

1. **Call to Order** – Tina Huff called the meeting to order at 8:05 a.m.
2. **Roll Call: Quorum**  
**Present:** Tina Huff, Chair (T); Shellie Frey, Vice Chair (T); and Belinda Hanson (T)  
**Staff:** Dawn Zimmer
3. **Approval of Minutes—Action**  
Tina made a motion to approve the minutes from Oct. 2, 2012, Belinda seconded. The motion carried.
4. **Task Force membership – Discussion**
  - The group agreed additional members are needed as well as additional representation from the public sector. Tina will contact Christine MacKay, Director of Economic Development for the City of Chandler, to see if she is interested in joining the group prior to Dec. 4. Belinda will review the Full Board Roster and provide suggestions at the Dec. meeting.
  - The group agreed the Dec. 4 meeting should be conducted in person. Subsequent meetings could then be held via conference call or using other technology. *Staff to investigate feasibility of providing technology to members to facilitate video/GoTo conference capabilities.*
  - Future meetings will continue to be held the first Tuesday of the month but will convene at 9 a.m. vs. 8 a.m. *Staff will distribute Outlook meeting notice reflecting this change for the remainder of the Program year.*
  - Tina noted Patricia Wallace, WDD AD had expressed interested in participating on the Task Force. *Staff will consult with Patricia and ensure she receives the meeting notices.*
5. **Employer Event – Discussion**
  - Employer Events, one at each MWC Career Center, will be planned to occur in April 2013.
  - Members will notify the group of any conflicting events occurring in April to the Dec. meeting to aid in determining actual days for the events.
  - An agenda for the events will be sketched out during the Dec. meeting; however, it should include:
    - a. Labor and employment law (of specific interest to smaller employers)
    - b. Overview of One-Stop services and how to use MWC and partner services
    - c. Possible presentation re COBRA, HIPAA etc. as presented at the EVCC earlier in the fall with a focus on employers
6. **Focus on legislation/appropriations – Discussion**  
Staff to reach out to Patricia for input in this area and route legislative newsletters received to Task Force members.
7. **Call to the Public** – Dawn highlighted the topics planned for the Nov. 2012 *ION*; noting change in PWC leadership structure which will result in a change to the ‘masthead’ for the publication.
8. **Adjournment** – Tina Huff adjourned the meeting at 8:39 a.m.