

**BUSINESS SOLUTIONS COMMITTEE
MEETING MINUTES
November 7, 2013
8:30 a.m.**

In attendance:

Lisa Sinnott
Ed Green
Ron Yulik
Robert DeMarco
Rob Weil

Nancy Tvarok
Catherine Carroll
Art Henry
Darlene Scocca
Joan Divor

The Business Solutions Committee meeting was called to order at 8:33 a.m.

Each committee member introduced themselves and gave a brief overview of their responsibilities.

Business Service Staff provided an overview of the Fall Job Fair and provided documents of employers present and the jobs offered. Business Services was asked to provide members with the spreadsheet of employer comments.

Members discussed a system problem, whereby individuals in need of housing assistance are not at sustainable levels when taking a minimum wage position.

It was asked if a survey from job seekers was available. As no survey was provided to job seekers, this is an option to put on the agenda for future discussion.

Nancy noted that for many firms, it is more efficient not to attend a job fair, as many companies are not using paper applications or reading through resumes and utilize on-line systems, which are resume driven software. Job seekers resumes must be in word format, and job readiness is a must. Discussions were had about the possibility of a sponsor for a minimum mgb flash drive so that job seekers can have their resume handy to upload for on-line applications. An additional thought for the next fair would be the possibility of a computer lab.

Nancy also felt it was important to share with E.S. staff the value of having job seekers follow-up with employers after submitting on line, noting that tone and language in the follow up call is very important. Robert indicated he would share this information with his staff.

Ed Green provided the group with an overview of both Disability Employment Awareness Month activities including both the employer workshop and customer/consumer workshop. The committee discussed the number of post cards sent versus the number of registrations, which did not hit typical marketing numbers. It was suggested that perhaps the CFO and H.R. Managers should have both been included and

a link to a simple registration versus having to e-mail or call could work better. Good suggestions to keep in mind for 2014 events.

As it was quickly became 9:45 a.m., the marketing discussion will be held over until the next meeting. Since the next regularly scheduled meeting should be January 2, it was decided to meet on Thursday, January 9, 2014 at 8:30.

The meeting was adjourned at 9:47 a.m.