

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

**Meeting Minutes from  
June 23, 2016 | 9:00 a.m. Rainy River Community College | Room SC 114  
Meeting Facilitator: Tammy Riley**

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Welcome and introductions. Kris Foss, Executive Director of Clinic Operations at RLMC, joined the Destiny Driver team. The May meeting minutes were reviewed and accepted.

### **Survey Update**

Tammy provided a review on where the team is at regarding the business survey and what needs to be done to continue moving forward.

Tammy provided a cost-comparison of online survey options. Jean highlighted the advantages of an online survey, specifically Survey Monkey, which analyzes the data and prepares charts/graphs. The data can be manually manipulated and integrated into other statistical analysis software programs. After a review, the team consented on the “Gold Plan” through Survey Monkey for \$300/year. This plan can be used to conduct the “Skills of the Existing Workforce” survey as well if done within the one year timeline.

The costs involved with conducting the survey will include purchasing the online survey and marketing the survey to businesses in Koochiching County. It was concluded funding proposals should include quotes to cover all these costs. Funding sources were discussed. After reviewing the funding source list researched and prepared by Tammy, the team discussed best options for securing funding. The Northland Foundation, KCDA, and Marshall Knudson Fund appear to be good options. A subcommittee comprised of Tammy Riley, Jean Evens, and Kris Foss will review these options, prepare grant proposals, and submit to meet deadlines.

Sheila reviewed the Koochiching County business list acquired from ReferenceUSA which includes

over 600 businesses. The contact information does not include a business email address. After discussing the best way to acquire email addresses, it was determined the team should call each business to confirm information listed, acquire an email and web address, determine if email address can be shared with other entities in relation to economic development, and give a short overview of Voyage Forward and our mission with the survey. A script will be developed to ensure consistency in the message. Team members are asked to contact Sheila if they can assist with calling ([sheila.demenge@state.mn.us](mailto:sheila.demenge@state.mn.us) or 283-9429). Todd, Jenny, Tammy, and Sheila have confirmed they will assist with calling but additional help would be welcomed to lessen the time commitment and speed up the process! The goal is to have the list updated before the next meeting.

### **Other Business**

Reviewed outcome dates listed on the original Destiny Driver document. Determined the process does not have to be done in three stages and an individual date can be selected for each outcome. Tammy and Sheila will review and edit dates.

### **Next Steps**

- Funding proposal subcommittee will meet, prepare proposals, and submit as needed.
- Business list will be divided and distributed to team members to contact businesses and update information listed.

**Next Meeting: Thursday – August 4<sup>th</sup> – 9:00 a.m.  
RRCC Room SC114**

Meeting adjourned: 10:15 a.m.

Stewards Present: Tammy Riley, Jean Evens, Kris Foss, Todd Coulombe, Trent Janezich, George Hnatiuk, Janelle Peterson, Jenny Herman, Nancy Rognerud, Sheila Demenge  
Minutes copied to: Mike Wellcome, Destiny Driver Stewards