

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

**Meeting Minutes from  
August 4, 2016 | 9:00 a.m. Rainy River Community College | Room SC 114  
Meeting Facilitator: Tammy Riley | Minutes Recorder: Sheila**

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Welcome and introductions of committee members. The June meeting minutes were reviewed and accepted.

Tammy provided a quick review of the Destiny Driver outcomes and work completed to date on “Determining the Workforce Needs of Businesses”.

The subcommittee of Tammy Riley, Kris Foss, and Jean Evens met to discuss funding options to purchase Survey Monkey and cover costs associated with administering the survey. Since Voyage Forward is not a 501c3 and does not have a fiscal agent, funding options were limited. The best option for securing funds was through KCDA so they prepared an application to submit to KCDA. Submission of the application was put on hold at the request of the Voyage Forward Coalition who asked each Destiny Driver team to submit a budget to be used as a supporting document for requesting funds from the Koochiching County Board. The committee agreed we need to move forward with the survey with or without immediate financial support through the Coalition. Bill Maki issued support in the amount of \$1000 through the NE Higher Education District and Advanced MN as an *“Invested partner in helping to develop a skilled, trained, and educated workforce”* in Koochiching County. This information will be provided to the Voyage Forward Coalition at their August 9<sup>th</sup> meeting.

Kevin Grover and Tammy Cook have experience with setting up questions within Survey Monkey and have volunteered to assist with this process.

There was additional discussion on donations to support Voyage Forward Destiny Drivers; including

who would oversee the funds and earmarking funds targeted towards specific Destiny Drivers.

As requested by the Voyage Forward Coalition, a proposed six month and one year budget for the Workforce Development Destiny Driver was prepared and submitted to the Coalition. The committee reviewed the budget; no edits suggested.

Sheila provided an update on the “Business Contact List”. Tammy R., Todd, Jenny, and Sheila have been calling businesses to acquire email addresses for distributing the survey. It is a time consuming process and more time is needed to contact the 584 businesses on the list. Additional help is needed and would be welcomed in making calls. Tammy Cook volunteered to assist with this task. We have set a deadline of Sept. 1, 2016 to have the contact list completed.

The target completion dates for the “Outcomes” that were determined in 2014 have been updated. The committee agreed the new dates are more realistic and align with work completed to date.

**Next Steps**

- On Aug. 9<sup>th</sup>, report to VF Coalition our intentions of moving forward with the survey process.
- Complete business contacts by Sept. 1<sup>st</sup>.
- Confirm partnership with NEHED/Adv MN.
- Secure a fiscal agent for donations.

**Next Meeting: Thursday – Sept. 8<sup>th</sup> – 9:00 a.m.  
RRCC Room SC114**

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

Minutes copied to: Mike Wellcome, Destiny Driver Stewards