

**WIB Workforce Development Meeting  
Tuesday – January 17, 2006 – 10:00 a.m.  
CEP, Inc. Administrative Office**

**Meeting Minutes**

**Present:**

Jack Wichita  
Otto Rusch  
Don Richards  
Clare Hintz  
LeRoy Forslund  
Katherine Speare  
Mitch Bormann, via web ex

**Not present:**

Bob Martin Sr.– ex.  
Carol Ahles– ex.  
Jeff Dodge – ex.  
Jerry Hembd – ex.

**Others Present:**

Mari Kay-Nabozny  
Steve Terry  
Jennifer Baron  
Susie Bodoh

The public meeting notice was published in two Class A newspapers and aired on area radio stations in the WDA. Katherine Speare, Chairperson called the meeting to order. Everyone introduced themselves.

**Approval of 11/29/05 Meeting Minutes**

LeRoy Forslund made a motion to accept the 11/29/05 meeting minutes as amended. Seconded by Clare Hintz. Vote taken, carried unanimously.
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**Job Fit Assessment Presentation**

Susie Bodoh, CEP, Inc. Business Consultant gave a presentation on the Job Fit Assessment system that CEP utilizes internally and for providing business services for employers. Susie stated that CEP began using this system in 2001 because of requests from employers on the need to make more informed hiring decisions and better job fits for their employees. It assesses people in three areas, behavior, thinking and occupational interests. The soft skill area was the most important. She distributed a marketing piece on the details of the assessment that has been tested for validity and reliability. There was concern addressed on the norm of the assessment being impartial to Native Americans and African Americans. Steve noted that Profiles International is having the Burrough's Institute, a nationally recognized validation group analyze the assessment for these concerns. Susie gave a demonstration of the website and how it is used. There was discussion on the reliability of the assessment and how it assesses individuals. She explained that anyone with internet access can obtain their contact/resume information anywhere. She explained that the occupations on the assessment are linked to the Department of

Labor's O-Net site that directs individuals to detailed information about careers. Susie stated that the assessment is very user friendly and meets the many needs of our employers. She also explained how information is updated for resumes or occupational benchmarks. Susie explained how the report generates sample interview questions for employers that are tailored to an individual's personality and learning styles. She also briefly discussed the coaching report which helps employers gain insight on areas that they may need to strengthen their employees on.

The Committee discussed the costs of the assessment system to employers, CEP, Inc. and the WIB, Inc. There was also discussion about subsidizing the costs of the system to public agencies such as the human services agencies. There was a recommendation to have a break out panel of Job Fit users at the Business Conference in April. Another idea was to check with NWRPC and other area economic developers to see if they are aware of Job Fit. It was noted during the meeting that Weathershield Manufacturing uses it, and feels it is very valuable in selecting employees.

### **Next Steps**

It was noted that Bob Martin is supportive of benchmarking. Since he was unable to make today's meeting, it was suggested that Bob may want to have this agenda item forwarded to the next meeting.

Mari has contacted an expert in state apprenticeships and is waiting to hear back on having someone present on this topic at a future meeting. Also, Brad Gingras, Youth Services Manager at CEP will give an update as to where he is at with his meetings with area school districts. Another item brought up was meeting with CESA representatives in the future as well.

It was reported that the strategic plan is progressing in terms of the new goals for the Workforce Development Committee.

Mari encouraged members to send in news items or other related topics to place on our WIB website for others to review.

### **Next Meeting Date and Location**

The WD Committee will tentatively meet on Tuesday, February 21, 2006 at 10:00 a.m. in Ashland at the CEP Administrative Office.

### **Adjournment**

Otto Rusch made a motion to adjourn at 12:00. Seconded by Jack Wichita. Vote taken, carried unanimously.
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