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**NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
STRATEGIC PLAN WORKGROUP
MEETING MINUTES
MARCH 8, 2007**

Meeting Date, Time, & Place: March 8, 2007, 1:00 p.m., North Dakota Department of Commerce, Icelandic Room, 1600 East Century Avenue, Bismarck, ND 58503.

Members Present: Jim Walker, Lyle Schuchard, Gaylene Massey, David Massey, Jim Dahlen, and Jim Hirsch. Present by conference call: Yvonne Smith, Joseph McCann, and Cathy Kruse.

Members Absent: Leo Cummings, Maren Daley, Candice Dietz, David Gipp, Scott Holdman, Wayne Kutzer, Debbie Painte, and Jerry Splonskowski.

Guests Present: Marcia Slag, Susan Gunsch, and Peggy Weiss.

Jim Walker welcomed the group and each participant introduced themselves. The agenda was reviewed.

Motion: The motion to accept the agenda as presented was made by David Massey, seconded by Gaylene Massey. Motion carried.

Jim Hirsch reviewed the Strategic Plan Workgroup Charter. He explained the requirements of the Department of Labor to modify or update the Strategic Plan in accordance to the Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act. The charter outlines the charge of the sub-committee, which is to provide input into the plan development. Each committee member is a liaison between their organizations and the constituents they serve in the planning process. In addition, committee members are to keep the State administration briefed as to the plan process. The goal of the committee is to follow the planning guidance provided by the Department of Labor coordination efforts.

Jim reviewed the TEG 13-06 Planning Guidance document, which updates and summarizes the original federal regulation for planning guidance. The modification of the current plan will be for years three and four of the Strategic Plan cycle, effective July 1, 2007 to June 30, 2009.

The process to be used in the modification and update of the plan is to identify the projects used and specify the strategic direction of the Workforce Development Council. The focus should be on the pillars of the Talent Initiative and how the initiative has added to the strategic direction of the Council. Economic demographic analysis will need to be updated to reflect the growth and change in the economic landscape, particularly in the areas of ethanol production, wind power, bio-diesel and the energy sector. The workforce shortage also affects the plan, including the retiring baby-boomers, and the focus on growing industries and the opportunities for jobs earning over \$30,000 per year. Stress was placed on the fact that the plan is not being started from scratch, but needs to be drastically updated.

Jim reiterated the plan is due May 1, 2007, but he would like to see the sub-committee with a draft for the March 27, 2007 sub-committee meeting, public comment and final approval at the April quarterly Council meeting.

Reference was made to the two-year Strategic Plan calendar. Although the work has ready begun on the Strategic Plan, the calendar started with today's date, March 8, 2007 and continues through April 23, 2007 which is the targeted submission date to the USDOL-ETA.

Jim referenced the checklist and went over key points. Assignments to specific areas were delegated. Other areas discussed regarding the Strategic Plan were the options to submit the Plan: hard copy, electronic or via the WDC website. A list of areas modified or changed also needs to be included, as well as a table of contents and the Plan development process in one page or less.

Other areas of discussion included the inclusion of the Governor's State of the State address and the Department of Commerce Talent Initiative issues. Special population sectors will also be addressed in the plan, including veterans, Native Americans, school drop-outs, and other low-income designated groups.

Each partner agency will be responsible to give input on the overarching state strategies and address the pillars of the Talent Initiative. Important pieces of this section will be Workforce Intelligence, FINDET, Longitudinal Data, and language referenced in HB1027. Key industries will be the energy sector, construction, transportation and healthcare. Many of the new areas to be addressed in the Strategic Plan parallel the WIRED Grant Initiative. Coordination with the Centers of Excellence and Innovate ND will assist in the entrepreneurship part of the Plan.

JSND was designated as the primary lead for many of the pieces of the plan, as much of the data needed has already been compiled by JSND. Jim Hirsch will update and

modify the parts of the plan that fall under the State Commission and Youth Development.

Discussion on the Governor's Workforce Summit 2007 sparked inclusion of the Summit into the Plan. The Summit includes strategies for educating citizens and policy makers on the workforce issues North Dakota is facing. Jim talked about the regional forums preceding the Business Congress meetings. The goal of the regional meetings leading up to the Summit is to have a separate workforce bill introduced into the legislature to present a unified workforce in North Dakota.

Next meeting date: March 19, 2007 at 1:00 p.m. at ND Department of Commerce, Icelandic Room.

Meeting adjourned.

ACTION STEPS:

- **A draft Plan for response to be complete March 19, 2007.**
- **Once draft Plan is complete, post a public comment in the Bismarck Tribune and on the WDC and JSND websites.**
- **Consolidate public comments and bring to sub-committee for action.**
- **Marcia will check with the Department of Transportation on statistics for in- and out-migration and youth flight.**
- **Lyle Schuchard will work with JSND and other entities to obtain numbers for Veteran population and concentration.**
- **Discussion was held on how updates and changes will be communicated to the committee as they are completed. Jim Hirsch will draft sections and post the plan to the WFD website. If a committee member requires the draft to be sent electronically, they will contact Peggy Weiss.**
- **All changes and modifications will be sent to Peggy Weiss to compile into the Plan.**