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**MEETING NOTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
PLANNING COMMITTEE
MARCH 21, 2006**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 1:30 p.m. on Tuesday, March 21, 2006, at the North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, ND 58503.

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

MEMBERS ABSENT: Dr. David Gipp, Leo Cummings, Scott Holdman, Jim Dahlen, and Maren Daley.

GUESTS PRESENT: DeAnn Berg, Karen Paetz, Barb Schmitt, and Jill Splonskowski.

Welcome & Introductions:

Jim Walker provided a welcome and members/guests introduced themselves.

Administrative Announcements:

None.

Approval of Agenda:

Jim Walker asked for approval of the March 21, 2006, agenda.

Motion: Debbie Painte moved to approve the March 21, 2006, agenda. Cathy Kruse seconded the motion. Motion carried.

Approval of Meeting Notes:

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

Motion: Debbie Painte moved to approve the December 15, 2005, meeting notes. Candice Dietz seconded the motion. Motion carried.

Jim Hirsch explained the process used to develop the incentive award application. To date, incentive award funds will be available by the Department of Labor, but they have not disclosed the source of those funds. The Review Committee will fill out a rating form through a conference call meeting on March 28, 2006, and will bring their recommendations for funding back to the next Planning Committee meeting on April 4, 2006. The Review Committee will consist of: Candice Dietz, Cathy Kruse, and Jim Walker.

WIA Incentive Award Agency Presentations:

Career & Technical Education:

- 1) ND Career Resource Network – project will provide funding to continue the ND Career Resource Network through June 30, 2007. The ND Career Resource Network is a service that provides career information with students and teachers in the classroom. Budget request is \$50,000.
- 2) ImagineND Enhancement – updating materials, ND studies textbooks, and website link upgrades with current information and features on business owners. Request is for \$40,000.
- 3) Increasing Academic Rigor in CTE through Focused Professional Development – will provide professional development funding for career and technical programs that will provide CTE instructors with the skills/knowledge to better integrate core academics into their classes. Two year budget proposal is \$100,000 (\$2,500 per teacher/per semester to enable an academic teacher to get release time to work with a CTE teacher).
- 4) Encouraging Nontraditional Participation in Nanoscience – targeted at nontraditional middle and high school students and other workers who may enter the nanoscience field. This would be a 2 year project with a budget of \$80,000.

- 5) Manufacturing Boot Camp – proposal submitted by the Manufacturing Extension Partnership. It is a 1 year pilot project to work with individuals ages 18-35 to raise skill levels to obtain an entry-level job in manufacturing. Budget cost is \$50,000. A needs assessment will be developed and submitted by the Manufacturing Extension Partnership over the next several months.

Department of Public Instruction:

- 1) ACL Staff In-Service – proposes to train Adult Learning Center staff in the latest research and instructional methodology for the delivery of instruction (reading and math) during the 2006-2007 program year. Budget request is \$50,000.
- 2) Bismarck Public Schools – provides classes in the following areas: 1) CNA training 2) College Prep Classes 3) Read/Right Program 4) Job Coaching Needs Assessment and Instruction (refugees). Projected cost is \$108,000.
- 3) Dickinson Public Schools - provides training to individuals to become CNAs. Budget is \$45,500.
- 4) Fargo Adult Learning Center – on-the-job skills for refugees by providing transitional ESL classes, ESL employee orientations/trainings, and a workshop/training CD. Budget is \$16,827.
- 5) North Valley Career & Technology Center – train individuals for positions where there is high demand for employment (CNA, manufacturing, machine tooling, delivery instruction through distance learning and traditional classroom instruction, and developing career portfolios. Project cost is \$36,645.
- 6) Minot Adult Learning Center – customer service representative-technical support. One year project worth \$35,435.
- 7) Minot Adult Learning Center GED Video Conferencing – provides GED classes to the rural students in our region. Project cost is \$30,435.
- 8) Wahpeton ALC – goal is to have students gain higher salaries, career advancement, and job satisfaction. Budget of \$12,000 will be used for materials and salaries for 2 teachers.
- 9) Wahpeton Public Schools – will identify 2 students with interest, need, and ability to complete a 1 year retraining program. Budget for this project is \$9,250.

Job Service North Dakota:

- 1) Youth Mentoring Planning – develop a mentoring strategy that includes effective practices for youth and mentors for businesses to mentor WIA older and younger youth. Project cost is \$34,465.
- 2) United Tribes Technical College – 1 year project which would be available to Native American people in need of employment, training, and related activities to provide a skilled Native American labor force, economic development training, and strategies for Indian Country. It will also provide employment opportunities for economically disadvantaged, unemployed, and underemployed Indian and Native American people. Project request is \$50,000 through WIA Title I.

United Tribes Technical College will need to identify more in-depth needs and work with Job Service North Dakota to update the proposed activities and administrative budget.

- 3) Business & Industry Comprehensive Recruitment Plans – project would (1) Increase the quantity and quality of labor pools using non-traditional, comprehensive recruitment plans (2) Strengthen partnership efforts with business and industry to pro-actively recruit workers (3) Implement innovative recruitment strategies to help employers find workers and workers find jobs in North Dakota. Projected cost is \$191,252.
- 4) Service Through Technology – provide a triaged level of service, online job search, and program eligibility assessment. Budget cost is \$248,687. **Job Service North Dakota is withdrawing the proposal at this time.**
- 5) Universal Tools Training – development of training partners and bringing the training to workforce partners, education, and economic development entities. Training would be done in-person in the 8 planning regions around the state and use Interactive Video Network when possible. One year program budget is \$158,736.
- 6) Service Through Interactive Video – focuses on the purchase and installation of Interactive Video Network technology equipment in the Job Service Central Office in Bismarck and 4 Job Service North Dakota rural offices (Grafton, Rolla, Wahpeton, and Valley City). Projected budget is \$86,388.

Next Meeting Date:

The next Planning Committee meeting will be held on April 4, 2006, at the North Dakota Department of Commerce (Icelandic Conference Room).

Adjournment:

Jim Walker asked for a motion to adjourn the meeting.

Motion: Cathy Kruse moved for adjournment. Candice Dietz seconded the motion. Motion carried.

The meeting was adjourned.

Action Steps:

- **The Review Committee will fill out a rating form through a conference call meeting on March 28, 2006, and will bring their recommendations for funding back to the next Planning Committee meeting on April 4, 2006.**