



Workforce Development Board
159 King Street, Suite 208
Peterborough, ON

AGING WORKFORCE 'STORIES' CLUSTER MEETING MINUTES

Monday, September 15, 2009, 12:00 - 1:30 PM
Trent University – Stewart House

Present: Suzanne Bailey, Todd Barr, Fergal O'Hagan (phone), Jenn Harrington, Alan Law, Jim Struthers.

Meeting Objective: To further develop the 'Stories' cluster of projects.

Meeting Outcomes- Action Items:

- Faculty to send two interview questions to Jenn.
- Fergal to put together a short demographic survey. Forward to Alan to be part of ethics proposal
- Alan will begin Ethics review process
- Next Steering Committee Meeting: September 24th, 12:30 to 2:30 at the Workforce Development Board. Faculty are invited to attend. The agenda will mainly involve presenting projects/timing/methodology to community members to get their feedback.

Meeting Agenda:

1. *Develop project work plan*
2. *Determine faculty lead*
3. *Develop alternative project implementation strategy should New Horizons funding fall through*

Project Work Plan

Step 1: Ethics Review

- Alan Law will begin the ethics review process. Suggestion of meeting with Stephen Katz (chair of ethics review board) prior to submitting application to discuss the process.

Step 2: Interview Question Development

- Faculty to submit their two questions to Jenn. This list will be forwarded to Alan to be part of the ethics review process.
- Once funding and ethics review have been approved a focus group will be held with seniors and older workers to fine-tune the questions. (Mid November). For the focus group, primary questions to be given ahead of time, make sure the focus is ok, ask what we should look for in each question, etc.
- Will also need to develop prompts for each question.
- Fergal will create a short demographic survey to be filled out by interviewees.
- Interviews will be conducted at TCCBE. Todd to check into this.

Step 3: Interview training and conducting interviews

- Seniors will be trained to conduct interviews. Decided it would be best for students to observe the process.

- Alan has a winter term research methods class, where we will most likely get student involvement for the interviews
- Interviews won't be restricted to one hour. Some may need to go longer. Todd suggested tracking the time of each interview to keep track of \$.
- Need to think about using filtering equipment during interviews – can cut costs of transcription.

Step 4: Transcription & Analysis

- Alan is in the process of developing a reliable and low-cost transcription service using older workers. Could this be piloted through this project?
- Alan suggested using N-Vivo software analysis software. Interviews will be run through software to record frequency of responses on main questions and possibly prompted questions. Faculty can use then use the results for their own interpretation/analysis.
- The write-up would include the analysis plus quotes and more in-depth case studies from the interviews.

Step 5: Interpretation of results

- 2nd focus group to be held with seniors to interpret results. Will this be part of Stage 3 action planning (as part of whole project) or as a stand alone process as part of this specific cluster?

Step 5: Write Up

Step 6: Action planning (Stage 3 of overall aging workforce project)

- Todd has put together a draft proposal for Stage three of the project which will be presented at the Steering committee meeting September 24.
- This event will be a multi-stakeholder meeting to brainstorm and set priorities based on results of all the research.
- Faculty to think about if/how they may like to be involved in this process.

Faculty Lead - Alan Law has agreed to fill this role.

Alternative Project Funding:

- Suzanne has agreed to continue with the project, especially into next summer
- The Frost Center is holding a research competition this fall. Faculty to apply, research must be collaborative, interdisciplinary in nature. Possibility of \$3000 - \$4000. Funding can be used over summer months!! Need to watch for funding announcement.
- Todd mentioned the JCP program through MTCU. Can apply for funding to employ a new grad (undergrad or graduate program). Will be doing this for Raul's databasing work. Could also think about applying for this project.
- Jim suggested checking out the Bronfman and McConnell foundations for possible grants.

Meeting Adjourned: 1:30 PM