



Meeting Minutes – Workforce Working Group

Date: April 24, 2018
 Time: 10:30 a.m. – 12:00 p.m.
 Location: Prior Lake City Hall

Work Group Members:

Kirt Briggs (E)		Mickey Choudek	X	Bob Crawford (T)	X
Bob Coughlen	X	James Eriksrud (H)	X	Josh Johnson (T)	
Darren Kermes	X	Patti Sotis		Jamie Thelen	
Kami Thompson (E)		Bethany Tjornhom		Jon Ulrich (T)	
Joe Vaughan		Jane Wiley (T)		Mike Waldo (H)	X
Eric Weiss					

Staff Members:

Tracy Cervenka	X	Brad Davis	X	Lisa Freese (T)	X
Jake Grussing	X	Brad Larson (T)		Barb Dahl	X

Agenda Item 1: Work Group Updates

Barb Dahl reported on the joint meeting of the Housing, Transportation, and Workforce Readiness Work Groups where Peter Letherman reported on the results and findings of the employer survey. The survey consisted of 400 randomly selected employers. These employers had an average employee base of 12. Barb noted that 85% of the businesses in Scott County have 20 employees or less. The overall results of the survey were positive, and employers seem to be happy. Of the respondents, 85% indicated they did not see housing as an issue. There was a discussion about the potential disconnect between employer and an employee's perspective on housing needs. Shakopee's employee survey indicates that employees see housing as well as transportation as an issue. Barb will provide a written report to the group.

James Eriksrud stated that the Employee Survey results are an important piece for the Housing Work Group. Mickey Choudek recommended sharing the data with the Economic Development Authorities or other groups within each city. Mike Waldo suggested sharing the report with the Tech Team and having the members distribute.

Mike Waldo reported that on May 9th the Housing Work Group will receive the report from the Housing IZI. Jake Grussing added that Marnita's Table will be attending the May 22 Steering Committee to present overall results. He noted the information from the IZIs affirmed that language and culture are both barriers. There are also specific items learned about those themes.

Scott County is a place where people are stable, connected, educated, and contributing

Barb Dahl noted that the Workforce Readiness Work Group and MNCAPS students are hosting a focus group tonight from 6-8pm at the Prior Lake City Hall to get feedback on the need for a website with local jobs in the community that includes housing and transportation information.

Bob Crawford informed that the Transportation Work Group is currently supporting other groups. He added that Elko New Market is discussing with the Minnesota Valley transit Authority (MVTA) the extension of service between Elko New Market and the MVTA location in Burnsville a few times per day.

Jake Grussing advised that the Educational Preparedness Work Group is hosting a meeting tonight with ALL of the school districts operating in Scott County to talk about early childhood screening – successes, challenges, and referrals. The meeting is being held from 4:30-6:30 at the Shakopee City Hall.

Agenda Item 2: Letter of Support – Develop Community Living Infrastructure Grant

Bob Coughlen reported that due to time sensitivity, he signed a letter of support requested by the Housing Work Group for a community living grant through the Department of Human Services. If funding is received through this Grant, Scott County would use the funds to add a staff person to work with housing; to help expand the network and provide support to the community. There was discussion about the process. It was agreed that letters that are time sensitive can be signed based on the Chair's comfort level. If there are any concerns, an e-mail could be sent to the Committee members asking for feedback. Bob Crawford inquired if the additional signature of the Chair of SCALE would be beneficial to our efforts. Darren Kermes also suggested updating the letterhead to make it more clear that it comes from the Live Learn Earn initiative and not specifically from SCALE.

Agenda Items 3 and 4: Discussion – Affirming LLE's Direction and Project Coordinator Role

Jake Grussing asked for input from the group about the direction of Live Learn Earn and the role of the Project Coordinator. He distributed the current job description for the Project Coordinator. Jake added that overall, the continued involvement of the members as well as the new faces are a good sign people feel this is a valuable use of their time. Mike Waldo agreed, stating that there needs to be a decision on this position being a leadership or coordinator role. He sees the value in a leadership role. Bob Coughlen stated that he feels the Steering Committee should take on more of a leadership role by providing more guidance and coordination.

Mike Waldo also commented that the Executive Committee representation on this Committee is helpful; adding that while the cost of the IZI process was a shock to many he feels it will be a good decision in the long-run. Mickey Choudek urged everyone to continue to look at the Mission Statement and ask if actions being taken are supporting that Mission.

There was discussion surrounding:

- Leadership vs. coordinator role and the value of each of those roles;
- Continued guidance via the Mission Statement;
- Reporting relationship of this role;
- The appropriate number of hours for this role;
- Review of the position requirements and duties;
- Input of the Project Team into this position/role;

Scott County is a place where people are stable, connected, educated, and contributing

Agenda Item 5 – Planning 2018 Project Retreat

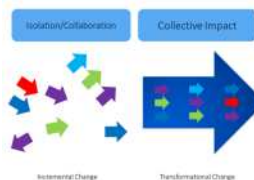
This item will be a discussion at the next meeting. Please start thinking about themes, topics, and speakers. There were some suggestions to think about feedback from the IZI's, action items, where we are with a Coordinator, how can every pillar support action you are doing, mixing up work groups, and representing your work group at other meetings. The SCALE Executive Committee should be invited to Retreats.

Other Items:

There was discussion about educating and engaging the SCALE Executive Committee and an inquiry if the Executive Committee is able to articulate what they want from the initiative. The Work Group Chairs should be a part of the discussion in order to understand the concerns. Bob Coughlen asked everyone to utilize the Action Agenda Worksheets, which are a helpful tool for educating about items the Work Groups Are working on.

Bob Coughlen requested e-mailing links to documents on the website instead of attachments when possible.

The next meeting will be held on Tuesday, May 22, 2018 at 10:30 a.m.



Scott County is a place where people are stable, connected, educated, and contributing