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**MEETING NOTES  
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
PLANNING COMMITTEE  
FEBRUARY 16, 2005**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 10:00 a.m. on Wednesday, February 16, 2005, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

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

**MEMBERS ABSENT:** Cathi Christopherson, Dr. David Gipp.

**GUESTS PRESENT:** Jill Splonskowski.

Jim Walker welcomed members and called the meeting to order.

**Approval of Meeting Notes:**

Jim Walker asked for approval of the December 20, 2004, meeting notes.

**Motion:** Scott Holdman made a motion to approve the December 20, 2004, meeting notes. Lyn Dockter-Pinnick seconded the motion. Motion carried.

Jim Hirsch mentioned that public comments for the 2005 Incentive Awards were due on February 15, 2005, and no comments were received.

**Administrative Announcements:**

None.

**Approval of Agenda:**

Jim Walker asked for a motion to approve the February 16, 2005, agenda.

**Motion: Lyn Dockter-Pinnick made a motion to approve the agenda. Scott Holdman seconded the motion. Motion carried.**

**TEGL 14-04 Planning Guidance:**

Jim Hirsch stated that the requirement of the Training and Employment Guidance Letter 14-04 is to change the State Strategic Five Year Plan to a Two Year Plan. Some reforms envisioned by the Workforce Investment Act into the Plan would be:

- 1) Integrated, seamless service delivery through comprehensive One-Stop Career Centers
- 2) A demand-driven workforce system governed by business-led workforce investment boards
- 3) Maximum flexibility in tailoring service delivery and making strategic investments in workforce development activities to meet the needs of state and local economies and labor markets
- 4) Customers making informed choices based on quality workforce information and accessing quality training providers
- 5) Increased fiscal and performance accountability

Jim Hirsch then reviewed the National Strategic Priorities and Direction which includes:

- a) Implementation of a demand-driven workforce system
- b) System reform to eliminate duplicative administrative costs and to enable increased training investments
- c) Enhanced integration of service delivery through One-Stop delivery systems nationwide
- d) Refocusing WIA youth investments on youth most in need
- e) Improved development and delivery of workforce information to support workforce investment boards in their strategic planning and investments and to provide quality career guidance directly to workers and youth
- f) Descriptions of how faith-based and community-based organizations play an enhanced role in workforce development

- g) Enhanced use of waivers and workflex provisions in WIA to provide greater flexibility to states and local areas in structuring their workforce investment systems
- h) Discussion of the implementation of common performance measures across federal employment and training programs

Jim Hirsch reviewed a “North Dakota Environmental Scan” explaining what has been done and is currently being done within business, economic development, and recruitment. The goal is to develop a plan with these issues in mind to ensure that North Dakota businesses have access to an available and skilled workforce, to retain youth, and to address the needs of special population groups and out-of-school youth.

The Two Year State Strategic Plan should incorporate some of the Reauthorization Initiatives. The Employment and Training Administration will publish the Planning Guidance by March 30, 2005. The Two Year State Strategic Plan will be due to the United States Department of Labor on or before May 31, 2005.

**Planning Committee Workgroup Charter:**

The purpose of the Charter is to create a temporary workgroup under the Planning Committee of the North Dakota Workforce Development Council. The workgroup will assist the Planning Committee and Council staff in development of a Two Year State Strategic Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act.

Some goals of the workgroup were reviewed with members and some updates were requested to be made to the Charter. Jim Hirsch also added a Goal #5 indicating that the workgroup will provide periodic updates on the plan development progress to the planning committee chairperson, who will in turn ensure that the primary partner agencies are briefed, informed of plan recommendations, and provided an opportunity for input and to respond to sections of the plan affecting programs they deliver.

Jim Walker asked for approval of the Planning Committee Workgroup Charter.

**Motion: Lyn Dockter-Pinnick made a motion to accept the Charter with all amendments. Leo Cummings seconded the motion. Motion carried.**

**Membership:**

The workgroup membership will consist of the following individuals:

Cathi Christopherson  
Cheryl Penny  
Dave Kemnitz  
Dave Massey

DeAnn Berg  
Debbie Painte  
Gloria Maragos  
John Hougen

Leo Cummings  
Lyn Dockter-Pinnick  
Maren Daley  
Wayne Kutzer

### **Calendar of Events:**

Jim Hirsch reviewed with members the Two Year State Strategic Plan calendar. The Plan would be developed by workgroup members and submitted for public comment as well as approval from the Youth Development Council and the Workforce Development Council before being finalized by May 15, 2005, and submitting to the United States Department of Labor – Employment and Training Administration by May 20, 2005.

Jim Walker asked for a motion to approve the calendar.

**Motion: Leo Cummings made a motion to approve the calendar. Scott Holdman seconded the motion. Motion carried.**

Jim Walker asked for a motion to approve the workgroup membership.

**Motion: Lyn Dockter-Pinnick made a motion to approve the workgroup membership. Scott Holdman seconded the motion. Motion carried.**

### **Goals for the Governor's Consideration:**

Jim Hirsch explained some goals and strategies to submit to the Office of the Governor and asked members to review the goals and provide any feedback or additions via e-mail to Jim Hirsch.

### **Next Meeting Date:**

The next meeting date will be mid-March 2005.

### **Adjournment:**

Jim Walker asked for a motion to adjourn the meeting.

**Motion: Leo Cummings made a motion for adjournment. Lyn Dockter-Pinnick seconded the motion. Motion carried.**

**The meeting was adjourned.**

### **Action Steps:**

- 🚩 Host a Planning Committee Workgroup meeting in March 2005.**
- 🚩 Members should e-mail any additions/comments/revisions of the Goals for the Governor's Consideration to Jim Hirsch so he can finalize.**
- 🚩 Jim Hirsch to finalize the Planning Committee Workgroup Charter with requested changes.**
- 🚩 Develop a Two Year State Strategic Plan by May 20, 2005, in order to meet the May 31, 2005, deadline.**