



Monthly Labor Work Team
Teleconference 2/6/2018

Participating Members: Kevin Chesnik, Agnes Fleming, Gary Mejchar, Cyless Peterson, Delores Staples, Ward Staples, Marge Taylor, Kim Swisher and Karla Rosenberg (ITTF Assistants).

Notes from Teleconference: The meeting began at 1:30 pm.

Agnes reviewed the January meeting notes. Agnes will connect with John Franklin on reaching out to newly certified DBEs.

Kevin shared that the NADBE #4 webinar will be recorded on Thursday. It was suggested that at the end of the vignettes to add a slide with wording such as, "If you find this interesting and want a community presentation, or need more information, please contact Agnes Fleming, ITTF Coordinator, at 715-558-7750 or via agnes.fleming@lco-nsn.gov."

Discussion was held on tracking website usage. Kim shared that she can add analytics to see how often the page is being visited and what is being viewed. Gary would like to include a survey for webinar viewers – "Complete survey for chance to win four Free Indian Summer tickets".

The group discussed the Work Plan, updated training opportunities, and added Tribal Enterprise Certification.

The group discussed the online NADBE directory. Gary is contacting a subcontractor to make the needed updates, and have future updates be automated.

Create a tab on ITTF website for Tribal Enterprise Certification and include a guidance document and flow chart. Michele Carter or FHA may have the flow chart. Kevin suggested including WTBA in the discussion. Agnes will invite Matt and OES to the March ITTF Meeting to give presentation on what they went through for certification. Agnes will get ahold of Matt. Delores suggested this is vital to share with Tribal Leaders. Gary suggested a separate webinar that speaks to Tribal Governments, and also share with GLITC.

Agnes will talk to Matt and see if they're able to attend the March ITTF meeting and possibly allow us to record their presentation. Agnes would like to see a more scripted presentation for the video.

The meeting ended at 2:37 pm.

The next meeting will be Tuesday, March 6, 2018, at 1:30 pm.

ACTION ITEMS:

- Kevin – Coordinate Webinar #5; to be completed in mid-March
- Kim – Add Google Analytics to NADBE Webinars web page
- Gary – Draft language for Webinar survey – "Viewer Feedback"
- Kim – Draft e-blast to DBEs and send to Agnes, Gary and Kevin. Send e-blast by the end of February
- Add to 2018 Work Plan - Create Tribal Enterprise Certification webinar and add tab to ITTF website
- Gary – quote for updating NADBE Directory with automated features
- Work Team - Finalize Work Plan at March meeting