**Advanced Manufacturing Sector Board Minutes**

**July 15, 2019 from 4-5 PM**

***The mission of the Advanced Manufacturing Sector Board is to work together as an industry to***

***create an awareness of the careers within the industry and increase the pipeline of***

***potential future workforce***

1. Welcome & Introductions/ Company announcements/news/

Steve Stephane, Acme Graphics; Jodi Wacha, Frontier; Jen Otten, Red Star/LSAF; Kate Pine, Iowa Works; Jodi Wacha, Frontier; Melissa Silver, IVRS; Tom Cavanagh, Goodwill; Cherie Kampman, KCC; Cherrie Spurlin, MRA; Mike Lucas, Centro; Whitney Meyer, Clickstop, Erik Lewis, Climate Engineers; Larry Becker, TSF; Tom Barnes, Barnes Mfg; Heidi Southout, 6JD; Brian Bedard, New leader Mfg; Mark Williams, QPS; Amy Lasack, KCC; Aaron Marie Thoms, Raining Rose and Barb Rawson, facilitator

* 1. Advanced Manufacturing Sector Board Recruitment– everyone is challenged to invite other manufacturers to attend the meetings and join the board. If you know of someone that should be on the board, please email, Barb their contact info and she will follow-up with them.

1. Treasurer Report – Erik Lewis We have received several portal renewals to date $6826.50 balance. The funds will financially support all of the initiates chosen by the board.
2. Update on nominations: Erik Lewis for Vice Chair; Tom Cavanagh will move into the chair position. Nominations for treasurer, Jodi Wacha, Frontier. Elections will be held in August. If anyone is interested in running for vice chair or treasurer please let Barb know.
3. Portal Updates – Whitney Meyer
   1. Presentations to Teachers on 6/19: Tom Cavanagh – great presentation and really had the opportunity to talk about the benefits of educators collaborating with local businesses.
   2. Portal Presentation to the Financial Services Sector Board on 7/11 - this board would like to start the process of creating a portal.
4. School Mfg. Education Program – Brian Bedard
   1. Summer program starting July 16th : Brian has graciously adapted the Vernon Middle School Pilot program to allow at risk student in a summer program to create a medallion over the course of two class visits and then tour New Leader.
5. Strategic Planning for 2019-2020 discussion/vote
   1. Portal – top choice is develop and implement a strategic plan to get into MS/HS curriculum
   2. School Partnerships – Expand to additional MS/HS off the Vernon pilot
   3. Employer Education – Tours at Local manufacturers
   4. Public Outreach/Industry Awareness – Promote mfg Industry and benefits of working in it

The actual votes for the top two choices were very close in all four categories. The group brainstormed potential ideas for each of the key areas, which will be compiled and shared at the next meeting.

1. Manufacturing Tour: Mark Williams is coordinating the tours now. The next tour is on August 29th at International Paper, 920 Shaver Road NE. please put this on your calendar to attend.
2. Advancing the Future Tours October 14-18 companies still needed to sign-up contact Barb Rawson asap
3. Partner Updates –

From Kate Pine: <https://www.iowaworkforcedevelopment.gov/employer-handbook>

<https://www.iowaworkforcedevelopment.gov/2018-unemployment-insurance-claimant-handbook>

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1. Next Meeting August 19, 2019 from 4-5 pm / Roundtable Discussion 3-4pm

**Roundtable Discussion: Employee Benefits**

Pay frequency bi weekly vs weekly

* Weekly for hourly
* Bi-weekly for salary
* Other considerations
  + Payroll costs for weekly payroll
  + Direct deposit not pay stub as a time saver
  + 401k contributions are a consideration
  + Paying employees current time or paying behind a payroll cycle

Time keeping system

* Good Will & QPS use Alti Pro software with facial recognition
* New Leader Mfg uses ADP

Flex Time for factory workers

* New Leader offers flextime with a fairly strict policy: 2x a month employees can ask for flex time up to 4 hrs in a given day, must be arranged in advance and made up in same week. Did open it up to short notice flextime to allow for emergencies etc. If employees specialize, in running a machine they communicate to manager and arrange to ensure the machine keeps running. It eliminates some of the carpet versus concrete perceptions. This helps provide a more family based atmosphere also.
* Workers in non-air conditioning give as many breaks as needed and provide water/Gatorade.
* Summer hours – work longer days M-Th and get out early on Fridays in the office and mfg. floor
* Discussion around offering second shift works 4 ten hour days

Vacation time

* Some companies have limitations on when can you take it and how much at a time and others do not because of fear of losing employees
* Several companies require that employees take an entire week off per year and the rest of their vacation days may be taken as needed.
* Accrual: Hourly people accrue all vacation on their anniversary date
* Discussion around hourly people taking time off without pay after vacation is used up
* Raining Rose - Employees can earn PTO through community service provided outside of regular work hours. For every 6 hours of community service employees earn 1 hour PTO up to 8 hours a year.
* New Leader - Front load 8 hours of PTO time on their work anniversary for volunteer hours during their regular work hours. Limit 4 hours at a time. Company sponsored volunteering may be up to 8 hours.
* Frontier - gives 8 hours to use toward volunteering.
* PTO Bank to share with other employees (in case of illness etc.) – talked about how to manage and policies around

Health Insurance

* No smoking policy and the effects of it / many variables to consider
* Red Star – employees sometimes have a perception that high deduction plan is not as good as low deduction plan, which is not true.
* HR Professionals have become the healthcare experts. There are financial experts to handle retirement, but healthcare falls on the shoulders of HR to educate employees.
* Effects of affordable care act – adult children staying on their parents healthcare plan until age 26

401K

* Most companies offer a 401k
  + Match 3% and employees must put in 6% match
  + 4% dollar for dollar match
  + Match 20% of employee contribution and 3% of salary at end of year put back in from company
  + Most offer Roth and traditional fund
  + Several companies offer free financial planning or one on one sessions
  + One company donates $500 in the name of the employee to a charity of employees choice