

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

**Meeting Minutes from**  
**May 26, 2016 | 1:30 pm Rainy River Community College | Room SC 114**  
Meeting Facilitator: Tammy Riley | Minutes Recorder: Sheila Demenge

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Welcome and introductions. Jenny Herman from SBDC attended as an invited guest to provide input on survey methods and business email sources. Minutes from the April meeting were approved with motion from Tammy Cook, second from Jean Evens.

**Review**

Tammy gave a brief review of the Destiny Driver objectives and outcomes. Upon review, a discussion followed regarding the dates indicated for the outcomes. The committee agreed the dates should be discussed and updated at the next meeting; particularly for the outcomes indicating a completion date of 7/1/2016.

Committee agreed to refer to the Destiny Driver as **“Workforce Development”** in communications and discussions. This will provide for a uniform message going forward.

**Strategic Action Plan**

Consensus from the committee to utilize the “Strategic Action Plan” template to track progress of key strategies and outcomes.

Discussed the progress to-date on the first key strategy *“Determine Workforce Needs of Businesses”*. Reviewed survey “Introduction” letter. Need to ensure the business owner knows how they will benefit by completing the survey. Recommended changes will be made. Will conduct pilot study to determine how long it takes to complete the survey. Final details to the letter will be added when survey is ready to launch.

Reviewed survey questions. Some edits were suggested and implemented. Overall, the committee thought the survey would collect the data we are seeking.

The most efficient, cost-effective way to distribute the survey was determined to be an online survey. A subcommittee was formed to research Survey Monkey (or other online options) and costs. The subcommittee will also look into funding sources, existing online survey accounts which could be utilized, and how to acquire email addresses of businesses in the county. Pam Oveson and Jim Yount were recommended as contacts for input on developing a survey using Survey Monkey.

**Next Step**

Subcommittee will determine online survey method to use, costs involved with distributing the survey, funding sources, and where to acquire business contact information, including email addresses if feasible. Contact Pam and Jim for input on Survey Monkey. Report findings to the committee on June 23, 2016.

**Subcommittee members:** Tammy Riley, Jean Evens, Sheila Demenge.

**Next Meeting: Thursday – June 23<sup>rd</sup> – 9:00 a.m.**  
**RRCC Room SC114.**

Meeting adjourned: 3:00 p.m.

Stewards Present: Tammy Riley, Tammy Cook, Jean Evens, Todd Coulombe, Nancy Rognerud, Sheila Demenge.  
Guest: Jenny Herman

Minutes copied to: Mike Wellcome, Destiny Driver Stewards