

## **Workforce Development - Feb. 20th 2008**

**PRESENT:** Bobbie Kleffman, Paula Frings, John Peterson, Mary Kosak, Megan Christiansen, Jason Merritt, Lisa Randall, Marla Beaty, Chris Chandler, Jill Carlson, Jody Hane, Jan Larson, Cindy Feyder, Connie Swanson, Doug Learmont

**STAFF:** Kerry Larsen & Bud Stone

**GUEST:** Judy Lundquist – NEMOJT 12<sup>th</sup> grade career counseling

Megan Christiansen called the meeting to order at 12:00 p.m.

### **FEB. 2008 MINUTES:**

Megan Christiansen asked for a motion to approve the Jan. 2008 minutes; Bobbie Kleffman made the motion; Jody Hane seconded; motion carried.

Action: No further action is needed at this time

### **ODC – JASON MERRITT:**

Jason updated the committee on ODC (Occupational Development Center). Jason went over the mission statement and some of the procedures that takes place at ODC. ODC has many services and benefits that are offered such as job training, placement services, supported employment, work services, rehabilitation & training center, employee benefits, work service jobs, community jobs and transportation. Jason talked about the vision ODC as well.

ACTION: Jason encouraged the members to visit, to take a tour of the facility, and to call with any questions.

### **NEMOJT - JUDY LUNQUIST:**

Judy Lunquist visited the committee to update what the Northeast Minnesota Office of Job Training is and what services and benefits they have to offer at the schools. Judy talked about helping with resume building, career decision making, college applications, career assessments, volunteer opportunities, scholarship searching, orientations to MN Works, and FAFSA resources to name a few. Judy discussed what the goals are at their offices. They are to help people find and prepare for a career that's right for them and offer several services designed to assist businesses of all sizes to hire and retain employees.

ACTION: No further action needed at this time.

### **CUSTOMER SERVICE AWARDS:**

The committee members decided upon two gold star winners for the months of April and May 2008. A brief discussion on who can be nominated for these awards was discussed. Jody Hane made a motion to accept the May and April 2008 nominations for gold star winners; Mary Kosak seconded; motion carried.

ACTION: No further action is needed at this time.

### **UPDATES ON WORKFORCE DEVELOPMENT:**

- CEO'S in the schools
- ICC Career Fair
- WELD Project
- Grand Works
- Advertising suggestions for committee projects

**NEXT MEETING:** The next meeting will be March 19th 2008@ 12:00 noon, Chamber Conference Room

MEETING ADJOURNED

Submitted by Kerry Larsen, Membership & Tourism Coordinator