

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

Meeting Minutes from
APRIL 12, 2016 | 1:30 pm Rainy River Community College | Room SC 114
Facilitator: Tammy Riley | Minutes Recorder: Sheila Demenge

Overview

Tammy provided an overview of the Destiny Driver, purpose of the meeting, and anticipated outcomes. The Destiny Driver as written is a “working document” which can be edited by the team as needed. Information for all the Destiny Drivers can be accessed on the VoyageForward.org web site.

The Voyage Forward Retail Market Analysis conducted in Koochiching County provides additional support showing the need to identify the skills of the existing workforce. In the survey, businesses indicated “unskilled workers” as a challenge.

North Star Publishing will be creating a tabloid which includes all the Destiny Drivers. The tabloid will be mailed to county residents.

Team Procedure

Team members agreed to operate on a meeting process of discussion and a show of hands for voting.

Any team member is welcome to facilitate or record meeting minutes.

Discussed suggestions for applicable stakeholders to attend or join the team. The 11 members present thought the team was at a feasible size for conducting business but other stakeholders or guests should be considered depending on topic of meeting. Goal is to have each meeting outcome driven. There should be action steps to be completed before each meeting to keep the process moving forward.

Logistics: Meeting location will continue at Rainy River Community College on a monthly basis at this time. The team will communicate via email; including distribution of meeting minutes. Meeting agendas and minutes will be posted on the Voyage Forward web site.

Destiny Driver Discussion

A discussion on collecting data from businesses and job seekers included the following:

- Determine methods to collect data
- Use of existing software programs, survey monkey, develop web survey, etc.
- Utilize Chamber connections to reach out to businesses
- Which mediums to use to access survey; consider generations use different devices
- Age range of job seeker to target
- Collect/review data from existing sources such as U.S. Census, taxes, unemployment claims, Northforce.org, Minnesota Talent Network
- Collect data during All Class Reunion
- Skills data collection: “broad” skill categories, job specific skills, licenses or certificates, etc.
- Consider if data has been collected before by other communities or entities in which a survey has already been developed

Based on the discussion, the team agreed to begin by focusing on the Destiny Driver Outcome: *Determine Workforce Needs of Businesses.*

Next Step: Subcommittee will explore existing methods of collecting data on workforce needs and report findings to the team at May 2016 meeting.

Subcommittee members: Jean Evens, Kevin Grover, Tammy Riley, Sheila Demenge. Subcommittee meeting April 21, 2016 | 3:00 p.m. | RRCC Room SC114

Next Meeting: TBD / 3rd or 4th week of May 2016
Meeting Adjourned: 3:00 p.m.

Stewards Present: Tammy Riley, Adam Coe, Kevin Grover, Jean Evens, Todd Coulombe, Tammy Cook, George Hnatiuk, Bill Maki, Janelle Peterson, Allen Rasmussen, Sheila Demenge

Minutes copied to: Mike Wellcome, Destiny Driver Stewards