



Labor and Business Work Team Meeting Notes
Teleconference 9/5/2018

Participating Members: Liz Callin, Kevin Chesnik, Ryan Greendeer, Kelly Jackson, Gary Mejchar, Matt Kunstman and Kim Swisher (ITTF Assistant).

The meeting began at 10:00 am. The group reviewed the meeting notes and action items from the July 3rd meeting.

WTTC –

The group reviewed the list of Speaker Presentation forms that have been received, and reviewed the Sessions list to determine who still needs to submit their forms. Ryan shared that WisDOT has begun work on the WTTC booklet, so there is still time to get Speaker information included.

There will be an ITTF Resource Booth at WTTC. The updated online NADBE Directory will be unveiled at WTTC. Gary suggested a fact sheet be available providing information on the various certifications available (DBE, MBE, etc.). Kevin suggested this could then be used as an outline for the Tribal Certifications webinar. Kim will draft the fact sheet and forward to Gary, Kevin and Matt for review.

Gary wants a marketing and outreach schedule developed to promote ITTF resources to DBEs, and thought this was a good opportunity to promote WTTC. He would like to see a quarterly e-blast sent. The group discussed this, and Kevin noted one e-blast could be sent to new DBEs, welcoming them, and a second e-blast could be sent to all DBEs showcasing ITTF's resources, the WTTC and the scholarships available.

Gary would like to schedule a teleconference with Kelly and Michele Carter to review content for the WTTC workshop.

Tribal Certifications Webinar –

Gary provided an update on the Tribal Certifications webinar, noting he has talked with Agnes. As everyone has been working on the rapid deadlines for WTTC, the project was put on hold. Gary and Kevin have talked with Matt, and they are in the early stages of planning and looking at potential speakers for the webinar.

Kevin shared that this will not be presented at WTTC, but hoped that Webinar #5 in the DBE series would be ready for WTTC.

The meeting ended at 10:44 am. The next meeting will be held on Tuesday, October 2, 2018.

ACTION ITEMS:

- Kim – Draft a fact sheet on certifications and forward to Gary, Kevin and Matt for review.
- Gary – Schedule a teleconference with Kelly Jackson and Michele Carter to review content for the WTTC workshop.