



GROWING North Dakota

North Dakota Workforce Development Council

"Making Good Things Happen for North Dakotans"

**400 East Broadway, Suite 50
Bismarck, ND 58501
(701) 328-5345 *** Fax (701) 328-5320**

**MEETING NOTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
APRIL 17, 2003**

Meeting Date, Time & Place: April 17, 2003, 8:30 a.m., Burdick Job Corps Center, 1500 University Avenue West, Minot, ND 58703.

Members Present: Al Lukes, Bruce Walker, Cathi Christopherson, Dave Kemnitz, Dave Massey, Lee Peterson (via phone), Leo Cummings, Maren Daley, Rosella Grant, Andy Rendon (on behalf of Dr. David Gipp), Gene Hysjulien (on behalf of Carol Olson), and Jim Hirsch.

Members Absent: Alvin Brandt, Paul Steffes, Brian Mathews, Carol Olson, Charles Axtman, David "White Thunder" Trottier, Dr. David Gipp, Dr. Donna Thigpen, Jim Dahlen, Jim Walker, Justin Schardin, Larry Isaak, Lee Lampert, Michael Zimmerman, Robert Blackford, Cheryl Kulas, and Wayne Kutzer.

Others Present: DeAnn Berg, Dan Marrs, Korrine Lang, Beth Zander, Gary Ross, Lyn Dockter-Pinnick, Mike Rystedt, Susan Gunsch, and Jill Splonskowski.

A QUORUM OF THE MEMBERSHIP WAS NOT AVAILABLE.

Opening remarks & Introductions: The Chair, Al Lukes welcomes everyone to the meeting. **Since there was not a quorum no action was taken to approve the agenda, the minutes or take any official action.** Due to the distance that many people had traveled, informational items of interest to the Council were discussed.

Welcome to Burdick Job Corps Center:

Lyn Dockter-Pinnick introduced herself and the Burdick Job Corps Center facility to all members. She discussed the program at the Center as well as her role as director of the program. The facility operates year round and the goal of the program is to teach students the vocational skills they will need to perform in the workplace. The students also learn discipline as well as how to be an efficient employee.

Lyn then gave an update on the Youth Summit she attended in Denver, Colorado on April 8-10, 2003. Four members attended the summit and all felt it was an enlightening conference. The Career Plan workgroup met in the past and we now have a draft Memorandum of Understanding. Lyn also discussed the No Child Left Behind presentation by Dr. Neil Nordquist. Lyn felt that at the Youth Development Council meeting held on April 15, 2003, we had an excellent update on Job Service North Dakota and mentoring topics. A motion by Max Laird was passed unanimously at the Youth Council meeting requesting that the Workforce Development Council consider sending a letter to the One Stop customer service areas requesting that they each establish a local youth council and report quarterly to the state youth council.

Leo Cummings summarized that he felt we need to send out letters to various groups in piloting local youth councils whereby we maximize the services available. A motion to adopt this idea will be made if we have a quorum.

Discussion began as Lyn Dockter-Pinnick was asked a question by Dave Massey on the No Child Left Behind presentation at the Youth Development Council meeting. Legislature has invoked an act stating that all teachers have a specific accreditation by 2006. Rosella Grant felt that this is a challenge for teachers, but with the revised state guidelines and administrative support, this process could lead to professional growth.

Legislative Report

Jim Hirsch highlighted the legislative report whereby House Bill 1019 may allow for a change in workforce training funds to be moved into the Department of Commerce. Legislative bills would consolidate funding streams under Title I involving the Wagner-Peyser Act. There will be some significant changes in funding through reauthorization. Attempts will be made to simplify and utilize on-the-job training with highly eligible youth populations as a focus. No time table has been set; however, the federal reauthorization could be implemented as early as October 1, 2003. Section 10 has also been added on accountability measures. The Senate has deleted Section 6 and Section 10 at this point.

Senate Bill 2030 was initiated for authority to accept fees and commissions from NorthDakotaHasJobs.com website. The truck driver training and loan program passed the House which was introduced by Senator Nething. With this program, \$7,500 in loans from the Bank of North Dakota will be available for students to attend schools.

The moneys must be repaid over a 5 year period. The measure has not been signed as of yet by the Governor, but Jim thought there should not be a problem getting it signed.

Memorandum of Understanding and Addendum

Al Lukes reported on the Memorandum of Understanding and the Addendum to the MOU. The only change in the Memorandum of Understanding was in #5 (set-aside funds language). The recommendation for the change came from one of the Governor's staff. Job Service approved the change, the Memorandum of Understanding was updated, and it is now on the website.

IT Needs Assessment

Al Lukes stated that the Workforce Development Council has been working with Winkelman Consulting. A report was supposed to be submitted to us about a month ago both by hard copy and electronically, but we still do not have a current report from Winkelman.

Youth Retention Initiatives

Al Lukes identified the fact that there are seven youth retention initiatives. Some are moving along nicely; however, the new economy initiative is coming along slower, but Al feels it will be a great initiative once it is put into place. The goal right now is to get text and CD Roms out to students and schools within the state in a short time frame. The purpose of the initiative is to identify major opportunities within the state available to graduates.

Truck Driver Training Workgroup

Jim Hirsch discussed the problem of truck driving shortages. He feels that we need to open up the lines of communication between Job Service and the North Dakota Motor Carriers Association. The Council would be willing to act as an intermediate to discuss resources to address underemployment. The Rural Development Council will help out in this effort as well.

Budget

Jim Hirsch reviewed the council budget through February 28, 2003. The 2001-2003 budget appropriation is \$77,791. Expenditures are \$51,927, with an ending balance of 25,864. Future projected needs (March-June) are \$20,165 due to the anticipated move in June 2003. Balance after this expense will be \$5,197. No moneys from this fund can be carried over by the North Dakota Workforce Development Council. Any leftover Workforce Investment Act funds could however be carried over by Job Service North Dakota.

Job Corps

Lyn Dockter-Pinnick reported on Job Corp. Work-based learning is a primary component of what Job Corp does in every trade. The goal is for students to find full-time employment after they leave the center with a good work ethic. Some of the major project trades offered by Job Corp are:

- 1) Retail sales
- 2) Auto repair
- 3) Facilities Maintenance
- 4) Carpentry
- 5) Welding
- 6) Business technology/accounting
- 7) Food service/culinary arts
- 8) Health occupations training
- 9) Medical Office Support
- 10) Business technology/office assistant
- 11) Advanced Career training at Minot State University

Job Service North Dakota – Minot

Mike Rystedt discussed the 4 quadrants that Job Service deals with in customer service areas, as well as the 3 offices in Williston, New Town, and Minot. Staff consists of 35 people. Twenty-four (24) are located in Minot, 8 in Williston, and 3 in New Town. Of those staff, in Williston, 2 are specialized in workforce investment act activities. In New Town about 50% of staff are involved in workforce investment duties. In Minot there are 5 employees involved with workforce investment act functions.

Susan Gunsch from the Minot Job Service began by talking about referral services provided by the Minot Job Service North Dakota office. Services provided are transportation, interview clothing, first month's rent, and the tools required for employment and testing fees. Job search and relocation services are also available. Training focuses on class room training and on-the-job training. Non-occupational classes are also funded. Computer classes are the most requested type of learning tool. Training is primarily focused on vocational education.

Tour of the Burdick Job Corps Center

---LUNCH BREAK---

RFP Update

Jim Hirsch gave a brief update on the request for proposal process for AmeriCorps. The program has \$500,000 to use in federal funds. We currently have 2 projects in place. One is in Cooperstown and the other is in Bismarck. We received 8 request for proposal applications by the April 1, 2003, deadline. The program has a thirty-three

percent (33%) matching requirement on financial requests. We have requests for twice as much money as we have available. On June 4, 2003, all applicants will be finalized and approved. The deadline for this process is July 8, 2003, we would like to complete by June 12, 2003. Applicants are awarded on a 2 year period, but each year applicants must come back and re-apply.

Job Service North Dakota

DeAnn Berg reported on the December 31, 2002, and February 28, 2003, financial status reports for Job Service North Dakota. One hundred percent (100%) of funds are committed that are available to Job Service. The US Department of Labor has financial reports on the internet if anyone is interested in looking at other state reports. The requirements to be eligible for an incentive grant is that you have to be at least 80% of your negotiated level for performance levels in all of the performance standards, and in each category adult dislocated worker, youth, and customer satisfaction has to be at 100%. Job Service is also going to be implementing the wage record interchange system to improve performance measures.

New Business: Jim Hirsch suggested that an e-mail be sent out to all members before the council meeting occurs requesting their attendance. A follow up phone call would then be made to those who do not respond to the e-mail. Al Lukes made a recommendation to the council developing a policy stating if a member misses 2 meetings in a row, then they will be sent a letter notifying the member outlining the policy of the council which would be signed by Al. Those individuals who miss 3 meetings in a row will be sent a letter from the Governor telling them that they are no longer a part of the council, or the member should resign. Even if a proxy presents on a member's behalf, a letter is still sent to the member, and the Governor would then make a new appointment to the council. It is agreed to by council that an attendance roster will be given out at the next meeting showing attendance over the last 4-5 meetings. Cathi Christopherson suggested that the council attach the last several meeting quorums to the letter showing members their past attendance record.

Jim Hirsch touched a little bit on the Workforce Summit to be held in June 2003. The Workforce Summit was unable to get funding for June 4-5, 2003. A retreat has been planned instead whereby meetings could take place for a partial day on June 5, 2003, along with the Workforce Development Council meeting which would be held on June 4, 2003. Maren Daley from Job Service North Dakota has offered to host the meetings at their new facility located in north Bismarck.

Meeting Adjournment: The meeting was adjourned.

Next Meeting: The next meeting of the North Dakota Workforce Development Council will be held on June 5, 2003, in Bismarck, North Dakota.

Action Plans:

- 1) Draft and send a letter to the one-stop customer service areas requesting that they each establish a local youth council and report quarterly to the state youth council.**
- 2) Meet June 12, 2003, deadline for AmeriCorps application process.**
- 3) All members be sent an e-mail before the next council meeting requesting attendance. Jim Hirsch will also draft a letter notifying council members of the attendance policy to be signed by Al Lukes. Attached to the letter will be attendance rosters from the last several meetings.**
- 4) Distribute attendance rosters at next council meeting to show past attendance.**
- 5) Develop and notify members of an agenda for the June 2003 retreat in Bismarck, North Dakota.**