

**Workforce Development  
Committee meeting  
Jan. 18th 2012**

PRESENT: Jane Bymark, Lisa Randall, Bobbie Kleffman, Paula Frings, Jim Smokrovich, Mary Kosak, Kirsten Siegle, Michelle Ufford

STAFF: Kerry Larsen & Bud Stone

Bud Stone called the meeting to order at 12:07 p.m.

ADDITIONAL AGENDA ITEMS:

Bud Stone wanted to add a few more things to the agenda. These consisted of The Science & Engineering Festival, Straight Talk, CEO's/Nashwauk, Sign On letter – MN Chamber Federation Education Forum, Wellness in the Workplace, ICC Career/ Job Fair and Workforce Investment Board Strategic Planning update.

ACTION: Mark Kosak made a motion to accept the additions to the agenda; Jim Smorkovich seconded; Motion carried.

APPROVAL OF NOVEMBER 2011 MINUTES:

Lisa Randall made a motion to accept the November 2011 minutes; Jane Bymark seconded; Motion carried.

ACTION: No further action is needed

INTRODUCTIONS:

The committee members introduced themselves to other committee members.

ACTION: No further action needed.

GOALS AND MISSION STATEMENT FOR 2012:

Bud Stone read through the Mission Statement and Goals for 2012. Bud asked if any committee members had any questions.

ACTION: No further action is needed.

CHAIR FOR 2012:

Bud asked if anyone on the committee would like to volunteer for the 2012 Chair or Co-Chair of the committee. Jane Bymark volunteered for the Chair position. Kyle Erickson will be the co-chair. Kerry or Bud will contact Kyle and make sure he still would like to be co-chair for the committee. Bud asked to close the nominations for chair and co-chair of 2012; Michelle Ufford made the motion to close nominations; Lisa Randall seconded; Motion carried.

ACTION: Mary Kosak made a motion to accept Jane Bymark as Chair of the Committee and Kyle Erickson as Co-chair; Bobbie Kleffman seconded; Motion carried.

WORKPLACE WELLNESS:

Bud informed the committee members that the Grand Rapids Area Chamber of Commerce has adopted a resolution supporting "Wellness in the Workplace" as a tool to reduce the cost of doing business. Bud had the resolution to show the committee members. The committee members decided to have Meghan Bown – Get Fit Itasca to come to the Feb. 2012 meeting. Bud will contact Meghan and make sure she can present at the Feb. meeting. Bud asked if the Workforce Investment Board – Michelle Ufford could present at the March meeting. Michelle Ufford will prepare a presentation for the March meeting.

ACTION: No further action is needed.

IRON RANGE SCIENCE & ENGINEERING FESTIVAL:

Bud talked to the committee about the Iron Range Science & Engineering Festival at the Minnesota Discovery Center April 24<sup>th</sup> – 25<sup>th</sup> 2012. The goal of the event is to provide an educational and engaging experience that will increase student's interests and excitement in Science and Engineering. Bud informed the committee we are a partner in this project. Bud had a hand out for the committee members to read. This has all the information about the festival.

ACTION: No further action is needed.

OTHER UP-DATES:

- Career Fair – Bobbie Kleffman – Bobbie informed the committee they are in the planning stages and the first meeting is March 5<sup>th</sup> 2012.
- Project Read – Kirstin Siegle – Kirstin gave an update on Project Read.
- Straight Talk – Paula Frings – Paula gave an update on Straight Talk.
- CEO's Nashwauk – Paula Frings – Paula gave an update on CEO's in the Schools.
- Sign on Letter – Education Forum – Bud Stone – Bud shared the contents of the MN Chamber Federation letter being sent to the Governor and other Legislators. We are a MN Chamber Federation Partner for 2012 and support this letter.
- Workforce Investment Board Update – Bud Stone – Bud spoke briefly about the upcoming Strategic Planning Session for the NE WIB. Michelle Ufford volunteered to put together a presentation on the WIB for the next WFD Meeting.

ACTION: No further action is needed.

NEXT MEETING: The next meeting will be Feb.15th 2012 at 12:00 p.m. in the Chamber Conference Room.

MEETING ADJOURNED

Submitted by Kerry Larsen, Membership & Tourism Coordinator