



Meeting Minutes – Steering Committee

Date: June 14, 2016

Time: Noon-1:30 p.m.

Location: Prior Lake Library

Work Group Members:

Josh Berg		Tim Dittberner	X	Dave Frazier	
Rick Keeney		Judy Mack	X	Mike McGee	X
Sakinah Mujahid		Kathy Nielsen	X	Jamie Thelen	X
Jon Ulrich	X	Jane Victoryey		Jane Wiley	X

Staff Members:

Tracy Cervenka	X	Renee Christianson	X	Brad Davis	X
Lisa Freese	X	Jake Grussing			

Agenda Item 1: Updates from Working Groups

Kathy Nielsen reviewed the notes submitted by the four Working Groups. She noted that the Chair and/or co-chair from each Working Group will be attending future Steering Committee meetings. There was also discussion about having a lead staff person from each Working Group attend to coach the chair and be a liaison for communication.

There was discussion about consistency in agendas and minutes across the groups. The notes from the Housing Group were suggested as the model.

Agenda Item 2: Stakeholder Wheel Exercise

The group discussed the makeup of the Working Groups in relation to the Stakeholder Wheel. The group decided that the Working Groups should be having a discussion about their own membership filling the needs on the Stakeholder Wheel.

Agenda Item 3: Continued Discussion on Steering Committee/Working Group Communication

As mentioned earlier, there will be representation from each Working Group at future Steering Committee meetings, who will report on their previous meeting. They will also bring information back to their Group from the reports at the Steering Committee.

Agenda Item 4: Review/Approve Letter of Support of Pike Lake Marsh and Sarazin Street Flats Workforce Housing Projects

The group reviewed the two letters submitted requesting support for Workforce Housing Projects. After discussion about the projects and confirming that the cities are supportive of the projects, the members supported having the Chair sign the letters of support on behalf of the 50 by 30 Steering Committee. Staff was asked to develop a process for future requests for support including the criteria, conflict of interest, and consistency of the letters.

Other Items:

- Request to have all documents that list the Working Groups put them in a consistent order: Housing, Workforce, Educational Preparedness, and Transportation
- Vision statement should be on the bottom of documents related to the initiative
- Each Working Groups should have a vision statement
- There was discussion about Steering Committee representatives attending Working Group meetings.
- The group discussed the age of the people of focus for the Workforce Readiness and Educational Preparedness Working Groups. These Working Groups are discussing that also.
- Mike McGee volunteered to be the Co-Chair of the Steering Committee.
- Future recurring meetings were scheduled for the 4th Tuesday of each month from 10:30am–Noon. Moving the meeting to the end of the month will provide the Steering Committee the opportunity to review action items and provide direction for future Working Group agendas.
- Future Steering Committee Agendas should focus on the mission statement and charter document, as well as more discussion on the origins of the 50 by 30 goal.

The next meeting is scheduled for Tuesday, June 28th from 10:30am–Noon; location to be determined.