



**Palm Coast Flagler County Alumnae Chapter
Delta Sigma Theta Sorority, Incorporated**

PCFCAC Committee Report Form

Committee Name	Economic Development
Email	palmcoaststeconomic@gmail.com
E-Board Meeting Date	Tuesday, January 6, 2026
Committee Meeting Date	Tuesday, December 23, 2025
Committee Members	9
Next Committee Meeting Date	Tuesday, January 27, 2026
New Members	0

Information for the Executive Board and Chapter

Select the Report Type

Program/Project Plan

Report Details

Career Workshop March 28, 2026 @ Goodwill in Palatka 10am -2pm

Sorors Sharon & Theresa Brown are project leads. Currently have secured presenters: Jacksonville Women’s Business Center (entrepreneurship) , US Small Business Administration (funding for entrepreneurs), Society of Human Resource Management (resume writing & interviewing skills). Working on immediate job placement agencies/ career source and available jobs lists.
Advertising - SBA, Palatka Chamber, Good Career Source.

Impact suggestions: Provide the community with necessary connections, training and resources to combat the job opportunities dilemma in the communities we serve focusing on Putnam County Critical Need - provide job resources, formulate plan, connect with hiring companies, provide gently used interview clothing

Overall job landscape preparation for future and present - provide entrepreneurship and business opportunity resources (from set up to funding), identify side hustles for secondary income assistance
Assistance during transition - provide resume writing, interview skills and emotional support

Report Summary

Requesting technology to post the registration flyer which was approved in November - 1/wk January - March

Request Sorors to bring gently used outfits for success to chapter meeting for distribution at the event

Request Membership services to assist the day of the event with welcoming and clothing distribution.

Request technology to assist the day of the event and prior with virtual attendees Zoom links, email confirmation and Zoom connections.

Request Heritage and Archives to be present the day of the event for pictures and video

I will be connecting with PMH for possible collaboration.
We are checking to determine if an insurance rider is needed.

Meeting minutes:
Summary

Career Workshop Planning Meeting

The meeting focused on preparations for an upcoming career workshop scheduled for March 28th. Theresa and Sharon have been working hard to lay the foundation for the event, and the committee is now ready to take on assignments to ensure everything is in place. Due to the holiday season and recent events like the expo, the group acknowledged the need to stay focused and organized. The meeting began with a prayer and included discussions about assignments, timelines, and the importance of having cameras on during virtual meetings. Some members, like Kim Lynn, were absent due to illness, but the rest of the group was present to move forward with planning efforts.

Goodwill Center Event Planning Meeting

The team discussed the status of the Goodwill Center facility for an upcoming event on March 28th from 10 a.m. to 2 p.m., which Teresa confirmed is still confirmed and has been updated to accept unlimited registrations. Dr. emphasized the need for a technology liaison to handle virtual registration through Zoom and social media postings, as Teresa and her sister are not tech-savvy. The group also discussed the need for local advertising in Putnam County, with Dr. acknowledging Soror Donna's efforts in Flagler County and seeking someone with connections in Putnam County to help promote the event.

Career Workshop Advertising Strategy

The group discussed advertising plans for an upcoming career workshop on March 28th at the Goodwill Center in Palatka, with confirmed advertisers including the United States Small Business Administration, Good Career Center, and Palatka Chamber of Commerce. The workshop will feature both in-person and virtual attendance options, with plans for 4 speakers in the main conference room, computer area presenters and additional activities in a separate office space for interview skills or resume writing. The team established impact goals focused on providing job opportunities, preparing participants for interviews, and offering resources like clothing assistance, with plans to measure success through post-workshop surveys.

Job Fair Planning and Logistics

The group discussed plans for an upcoming job fair event, with confirmed speakers including the Jacksonville Women's Business Center for entrepreneurship training, the U.S. Small Business Administration for business funding information, and the Society for Human Resource Management for resume writing and mock interviews. Dr. expressed interest in securing at least one company for on-site job interviews, with CareerSource as a potential partner, and suggested reaching out to the Florida Department of Transportation and local Putnam County businesses. The discussion also covered logistics around resume assistance, with uncertainty about whether computers and printers would be available for immediate resume revisions during the 4-hour event.

Multi-Speaker Job Fair Planning

The group discussed plans for an upcoming event featuring multiple speakers and activities. They decided to have Jacksonville Women's Business Center and the Small Business Administration present in the conference room for one hour each, followed by the Society of Human Resource Management conducting resume writing. Mock interviews can be conducted in the office area and additional presentations by Jacksonville Women's Business center on the computer side. Dr. proposed using AI to help participants find job opportunities, and agreed to take responsibility for finding available local jobs to address Barbara's concerns about job seekers' immediate needs. They also discussed potentially having CareerSource speak at the event, and planned to meet with the Society of Human Resource Management again in January to finalize their presentation details.

Workshop Planning and Accessibility

The group discussed organizing a workshop event with separate tracks for entrepreneurship and computer skills, with different presenters and schedules. They agreed to create a detailed schedule showing who will be speaking and where they will be located at different times, to better manage the flow of attendees between the conference room, office, lobby and computer area. Barbara raised concerns about making the event more accessible to job seekers, suggesting they should focus on providing immediate job assistance and resume help, rather than just workshops. The team also mentioned plans to meet with SHRM in January to finalize details and discussed potential involvement with CareerSource, though this would need to be confirmed closer to the event date.

Job Placement and Entrepreneurship Planning

The group discussed plans for an upcoming meeting focused on job placement and entrepreneurship, with Dr. emphasizing the need to secure companies to provide on-site job applications and offering resume writing assistance to ensure compatibility with computer systems. Teresa agreed to send meeting invitations to the Economic Development email, while Dr. and Barbara will collaborate on identifying available jobs. Concerns were raised about Career Source's participation due to potential staffing issues, and Theresa confirmed that Goodwill approved the donation of clothing items for the event, with any excess to be donated directly to Goodwill.

Career Workshop Planning Meeting

The meeting focused on planning a career workshop event scheduled for March 28th at the Goodwill Center. The group discussed collecting gently used clothing for interview attire through chapter meetings, with Teresa agreeing to handle collection and storage. They reviewed advertising needs, with Sharon and Teresa responsible for promoting the event through current connections and technology promoting on social media platforms and support including Zoom links and surveys to measure impact goals. The team also addressed the need for light refreshments and agreed to seek assistance from various sources including Heritage and Archives for photography and video, while Dr. Chonta will present the full Black Business Expo report and connect with the physical and mental health chairperson regarding their participation.

Project Lead Impact Suggestions:

Career Workshop Objectives

- 1) Guide participants on how to tailor and transform work and volunteer experience into stories / narratives highlighting achievements on a resume.
- 2) Provide information and resources on creating, launching, and growing a new venture/business (entrepreneurship).
- 3) Provide tips and techniques for interviewing to connect with potential employers, highlight key experience and skills and demonstrate why the participant is the best candidate for the role for which they applied.

Strategic plan proposal attached: My thoughts below

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Respectfully Submitted

Chonta Haynes