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**MEETING NOTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
PLANNING COMMITTEE
MAY 12, 2004**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held on Wednesday, May 12, 2004, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

MEMBERS PRESENT: Jim Walker, Scott Holdman (via telephone), Justin Schardin (via telephone), Leo Cummings (via telephone), Lyn Dockter-Pinnick (via telephone), and Jim Hirsch.

MEMBERS ABSENT: Dr. David Gipp and Cathi Christopherson.

GUESTS PRESENT: Korrine Lang, Andy Rendon, Wayne Kutzer, DeAnn Berg, and Jill Splonskowski.

Call to Order:

Jim Walker welcomed members. Members and guests introduced themselves around the room.

Approval of Agenda:

Jim Walker asked for approval of the May 12, 2004, agenda.

Motion: Justin Schardin made a motion to approve the May 12, 2004, agenda. Jim Walker seconded the motion. Motion carried.

Approval of Minutes:

Jim Walker asks for a motion to approve the April 2004 Minutes.

Motion: Justin Schardin made a motion to approve the April 2004 Minutes. Scott Holdman seconded the motion. Motion carried.

Unified State Plan Comments and Recommendations:

Jim Hirsch outlined the Unified State Plan comments and recommendations from the US Department of Labor. Jim Hirsch also identified the responses made by Job Service North Dakota and the Department of Human Services to those recommendations. Policy recommendations developed to meet the requests are a **Displaced Homemaker Policy** and a **Service to Individuals with Multiple Barriers to Employment Policy**. Jim Hirsch identified some comment changes to the Memorandum of Understanding made by the US Department of Labor and members then made some grammar changes/suggestions to the policies.

Jim Walker asks for a motion to bring the corrected policies to the Workforce Development Council as a recommendation for adoption at the June 17, 2004, meeting.

Motion: Lyn Dockter-Pinnick made a motion to recommend the corrected policies to the Workforce Development Council at the June 2004 meeting. Justin Schardin seconded the motion. Motion carried.

Incentive Award Planning:

Jim Hirsch explained to members that the Workforce Development Council is eligible for \$750,000 of incentive award funds. State agencies were asked to submit areas of need for funds usage. Jim Hirsch met with the Governor's Office on some suggested funding programs. A draft proposal was developed based on agency comments and suggestions. All bid proposals will include the following:

- Executive Summary
- Background
- Description of Services and Planned Activities
- Project Goals
- Logistics and Coordination
- Budgets
- Improvement and Sustainability

The proposal process was sent out to all state agencies by Jim Hirsch. All interested parties should structure and identify which funding streams they would prefer to use when submitting their individual proposals. Proposals for funding are due by 4:00 p.m. on June 4, 2004. The proposal will be updated by Jim Hirsch to allow a place for agencies to identify funding streams.

Jim Walker asks for a motion to adopt a standardized form for incentive awards with comments and input for consideration.

Motion: Lyn Dockter-Pinnick made a motion to adopt a standardized form for incentive awards with comments and input for consideration. Justin Schardin seconded the motion. Motion carried.

Jim Hirsch explained that the proposal will be put onto the Department of Commerce website along with an option to submit public comment. Each agency was asked to submit priorities and recommendations. Bill Goetz from the Governor's Office mentioned that the Jobs for America's Graduates model could be funded approximately \$150,000 with 3 demonstration sites. Bill Goetz is currently looking at other funding sources for the JAG model.

Career and Technical Education identified 3 areas of need:

- 1) Focus on Career and Technical Careers in High School (\$140,000)
- 2) Information Technology (\$50,000)
- 3) Data Quality & Accountability (\$30,000)

The Department of Public Instruction identified 8 areas of need totaling \$220,000 - \$250,000:

- 1) Provide education and training services to the ESL population who is now employed and require additional skills. The training would be provided on the job site where possible.
- 2) Provide additional ESL services to new refugees to help get them on the job quicker.
- 3) Continuation of Certified Nurse Assistant (CNA) training. This training was developed in cooperation with Job Service and has proven to be an excellent training for adults who are interested in improving their academic skills and move into health careers.
- 4) Continuation of Customer Service Training. This training was developed in cooperation with Job Service and has proven to be an excellent training for adults with excellent employment outcomes.
- 5) Develop two pilot sites to provide distance learning to adults outside the major cities.

This project will deliver GED preparation/improvement of academic skills via current technology available. Required Activities:

- Planning, curriculum/activities development and
- Training of staff

- 6) Training of staff delivering services to adult populations with emphasis on new research/and teaching methods in math, writing and reading.
- 7) Continue to provide additional skills building for GED graduates who plan to pursue higher education and/or career technical training.
- 8) Basic, intermediate, and advance computer skills for those currently under-employed.

Job Service North Dakota requested funding which totaled \$125,000:

- 1) Intensive Re-employment Demonstration Project
- 2) Developing Staff Awareness of Cultural Diversity and Needs

Some other items identified for incentive award funds were:

- 1) Use of a Polycom system in all 8 regional sites (Jim Hirsch suggested).
- 2) Building Trades Program (Bruce Walker suggested).
- 3) Occupational Information System and Educational Brochures for Parents (Dan Marrs from the North Dakota Career Resource Network suggested).

The \$750,000 available comes from three different sources which are as follows:

| <u>WIA Title I</u> | <u>AEFLA</u> | <u>Perkins III</u> |
|--------------------|--------------|--------------------|
| \$242,906 | \$309,694 | \$197,400 |

The funding for incentive awards could be available by September 2004. There is currently about \$75,000 in Governor's set-aside funds as well as other sources which could be used to support the costs of the recommended projects if necessary.

Planning Committee Discussion:

Jim Hirsch explained that once costs are identified for items such as the Polycom System, Building Trade Program, and the Occupational Information Systems project, we could then determine where to best delegate the \$750,000.

Recommendations discussed by members include:

- 1) JAG proposal – choose 3 good projects with a total budget of \$150,000 to serve high school dropouts and at-risk youth.

- 2) Focus on Career & Technical Careers in High Schools - will provide more quality information and awareness to students and parents. The Information Technology project will implement new programs and expand existing instructional programs such as GIS and Netlab.
- 3) Department of Public Instruction – continuation and expansion of Adult Learning Centers and ESL providers across the state, as well as CNA training, customer service training, and staff training.
- 4) Job Service North Dakota – implement and conduct a 1 year intensive re-employment demonstration project to serve approximately 6,000 participants as well as implement and promote awareness of cultural diversity and needs among minorities, baby boomers, persons with disabilities, etc.
- 5) Other:
 - ✘ Polycam – sites in all 8 regions to allow for the Council and partner agencies to conduct council and commission meetings, workgroup meetings, and staff training. The cost would be about \$8,000 - \$10,000 per site and would significantly reduce travel costs for members.
 - ✘ Building Trades Program – constructing a new correctional center – no costs are available to date.
 - ✘ Occupational Information System – education and training program on making career decisions. Cost would be \$25,000.

Jim Hirsch mentioned that once agencies submit their proposals with identified costs and formats, he will e-mail the proposals to all members to gather collective rankings and we will then discuss the agreed-upon proposals through a short conference call. The Committee will then host a meeting whereby the Planning Committee will make decisions and recommend projects to the Workforce Development Council at their June 17, 2004, meeting.

Other Business:

The next Planning Committee meeting will be held in June 2004. Jill Splonskowski will work with Planning Committee members to schedule the next meeting.

The meeting was adjourned.

Action Steps:

- ✚ **Recommend Displaced Homemaker and Service to Individuals with Multiple Barriers to Employment policies to the Workforce Development Council at their June 17, 2004 meeting.**

- ✚ Updated Incentive Award Proposals are due from applicants by June 4, 2004.
- ✚ The Incentive Award Proposal request will be put on the Department of Commerce website.
- ✚ Jim Hirsch will e-mail proposals to all members to gather collective rankings and the Committee will then discuss the agreed-upon proposals through a short conference call.
- ✚ Jill Splonskowski will work with Planning Committee members to schedule a June 2004 teleconference meeting whereby the Planning Committee will make decisions and recommend projects to the Workforce Development Council at their June 17, 2004, meeting.