

**Develop a Skilled, Trained and Educated Workforce that Meets the Needs of the Area**

**Meeting Minutes from**

**December 8, 2016 | 9:00 am Rainy River Community College | Room SC 114**

**Meeting Facilitator: Tammy Riley | Minutes Recorder: Sheila**

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November minutes were reviewed and accepted.

Tammy provided an overview of promotional contacts to market the *Business Survey of Workforce Needs*. She utilized several media sources throughout the county including newspaper, radio, Chamber of Commerce, newsletters, local TV, social media, etc. The survey became available on December 1, 2016.

The survey parameters, participant email message, and business email group were set up on Survey Monkey by Tammy and Sheila to prepare for the December 1<sup>st</sup> launch.

The team discussed an “acceptable” response rate on the survey. Based on surveying data, it was determined a 30% response rate, or about 90 completed surveys, would be satisfactory. Currently, there are 56 responses. Regardless of the number of completed surveys after the deadline of December 14<sup>th</sup>, the team agreed to extend the survey for one more week to December 21, 2016. In addition, another push would be made through all available media sources and follow-up phone calls to encourage employers to complete the survey.

The responses received to-date were reviewed on Survey Monkey. Kevin and Tammy Cook will begin going through the data to determine how to access and interpret results. Preliminary analysis will be shared with team members before the next meeting so a discussion can take place on the best way to compile and report the data.

In regards to survey access, a few observations/concerns were discussed:

- several of the email invitations to complete the survey have gone unopened
- there have been reports of not receiving the email invitation even though the email address used was valid
- the survey link on the Voyage Forward web site is difficult to locate

The team agreed we should request a change in location of the survey link on the Voyage Forward web site to make it more visible. More participants may be accessing the survey through the web site since several of the emails have not been opened.

Tammy gave an update on the Voyage Forward Coalition meeting. It does not appear county or city governments will provide any funding towards the Voyage Forward Initiative. The Coalition is seeking donations within the community and is considering a 501c3 status. There is also a proposal to give Destiny Driver updates at locations throughout the county. Coalition meeting minutes are on the Voyage Forward web site.

**Next Steps:**

- Extend survey deadline to Dec. 21, 2016 and promote extension.
- Identify employers that have not responded and contact by phone.
- Preliminary analysis of survey responses.

**Next Meeting: Tuesday | January 17, 2017  
9:00 a.m. | RRCC Room SC114**

Stewards Present: Tammy Riley, Jean Evens, Tammy Cook,  
Kris Foss, Kevin Grover, Nancy Rognerud, Sheila Demenge