within the email, you will find a new meeting link, instructions on sharing this information with external partners, and any necessary adjustments to the meeting schedule. Please do NOT share this information publicly or post it to the Chesapeakebay.net webpage.

**Purpose:** This Workforce meeting is to discuss technical assistance updates and Chesapeake Bay Program updates related to Management Strategies, Workplans, and Indicators. Participants will conduct a pulse check regarding a proposed method for Workforce/Education Workgroup collaboration towards the development of Workforce target indicators.

## Agenda

### **I. Welcome + Introductions**

**10:30 – 10:40**

Participants will be invited to introduce themselves.

Lead: Julie Lawson, DOEE

Requested Action: Non-decisional  
Materials: None

**II. Workforce / Education Action Team Idea** **10:40 - 10:55**

Participants will discuss a proposed idea to create an Action Team to address the areas of overlap between Workforce Targets and K-12 education. The intent of the Action Team would be to bring together the right people focused on education, workforce, and K-12 CTE to work collaboratively to: (1) define the indicator for Workforce Target 1, i.e., determining what is appropriate to measure and how; and (2) use indicator research to advise on the development of the Workforce subchapter within the Management Strategy. See the background document under materials for more details.

Lead: Bart Merrick, NOAA and Meredith Lemke, CRC

Requested Action: **Decisional, Pulse Check:**

- Does the Workforce Workgroup support the idea to create a joint action team between Education and Workforce professionals to tackle the areas of overlap between K-12 CTE and workforce development as are relevant to the targets?

Materials:

- [Education/Workforce Action Team Proposal Backgrounder](#) (download under Supporting Documents)
- [Engaged Communities Outcome and Target Language](#)

**III. Management Strategies and Workplan Templates** **10:55 – 11:15**

Julie will provide updates regarding the Management Strategies template, timeline, and drafting process. The group will review the most recent template document that is available, followed by time for questions.

Lead: Julie Lawson, DOEE and Daniel Koval, CRC

Requested Action: Non-decisional

- Workgroup members will be asked to follow up within one week following the meeting with input, review, and/or interest in participating in further discussions.

Materials:

- Template Documents:
  - [Management Strategy Template Outline 2026](#)
  - [Management Strategy Example – Backyard Birds](#)
  - [Management Strategy Template](#)
  - [Workplan Example - Backyard Birds](#)
  - [Workplan Template](#)
- [Management Strategy Timeline](#)

**IV. Workforce Outcome: Indicators** **11:15 – 11:40**

Participants will discuss data collection and resources used by their departments that could inform indicator development. Guiding Questions include:

- Do any states directly run workforce development programs directly through their environmental/natural resource agencies or is everything run through employment agencies?
- What data do you already track? What tools have you already created or have access to (e.g., career maps)? What pathway programs are you familiar with?
- We know data is available for capturing a number of activities, events, programs, etc. But, what data shows the effects/outcomes of events and programs?
- What data is collected and reported on a meaningful timescale that is usable/feasible to be incorporated into CBP reporting?

Lead: Julie Lawson, DOEE and Bart Merrick, NOAA

Requested Action: Non-decisional

Materials: None

**V. Technical Assistance Updates / Guest Speaker Ideas 11:40 – 11:50**

Participants will learn about updates on the Technical Assistance project provided by Local Concepts LLC, as well as participate in a discussion on ideas for guest speakers / topics for future workgroup meetings.

Lead: Julie Lawson, DOEE and Bart Merrick, NOAA

Requested Action: Non-decisional, information and discussion

Materials:

- [Workforce Workgroup Slide](#)
- [Workforce Charter Description](#)
- [Engagement Infosheet](#)

**VI. Round Robin / Closing Remarks 11:50 – 12:00**

Participants will be invited to share aspects of their ongoing work to discuss opportunities for mutual support and collaboration.

Lead: Meredith Lemke, CRC and Julie Lawson, DOEE

Requested Action: Non-decisional

Materials: None

**VII. Adjourn 12:00**

**Next Meeting:** June 19, 2026 – 10:30am-12:00pm EST