

Workforce Panel Planning Meeting - Minutes
 August 17, via WebEx

<p>Present: Bonnie, Brandon, Dennis, Marilyn, Jane</p>	
ITEM	RESULT /NEXT STEPS
Name of Event	D.E.I. In Business : What, How and Why
Date of event	November 3, Virtual, morning max 90 minutes, 830 to 10
Platform	<p>ZOOM- Maximum numbers of participants Bonnie's version supports 100 participants. Dennis found that ACCES-VR's version is also 100 participants. We will use Bonnie's Version?</p>
Panelists	<p>Confer Plastics-Confirmed: Bob Confer Casino- Confirmed: Danielle and one other NFMCC- Confirmed: Judy Vallani Home Depot- Confirmed: Joel Feuerman CAT- Accommodations-Confirmed: Kim Naus</p> <p>Send a "save the date" message to the panelists with request for short bio to use as intro. Invite Kim to attend our next meeting and discuss our focus on basic and cost-effective items that are readily available to business. Aging workforce/valuable employee issues, costs compared to recruiting/hiring new staff.</p>
Other stuff	<p>Bonnie will do a PowerPoint slide with our contact information that we can display during the event at the Alpha (with comment from moderator) and Omega (when saying goodbye) and also follow up email to the attendees with our contact information.</p>
Format	<p>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.</p>
Canned Questions	<p>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?</p>
Invitations	<p>Marilyn's survey has reached out to 400 business with 9 interest responses, so far .</p>

	Marilyn will announce event in WorkSourceONE Business Newsletter going out soon to 500 employers
Next meeting	Tuesday, September 21, at 2 via WEBEX