



**1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, ND 58502-2057
Phone (701) 328-5345
Fax (701) 328-5320
E-Mail: jhirsch@state.nd.us**

**MEETING NOTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
PLANNING COMMITTEE
SEPTEMBER 16, 2004**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 10:00 a.m. on Thursday, September 16, 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), Cathi Christopherson, Lyn Dockter-Pinnick (via telephone), and Jim Hirsch.

MEMBERS ABSENT: Leo Cummings, Dr. David Gipp.

GUESTS PRESENT: Korrine Lang, DeAnn Berg, Duane Broschat, and Jill Splonskowski.

Welcome & Introductions:

Jim Walker gave a welcome and introduction to members.

Administrative Announcements:

Jim Hirsch mentioned that the Five-Year State Strategic Plan and the LMI Plan will be reviewed and approved at today's meeting.

Review and Approve the June Meeting Notes:

Jim Walker then asked for approval of the June 17, 2004, meeting notes.

Motion: Cathi Christopherson made a motion to approve the June 17, 2004, meeting notes. Scott Holdman seconded the motion. Motion carried.

State Plan Progress Update:

Jim Hirsch mentioned that a change in performance indicators is considered to be a substantial change that must be officially incorporated into the Five-Year State Strategic Plan by modification.

Korrine Lang stated that Job Service North Dakota asked for revisions to the following performance measures:

- 1) Adult Earnings Gain for Program Years 2003 and 2004;
- 2) Older Youth Earnings Gain for Program Years 2003 and 2004;
- 3) Dislocated Worker Earnings Replacement Rate for Program Year 2004 only.

Korrine Lang then reviewed factors and data submitted in the request explaining and justifying the revised levels of performance requested. Korrine Lang stated that Job Service North Dakota made a strong argument for revising the performance measures, and the performance measures were renegotiated.

Review and Approve the State Five-Year Strategic Plan Modifications:

Jim Walker asked for a motion to approve the State Five-Year Strategic Plan modifications.

Motion: Cathi Christopherson made a motion to recommend approval of the performance indicator revisions of the State Five-Year Strategic Plan Modifications to the Workforce Development Council to include suggested changes from the United States Department of Labor to the 2003 Plan Modification. Jim Walker seconded the motion. Motion carried.

Review and Approve the Workforce Information Core Products & Services Grant:

Korrine Lang informed members that the grant total from the U.S. Department of Labor is \$334,438, and the LMI Center at Job Service North Dakota has been designated as the entity for employment statistics in North Dakota. Korrine Lang then reviewed with members the Statewide Workforce Information System as well as several strategies. Job Service North Dakota customers had a very high overall rating of their products and services based on a recent survey.

Several product materials were given to members by Duane Broschat who identified the purposes of the Labor Market Information (LMI) Center:

- 1) Data Collection
- 2) Design products tailed to customer needs

The grant requires 6 main components:

- 1) Continue to populate the ALMIS database with state data;
- 2) Produce and disseminate industry and occupational employment projections;
- 3) Provide occupational and career information products for public use;
- 4) Ensure that workforce information and support required by state and local workforce investment boards are provided (such as the Labor Availability Studies and the Workforce Needs Assessment) (\$60,000);
- 5) Maintain and enhance electronic state workforce information delivery systems (\$72,665 from current grant year);
- 6) Support state workforce information training activities (mail surveys, focus groups, evaluations) (\$30,000).

Jim Hirsch mentioned that the Workforce Development Council and the Economic Development Foundation has provided support for the new Local Employment Dynamics (LED) and IMPLAN reporting systems.

Jim Walker then asked for a motion to recommend approval of the Workforce Information Core Products & Services Grant to the Workforce Development Council.

Motion: Cathi Christopherson made a motion to recommend approval to the Workforce Development Council of the Workforce Information Core Products & Services Grant. Scott Holdman seconded the motion. Motion carried.

Cathi Christopherson then reviewed some questions with other Committee members regarding the State Plan language. Such changes will be implemented into the Plan prior to the September 24, 2004, deadline.

Resolution on Child Care:

Jim Hirsch presented the members with a draft Resolution on the North Dakota Child Care Resource & Referral Network and mentioned that this Resolution was drafted due to the requested need for quality childcare/professionalism within the child care industry.

Jim Walker asked for approval and recommendation of the Child Care Resolution draft to the Workforce Development Council for adoption.

Motion: Scott Holdman made a motion to approve the Child Care Resolution draft. Cathi Christopherson seconded the motion. Motion carried.

Planning Committee Discussion:

Jim Hirsch stated that North Dakota is expected to be eligible for incentive grants in the Year 2005. Request for Proposals should be sent out early to partnering agencies and then posted on their websites in the near future (December 2004/January 2005).

Future Meeting Date & Topics for Discussion:

Jill Splonskowski will e-mail members to establish the next meeting date. Some future meeting topics will be:

- State Five-Year Strategic Plan
- One-Stop System Partners MOU

Jim Walker then asked for a motion to adjourn the meeting.

Motion: Scott Holdman made a motion for adjournment. Cathi Christopherson seconded the motion. Motion carried.

The meeting was adjourned.

Action Steps:

- ✚ **The Workforce Development Council will approve the e-mail vote and record in the September 2004 minutes the actions on the revisions of the State Five-Year Strategic Plan as well as the Workforce Information Core Products & Services Grant and the Child Care Resolution draft.**
- ✚ **Job Service North Dakota will make appropriate language/grammar changes to the State Five-Year Strategic Plan modification prior to the September 24, 2004, deadline.**
- ✚ **Request for Proposals to be sent out early to partnering agencies and then posted on the website in the near future (December 2004/January 2005).**
- ✚ **Jill Splonskowski will work with Planning Committee members via e-mail to schedule the next meeting.**