Workforce Development
April 20th 2011

PRESENT: Bobbie Kleffman, Mary Witte, Kyle Erickson, Jessica Knutson, Paula Frings, Jaci David

STAFF: Kerry Larsen & Bud Stone

Kyle Erickson called the meeting to order at 12:00 p.m.

APPROVAL OF MARCH 2011 MINUTES:
Mary Witte made a motion to accept the March 2011 minutes; Kyle Erickson seconded; Motion carried.

ACTION: No further action needed.

CEO'S IN THE CLASSROOM/LOCAL & REGIONAL:
Paula Frings gave the committee members a handout. This handout was an "Annual Report" for Ceo's in the Schools. This report consisted of who is taking part in the Ceo's in the classroom, program schedule, student comments and the teacher/principal/CEO comments. Recommendations for Program Improvements were also included in this report.

ACTION: No further action is needed.

WFD GRANT:
The committee was informed that the grant was awarded for another two years. Paula informed them that the programming piece and what the community wants will be the focus for this next year. Paula asked the members to please think of these two elements and be ready for discussion in the future.

ACTION: No further action is needed.

FUTURE WORKERS:
The committee was updated on Future Workers. Two dates are scheduled April 13th & May 5th 2011 is scheduled. Committee members briefly talked about April 13th and how they feel the day went. More volunteers are needed for May 5th 2011. Paula is asking if anyone can volunteer to please let Jessica and Paula know. Paula handed out feedback forms from the students and escorts that had their opinion on the Future Workers program. Paula will take these comments and suggestions and use this to improve next year's program if needed.

ACTION: No further action is needed.

CUSTOMER SERVICE AWARDS:
Kerry is still looking for committee members to present the customer service awards. Months that are needed for volunteers are September – December. Kerry will continue to ask for volunteers by sending an email out or calling members and asking them to volunteer. The committee members thought maybe a phone call would be more personal and may help in getting people to participate.

ACTION: Kerry will send an email out and make phone calls if needed.

OTHER UPDATES:
The committee was briefly updated on
**Teen works – Another session will be starting the first week in August
**Customer Service Training – Paula announced that Maven Perspectives is working on Customer Service training. More details will be given as this project continues to be put together.
**Career Exploration – Small group of people went to Brainerd and spent some time at the Career Exploration day to get ideas and see how they put their project together.

NEXT MEETING: The next meeting will be May 18th 2011 at 12:00 p.m. in the Chamber Conference Room.

MEETING ADJOURNED

Submitted by Kerry Larsen, Membership & Tourism Coordinator