

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

**Meeting Minutes from
September 8, 2016 | 9:00 am Rainy River Community College | Room SC 114
Meeting Facilitator: Tammy Riley | Minutes Recorder: Sheila**

The August minutes were reviewed and accepted.

Tammy provided a summary of the Strategic Action Plan and action steps in progress or completed since the August meeting.

A summary of the Voyage Forward Coalition meeting was provided by Tammy R. and Sheila. *The Coalition was informed about the \$1000 donation by NHED/Advance MN and our intention to move forward with the survey based on this funding. *A funding request will be made to the County Board by the Coalition to secure all or part of the \$20,000 remaining in the Voyage Forward federal grant. *There is still a need for at-large members from outside the 56649 area code to join the Coalition. *Studio Gibbs/Merge2 was awarded the contract to maintain the Voyage Forward web site.

Citizens for Backus/AB agreed to act as the fiscal agent for donated funds to the Voyage Forward initiative. The Coalition reviewed the agreement and asked for clarification on the fee structure. Trent suggested RRCC could act as the fiscal agent, providing in-kind service versus a fee. Sheila will follow up with Ward and Hoa at Backus to determine if they can provide in-kind service or if a fee will be charged.

Trent indicated once the fiscal agent is in place, the fiscal agent should submit an invoice to Advanced MN in Hibbing to his attention. The invoice should indicate the funds are in support of the Voyage Forward initiative in Koochiching County. The goal is to have the fiscal agent agreement in place by the end of September 2016.

An update was provided on the progress of acquiring email addresses for businesses in the county. Tammy R. reached out to community organizations for volunteers (Rotary, RRCC, Falls High School – NHS, Student Council, InterAct).

Tammy and Sheila will prepare a proposal to request \$300 from the Voyage Forward Coalition at their Sept. 15th meeting so progress can continue on the purchase of Survey Monkey. The Workforce Development team will be updated with new developments on the status of Survey Monkey. Once the survey is purchased, the “*Workforce Needs of Businesses*” survey questions will be entered and a test run completed.

To keep abreast of the Voyage Forward initiative as a whole, the minutes from the Coalition meetings will be shared via email with team members until the Voyage Forward web site is redesigned to allow posting of minutes. Tammy and Sheila serve on the Coalition and will be responsible for sharing the minutes.

Next Steps:

- Prepare proposal to VF Coalition for \$300 to purchase Survey Monkey.
- Complete business contact lists.
- Enter survey questions on Survey Monkey and conduct test run.

**Next Meeting: Tuesday – October 11th – 9:00 a.m.
RRCC Room SC114 (Please note date change due to scheduling conflict. Thank you.)**

Stewards Present: Tammy Riley, Tammy Cook, Jean Evens, Trent Janezich, Kevin Grover, Nancy Rognerud, Sheila Demenge.