

**Business Development Committee Meeting Minutes – CB 12 Manhattan**  
**March 3<sup>rd</sup>, 2016 – 7pm**

Attendance: Maurice Owen-Michaane, Chari Jonathan Reyes, Assistant Chair; Felipe Wityk Sanchez; Jason Compton

**Meeting called to order at 7:10 pm by Maurice Owen-Michaane**

- **Welcome/Opening Remarks from Maurice Owen-Michaane, Chair**
- **Workforce 1 Center in Washington Heights**
  - Center will have a focus on bi-lingual opportunities for the community.
    - Inquiry by Business Service Manager/Community Member Corwin Spivey:  
**Which CBO has been identified as the operator for the Center?**  
**What will the outreach strategy consist of?**  
**Will Individual Training Grants continue to be awarded?**
  - Contact Workforce 1 Center in Washington Heights to partner with CB12M in providing resume building and career assistance training services at the CB12M/Washington Heights Chamber Jobs Fair. (Jonathan Reyes)
- **Spring/Fall 2016 (June) CB12M Jobs Fair with Washington Heights Chamber & Other Partners**
  - Chair Owen set to speak with Sandra Harris (Washington Heights Chamber of Commerce) to discuss date and location of the collaboration.
  - “Options Theme”
    - Focus on career alternatives
    - Target S.T.E.M. (Science Technology Engineering & Math) Opportunities
    - Two-Part forum/fair
      - On the spot mock interviews
      - On the spot resume assistance
      - On the spot dress to impress consulting

**Transition**

- Jobs Fair
- Speakers Panel

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- Speakers Panel – Member contact list
  - Kenneth Knuckles (Upper Manhattan Empowerment) → Pamela Palanque-North
  - Gregory Bishop (SBS Commissioner) → Angelina Martinez
  - Elizabeth de Leon Bhargava ( Deputy Secretary of Labor) → Jonathan Reyes
  
- Meeting adjourned at 7:55pm