

Workforce Destiny Driver

OBJECTIVE: DEVELOP A SKILLED, TRAINED AND EDUCATED WORKFORCE THAT MEETS THE NEEDS OF THE AREA

Key Strategies	Implementation Action Steps	Timing	Responsibility	Priority Outcomes	Accomplishments/Work Completed
Five year strategic plan "To Develop a Skilled, Trained and Educated Workforce" completed.				By 12-31-2023	
Five year strategic plan "To Develop a Skilled, Trained and Educated Workforce" written.				By 12-31-2018	
Determine the skills of the existing workforce.				By 03-31-18 survey workforce to determine existing skills. By 06-30-18 analyze survey data.	
Determine workforce needs of businesses.				By 03-31-17 perform necessary follow up to survey. By 06-30-17 analyze survey data.	
Determine workforce needs of businesses	Extend survey deadline to Dec. 21, 2016 and promote extension. Identify employers that have not responded and contact by phone. Preliminary analysis of survey responses.	Present findings and recommendations to Team at 01-17-17 meeting.	Sheila & Tammy R regarding survey extension. Kevin & Tammy C regarding data.	Collect Employer Survey Results.	

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Determine workforce needs of businesses	<p>Promote survey throughout county through various media sources.</p> <p>Prepare email list, email message and other requirements of Survey Monkey launch prep.</p> <p>Launch survey 12-01-16 through 12-14-16.</p> <p>12-07-16 determine number of completed surveys (mid-point)</p>	Present findings and recommendations to Team at 12-08-16 meeting	Sheila, Tammy Riley, Tammy Cook	Administer business survey on December 1, 2016.	<p>Survey promoted through various newspapers, radio stations, Intl Falls Chamber of Commerce, KCC TV, social media WFC Facebook, VF Facebook & Twitter.</p> <p>Survey Response Rate goal set at 30% of 300 employers equals 90 responses. As of 12-08-16 there were 56 responses collected.</p> <p>Survey responses were reviewed by the team. Kevin and Tammy C will begin going through the data to determine how to access and interpret results.</p>
Determine workforce needs of businesses	<p>Acquire username and password for Survey Monkey.</p> <p>Enter survey questions.</p> <p>Review online survey once complete and conduct a test run.</p> <p>Finalize survey Introduction letter.</p> <p>Finalize and compile business email list.</p>	Present findings and recommendations to Team at 11-03-16 meeting.	<p>User name and password: Sheila and Tammy</p> <p>Enter survey questions: Kevin Grover</p> <p>Review online survey: Kevin, Nancy & Todd</p> <p>Business email address: Sheila and Tammy</p>	Prepare to administer business survey.	<p>VF Coalition Member Mike Wellcome created username and password for Survey Monkey.</p> <p>Survey questions have been entered into Survey Monkey. The "test" survey was completed by Kevin and Todd. Edits made.</p> <p>Intro letter finalized.</p> <p>Over 250 businesses and organizations email addresses and point persons verified.</p>

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Determine workforce needs of businesses	<p>Prepare funding proposal to VF Coalition for \$300 to purchase Survey Monkey.</p> <p>Secure funding and purchase Survey Monkey Gold Plan.</p> <p>Continue to work on securing business contact lists. Enter survey questions on Survey Monkey and conduct test run.</p>	Present findings and recommendations to Team at 10-11-16 meeting.	Business List Subcommittee: Tammy Cook, Tammy Riley and Sheila Demenge.	Prepare to administer business survey.	<p>Coalition approved \$300 funding for purchase of Survey Monkey.</p> <p>Coalition Member Mike Wellcome purchased Survey Monkey Gold Plan.</p> <p>Business email addresses</p>
Determine workforce needs of businesses	<p>On Aug. 9, 2016 report to VF Coalition our intentions of moving forward with the survey process.</p> <p>Determine steps to confirm partnership with NHED/Advanced MN.</p> <p>Search for a fiscal agent.</p> <p>Complete business contacts by Sept. 1st.</p>	Present findings and recommendations to Team at 09-08-16 meeting.	<p>Co-Champions Sheila and Tammy will report to VF Coalition, confirm partnership and secure fiscal agent</p> <p>Business List Subcommittee: Jenny Herman, Tammy Riley and Sheila Demenge</p>	Prepare to administer business survey.	<p>Backus Community Center has offered to be the fiscal agent for VF Coalition.</p> <p>Advanced MN has confirmed the invoicing/billing process \$1000 donation to VF Coalition.</p> <p>Business Lists: Ongoing. More Time Needed. Team members will call businesses to confirm email address and web address.</p>
Determine workforce needs of businesses	<p>Funding proposal subcommittee will meet, prepare proposals and submit as needed.</p> <p>Business list will be divided and distributed to team members to contact businesses and update information lists.</p> <p>Create a business list with accurate, current email and web addresses.</p>	Present recommendations to Team at Aug 4, 2016	<p>Funding proposal subcommittee: Kris Foss, Jean Evens & Tammy Riley</p> <p>Business List Subcommittee: Todd Coulombe, Jenny Herman, Tammy Riley and Sheila Demenge</p>	Prepare to administer business survey.	<p>Submission of application to KEDA was put on hold at the request of Voyage Forward Coalition who asked each Destiny Driver Team to submit a budget to be used as a supporting document for requesting funds from Koochiching County Board.</p> <p>NHED/Advanced MN issued support in the amount of \$1000 toward VF goals.</p> <p>Business Lists: Ongoing. More Time Needed. Team members will call businesses to confirm email address and web address.</p>

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Determine workforce needs of businesses	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.	Present recommendations to Team at 06-23-2016 meeting.	Subcommittee: Jean Evens, Sheila Demenge & Tammy Riley	Determine how to administer the business survey.	Destiny Driver Team approved purchase of online survey tool Survey Monkey one year Gold Plan \$300. Funding proposals will include the costs of survey tool and marketing. Business Email lists-team members will call businesses to confirm email address and web address.
Determine workforce needs of businesses	Review various business survey questions.	Present recommendations to Team at 05-26-16 meeting.	Subcommittee: Kevin Grover, Jean Evens, Sheila Demenge & Tammy Riley	Determine business survey questions and finalize survey introduction letter.	Destiny Driver Team approved recommended business survey questions and intro letter on 05-26-2016

Updated 01-17-2017