

Metals Manufacturing Skill Panel

Meeting Minutes

February 18th, 2010

Next Skill Panel Meeting: March 4th, 8:00-9:30 at Worksystems

Attendees: Jesse Aronson, WSI; Carol Chislett, Vigor Industrial; Linell Wortman, Imperial Mfg; Brenda Brown, Leupold and Stevens; Dennis Boyd, HVAC and Metals Institute; Mary Davis, PCC.

Minutes:

I. Training Selection

- Jesse presented the numbers that companies had emailed to him for how many people they could send to the identified trainings by 6/30/2010 (see second page).
- Based on the numbers of workers that companies are able to commit, the panel has decided to fund the following trainings
 - ~110 Achieve Global Vouchers
 - Interact Performance Problem Solving: Train-the-Trainer
 - 2 courses: Your Winning Project (basic skills)
 - Project Management Comprehensive Skill Set
- The final selections are trainings that will benefit the most companies
- Purchase price for these trainings is just over what the panel has in remaining funds. Jesse will evaluate if there is any unspent funding to re-allocate to the new purchase.

Action Item: Jesse will contact companies to track progress towards using Kinetic vouchers. If a company cannot use all of their vouchers by 6/30, this funding will go to the new training purchase or another company in need of more vouchers. Jesse will see if there is any additional WSI funding we can add to support the final training purchase.

II. Training Timeframe and Delivery Method Discussion

- **Interact Train-the-Trainer:** The group felt the best time to offer this training would be mid to late April, 3 days in a row, Tuesday, Wednesday and Thursday.
- **Your Winning Project (basic skills):** The group discussed two options for this class. One would be a night class held on the East side over a two day period (4 hours each class). The other option would be a West side class to serve ESCO, Leupold & Stevens, and other West side companies.
- **Project Management Comprehensive Skill Set:** The group decided that this class would be offered one day a week over a three week period in a central location (PCC Site or Company hosted)

Action Item: Mary Davis will coordinate Achieve Global voucher distribution.

Action Item: PCC and MHCC will coordinate training dates, times and locations for Project Management and Performance Problem Solving Train-the-Trainer courses. WSI will assist with ensuring training dates and locations work for all companies that will be sending workers.

III. Other Business

- Carol Chislett of Vigor discussed a plan for moving forward with future funding. If there is future funding, the panel will conduct another needs assessment/survey. The needs assessment will allow the panel to gauge training needs and ensure that trainings selected are aligned with the intent of the funding.

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Estimated # of workers Committed and Training Costs

Remaining Funds: \$48,171

	Achieve Global Vouchers (\$56 a voucher for 1.5hrs of class)	Interact Performance Problem Solving: Train-the-Trainer (\$19,525 for 6 participants. \$880 each additional, 24 hours)	Your Winning Project (basic skills) (\$2960 for 15 participants, 8 hours)	MS Project Level I (\$145 per person)	MS Project Level II (\$145 per person)	Project Management Comprehensive Skill Set (\$23,455 for 20 participants, 24 hours)	Peer Mentoring (\$7000 for one day, \$10,000 for two day course. 20 participants)	Precision Q&A (\$7000 for one day, 20 participants)
Leupold & Stevens	20	1	2	2	2	2	2	2
Vigor		1				3		5-6
ESCO		2	8	2	1	11		
Schnitzer								
Leatherman	50		3			7		
Imperial Mfg.		2	2-3					
HVAC/Sheet Metal Inst.	40	2	8					
PCC Structural								
Columbia Industries	0	0	0	0	0	0	0	0
Connor Mfg. Services		2						