

January 6, 2010 Steering Committee Meeting

11:30 am to 1:30pm

Portland State Business Accelerator, Mt. Hood Conference Room

In attendance: Doris Meade – Nutrition Now, Jack McCutcheon – SAM Medical, Lori Payne – Bioanalytical Systems, Inc., Jeff Skinner – ControlTek, Sara Runnels – Acumed, Anshu Kane – HemCon Medical Technologies, Robin Klein – Q&D Manufacturing, Shan Weggeland – Portland Community College/Worksource Oregon, Cary Harkaway – Work Systems, Inc., John Tortorici – OBA, Dan Hill – OBA, Donna Chambers – OBA (taking minutes)

Slide Presentation and Matrix spreadsheet attached for reference.

John Tortorici: Welcome and thanks for continuing participation. Grant has been reduced substantially from 2009 amount and our goal is to restructure the program with committee input.

Donna Chambers: Steering Committee webpage access review. Unfortunately the internet connection was not working. Donna gave a quick overview verbally of the website which has some new features and pages.

Dan Hill: BioPro Program Overview

- Past business
 - 2009 recap final – see slide show for data
 - Sarah Runnels from Acumed gave a positive review on the VSM 3 day class
 - Project Management class success – sold out!
 - Daryl Dixon returned to teach Planning and Time Management for Supervisors on Dec. 17.
 - Doris Meade sent an employee who reported class success for goal setting and other time management. Anshu Kane would like to have training again at HemCon for Daryl's Diversity and Teamwork class.
 - Dan reports that fewer classes ran with a larger attendance. In 2009 classes ran were 43 with a total of 471 attending, compared to 51 classes and 424 attending in 2008.
 - Cary Harkaway with WSI reported on state allocation incumbent worker training program progress. Incumbent work training has grown with OBA's program, previously WSI only worked with single companies. When the connection was made with OBA, the model was made for working with other industries/associations throughout the region. Cary says "OBA's program is unique!" Unfortunately funding has been drastically reduced this year by 60% for WSI and so tough decisions were made in budgeting.

- Current business

Linda Bovard approved as FDA expert instructor. We are excited to get her scheduled to teach, she has a very good reputation in Oregon and Washington.

Dan presented the current class schedule for January & February. The will start the last week of January with FDA Overview (1/26/10) and Measurement Systems Analysis (1/27/10)

2010 Strategies:

- Run the program both inside and outside the grant. Need to determine how that will work.
- Anchor classes at “Big Box” companies. They host the class and bear the majority of financial burden.
- Incorporate dislocated workers program

Bio Pro was determined to be the second most important task for OBA at the Board of Director retreat in November.

John – from retreat, larger companies willing to host at their facilities, which guarantees a certain number of classes in order to let smaller companies benefit.

Steering Committee: BioPro 2010 Program Outline

2010 Budget

For program to succeed using all variables determined how Dan came up with these numbers, see attached spreadsheet.

John- Goal is to keep attendance up by not raising tuition to market rate. He invites committee to give us feedback on the plan.

2010 Opportunities

Robin Klein- Which classes will be inside vs. outside the grant? Big box hosting is a great idea for many reasons. Some mentioned are taking the brunt of the cost, inter member networking opportunities. Question: what will the market bear? This needs to be determined going forward. Fundamental classes stay inside the grant at the same price. Service providers will sponsor classes outside the grant too. Dan & John plan: Relationship with BIO –approaching benefit suppliers with a package. Main goal is to make the program self sustaining without grant backup.

Lori – why are 2 day classes mostly in the non grant matrix? Canceled the Project Risk Management class has been canceled twice, this is a good class, she suggests certificates with credit attached.

Dan- the plan provided is a roadmap at this point and not cast in stone.

John- we hope to lay out an annual schedule.

Dan – can make a quarterly schedule at this time.

Certifications: John – certificates mean anything to committee? Per Lori- Project management certificate already exists, perhaps the FDA series certification?

One proposal is to make less popular classes part of a series to increase attendance.

Dan- would like to know if there are any objections to the plan we have laid out?

Robin – promotional basis, advanced series vs. introduction class may give reason to pay a higher price.

Acumed – FDA overview for Managers, Sara is very excited to get this class hosted at Acumed facility.

Jeff Skinner –suggests a better description and what is the take away for attendees.

Jack – Suggested that OBA target audience better.

John – Boot camp for management level idea? Clearly out of the grant program

Class ideas: Regulatory requirements, running a business for the start -up companies (see OHSU)

Michael Silverman's clinical trials class was mentioned, he taught it one time in 2008, Dan will contact him.

Dislocated workers program problems and solutions. Screening program presented by John to prequalify potential candidates. Discussed software available for screening applicants, and that we need sponsor to cover the cost of service.

Homework assignment for the Committee:

- Give OBA ideas about how to better serve and educate the middle and upper management in their companies.
- Evaluate the Dislocated Worker Program: What training should be included?
- Which classes should run inside/outside the grant?