



**BUSINESS PARTNER COUNCIL MEETING**  
March 7, 2018  
Marsden, St Paul

**In Attendance:** Karen Leddy, HR Generalist, Enterprise; Chase Foreman, Community Engagement, Marsden; Omesh Singh, Recruiter, First Transit; Pat Stone, HR Consulting Partner, Wells Fargo; Golia Thor, Recruiter, Renewal by Andersen; Sheri Bodell, Assistant Manager, Mystic Lake Casino Hotel; Michelle Dreier, Member Engagement, Minnesota Electrical Association; Andy Augspurger, Sales Manager, Papco; Michelle O' Kelley, Client Services Manager, Advent Talent Group; and Tyler Sadek, Generalist, Parsons Electric Corporation.

**Avivo Staff:** Bruce Wenger, Vice President of External Relations; Lena Balk, Career Education Director; Courtney Flug Volunteer Program Manager; Jerome Smith, Recruitment and Business Development Specialist; Kim Sheagren, Communications Manager; and Lynda Bowker, Retention Services Coordinator.

***Next Meeting***  
***Tuesday, June 6<sup>th</sup>, 2018***  
***8:15 AM to 10:00 AM***  
***Location: TBD***

**1) Welcome & Introductions:** Lena Balk started the meeting at Marsden. Lena thanked Chase Foreman and Marsden for hosting the meeting. Lena welcomed everyone, and a round of introductions was done. Lena announced that she is looking for hosting locations for the June and September meetings. Lena recognized the new members; Golia Thor of Renewal by Andersen, Michael Hurly of Best Buy, Katie Palmer of Dungarvin, and Steven Shore of Panera.

**2) Avivo Updates:** Lena introduced Bruce Wegner, Avivo VP of External Relations. Bruce provided Avivo updates from Kelly Matter. The Avivo Annual Celebration was held on Wednesday, February 28<sup>th</sup>. Pat Stone, Wells Fargo, and Wells Fargo were recognized for their contributions and received the Avivo Champions Award. Bruce thanked the BPC members for all of their contributions to Avivo programs and assisting with Avivo's success. Bruce spoke about the possibilities and how the BPC can expand their influence and make a big impact in the community.

**3) BPC Priorities Update:** Lena Balk reviewed the change from the "Mission" to a "Purpose" to better align the BPC priorities with Avivo's mission. Members reviewed the BPC Purpose statement. A discussion followed. The BPC Purpose was approved by the members.

**CURRICULUM:** Sheri Bodell, Mystic Lake Casino Hotel, and Chase reviewed the changes of the curriculum priorities. The changes encourage teaching relevant skills to participants to revitalize Minnesota's work force.

**MEMBERSHIP (Ambassadors):** Sheri and Chase reviewed the membership portion of the priorities document. Overall these changes are aimed at enhancing the experience of BPC members and creating more consistent and impactful communication between members. Utilizing social media (LinkedIn, Twitter, Facebook, etc.) to create a space to better promote Avivo and the BPCs purpose, network and recruit new members. Lena said the Ambassadors Program will return, starting with a survey that will be sent out to the members.

**FUNDING:** Bruce reviewed the priorities changes. He noted that the BPC is a perfect environment to have meaningful impact in the Twin Cities on the low unemployment rate and by reaching employers with open positions. Avivo is the only organization at the front of both the recovery and employment issues the community is dealing with. Avivo has pre-screened candidates for employers. Bruce said the BPC priorities show how projects can be tackled by the group, citing the broken elevator at the 1900 Chicago building as a possibility. There are many opportunities for the BPC members to do work that is meaningful to each member and make them feel good about the time they are contributing. Bruce asked for questions and suggestions. A discussion followed. Pat asked who is responsible for managing Avivo foundation relations. Bruce said the Avivo Development team, which he manages, is responsible. Chase noted how well Avivo and Avivo's purpose fit with Marsden's Giving Committees mandate. Bruce thanked the BPC members for their input and work on the BPC Priorities document.

**MARKETING:** Kim Sheagren and Tyler Sadek, Parsons, reviewed the marketing priorities. Kim said something small like updating your LinkedIn profile to “Volunteering at Avivo” can make a big difference on visibility for Avivo. Kim spoke about how Avivo can use its strength in “thought leadership” to engage the Minnesota community in homelessness and the opioid crisis. Avivo wants to identify similar areas and connect with business partners to create content to raise awareness. Kim mentioned a regular marketing committee will be formed to identify the possible opportunities. Avivo appreciates BPC member feedback and input on marketing materials; please keep sending comments. Kim mentioned that marketing and content development are great opportunities for BPC members to become more engaged and use their expertise. Kim told members that Avivo has customizable and mobile training courses and job retention services available to employers. Tyler said Omesh Singh, First Transit, and Chase are great examples of how to network, work in the community, and that they provide great visibility for Avivo. Chase noted how all of the companies can come together to enjoy the benefits of co-created content.

**WORK READINESS:** Jerome Smith reviewed the changes to the work readiness priorities. He asked for comments. A discussion followed. Jerome said that Work Readiness opportunities will be sent out separately for the Minneapolis and St. Paul locations.

**PLACEMENT:** Jerome reviewed the changes to the placement priorities. Jerome demonstrated where to find the BPC Portal and told the BPC members to expect the new feature of “Job Seekers of the Month” list. These job seekers will be nominated by Avivo’s many career counselors for their dedication, reliability, and skills in a given field.

URL: <https://avivomn.org/volunteer/business-partner-council-portal/>

Password: bpc2018

Members approved the Business Partner Council 2018 Priorities document.

**4) Upcoming Opportunities:** Lena Balk noted the flyer in the agenda packet for the upcoming training by the Minnesota Department of Corrections on April 17<sup>th</sup>. Avivo is a partner with Minnesota Department of Corrections for the trainings. The next training will be at The Center For Changing Lives, 2400 Park Avenue South, Minneapolis. Please share the information with friends, coworkers and colleagues in your network. Registration is required.

Lena announced that the Avivo Institute of Career And Technical Education Council on Occupational Education (COE) Site Visit will be September 17 – 20, 2018. Lena told members what the COE Survey Team will do and the process of preparing for the visit and the evaluation of the Training Programs for re-certification.

Lena noted that a survey will be sent to BPC members soon, please provide honest feedback. Lena reviewed a conversation with Katie Palmer from Dungarvin to co-host “Employer of the Day” hiring events. She said they will be great opportunities for organizations to hire Avivo participants.

**5) ADA Updates and Training:** Lynda Bowker updated the members on changes to the ADA. New amendments include the expansion of the definition of discrimination, major life activity, and temporary conditions. Overall more people with medical conditions may be considered disabled under the law. Lynda shared stories of her current clients and how the ADA allows more flexibility and ability to make workplaces more productive and accessible for employees. She gave an overview of how a supervisor can work within the rules of the ADA. Lynda noted the role Human Resources (HR) has. Lynda reviewed expectations of employers, how to handle medical documentation, examples of reasonable accommodations, and unreasonable requests as defined by the ADA. She asked for questions, a discussion followed.

#### **6) Remaining Business Partner Council Meetings 2018:**

June 6, 2018	8:15 AM – 10:00 AM – Location TBD – Would your company host??
September 5, 2018	8:15 AM – 10:00 AM – Location TBD – Would your company host??
	December Appreciation Luncheon
	Tuesday December 4, 2018 from 11:00 AM – 1:00PM, Hope Church

**7) Wrap – Up:** The next meeting is June 6<sup>th</sup>, 2018. Please contact Lena if your company would like to host the meeting. Lena adjourned the meeting at 10:00 AM.