



ONE CITY. ONE JACKSONVILLE.

City of Jacksonville, Florida

Daryl Joseph, Director

Parks, Recreation and Community Services Department
214 N Hogan Street, 4th Floor
Jacksonville, FL 32202
(904) 255-7919
www.coj.net

Employment Sub-Committee

Tuesday, May 2, 2018 Meeting, Disabled Services Conference Room

Members Present: Natalie Alden, Barbara Brown, Jose Morales, Karen Prewitt, Lisa Parlapiano, Dan O'Connor, Walter Johnson

Disabled Services Staff Present: Kevin McDaniel, Laura

Others Present: Ann Atkins, Barbara Sapp, Venus Ethridge, DBS Supervisor,

Members Absent: Ron McCauley, Gail Robertson

The Chair called the meeting to order at 2:03 p.m. attendees identified themselves for the record.

The Chair brought handouts for the meeting's discussion. Handouts included draft invitation letter to employers for Reverse Job Fair planning and execution, and reverse job fair FAQs.

Ann Atkins from Florida School of Special Education joined the meeting and will assist with planning for this event.

Areas of responsibility and task list agreed upon:

Employer registration to be hosted on the MDC website. Kevin will provide Lisa with the link and embed it in the final invitation letter. MDC – provide phone number to be included in the letter as the POC for inquiries about the event. Laura Davis will manage the online registrations and answer inquiries about the event.

Lisa - final edit for the invitation letter to employers according to input from meeting members. Final letter sent to Kevin who will send out to the group. FAQ: include the fact that employers don't have to stay the whole time. Include also: The event runs from 11am - 2pm.

Lisa - create a confirmation letter; Laura will send out after employer registers; letter to be sent to Kevin and Laura.

Name tags – Laura will print (using registration as guide)

Color coding – determine the sector colors; determine how tables will be color coded to indicate job goals industry sector; Laura will include colors on Employer's name tags.



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Tablecloths – Laura is purchasing black tablecloths and will bring these to event

Parking - Kevin will provide details parking, information to be included in confirmation letter to employers.

27 job seekers will attend - Ann Atkins will add one additional job seeker; Venus and Dan will send names of 2 DBS job seekers to Lisa; Jose Morales will send names of job seekers to Lisa.

Laura will review insurance re: risk and safety for the event since we are providing food and beverage

Lunches for job seekers will be served. Berry Farms will supply the lunch packs. Karen Prewitt will coordinate with Kevin to make final decision and order lunches from Ellen Hiser, the Berry Farms manager.

Snacks (such as granola, muffin, beverage, fruit) will be served to employers. Laura and Kevin will manage purchase.

Lisa - send email to contacts asking about providing and any food allergies to supported employment contacts.

Lisa – create reminder letter to be emailed 3-4 days prior to the event. Send to Kevin and Laura.

Lisa will send out list of job goals for each job seeker to Kevin who will send to the group.

Press coverage: Dan will contact TV outlet; Karen will contact the Times Union. Karen will send info to contact at Times Union.

Meeting adjourned at 2:52 p.m.

Chair: Lisa Parlapiano Co-Chair: Dan O'Connor
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