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**MEETING NOTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
PLANNING COMMITTEE
JULY 27, 2005**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 9:00 a.m. on Wednesday, July 27, 2005, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

MEMBERS PRESENT: Jim Walker, Cathi Christopherson, Lyn Dockter-Pinnick, Scott Holdman (via phone), Debbie Painte (on behalf of Dr. David Gipp), and Jim Hirsch.

MEMBERS ABSENT: Dr. David Gipp, Leo Cummings.

GUESTS PRESENT: Korrine Lang, DeAnn Berg, Duane Broschat, Jerry Meske, Dave Ellingson, and Jill Splonskowski.

Welcome & Introductions:

Jim Walker provided a welcome. Members and guests introduced themselves around the room.

Administrative Announcements: None.

Approval of Agenda:

Jim Walker asked for approval of the July 27, 2005, agenda.

Motion: Scott Holdman moved to approve the July 27, 2005, agenda. Lyn Dockter-Pinnick seconded the motion. Motion carried.

Approval of Meeting Notes:

Jim Walker asked for approval of the May 9, 2005, meeting notes.

Motion: Lyn Dockter-Pinnick moved to approve the May 9, 2005, meeting notes. Cathi Christopherson seconded the motion. Motion carried.

Jim Hirsch informed members that the U.S. Department of Labor sent a letter to the Department of Commerce stating that the Two Year State Strategic Plan has been approved; however, there will be some further discussion on Veteran's Employment comments during today's meeting to address and satisfy the requirements of the Strategic Plan under priority to North Dakota Veterans.

Review the LMI Budget & Plan for Job Service North Dakota:

Duane Broschat from Job Service North Dakota gave members an overview of the LMI Plan and budget. The 2005 budget is \$331,000. The LMI Center takes a "customer-focused" approach toward providing a comprehensive employment statistics program. There are 6 products and services which are administered by the LMI Center:

- 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 (fringe benefits surveys);
- 4) Ensure that workforce information and support required by state and local workforce investment boards is provided;
- 5) Maintain and enhance electronic state workforce information delivery systems;
- 6) Support state workforce information training activities (training of LMI staff and training customers).

The LMI Center conducted a benefits package survey and has worked with the North Dakota Workforce Development Council and Jim Hirsch in conducting Statewide Labor Availability Studies. Economic impact studies and area profiles have also been produced by the LMI Center in addition to longitudinal employment dynamics studies (LED).

After Duane Broschat reviewed the LMI Plan, Jim Walker then asked for a motion to recommend the LMI Plan to the North Dakota Workforce Development Council for approval.

Motion: Cathi Christopherson moved to recommend the LMI Plan to the Workforce Development Council for approval. Lyn Dockter-Pinnick seconded the motion. Motion carried.

Review Comments from Veteran's Employment:

Jerry Meske from Veteran's Employment and Training in Bismarck explained that the recommendation from Veteran's Employment and Training is to include within the Two Year State Strategic Plan some language on veteran's priority of service in employment and training programs and how states are implementing those priorities. The Plan should also identify the importance of veterans in the state of North Dakota, and how Wagner-Peyser funds will be used to provide priority in the employment and training programs for veterans when making referrals to job openings and training opportunities.

Jim Hirsch suggested developing a policy on behalf of the North Dakota Workforce Development Council to identify veteran's priorities and core services (outreach) under the Wagner-Peyser Act.

Jim Walker asked for a motion to have Jim Hirsch develop a policy on behalf of the North Dakota Workforce Development Council to identify veteran's priorities and core services (outreach) under the Wagner-Peyser Act and to provide feedback to the Council.

Jerry Meske and Jim Hirsch state that they will work together to develop a Workforce Development Council policy and specific language to add to the Two Year State Strategic Plan amendment to address veteran's priorities. This information will be approved by Job Service North Dakota and the Planning Committee prior to being recommended for approval by the Workforce Development Council.

Motion: Cathi Christopherson made a motion to approve the development of a Workforce Development Council policy and specific language by Jim Hirsch and Jerry Meske to add to the Two Year State Strategic Plan to address veteran's priorities. This policy and specific language will be approved by Job Service North Dakota and the Planning Committee prior to being recommended for approval by the Workforce Development Council. Lyn Dockter-Pinnick seconded the motion. Motion carried.

Review of Waiver Requests:

DeAnn Berg reviewed the Two Year State Strategic Plan waiver requests and approvals to date:

Waiver #1: Waiver to remove the requirement for competitive procurement of training providers for the youth program.

Three youth program elements were approved. Job Service North Dakota will be submitting additional information for seeking a waiver for all 10 youth program elements. The U.S. Department of Labor will review this information when received and respond accordingly.

Waiver #2: Extension of a waiver to extend the time period of initial eligibility at 20 CFR 663.530.

The state has been granted an extension of this waiver through June 30, 2007.

Waiver #3: Waiver to allow use of the random sample method of eligibility verification in data validation.

This request did not meet the higher standard for waiving the key WIA reform principle of increased accountability and the U.S. Department of Labor has not approved this waiver request; however, they have suggested that their regional office is available for assistance.

To date, Job Service has not received a response on the fourth (4th) waiver request.

Other Business:

Jim Hirsch stated that the Council/Commission appointments are being finalized by the Office of the Governor and members should plan on attending the Summer Retreat scheduled for August 16-17, 2005, in Medora, North Dakota.

Adjournment:

Jim Walker asked for a motion to adjourn the meeting.

Motion: Lyn Dockter-Pinnick moved for adjournment. Scott Holdman seconded the motion. Motion carried.

The meeting was adjourned.

Action Steps:

- **Place LMI Plan & Budget approval on the next Council meeting agenda.**
- **Jim Hirsch and Jerry Meske to develop a Council policy and specific language to add to the Two Year State Strategic Plan to address veteran's priorities. This policy and specific language will be approved by Job Service North Dakota and the Planning Committee prior to being recommended for approval by the Workforce Development Council.**
- **Members should plan to attend the Summer Retreat in Medora on August 16-17, 2005.**