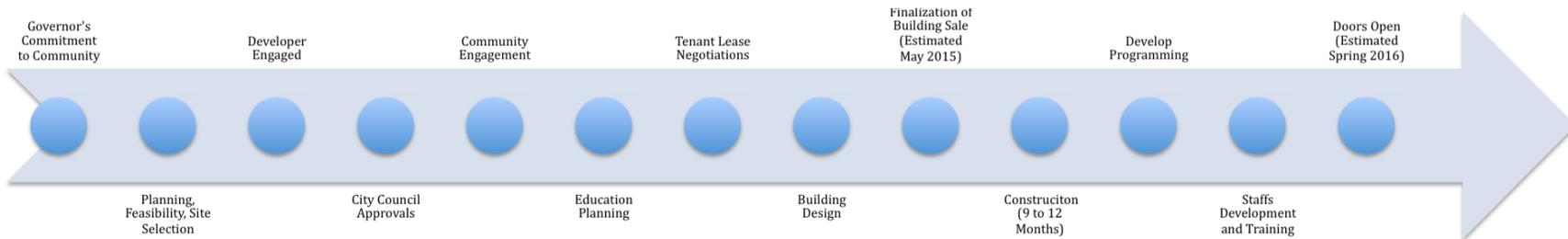


8:00 to 9:00

North Minneapolis Workforce Center

Agenda

1. Welcome, Introductions, General Updates
  - a. MPS School Board Meeting
  - b. Hennepin County Board Meeting
2. Timeline Update
  - a. Large Event Community Meeting (March 31, 2015)
    - i. Speakers/ Topics
    - ii. Sub Contractor Bidding Process
    - iii. Engagement (Clicker Survey)
    - iv. Impact on Opening and Programming



3. Building Planning and Updates
  - a. Sharing of MPS Second Floor
4. Working Groups
  - a. Customer Feedback
  - b. Common Application, Data Sharing, Data Privacy Requirements
  - c. Health Needs within the Community

A. CUSTOMER FEEDBACK (Pat Avery, Beth Grosen, Carlye Peterson, Pearly Collins, Erik Hansen, Thant Pearson)

What are we measuring?  
 How do we get the information?  
 Evaluations can be skewed by whether customers have received what they wanted from the Center.  
 Is this person to person feedback?  
 What is the purpose of gathering this information?  
 We need to know how to connect with the community in general as well.  
 Be careful of confidential data  
 Know what you are trying to evaluate  
 Direct feedback to instructors  
 Mail evaluation  
 Direct evaluation (set survey times)  
 What are you measuring? Some will bring bias due to answer to eligibility rather than experience.  
 Quality center to review feedback  
 Intercept survey  
 Program specific vs. center survey  
 General outreach to community

GOAL	ACTION/ STRATEGY	TIMELINE	RESOURCE NEEDS	MEASURES OF SUCCESS	STATUS

DECISIONS REQUIRED:

CONCERNS AND POTENTIAL PITFALLS:

OPPORTUNITIES:

B. COMMON APPLICATION, DATA SHARING, DATA PRIVACY REQUIREMENTS (Elise Ebhardt, Dawn Davis, Reede Webster, Ibrahim Noor, Ashley Kalscheur)

This is a hard subject. We should get legal involved as early on as possible to help discover whether contracts already exist and use those in the planning process. Using SharePoint and a visual board in the space would show staff availability and help with referrals and work across programs.

Reception area consideration for data privacy and sharing. How to offer seamless service.

Each tenant will have data privacy considerations. Is there one IT rep for the building?

Invite MINIT to the discussion: how/when to involve partner's IT groups?

Who does DEED and tenants already have contracts and agreements for sharing?

Let's research what exists already. Can legal get involved early on to understand goals and help plan up front, i.e., release of information

Employee training on data

Communication plan for data practices, HIPPA

Data storage, network, security, saving

Who "owns" the data?

What are the costs for the data systems as well as the structure?

What are the shared expenses? Does it include IT, reception, admin, security, infrastructure items?

What applications will be shared and used on site?

GOAL	ACTION/ STRATEGY	TIMELINE	RESOURCE NEEDS	MEASURES OF SUCCESS	STATUS

DECISIONS REQUIRED:

CONCERNS AND POTENTIAL PITFALLS:

OPPORTUNITIES:

- C. HEALTH NEEDS WITHIN THE COMMUNITY (Shym Cook, Leona Martin, Sherrie Simpson, Meghan Muffett, Deb Bahr-Helgen)
  - NorthPoint will respond to primary care and as well as mental health and CD concerns.
  - What does the community need?
  - Have a 'traveling road show' that goes out into the community
  - Have 'mini' workshops about stress reduction and healthcare
  - Have business service reps. What do the employers need?

GOAL	ACTION/ STRATEGY	TIMELINE	RESOURCE NEEDS	MEASURES OF SUCCESS	STATUS

DECISIONS REQUIRED:

CONCERNS AND POTENTIAL PITFALLS:

OPPORTUNITIES: