

NEW Manufacturing Alliance
RETIRED WORKER TASK FORCE MEETING MINUTES
Sargento Foods – Hilbert, WI
January 26, 2017 – 8:30 to 9:30 a.m.

Attendees: Amanda Kopetsky, Sonia Otte, and Ann Franz

Topic 1: History of what the Alliance has done in the past related to this topic

In 2013, the Talent taskforce worked on a grant to fund a person about to retire to stay and mentor new hires. The grant had interest, but only Ariens and BPM went forward with the grant. Due to a lack of participants, NEWMA didn't write the grant.

At the 2014 Manufacturing First Expo, David DeLong spoke on his book, "*Lost Knowledge – Confronting the Threat of an Aging Workforce.*" One of the focuses of the book is to develop a matrix that identifies all of the skills needed and who at the organization has knowledge/expertise in each area.

At the September 2016 Talent taskforce meeting, there was a brainstorming session related to retired workers. How do we get the tribal knowledge from the person before they retire? There was discussion about companies developing good processes and not relying on the experience. There should be a guide to help train new employees and not rely on the person but rather the process or SOPs.

A survey needs to be developed for the Alliance membership to understand their needs for the next 1, 3 and 5 years and learn of best practices on this topic. The information will be used by colleges in understanding the demand needs in the future.

Another opportunity is to work with colleges in helping them develop training surrounding developing Standard Operating Procedures and process maps. One opportunity would be industry teaching faculty process mapping. There may be grant pay for a consultant to train the faculty.

The taskforce may want to host a retired worker conference focused on how to replace retirees. In addition, there was discussion on having a directory of retired workers that are interested in part time or short term work.

Topic 2: Retired Worker survey

The survey will go out late February or early March. The questions are:

1. How many employees do you have in northeast Wisconsin?
2. What is the average tenure of your production/engineering workforce?
3. What is the average age of your production/engineering workforce?
4. State how many employees you have in the following age groups: 45-50, 51-55, 56-60, 61-65, and 66 and over in the following occupations:

General Labor	Electricians	Machinists
Maintenance mechanics	Millwrights	Engineers
Operators	Service Techs	Sales Reps
Quality Department	Welders	Production Supervisors
5. Does your company have any programs in place addressing knowledge loss due to retirements?
6. Does your company have any best practices related to the aging workforce?

Your company name will not be shared with anyone reviewing the survey results.

Ann will send out a draft of survey prior to the next taskforce meeting. The survey will be finalized at the next meeting.

Topic 3: Directory of Retired Workers

The member's feel that exploring a directory of retired workers that are interested in part time or short term work has merit. The retirees would be referred by their companies to either post their information on the Alliance's website and contract directly with a company or apply at a staffing agency that the Alliance will work with on this project. The staffing company would receive from the retiree a document that they are a *Hall of Fame* employee from a specific company. The staffing agency would give a discount to the company for the referral of the employee. More discussion will be forthcoming at future meetings.

Topic 4: Retired Worker Symposium

The taskforce discussed hosting a conference in spring of 2018 related to retired workers. The program could include: David DeLong, author of *Lost Knowledge*, best practices related to retired workers by local manufacturers, and labor market data. There could be programming for retired workers including topics that a lawyer and/or accountant could discuss 1099 etc.

Topic 5: Next steps and next meeting

The taskforce will meet the fourth Tuesday of each month at 8:30 a.m. The next meeting will be held on **Feb. 28, 2017 at 8:30 a.m. at Bemis in Appleton.**

Next steps:

1. Conduct a retired worker survey of the Alliance members in February/March.
2. Have conversations with UW Oshkosh and UW Green Bay to determine their perspective on partnering on teaching SOP and process mapping.
3. Review the book *Lost Knowledge* by David DeLong.
4. Continued discussion on a retired worker directory.
5. Continued discussion for an employer and retiree conference in 2018.