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**MEETING NOTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
PLANNING COMMITTEE
DECEMBER 20, 2004**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 1:00 p.m. on Monday, December 20, 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 IVN), Debbie Grassrope (on behalf of Dr. David Gipp), and Jim Hirsch.

MEMBERS ABSENT: Leo Cummings, Dr. David Gipp.

GUESTS PRESENT: DeAnn Berg, Wayne Kutzer, Wayne Brostrom, John Hougen, Mike Schwindt, Maren Daley, and Jill Splonskowski.

Jim Walker asked for introductions around the room. The agenda will be updated to reflect Wayne Kutzer's presentation as the first item since Wayne has another commitment this afternoon.

Jim Walker asked for approval of the updated December 20, 2004, agenda.

Motion: Cathi Christopherson moved for approval of the amended agenda. Scott Holdman seconded the motion. Motion carried.

Wayne Kutzer gave members an overview of the three Incentive Award proposals submitted by the Department of Career & Technical Education:

- 1) High School Reform Initiative
- 2) Data Quality & Accountability Enhancement
- 3) Contents Standards and Curriculum Development

Wayne Kutzer also mentioned the Incentive Award modification for the prior year. The Department of Career & Technical Education requested \$50,000 for skills testing and \$30,000 for their data system. The Department of Career & Technical Education has not used all of the skills testing funds and would like to move \$40,000 from skills testing into the data systems project.

Jim Hirsch mentioned that Jobs for America's Graduates was funded \$150,000 last year. The Governor's Office has been working with the North Dakota Chamber of Commerce. The Chamber will be changing their By-Laws in order to take the lead and implement a JAG program by Fall 2005. The project would contain 3 pilot sites, but will not be able to expend the \$150,000 by June 2006. It has been recommended that \$75,000 should be made available for projects that can complete prior to June 2006, and use the rest of the \$75,000 with the new Incentive Award funds.

Jim Walker asks for a motion to approve the request for Career & Technical Education's shift of funds and recommend this shift to the Workforce Development Council.

Motion: Cathi Christopherson moved for a recommendation to the Workforce Development Council for approval of a shift in funds within the Department of Career & Technical Education as proposed by Wayne Kutzer. Scott Holdman seconded the motion. Motion carried.

DeAnn Berg explained that the Polycom System will house 5 locations throughout North Dakota. The locations will be in Job Service Offices in Grand Forks, Fargo, Minot, Bismarck, and one in Bismarck which will be shared at the State Capitol Building between the Department of Public Instruction and the Department of Career & Technical Education. A project plan is in place and the system is scheduled to be up and running by the end of February or March 2005.

Other projects in the planning phases at Job Service North Dakota are: Re-employment Demonstration, Occupational Information System, and Front-Line Staff Training.

Jim Walker then asked for approval of the September 16, 2004, meeting notes.

Motion: Lyn Dockter-Pinnick made a motion to approve the September 16, 2004, meeting notes. Scott Holdman seconded the motion. Motion carried.

Wayne Brostrom from Job Service North Dakota outlined their five proposals for Incentive Award funds:

- 1) Polycom System (Bismarck, Minot, Fargo, Grand Forks)
- 2) Workplace Skills Certification Initiative
- 3) Adaptive Technology & Access Devices
- 4) Non-Custodial Parent to Work Project
- 5) Trucking Sector Partnership

Jim Hirsch reviewed the Department of Public Instruction's six Incentive Award fund proposals in Dave Massey's absence:

- 1) Bismarck Adult Learning Center
- 2) Meeting Rural Population Needs
- 3) Adult Basic Education
- 4) Customer Service Training
- 5) New Americans Training
- 6) ESL Training

Other:

Jim Hirsch also mentioned a proposal that was submitted to research the petroleum industry initiative which will address high-end careers and recruitment of oil patch shortages. An employer-led advisory committee would identify the key industry employers and it would conduct in-person workforce and skill needs assessments. The committee would conduct, validate and test task analysis, it would identify existing programs and gaps, as well as identify career ladders in order to develop/modify new programs.

Jim Hirsch gave members a few options to shift some of the Incentive Award funds. One option is to expend \$75,000 from the Rural Service Technology project in 2005 instead of the \$75,000 for Jobs for America's Graduates. Members could also agree to reduce the Bismarck Adult Learning Center and the High School Reform Initiative and eliminate the Trucking Sector Partnership completely. The remaining \$75,000 from the 2004 Jobs for America's Graduates recovery could be used for completion prior to June 30, 2006. The Job Service North Dakota Workforce Skills Certification could also be reduced from \$128,000 to \$115,000. With these adjustments, the Planning Committee should be able to recommend funding for all other agency proposals.

Jim Walker asked for a recommendation of the Incentive Award proposals with the adjustments that Job Service North Dakota's proposal (Rural Service Technology) will be funded out of the 2004 award. The Department of Career & Technical Education's High School Reform Initiative would be reduced to \$25,000 and the Department of Public Instruction's Bismarck Adult Learning Center would be reduced to \$70,000 with the opportunity for some additions to that proposal through CNA nurse training.

Motion: Lyn Dockter-Pinnick made a motion to approve the amended Incentive Award proposal adjustments. Cathi Christopherson seconded the motion. Motion carried.

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

Motion: Cathi Christopherson made a motion for adjournment. Lyn Dockter-Pinnick seconded the motion. Motion carried.

The next meeting date will be scheduled after the Workforce Development Council meeting in January 2005.

The meeting was adjourned.

Action Steps:

- ✚ Jim Hirsch to update the Incentive Award proposal allocations and the Planning Committee will make these amended recommendations to the Workforce Development Council at their January 6, 2005, meeting.**
- ✚ Discuss the effects of the WIA Reauthorization funding and Non-Competitive Grant expansion at the next Planning Committee meeting.**