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**MEETING NOTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
PLANNING COMMITTEE
DECEMBER 15, 2005**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 9:00 a.m. on Thursday, December 15, 2005, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

MEMBERS PRESENT: Jim Walker, Dave Massey, Kathy Ibach (on behalf of Maren Daley), Debbie Painte (on behalf of Dr. David Gipp), Jim Dahlen, Candice Dietz (via telephone), Cathy Kruse (via telephone), and Jim Hirsch.

MEMBERS ABSENT: Dr. David Gipp, Leo Cummings, Wayne Kutzer, Maren Daley, and Scott Holdman.

GUESTS PRESENT: DeAnn Berg and Jill Splonskowski.

Welcome & Introductions:

Jim Walker provided a welcome to former and new members.

Administrative Announcements:

None.

Approval of Agenda:

Jim Walker asked for approval of the December 15, 2005, agenda.

Motion: Jim Dahlen moved to approve the December 15, 2005, agenda. Debbie Painte seconded the motion. Motion carried.

Approval of Meeting Notes:

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

Motion: Debbie Painte moved to approve the October 21, 2005, meeting notes. Cathy Kruse seconded the motion. Motion carried.

Draft Policies:

2-11-06 (0) Veteran's Priority of Service

Jim Hirsch stated that this policy is a priority of the Workforce Development Council to identify and give priority to veterans under the Jobs for Veteran's Act of 2002.

Jim Walker asked for a motion to accept the draft Veteran's Priority of Service policy.

Motion: Jim Dahlen moved to accept the draft Veteran's Priority of Service policy. Debbie Painte seconded the motion. Motion carried.

2-12-06 (0) North Dakota One-Stop Career Center Certification

Jim Hirsch explained that this policy is a requirement of the change in the guidelines issued by the U.S. Department of Labor for the 2 Year State Strategic Plan. Job Service North Dakota is North Dakota's One-Stop Operator, designated by Governor John Hoeven, and is addressed within this policy.

The Workforce Development Council would 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 One-Stop Career Center's compliance with the Certification requirements.

Jim Walker asked for a motion to approve the policy with a name change to the draft to read: "North Dakota One-Stop Career Center Certification" policy with some additional grammar/spelling changes.

Motion: Jim Dahlen moved to approve the amended North Dakota One-Stop Career Center Certification policy. Candice Dietz seconded the motion. Motion carried.

Operational Plan

Jim Hirsch mentioned that the Operational Plan would be visited along with the planning cycle and the Planning Committee would come back with recommended changes.

Integrated Performance Management Workgroup Charter

Jim Hirsch mentioned that the IPI Charter has been signed by Jim Walker and state agency administrators can now appoint individuals to serve on this workgroup. A letter will be drafted by Jim Hirsch under Jim Walker's signature to agency heads requesting that they make these appointments.

Jim Walker asked for a motion for the Planning Committee to ratify the IPI Workgroup Charter.

Motion: Cathy Kruse moved to ratify the IPI Workgroup Charter. Jim Dahlen seconded the motion. Motion carried.

WIRED Initiative

Jim Hirsch gave members an overview of the Workforce Innovations in Regional Economic Development (WIRED) initiative. The initiative would fund 8-10 project sites to rebuild a regional economy. The goal is to provide expansion of employment and advancement opportunities for American workers and catalyze the creation of high-skill and high-wage opportunities in the context of regional economies. There will be \$5 million available each year for up to 3 years (potentially \$15 million for each project).

Multi-state applications and multi-industry applications may have some priority. State Governors can have up to 3 proposals. The Planning Committee would make recommendations to the Governor on the 3 proposals. Additional Planning Committee members may be asked to help make recommendations and existing Planning Committee members whose agencies will be submitting applications would be exempt from the workgroup.

Rating criteria has been developed for the workgroup to base their recommendations on for the Governor. A one page synopsis was due to the Governor's Office by December 14, 2005, and the applications are due to the U.S. Department of Labor by January 5, 2006.

Currently, North Dakota has five potential applications for consideration. By January 3, 2006, the Planning Committee would meet and rate the proposals with the rating criteria worksheet if more than 3 applications are received.

Next Meeting Date:

The next Planning Committee meeting will be scheduled for January 3, 2006.

Adjournment:

Jim Walker asked for a motion to adjourn the meeting.

Motion: Debbie Painte moved for adjournment. Cathy Kruse seconded the motion. Motion carried.

The meeting was adjourned.

Action Steps:

- **Draft Policies will be revised and presented to the Workforce Development Council at their January 12, 2006, meeting for approval.**
- **Operational Plan will be reviewed and the Planning Committee will come back with recommendations.**
- **Jim Hirsch will draft a letter under Jim Walker's signature to state agency heads requesting appointment to the IPI workgroup.**
- **Planning Committee to provide recommendations to the Rating Criteria Worksheet for the WIRED Initiative.**
- **Jill Splonskowski to schedule the next Planning Committee meeting for January 3, 2006.**