



**Park Board of Trustees of the City of Galveston
Workforce Development Committee**

5/11/2022 - Minutes

I. Call Meeting To Order

The meeting was called to order at 9:06 am.

II. Pledge Of Allegiance

The pledge of allegiance was recited by those present.

III. Roll Call And Declaration Of A Quorum

Roll was called and a quorum was declared.

Committee members present: Cissy Matthews, Jennifer Lamm, Eric Paul, Mar Jurado, Jeremy Bukac.

IV. Conflict Of Interest Declarations

There were no conflicts of interest declared.

V. Requests To Address The Committee

There were no requests to address the committee.

VI. Discuss And Consider Approval Of Meeting Minutes

Motion: Eric Paul motioned to approve the April 13, 2022 Workforce Development Committee meeting minutes.

Second: Jennifer Lamm seconded.

Vote Approved: (5-0).

VII. Discuss Progress On Strategic Marketing Plan (Neil Murphy, 10 Minutes)

Neil Murphy shared the current progress being made on the creation of the strategic marketing plan for the Committee and the communication matrix that will accompany it. Mr. Murphy stated that a draft of the strategic marketing plan for the Workforce Development Committee would be available to the committee at the next meeting.

VIII. Presentation And Discussion On Employer Information Sheet Highlighting Internship Opportunities And Requirements (Sherry Rooks, 10 Minutes)

Sherry Rooks presented to the committee the latest version of the information sheet highlighting internship opportunities and requirements for review and input. The committee collectively reviewed the sheet and discussed what edits needed to be made prior to its circulation. The decision was made that the final draft of this flyer would be approved at the next Committee meeting with the aim to distribute in September.

IX. Discuss School-Year Internship Programs For The 2022-23 School Year (Eric Paul/Sherry Rooks, 15 Minutes)

Eric Paul and Sherry Rooks jointly addressed the committee and shared the current and upcoming internship programs that Ball High has for the 2022-23 school year. Mr. Paul and Ms. Rooks stated that some of these programs are still in development between Galveston Independent School District and Galveston College and once the details were finalized they would be shared with the Committee.

X. 2021-2022 Committee Work Plan

Cissy Matthews presented the newly approved 2021-2022 Committee Work Plan and reviewed it with the Committee. Note was made of the revised schedule which reduces the meetings down from monthly commitments.

XI. Future Agenda Items

- Present draft of Strategic Communication Plan
- Present final draft of Internship Flyer
- Discussion of Annual Workforce Development Work Plan

XII. Announcements

The committee members announced the upcoming events at their organizations.

XIII. Adjournment

The meeting was adjourned at 10:01 am.