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**MEETING NOTES  
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
PLANNING COMMITTEE  
OCTOBER 21, 2005**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 9:00 a.m. on Friday, October 21, 2005, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

**MEMBERS PRESENT:** Jim Walker, Scott Holdman (via phone), Debbie Painte (on behalf of Dr. David Gipp), and Jim Hirsch.

**MEMBERS ABSENT:** Dr. David Gipp, Leo Cummings.

**GUESTS PRESENT:** DeAnn Berg, Dan Marrs, and Jill Splonskowski.

**Welcome & Introductions:**

Jim Walker provided introductions and welcomed members.

**Administrative Announcements:**

Jim Hirsch reported that volunteers were requested at the Workforce Development Council meeting on October 20, 2005, and the Chair will look at appointing 3 new members and possibly 3 ex-officio members to the Committee.

### **Approval of Agenda:**

Jim Walker asked for approval of the October 21, 2005, agenda.

**Motion: Scott Holdman moved to approve the October 21, 2005, agenda. Jim Walker seconded the motion. Motion carried.**

### **Approval of Meeting Notes:**

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

**Motion: Scott Holdman moved to approve the July 27, 2005, meeting notes. Jim Walker seconded the motion. Motion carried.**

### **Draft Policies:**

#### 2-11-05 (0) Veteran's Priority

Jim Hirsch stated that due to a letter being sent to Joseph Juarez at the United States Department of Labor regarding priority of service to veterans, that he and Jerry Meske developed a new policy which identifies all public law and references required as well as new reporting requirements to account for representation of veterans in available programs.

Jim Walker asked for a motion for the Planning Committee to adopt this document as a first draft for comment by Workforce Development Council members.

**Motion: Jim Walker moved that the Planning Committee adopt this document as a first draft for approval by the Workforce Development Council. Scott Holdman seconded the motion. Motion carried.**

#### 2-12-05 (0) North Dakota One-Stop System Certification

Jim Hirsch also reviewed the One-Stop System Certification Policy with members. The purpose of the Policy is to establish that each area must operate at least one comprehensive One-Stop. In order to be considered for certification, a Business Plan must be submitted by the One-Stop Career Center operator to the North Dakota Workforce Development Council for approval. The North Dakota Workforce Development Council will also assign a review team to conduct periodic reviews of the One-Stop System Certification process, and as deemed necessary, conduct site reviews to verify certified center's compliance requirements.

Jim Walker asked for a motion to approve the draft North Dakota One-Stop System Certification Policy and recommend it to the Workforce Development Council by e-mail as a first draft.

**Motion: Scott Holdman moved that the Planning Committee approve the draft North Dakota One-Stop System Certification Policy and recommend it to the Workforce Development Council by e-mail as a first draft. Debbie Painte seconded the motion. Motion carried.**

**Request for Proposal for 2006 Incentive Awards:**

Jim Hirsch reported that the 2006 RFP for Incentive Awards was approved by the North Dakota Workforce Development Council at their October 20, 2005, meeting. The RFP would be issued in November 2005 and received by the North Dakota Workforce Development Council by February 14, 2006. The proposals would be presented to the Workforce Development Council members at their April 2006 meeting for funding recommendations.

Jim Walker asked for a motion to adopt the Incentive Award program.

**Motion: Scott Holdman moved to approve the 2006 Incentive Award RFP. Debbie Painte seconded the motion. Motion carried.**

**Integrated Performance Information Team Update:**

Dan Marrs gave members a history of the FINDET program and the Integrated Performance Information project. North Dakota is actually ahead of some of the pilot states where this project has been implemented (with the exception of Florida and Texas). Jim Hirsch mentioned that the Integrated Performance Information project is intended to be a workgroup which will be able to address policymaker's accountability concerns and what the best performance measures for workforce development are. A workgroup draft Charter will be implemented in the near future to address common reporting measures, to incorporate FINDET, and to address the language already contained in the One-Stop Memorandum of Understanding. This Charter will be developed by Dan Marrs and Jim Hirsch and presented to Jim Walker for his signature.

The Planning Committee will be informed of the North Dakota Shared Vision Team updates as they are being shared with the Governor's Office and recommendations are being made.

**Next Meeting Date:**

The next meeting date will be scheduled in November 2005.

**Adjournment:**

Jim Walker asked for a motion to adjourn the meeting.

**Motion: Scott Holdman moved for adjournment. Debbie Painte seconded the motion. Motion carried.**

The meeting was adjourned.

**Action Steps:**

- **Planning Committee will recommend the Veteran's Priority and North Dakota One-Stop System Certification Policy drafts to the Workforce Development Council for comments/approval.**
- **Jim Hirsch and Dan Marrs to draft an IPI Workgroup Charter and present to Jim Walker for his signature.**
- **Jim Hirsch to inform Planning Committee members of any updates to the North Dakota Shared Vision Team.**
- **Jill Splonskowski to schedule the next Planning Committee meeting for November 2005.**