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**MEETING NOTES  
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
PLANNING COMMITTEE  
FEBRUARY 10, 2004**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held via IVN on Tuesday, February 10, 2004, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

**MEMBERS PRESENT:** Jim Walker, Jim Hirsch, Scott Holdman, and Lyn Dockter-Pinnick

**MEMBERS ABSENT:** Justin Schardin, Cathi Christopherson, Leo Cummings, Dr. David Gipp

**GUESTS PRESENT:** Jill Splonskowski

The meeting was conducted via IVN and Polycom sites with hookups in Bismarck, Minot, Grand Forks, and Fargo.

Jim Walker started the meeting with introductions of attendees at the sites. The agenda was then reviewed.

## **Planning Committee Charter Review and Discussion:**

Jim Hirsch outlined the purpose of the Planning Committee Charter. The Charter was presented by Al Lukes at the September 2003 Workforce Development Council meeting. The Planning Committee's role is to support the Council and the Council staff in developing overall funding applications, planning goals, guidelines, and strategic plans. The 7 goals, responsibilities, and parameters of the Planning Committee were then reviewed with members.

## **Role of the State and Local Workforce Investment Board:**

Jim Hirsch showed members a PowerPoint presentation entitled the "Workforce Development and Workforce Training System: Overview & Orientation". The PowerPoint gave an overview of the Workforce Investment Act, One-Stop Career Center, as well as Workforce Investment Board roles and responsibilities. Some specific topics discussed and explained to members by Jim Hirsch during the presentation were:

- 1) Key Principles
- 2) The Structure of the Workforce Investment Act
- 3) Title I Funding Streams
- 4) State Programs (Adult, Dislocated Worker & Youth)
- 5) Statewide Activities
- 6) Wagner-Peyser Act
- 7) One-Stop Delivery System (Partners, Customers, Services, MOU)
- 8) Performance Accountability
- 9) State Governance & Duties
- 10) The State Plan and Contents
- 11) Local Workforce Investment Boards, Functions, & Requirements

Jim Hirsch then referred to a report prepared by the Center on Urban and Metropolitan Policy entitled "The Workforce Investment Act: Reauthorization to Address the 'Skill Gap'". This report was sent out electronically to all Council members. The report does a very good job of providing a historical review of JTPA and WIA and summarizes the success with WIA and some of the shortfalls that need to be addressed. Many of the findings are relevant to North Dakota as well as nationally.

Jim Walker had read the report and commented on its content value.

## **Review of the MOU with the Governor:**

Jim Hirsch reviewed with members the Memorandum of Understanding (hereinafter MOU) developed between the Governor, the Workforce Development Council, and Job Service North Dakota. Recommendations related to updates and changes to the MOU would come from the Planning Committee to the Council. Several items must be prepared by the Council and Job Service North Dakota in accordance with the MOU,

and those items of responsibility were then reviewed with Planning Committee members.

Jim Hirsch suggested that the role and involvement of the Planning Committee could be significant depending on what the Committee wants to take on.

Jim Walker suggested that the Planning Committee address the highest priorities and review them as they arise.

Jim Hirsch suggested that the Planning Committee have the benefit of a solid needs assessment to get a handle on where the eligible populations reside and the needs of that population. The Planning Committee would then recommend goals to address specific need priorities. He also suggested that this Committee develop a definition of new, expanding, and innovative programs under incentive award grants.

**Develop agenda for future orientation and background information for the Planning Committee:**

Jim Hirsch suggested that we invite Nelse Grundvig and Richard Rathge to the next Planning Committee meeting to provide data on needs assessment related to population and demographic changes.

Lyn Dockter-Pinnick agrees with Jim Hirsch that the needs assessment would be a very valuable piece for Plan development.

Scott Holdman would like to see Richard Rathge as one of the presenters at the next meeting.

Jim Hirsch suggested that the WIA mandatory agencies be invited to the next meeting to review with the Committee their role in addressing the needs of eligible groups and employers in the state.

**Review of and discussion on Plan Modification Recommendations received from DOL:**

The Committee agreed that the recommendations provided from DOL that relate to the Plan Modification would be addressed in relation to the needs assessment and response recommended to the needs assessment. The Planning Committee may recommend policy to the Council at some point.

Members agree that the next Planning Committee meeting will be held on March 3, 2004. The meeting will be in-person in Bismarck, North Dakota.

**The meeting was adjourned.**

**Action Steps:**

- **Develop an agenda for the March 2004 meeting.**
  - a. **Invite Dr. Rathge and Nelse Grundvig**
  - b. **Invite Agency Representatives:**
    - i. **Job Service North Dakota**
    - ii. **Career and Technical Education**
    - iii. **Department of Public Instruction**
    - iv. **Department of Human Services**
- **Develop Definitions for new, expanding and innovative.**
- **Begin process of identifying priorities for use of incentive award funds.**
- **Consider policy recommendations to address DOL Plan Modification comment.**