

Workforce Recruitment Task Force
FUSE – Fully Utilizing Sheridan’s Experience
PROJECT ACTION LOG

Subcommittee Meeting
Meeting Date: April 23, 2008
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GENERAL NOTES

FUTURE MEETINGS: **May 21, 2008**
 June 25, 2008
 July 23, 2008
 August 27, 2008

Mark your calendar: Tuesday, May 6, 2008 – 11:30AM – 1:30PM
 Sheridan College Downtown Campus – Training Room
 FUSE Forum – “*Utilizing Retired and Soon-to-be-Retired Workers in our Workforce*”

Meeting of Workforce Recruitment Task Force (oversight task force)
Thursday, April 24, 2008 (12:00 Noon)

MEETING NOTES

FUSE (Fully Utilizing Sheridan’s Experience Subcommittee Updates:

Forum Arrangements:

- Everyone arrive around 10:00 or 10:30 AM on May 6th and plan to stay until it is cleaned up (about 2:00)
- Rather than packets, we will have a “Welcome Table” where people can sign in and select materials of interest to them (various materials from AARP, Experience Works, Forward Sheridan, etc. -- 50 copies of each)
 - Training room door -- table with name tags
 - Rest room signs for directions will be made by Deb Pruss
 - Greeters: Deb Pruss, Barb Daugherty, Nancy Etchingham
- Divide lists of invitees and make follow-up calls – get list of attendees to Shari by Monday, 4/28/08
 - Older Workers group
 - Matt Jones – Graskey – Shafer
 - Jim Craig – Bailey – Dixon (except Hett and Chantrill)
 - Kate Taylor – Coombs – end (except Leslie)
 - Employers group
 - Linda Gostas – SHRM Members
 - Shari Peddicord – Forward Sheridan Investors
 - Jim Craig – Other employers not on these two lists
- Final report – The facilitators, flip chart note takers and computer note takers will meet and put together all the notes into a summary which will be ready by the May 21 meeting.
- Carmen Rideout and Shari Peddicord will participate in a conference call with the Northeast Wyoming Workforce Partnership on Friday, May 2, 2008 (8:00-9:30 AM) and share what we are doing with Older Worker issues in Sheridan County.

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PROJECT ASSIGNMENTS:

Please review for your responsibilities and address them for the next meeting.

Item	Issue	Action By	\$\$\$ / source	Due Date	Status
1.000	Workforce Shortage Initiative #1: - Utilize Sheridan County’s mature workers. - Encourage retired workers who want to return to work either full or part-time. - Encourage companies to hire mature workers.	FUSE – Fully Utilizing Sheridan’s Experience -- Subcommittee			
1.001	Forum of Employers & Older Workers to establish needs of both groups				
1.001-1	Logistics	Matt Jones, Philippe Chino, Shari Peddicord			
1.001-1a	Schedule Time/Date/Location (Tuesday, May 6—Sheridan College Downtown Campus—Training Room/Conf Rm)	Shari Peddicord		April 9	Done
1.001-1b	Invitation	Shari Peddicord		April 9	Done
1.001-1b.1	Receive lists from business group and older workers group	Shari Peddicord		April 14	Done
1.001-1b.2	Email and mail invitations	Shari Peddicord		April 18	Done
1.001-1b.3	RSVP’s to be received			April 25	
1.001-1b.4	Follow-up Phone Calls (divide lists among all committee members) – Get final lists to Shari by 4/28/08	Matt Jones Jim Craig Shari Peddicord Linda Gostas Kate Taylor		April 23 - April 28	
1.001-1c	Contract Caterer	Shari Peddicord		April 28	
1.001-1c.1	Bids sent to: Tumbleweed, Java Moon, and Brekinridge	Shari Peddicord	\$7.75-\$8.00 per lunch / Forward Sheridan	April 17	Done
1.001-1c.2	Contact Caterer with Final Head Count for Lunches	Shari Peddicord		April 29	

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1.001-1d	Media Invitations	Matt Jones (with help of Carmen Rideout)		April 28	
1.001-1d.1	Draft press release for media that did not attend and write a story on the forum	Matt & Carmen		May 7	
1.001-1d.2	Press release sent to local and regional media after the event: Billings Gazette, Casper Star-Tribune, The Sheridan Press, Big Horn Mtn Radio Network, Buffalo Bulletin, Sheridan Media	Matt Jones		May 7	
1.001-2	Forum Format	Carmen Rideout			
1.001-2a	Agenda	Carmen Rideout		April 9	Done
1.001-2b	Welcome Table (AARP, Experience Works, Forward Sheridan)			May 6	
1.001-2c	Greeters:	Deb Pruss, Barb Daugherty, Nancy Etchingham		May 6	
1.001-2c.1	Front doors -- Sign-in location with Welcome Table (materials for attendees)	Deb Pruss, Barb Daugherty, Nancy Etchingham		May 6	
1.001-2c.2	Training Room – Name Tag location. (also help direct to conf room & rest room)	Deb Pruss, Barb Daugherty, Nancy Etchingham		May 6	
1.001-2c.3	Create sign-in-sheet	Shari Peddicord		May 6	
1.001-2c.4	Bring blank name tags and markers – beverages (Lemonade, tea, water, coffee) – coffee pots, creamer, sugar, spoons, etc.	Shari Peddicord		May 6	
1.001-2d	Small Groups Facilitation			May 6	
1.001-2d.1	Create PowerPoint presentations of questions for each group	Shari Peddicord		May 2	
1.001-2d.2	Employers Small Group Facilitators	Matt Jones & Janelle Martinsen		May 6	
1.001-2d.3	Employers Small Group Computer Notes	Shari Peddicord		May 6	
1.001-2d.4	Employers Small Group: Flip Charts	Les Engelter		May 6	
1.001-2d.5	Older Workers Facilitation			May 6	
1.001-2d.6	Older Workers Group Facilitators	Jim Craig		May 6	

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1.001-2d.7	Older Workers Group Computer Notes	Linda Gostas		May 6	
1.001-2d.8	Older Workers Group Flip Charts	Kate Taylor		May 6	
1.001-2d.9	Supplies for Breakout Sessions			May 6	
1.001-2d.10	Easels (2)	Matt Jones		May 6	
1.001-2d.11	Flip Charts (post-it)	Shari Peddicord		May 6	
1.001-2d.12	Markers	Shari Peddicord		May 6	
1.001-3	Employers Group	Linda Gostas Deb Prus		May 6	
1.001-3a.1	Develop list of businesses to invite			April 9	Done
1.001-3a.2	Send list of businesses to Shari			April 14	Done
1.001-3a.3	Develop specific wording for invitation to businesses			April 14	Done
1.001-4	Older Workers Group	Jim Craig, Kate Taylor, Pete Jones, Cissy Dillon, Les Engelter		May 6	
1.001-4a.1	Develop list of older workers to invite			April 9	Done
1.001-4a.2	Send list of older workers to Shari			April 14	Done
1.001-4a.3	Develop specific wording for invitation to older workers			April 14	Done
1.001-5	Develop Final Report of Forum	Carmen Rideout, Shari Peddicord, Jim Craig, Janelle Martinsen, Matt Jones, Kate Taylor, Les Engelter, Linda Gostas		May 7-20	
1.001-5a.1	Compile information for report	Carmen Rideout, Shari Peddicord, Jim Craig, Janelle Martinsen, Matt Jones, Kate Taylor, Les Engelter, Linda Gostas		My 7-14	

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1.001-5a.2	Rough Draft – Group review – Final Draft	Shari Peddicord		May 14-20	
1.001-5a.3	Final Draft – After group review	Shari Peddicord		May 21	
1.001-5a.4	Send Final to attendees and other interested parties (include Jeremiah Reiman with WY Workforce Svcs)	Shari Peddicord		May 21-31	
1.002	Determine next steps				
1.003	Job Fairs				
1.004	Database				
1.005	Research grants for training funds for transitioning older workers	Forward Sheridan	Grants		
1.006	Methods to help employers				
1.007	Methods to help older workers				