

Workforce Panel Planning Meeting - Minutes
July 6

Present: Bonnie, Brandon, Dennis, Marilyn	
ITEM	RESULT /NEXT STEPS
Date of event	November 3, Virtual, morning max 90 minutes, 830 to 10
Platform	ZOOM- Maximum numbers of participants Bonnie's version supports 100 participants. Dennis will find out about ACCES-VR's version
Panelists	Suggestions Confer Plastcs-Confirmed Casino- Confirmed NFMMC- Confirmed Home Depot- Confirmed CAT-Kim Naus Accommodations-Confirmed
Others	Schools were suggested by Kim Naus including NW, LP, and Niagara University. We ruled out NU but thought that the others might be considered. We also stressed that any presentation about adaptive equipment should focus on basic and cost effective items that are readily available to business
Format	Panelists will be given ten minutes each to describe their experience with hiring/ retention of PWD. We will then open it up to Q&A with some prepared questions to get things rolling. Questions will be shared with panelists ahead of time The panel will have a moderator... we will ask Jane or Mike. We will post our contact info and offer to act as go between for additional questions to panelists. We will follow up with all attendees.
Canned Questions	Examples may include: What questions or concerns did you have before hiring? What were your misconceptions about the process and what really happened? What are the benefits to your business? What have been the speed bumps along the way?
Invitations	Marilyn's survey respondents plus the general employer database at the career center
Next meeting	Tuesday, August 17 at 2 via WEBEX