



# Memo

Date: November 7, 2007

To: Media  
Calendar/News Department

From: Andrew Spreadborough  
Central Oregon Intergovernmental Council  
WorkSource Redmond  
541-504-3306

Subject: WorkSource Redmond One Stop Management Team Meeting

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There will be a meeting of the **WorkSource Redmond One Stop Management Team** on Friday, **November 16, 2007** at WorkSource Redmond, 2158 S.E. College Loop, Building #2. The meeting is scheduled from 9:00-11:00 AM. Agenda items include:

- Central Oregon Workforce Investment Board Strategic Plan Update
- Review and Revise inter-agency referral form
- Review and Revise customer satisfaction survey tool
- Set 2008 meeting calendar, review training needs

All meetings of the One Stop Management Team are open to the public. For more information, contact Andrew Spreadborough, 541-504-3306.