



**Non-Profit Workforce Development Project  
Summary Notes  
5.31.07**

**Attendees:** Veronica Blake (PCF), Anne Lucas (Non-Profit Resource Center), DeAnne Thornton (CAPC), Seana Doherty (PCN—by phone)

**Discussion:**

Group discussed the purpose of the Non-Profit Workforce Development Project. Group agreed that some of the top issues for Placer's non-profit's are retention, recruitment, capacity of ED's, and job satisfaction. ED's job turnover was mentioned as another key issue as well.

The group agreed that conducting a CEO & staff survey, based on the Sutter EOW survey, was a good place to start. The survey would give us a good environmental scan of the key issues facing the non-profit workforce in Placer.

The group agreed that the survey should be given to a wide range of ED's, not just social service organizations. PCF and PCN will partner in putting out the survey. This may become an annual survey. Veronica made the point that we need to be prepared to respond to the survey results with some key actions. Some of these actions are already in place (i.e. capacity building trainings, PCN Fall retreat, etc) and it will simply be a matter of connecting the dots for people.

Veronica stated that it would be a good idea to have a CEO forum (Sept?) to present the survey results and strategies in place for addressing some of the issues that surfaced.

If possible, Seana suggested that it might be good to include a couple of Board member focus groups in the over-all data collection process to bring in their perspectives on workforce issues.

Survey details

Group went through every question of the Sutter survey and adjusted the language to our audience

**Action:** Anne to help with the demographic section of the survey

**Action:** Anne will look at comparable surveys to compare questions

The survey will be done through Survey Monkey

The survey will be set up so that subsets can be pulled out (ED's, other staff, etc)

Lynn is a resource for the Survey Monkey and we may hire her to conduct the survey or assist one of PCF's interns with it.

The survey would be done this summer so that we could produce the results in Sept.

**Action:** Seana will look at PCN budget to see how much is available for this project and work with Lynn on who will do what on the survey

**Action:** Anne will look at other CEO surveys to get ideas on additional questions to add to our survey.

The Compass Point and Daring to Lead were mentioned as good examples of CEO training programs.

Once we see the feedback from the survey, the group will start to design strategies based on the data.

#### Next Steps

Complete actions per above

Seana will set up next check-in meeting in 2-3 weeks

At the next meeting, the group will finalize the survey and prepare for launch