



Meeting Minutes – Steering Committee

Date: December 27, 2016

Time: 10:30 a.m. - Noon

Location: Prior Lake City Hall

Steering Committee Members:

Josh Berg	X	Kirt Briggs	X	Tim Dittberner	
Mike McGee		Kathy Nielsen	X	Jamie Thelen	X
Jon Ulrich	X	Jane Victorey	X	Jane Wiley	X

Working Group Chairs:

Mike Waldo (H)		Bob Coughlen (H)	X	Darren Kermes (W)	
Michelle Choudek (W)	X	Kami Thompson (E)	X	Bob Crawford (T)	X
Josh Johnson (T)					

Staff Members:

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

Agenda Item 1: Introductions

The attendees introduced themselves.

Agenda Item 2: Updates From Working Groups

Barb Dahl provided an update on behalf of the Workforce Readiness Work Group. At their last meeting, Tim O’Neill (DEED) reported on what he learned from the school districts about their programs and courses in place to promote career exploration and pathways. Kathy Nielsen noted that she attended this meeting and heard some common themes among the school districts such as a desire to have more labor force data, transportation issues, and a need to education parents about career paths other than four-year college.

The Committee reviewed and discussed their vision, and agreed upon this language:

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

Elevate each person's contribution to the workforce/community to sustain the economic vitality of Scott County through employment opportunities and career pathways.

Jane Victorey provided the Transportation Working Group update. She stated that the group reviewed the data points presented at the November 30th Steering Committee meeting, as well as what data points were missing related to transportation. They reviewed demographic maps including the number of renters and the number of vehicles by renter households. They discussed other data needs. The group sees a mismatch of jobs and skills, and would like to have information on the types of jobs residents are leaving the County for. Barb Dahl will look for this information to provide to the Transportation Work Group.

Kami Thompson provided the update for the Educational Preparedness Work Group. The group completed a survey of barriers the group should focus on. The results of the survey were:

1. Lack of parenting education (not valuing education, too busy, don't understand the importance of reading, etc.)
2. Lack of awareness about services available (don't know what to ask for)
3. Language/cultural/immigration status barriers
4. Health and/or mental health issues (child or family/caregivers)
5. (5 way tie) Impact of too much screen time, lack of access to quality childcare, lack of early ID/preschool screening, lack of healthcare/inadequate prenatal care, poverty

Kami noted that Merita provided her with some information after the November 30th meeting from a similar project that will be very helpful to her. Barb Dahl noted that Scott County has data sharing agreements with schools that could be broadened to help with data gathering.

Agenda Item 3/4: Completeness Checks Worksheet & Decision Rules

Bob Coughlen presented an outline prepared as a potential tool for the Work Groups to use to track items and help focus on where each group is going. The outline follows the Take Shape, Take Aim, Take Stock, Target Action, Track Progress process discussed at previous meetings. He has asked members of the Housing Work Group to bring their suggestions of items to add to this Outline as it relates to the Housing Work Group. Bob also presented an Action Agenda Worksheet and an Action Agenda Decision Rules as a proposed way to bring proposed action item requests to the Steering Committee.

Feedback from the attendees was very positive. People feel it would be a very useful tool and would provide consistency among the work groups. It was suggested that the Work Groups could provide the most recent version of their Completeness Checks Worksheet/Outline to Tracy prior to Steering Committee meetings –with the most recent information highlighted. This could then be included in the packet and would be a basis for the Work Group updates. Bob suggested that each Work Group have the members participate in completing the Outline. Jon Ulrich suggested adding the question to the Decision Rules – “Is this a time limited opportunity?”

Agenda Item 5: ID Timelines and Targets to be Included in Roadmap

Kathy Nielsen asked the group for suggestions for milestones to add to the Roadmap in addition to dates for completion. She suggested items related to the Comprehensive Planning process.

The next meeting will be held on Tuesday, January 24 from 10:30-Noon.