



AGING WORKFORCE COMMITTEE MINUTES

Tuesday, December 01, 2009

12:30 to 2:30

Workforce Development Board

Present:

Suzanne Bailey	Trent University – Associate Professor and Interim Chair of the Department, English Literature
Todd Barr	Trent Centre for Community Based Education
Richelle Clark	WDB - Projects and Events Assistant
Peter Carroll	President Ontario Secondary School Teacher Federation (OSSTF) District 15
Carolyn Corp	Alternatives Community Program Services
Gord Evans	WDB - CEO
Jenn Harrington	WDB - Director of Programs
Barb Hinsperger	Northern Lights
Dawn Berry Merriam	Social Planning Council
Jim Struthers	Trent University – Professor, Canadian Studies

Meeting Objectives:

To discuss progress of all projects within the aging workforce project.

Meeting Discussion:

1. **Welcome and Introductions:**

Jenn Harrington welcomed everyone to the meeting and introductions were made. Regrets were noted.

2. **Review of Minutes from September 24th Meeting**

Updates

- A letter of intent was submitted to the Ministry of Training Colleges and Universities' JCP program to obtain funding to hire staff to start the GIS work. This is no longer a viable funding source as the JCP program is currently on hold.
- The project name has been changed to include Pilot in the title.

3. **Review of Projects:**

STAGE 1: STATISTICS

1. Secondary Statistics Review

- New Project: Purpose is to gather stats needed for development of interview questions and employer survey
- In progress - have developed a preliminary list of needed data, but need more clarification on what is needed (especially around comparison data)
- Faculty involved in this project include Byron Lew and Kim Bates.

2. Employer Statistical Survey

- Will be a short one-page survey to build on Stats Can Data. Will be input into the GIS database

- Will be most likely completed by Trent University students as an independent study supervised by Alan Law starting in January. Byron Lew at Trent may also have an economics student interested in this project
 - This project has been included in an ethics proposal submitted to the Trent University Ethics Review Board November 30.
3. Digital Workforce Analysis and Modeling
- A proposal has been submitted to the Southern Ontario Development Program for funding for two staff. Not sure when funding announcement will occur.
 - Work on this project will begin as soon as we have funding or a Trent University student takes it on as an independent study starting in January.
 - Jenn met with Mike MacLean at the City of Peterborough, who is willing to share their census data (and be added as a project partner).
 - Dawn Berry Merriam has data at the county level that can be shared. Jenn to connect with Dawn
 - Jenn to contact GPA EDC to see what types of data they have access to.
 - Jenn to connect with Raul and Mike MacLean to set up another meeting time to review data.

STAGE 2: STORIES & STRATEGIES

1. Aging Worker Stories
- For this sub-project, workers in non-supervisory positions within Heath, Retail, Agriculture and Manufacturing sectors will be interviewed. This group was selected to narrow the focus of research.
 - New Horizons Funding (NHF) has not yet been announced. Has been delayed until the end of December.
 - Alan Law has agreed to supervise Trent University students interested in an independent study starting in January. The students will complete a lit review, help with interviews and develop the short, one-page employer survey (from Stage 1).
 - Ethics Proposal submitted November 30th. Once ethics is approved we can start recruiting volunteers and hold a January Focus group with seniors and older workers to develop prompt material and refine interview questions.
 - Need to recruit volunteers to conduct interviews. Recruiting will begin in January. Jenn has developed an Interviewer job description and a flyer that can be posted. Committee members will be asked to forward the information on to their networks.
 - A project coordinator will be hired in the new year to organize all the interviews. If NHF funding does not occur, the WDB may be able to fund this position.
 - Trent University Frost Centre has a competition with a deadline of January 18th. If NHF funding does not occur then faculty can submit a proposal for funding.
 - If NHF does not occur, Dawn has suggested only transcribing key points from interviews to save costs. Will this satisfy the needs of faculty?
 - The Stories committee will meet again in early January. Interested committee members are welcome to attend.
2. Employer Strategies for an Aging Workforce
- Kim Bates and Michael Konopaski will work on this sub-project starting in the new year. Will involve short interviews with CEOs/Managers to develop an understanding of strategies involving an aging workforce, workforce planning and other factors affecting the industry.

- Discussion regarding student involvement with the interviews. Suggestion of asking CEOs first how they feel if students are involved with the interview.
- Originally only CEO's within Manufacturing and Agriculture were to be interviewed. The committee questioned the reasons for this and suggested we interview within the same four sectors as the Stories project.
- Results will lead to a larger survey of CEOs/Entrepreneurs

STAGE 3: ACTION PLANNING & NEXT STEPS

- Multi-stakeholder event -Planning for this will begin in 2010

4. Terms of Reference

- No additional comments/changes made to the terms of reference. They were accepted and will be posted on the project web page

5. Volunteer Recruitment

- Volunteer job descriptions have been created. Volunteer positions include:
 - a. Community Advisors for each project (to communicate with faculty lead)
 - b. Interviewers - seniors to help conduct interviews (stories project)
- As well, a general How to Get Involved document has been created. Includes joining the steering committee, participating in focus groups, etc. Descriptions will be emailed out in January when volunteer recruitment begins.

6. Communications Plan:

- WDB has developed a project web page. All project documentation will be posted on the site. Visit: www.solutionsatwork.info/aging_workforce.htm to view.
- Committee members agreed to post steering committee member contact list on web page.
- A Key Message for the project has been developed and was reviewed at the committee meeting. It is to be used when describing the project. It will be attached to these minutes and will be posted on the project web page.
- Jenn to contact Jim Parker (VP Research) at Trent University to inquire about using Trent University Logo on documentation.

7. Next Steps:

Steering Committee Members will be asked to help recruit volunteers starting in January. Documentation will be emailed out at the time.

8. Committee Meeting Schedule:

The next Aging Workforce Steering Committee meeting will be held mid-March. Jenn Harrington will send out meeting requests as the dates get closer.

9. Adjournment:

The meeting was adjourned at 2:15 p.m.