



# Workforce Recruitment Task Force

## PROJECT ACTION LOG

Meeting Date: April 24, 2008

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### GENERAL NOTES

**FUTURE MEETINGS:** Discuss Quarterly Meetings of Oversight Task Force – Monthly Meetings Until subcommittees are moving along independently

Next Meeting: May 22, 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”*

Janelle, Melana, Philippe, Kevin, Cody, Jaime, Shari  
Bonnielee Yalowizer will be representing the VA (in the future).

### MEETING NOTES

Kevin will agree to be the chairman or to choose another co-chair  
Patrick will be asked if he wants to continue to be on the task force or will be deleted from the list

Subcommittee Updates:

- FUSE (Fully Utilizing Sheridan’s Experience) – Carmen Rideout (chair)
  - Forum May 6<sup>th</sup> – Assess needs of older workers & employers.
  - Teachers eligible for retirement
    - District #2 – 65% eligible in the next 10 years.
    - District #1 -- 45% in the next five years.
  - Kevin will talk to Dana Hildebrand about attending the forum
- Transitioning Military – Cody Sinclair (chair)
  - Cody Sinclair will chair this subcommittee
  - Shari will get Cody the information we have to date
- Database – Janelle Martinsen (chair)
  - Chamber website (will discuss with Chamber exec committee May 21)
  - Hope to be able to spider to workforce services
  - Tyler at Sheridan Computer is looking to provide a small business exchange server
  - Hardware and software information – looking at \$5,000 additional hardware
  - Web Ring availability to jump from one site to another for information once in one of the websites within the Web Ring
  - Need to have process to get nonmember in to post their job

Other Updates:

- hYPe (helping Young Professionals engage)
  - My Space and Linkd In Pages are working but are not public knowledge yet
  - Awaiting Press Release
  - Hype Email address not yet unveiled

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- Had rock wall climb the end of March
- Movie at the college – tax relief party – “Office Space”
- Disc Golf kickoff this weekend to celebrate opening of the disc golf course
- Steering committee meeting tonight
- Helped with Wyoming Wilderness Concert on the 19<sup>th</sup> – hYPe logo was on the advertising
- Helping with Farmer’s Market as well
- Word is getting out about hYPe on bulletin boards, in break rooms, etc.
- School District will take hYPe information to teacher orientation
- Open meeting 1<sup>st</sup> Thursday, steering committee end of month, will have monthly events and seasonal events
- Applied for funding from Rio Tinto
- Premier Sponsors = advertising on each event for the month
  
- North Central Wyoming Workforce Partnership
  - Looking at supporting WorkKeys efforts by Wyoming Workforce Services
  - Shari is on the state advisory committee for WorkKeys
  - Melana will take WorkKeys test to get an idea of what they are about
  - Community colleges – looking at being testing sites
  - Looking to dispel that they can take only one or the other (WorkKeys or ACT)
  
- Career/Technical Education Task Force
  - Karen Swindells came to explain apprenticeships
  - More apprenticeships and internships are being instituted
  - Freshman Academy to be instituted Fall 2009
  - Parental support being recruited
  - Business support being recruited

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**PROJECT ACTION LOG**

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**PROJECT ASSIGNMENTS:**

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

<b>Item</b>	<b>Issue</b>	<b>Action By</b>	<b>\$\$\$ / source</b>	<b>Due Date</b>	<b>Status</b>
<b>1.000</b>	<b><i>Workforce Shortage Initiative #1:</i></b> <ul style="list-style-type: none"> <li>- <i>Utilize Sheridan County's mature workers.</i></li> <li>- <i>Encourage retired workers who want to return to work either full or part-time.</i></li> <li>- <i>-Encourage companies to hire mature workers.</i></li> </ul>	<b><i>FUSE – Fully Utilizing Sheridan's Experience -- Subcommittee</i></b>			
1.001	Forum of Employers & Older Workers to establish needs of both groups				
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				
<b>2.000</b>	<b><i>Workforce Shortage Initiative #2:</i></b> <ul style="list-style-type: none"> <li>- <i>Transition military service people into the civilian workforce.</i></li> <li>- <i>Visit targeted military bases to recruit military personnel and their spouses who grew up or have lived in WY, MT, ID, UT, ND, SD, CO, or NE.</i></li> </ul>	<b><i>Transitioning Military Subcommittee</i></b>			

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3.000	<p><b><i>Workforce Shortage Initiative #4:</i></b></p> <ul style="list-style-type: none"> <li>- <i>Ensure that the central repository for employment opportunities and available candidates is used to its best advantage for the business community by working to establish a single database or to connect existing databases.</i></li> <li>- <i>Measure and monitor successful placements to maximize effectiveness of database.</i></li> </ul>	<p><b><i>Database Subcommittee</i></b></p>			