

# B&I Divisional Meeting Minutes

**June 4, 2026 | 8:00 AM | Teams**

**Chair:** Sharmila Kakac

**Present:** Sharmila Kakac, Michelle Brooks, Laurel Taylor, KaRissa Miller, Melanie Wiseman

**Absent:** Jody White (conflict)

Sharmila Kakac called the meeting to order and confirmed the Teams invitation.

## SBDC Updates

Michelle Brooks provided updates on SBDC operations and upcoming activities. Federal funding has not yet been released, and the SBDC is currently operating under state funding. Preparations are underway for the September accreditation review, including development of standard operating procedures and process documentation. Michelle also reported plans to hire a part-time SBDC consultant.

## Upcoming Events

- June 18 – Manufacturing Roundtable
- June 18 – Housing Workshop (Flora)
- June 24 – Leadership Workshop
- July 14 – SBA Coming to Olney
- July 29 – Financial Workshop

## Mining & Industrial Training (MIT) Updates

Laurel Taylor reported progress on FLAC preparation and curriculum updates. Syllabi revisions continue to address instructional hour changes. Discussion also included scholarship development efforts, potential Foundation involvement in scholarship administration, and outreach to WIOA offices regarding funding opportunities. Apprenticeship opportunities related to mining programs were also discussed.

Additional discussion focused on upcoming mining events, industry engagement activities, and efforts to expand participation and industry involvement.

## Workforce & Employer Engagement Updates

KaRissa Miller provided updates on the Fairfield Memorial Hospital pre-apprenticeship program and other workforce training initiatives. Temporary instructor coverage was secured to ensure continuity of training following an unexpected absence. Updates were also provided regarding Fire Advisory Council activities and upcoming training offerings.

## Operational Planning

Sharmila provided an update on district operational planning efforts. Discussion centered on the development of standard operating procedures, process ownership, and documenting departmental workflows to support institutional consistency and accountability.

## Action Items

- Continue FLAC preparation and syllabus revisions.
- Continue SBDC accreditation preparation and SOP development.
- Follow up on scholarship administration options and funding opportunities.
- Explore apprenticeship and workforce funding opportunities.
- Begin identifying and documenting key departmental processes and ownership.

## Next Meeting

**July 23, 2026 | 10:00 AM – 2:00 PM**

## Adjournment

The meeting adjourned at 9:10 a.m.