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**NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
PLANNING COMMITTEE**

**MINUTES
February 03, 2009**

A meeting of the North Dakota Workforce Development Council – Planning Committee was held at 1:00 p.m. on Tuesday, February 03, 2009, via teleconference at the North Dakota Department of Commerce, Icelandic Conference Room.

MEMBERS PRESENT: Candice Dietz (teleconf), Jim Hirsch, Cathy Kruse (teleconf), Debbie Painte (for David Gipp), Jane Priebe (teleconf), and Jim Walker

EX-OFFICIO MEMBERS PRESENT: Maren Daley, Valerie Fisher (for David Massey who recently retired) Wayne Kutzer (teleconf)

MEMBERS ABSENT: Leo Cummings, and Dave Ellingson

GUESTS PRESENT: Beth Zander, and Cheryl Leach

CALL TO ORDER:

Welcome & Introductions: Jim Walker provided a welcome and introductions.

Administrative Announcements: None

APPROVAL OF AGENDA: By consensus the agenda was adopted as published.

APPROVAL OF MINUTES: Jim Walker motioned to approve the January 12, 2009 minutes.

MOTION: Cathy Kruse moved to approve the January 12, 2009 minutes as presented. Candice Dietz seconded the motion. Motion carried.

NEW BUSINESS:

➤ **Status of Strategic Plan Extension Request:**

Jim Hirsch mentioned that at the last meeting it was decided that we asked for an extension rather than a modification of the Strategic Plan. We have everything in place except for the negotiated performance standards which will be an attachment to the request. Mid February was a target date that was given to Job Service to finalize. As soon as we have the negotiated performance goals, we will be ready to go.

➤ **WIA Incentive Award for 2008 Funds:**

Jim Hirsch stated that for several years we benefited from the WIA incentive dollars that amounted to approximately \$750,000 each year. The last few years we have not been eligible, however, this year we may be eligible. It was decided at the last meeting to go ahead and put together the incentive project plan and due dates. Jim briefly reviewed the following plan and due dates.

**North Dakota Workforce Development Council
WIA INCENTIVE AWARD 2008 FUNDS
Project Plan and Due Dates**

Activity:	Target Due Dates:	Responsible Party:
Planning Committee meets and approves the RFP Guidelines:	February 13, 2009	Planning Committee Chair
Planning Guidelines are issued and sent to DPI, Career & Tech Education, JSND.	February 16, 2009	Director, NDWDC
Planning Committee establishes their PEER Review Team to review RFP and make recommendations on funding.	March 1, 2009	Jim Walker, Chair Planning Committee
Notice of RFP is included in Bismarck Tribune	February 16, 2009	Commerce – Workforce Division
RFP Deadline for submittal	March 13, 2009	Director, NDWDC
Initial Review of submitted RFP's completed by the workforce development division	March 19, 2009	Director, NDWDC
Planning Committee Peer Review Team meets to evaluate and rate RFP for funding recommendations	March 20, 2009	PEER Review Chair
Incentive Award Proposals and funding recommendation notices are sent to all Council members for their review	March 23, 2009	Commerce – Workforce Division
Notice of funding recommendation is sent to the North Dakota Legislative Council for their input	March 23, 2009	Commerce – Workforce Division
NDWDC meets on April 23, 2009 to take action on Planning Committee Recommendations	April 23, 2009	Jim Walker, Chair Planning Committee
Final Application is prepared and submitted to USDOL	April 27, 2009	Director, NDWDC
USDOL action and approval of application	July –August 2009	

➤ **WIA Incentive Award Proposals NDWDC Program Year 2009 Funds:**

Jim Hirsch mentioned the WIA Incentive Award proposal for program year 2008, has been updated. This is the same proposal we reviewed last January, and at that time we learned that we were not going to be eligible for any awards, so we didn't proceed any further. Jim briefly gave an overview of the procedure and mentioned the proposal asks for projects that are innovative, comprehensive and target to improving system performance. Jim noted that we will be sending out notices to the agencies along with this procedure, and a notice will also be placed in the Bismarck Tribune.

Workforce Investment Act Incentive Award Proposals
North Dakota Workforce Development Council
Program Year 2008 Funds

Section 503 of the Workforce Investment Act provides for incentive grants to reward states for successful performance in workforce and education programs. 20 CFR 666.210 authorizes the state to use its incentive grant award to carry out innovative programs consistent with the requirements of any one or more of the programs within title I of the Workforce Investment Act, Adult Education and Family Literacy Act, or the Perkins Act. **All proposals must be developed, coordinated and submitted through the administrative agency for one of the allowable funding streams.**

While Department of Labor administrative provisions apply to the statutory life of the funds, the individual program provisions apply to the use of the funds.

The North Dakota Workforce Development Council is requesting proposals for projects that are:

- A. *Innovative:* Services and activities beyond those the state conducts with its regular funds from these programs, particularly activities that are authorized through more than one program.
- B. *Comprehensive* and coordinated: Combined activities and service that are authorized by different programs.
- C. *Targeted to improving system performance:* Activities that serve needs and special populations that are likely to result in improving the state system of employment, training, and education, especially those linking to employment in primary sector and high demand occupations having an annual average wage of \$35,000 or more.

The North Dakota Workforce Development Council in their review of proposals and establishing funding recommendations will give priority consideration for the following:

1. Proposals that are jointly planned and provide for cooperation and collaboration among two or more agencies administering WIA Title I, AEFLA, and Perkins Act programs are encouraged and will receive priority;
2. Proposals that provide training through new and innovative approaches designed to support a demand system service delivery approach to meet the needs of North Dakota employers who offer high skill employment opportunities and occupations with an average hourly wage of \$18 or more;
3. Proposals that support the State Strategic Plan objectives of serving special population groups and preparing them for employment in target and primary sector industries with high-demand targeted occupations or career ladder occupations leading to employment with an average hourly wage of \$18 or more; and
4. Proposals that are directed to the structurally unemployed and structurally underemployed that provide the basic and skills training along with leveraged community and other support services which will help them obtain permanent employment and put them on a career path to self sufficiency.

PROPOSALS:

All bid proposals must include at a minimum the following:

- ◆ **Executive Summary:** (One or two paragraphs describing the purpose of the project, partners involved, project cost and budget request).
- ◆ **Background:** (Needs Assessment, target populations, barriers to addressing need with existing resources, etc).
- ◆ **Description of services and planned activities:** (Scope of the project, steps to implementation, number of sites, etc).
- ◆ **Project Goals:** (Statement of accomplishable goals and measurable outcomes of the project).
- ◆ **Logistics and Coordination:** (Who will manage the project? Staff requirements, coordination with other partners and role of partners).
- ◆ **Budget:** (Identify the proper budget stream to fund this request and attach an itemized budget and budget narrative for the project). (See attached format)
- ◆ **System Improvement and Sustainability:** (Describe the benefit to the overall Workforce Development and Workforce Training System and how the project will be sustained or transferred in the future).

PROPOSAL EVALUATION:

Proposals must be submitted to the North Dakota Workforce Development Council – Planning Committee and will be reviewed and prioritized for recommendation to the North Dakota Workforce Development Council for action.

Proposals that respond to the goals of the North Dakota Statewide Workforce Strategic Plan, and which are jointly developed among partner agencies, support delivery of demand driven services, and delivery of training services to special population groups will be given priority.

Proposals must be received in an electron format by the North Dakota Workforce Development Council at 1600 East Century Avenue, P.O. Box 2057, Bismarck, North Dakota 58502-2057, no later than 4:00 P.M., March 13, 2009. Requests for information related to this Request for Proposal can be directed to James J. Hirsch at 701-328-5345.

Jim Walker motioned to accept the procedure as outlined for the Incentive Award Proposals NDWDC Program Year 2009 Funds.

MOTION: Debbie Painte moved to accept the Incentive Award Proposals NDWDC Program Year 2009 Funds procedure as outlined. Cathy Kruse seconded the motion. Motion carried.

- **Preliminary Planning on Recovery Stimulus:** Jim Hirsch reviewed the memorandum from Ken Smith, President of JAG and mentioned that here is a pilot program in Williston ND. We are using WIA dollars to support this project. The memo from Mr. Smith indicates that the youth related funding will increase three times what it currently is and, for some communities across the country who are in difficult circumstances, by as much as four times. Jim mentioned that the Workforce Intelligence Council will help set priorities and provide guidance on where new funding should be directed to have the greatest impact on eligible youth. The analysis of economically disadvantaged youth ages 16-24 by county

will include several sources of data (Census data, Local Employment Dynamics, Supplemental Nutrition Assistance Program (SNAP), Children in Foster Care, Children on Free Hot Lunch, TANF Family Members, Individuals with Disabilities, Student receiving PELL Grants, and others). The workforce Intelligence Council will review these data sources and make a determination to reduce duplicate counts from various sources. The Council will be asked to submit a final report which identified the number of economically disadvantaged in each county and the number of employment opportunities for that age group in each county. They will highlight counties where there are a disproportionate number of potentially eligible youth to opportunities.

Maren Daley asked if there would be an expansion of JAG or any further interest in the program. Jim stated that he hoped there would be. There is possible opportunity to look at the Jobs for Americas Graduates as one of the year round programs for some stimulus dollars. There are some states (Michigan) where they do have year round JAG programs that are a primary focus for WIA. However, we need to identify the data first in order to find the needs. The Workforce Intelligence Steering committee is working on this data and will come back with a report in mid February.

Maren Daley questioned how the Williston JAG program is doing. Jim mentioned that the program is doing really well. They recently took a team of students to the leadership conference in Washington. There are 25 students enrolled in the program at this time. Cathy Kruse mentioned that there have been many positive responses to the program. Jim mentioned that there are dollars to implement another pilot.

PLANNING COMMITTEE RECOMMENDATIONS: NONE

ADJOURNMENT:

MOTION: Jane Priebe moved for adjournment of the meeting. Candice Dietz seconded the motion. Motion carried. The meeting was adjourned at 1:40 p.m.