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**MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
SEPTEMBER 11, 2003**

Meeting Date, Time, & Place: September 11, 2003, 8:30 a.m., Job Service North Dakota, 1601 East Century Avenue, Bismarck, ND 58503.

Members Present: Al Lukes, Alvin "Butch" Brandt, Bruce Walker, Charles Axtman, Dave Kemnitz, Dave Massey, David Trottier, Andy Rendon (on behalf of Dr. David Gipp), Dr. Donna Thigpen, Jim Dahlen, Jim Walker, Justin Schardin, Larry Isaak, Lee Lampert, Lee Peterson, Leo Cummings, Maren Daley, Rosella Grant, Wayne Kutzer, and Jim Hirsch.

Members Absent: Brian Mathews, Carol Olson, Cathi Christopherson, Dr. David Gipp, Michael "Mike" Zimmerman, Paul Steffes, Robert Blackford, and Cheryl Kulas.

Others Present: Barb Serr, Beth Zander, Dan Schumacher, DeAnn Berg, Gloria Schlosser, Korrine Lang, Lyn Dockter-Pinnick, Sarah Sutter, and Jill Splonskowski.

Opening Remarks & Introductions: The Chair, Al Lukes provided a welcome for members and asked that they introduce themselves.

Approval of Agenda: Al Lukes asks for a motion to approve the agenda.

Motion: Wayne Kutzer made a motion to approve the agenda. Lee Peterson seconded the motion. Motion carried.

Approval of Minutes: Al Lukes asks for a motion to adopt the June 5, 2003, meeting minutes.

Motion: Donna Thigpen made a motion to approve the June 5, 2003, meeting minutes. Rosella Grant seconded the motion. Motion carried.

Chairs Report:

Budget

Jim Hirsch reported on the 2003-2005 budget. The close-out reports for July are not available, but they will be sent out to all members as soon as they are available. Travel for council members to attend meetings on a national level has been included in the budget. A Regional Rural Conference in Texas and the possibility of sending Youth Development Council and Workforce Development Council members to these conferences would be a possibility. In addition to funding to support travel for the Chairperson and one or two Council members to attend the annual meeting of the National Association of Workforce Board Chairs, the budget would allow for \$5,000 per biennium for both the Youth Development Council and Workforce Development Council for travel. The Executive Committee would handle and approve all requests.

Planning Committee Charter

Al Lukes gave a report on the Planning Committee. The Committee was developed to give guidance and recommendations to the full Council. There are 7 goals affiliated with the charter, and the priority will be to meet due dates of plans and modifications set by the United States Department of Labor (Education & Training Administration) and the Governor. The Committee has agreed to a 3 year appointment, and the members who have accepted this appointment are as follows:

- ◆ Cathi Christopherson
- ◆ Justin Schardin
- ◆ Jim Walker
- ◆ Leo Cummings
- ◆ Dr. David Gipp
- ◆ Lyn Dockter-Pinnick
- ◆ Scott Holdman

Al Lukes mentioned that the members should meet regularly and then asked that the Council give feedback or editorial changes on the Planning Committee within the next 2 weeks.

Motion: Jim Dahlen moved to accept nominees as committee members. Rosella Grant seconded the motion. Motion carried.

Local Youth Council Charter

Lyn Dockter-Pinnick outlined the Charter which had one language change and one procedural change. The language change was to eliminate the words “establish and oversee” and use the word “coordinate” instead under the Goals section. They also included the Youth Development Council with the Workforce Development Council under the Parameters section.

Al Lukes asks for a motion to approve the Local Youth Council Charter.

Motion: Lee Peterson moved to approve the Local Youth Council Charter. Jim Dahlen seconded the motion. Motion carried.

Jim Hirsch also mentioned that a pilot is going to be started in the New Town area now that we have an approved Charter.

2004 Meeting Dates

Al Lukes reviewed the tentative dates for the Workforce Development Council meetings in 2004 which would be January 8, April 8, June 17, and September 9. Any feedback would be appreciated on these dates in the next 1 or 2 weeks. Next, he mentioned the use of Interactive Video Network (IVN) sites and would like to know how Council members feel about this issue also.

Youth Council

Lyn Dockter-Pinnick outlined the Youth Development Council meeting on September 9, 2003. She found it very valuable that travel has been included in the Workforce Development Council budget. She was also pleased to hear that a CD-Rom is going to be developed through the Youth Career Planning Tools Project in order to serve our youth.

Council Business:

Incentive Award Application

Korrine Lang presented the Incentive Grant Workgroup report. On June 17, 2003, Wayne Kutzer, Dave Massey, Maren Daley, and Korrine Lang met to review activities proposed for the incentive grant funding. The total dollar amount of activities proposed was \$815,000. There is \$750,000 in funding is available to the State of North Dakota. The following activities were not recommended for funding:

- 1) Proposal for developing a new model for identifying and responding to education and training needs in North Dakota (\$35,000).
- 2) One-Stop System Study (\$30,000).

Other considerations were:

- 1) Concern with the amount of funding and number of proposed projects.

- 2) Concern that cutting funding for projects would “water down” the projects - jeopardizing success of all projects.

Five Year Plan Modification Report

Jim Hirsch explained that the modification request was submitted. We recently received the official notification of receipt. The United States Department of Labor will have 90 days to identify any areas that need correction. We will be notified when the plan has been finalized by their office and they sign off on it.

Council Policies

Jim Hirsch mentioned that all Policies were sent out in draft and then he outlined the 11 Policies that have been developed. Jim Hirsch stated that the Council does not have an official Policy Manual, so we have brought forward the Policies contained in the Five Year Strategic Plan. An actual manual will be put together and the Policies will be put on the website once they have been adopted.

- ◆ Self Sufficiency
- ◆ Training Provider Performance Levels
- ◆ Attendance
- ◆ Conflict of Interest
- ◆ Hard to Serve Special Population Participants
- ◆ Member Expenses & Honorariums
- ◆ Removal from Eligible Training Provider List
- ◆ Transfer Policy
- ◆ Waiver Request
- ◆ Youth Eligibility
- ◆ Selection of Service Provider

Al Lukes asks for approval of the North Dakota Workforce Development Council Policies.

Motion: Donna Thigpen made a motion to approve the North Dakota Workforce Development Council Policies with the provision that they will be reviewed every 2 years. Rosella Grant seconded the motion.

Before the motion carries, Maren Daley commented that Council members need to understand the meaning of the Policies and that we need to give examples to members of how the Policies will affect them in their personal judgment. She also feels that they need to be reviewed periodically.

Jim Dahlen and Donna Thigpen confirmed Maren Daley’s comments.

Al Lukes then asks for final approval of the Council Policies, and a vote is taken.

Motion carried.

NorthDakotaHasJobs.com

Sarah Sutter from the North Dakota Department of Commerce presented a 5 minute CD-Rom that has been developed by KAT Productions on the NorthDakotaHasJobs.com website. The site is attempted to recruit out-of-state alumni and retain our youth. It is a tool that allows youth to view premier employers in North Dakota. The website offers links to internships, resources, volunteer and career opportunities, libraries, job openings, a resume center, and the ability for employers to post their own job openings on-line.

Rosella Grant questioned the date stamp of the openings on the website. She has found a couple of job openings dated January 2003, and wondered why those positions are still listed as active if they have already been filled.

Jim Hirsch and Sarah Sutter agree that they will certainly check into expiration dates on posting the job openings, especially those affiliated with CareerLinkNorth.com as they operate their site a bit differently. Several Council members feel that the promotional material is a wonderful way to market this website, and to offer career opportunities in North Dakota.

Dave Kemnitz questioned whether our promotional materials could include apprenticeship information and wondered if we could market the brochures in conjunction with tourism information around the state.

Jim Hirsch mentioned that we are currently working with GNDA by marketing the website in their newsletter which went out last week. He explained that there is no up-front investment. Our agreement is that we promote a full-time effort to this website. Any revenues will be re-invested into marketing the site at 100%.

Jim Dahlen commented that he feels the website is very useful because it breaks the job opening options into regions (such as "DevilsLakeHasJobs.com") which allows his business a lot of flexibility.

Job Service North Dakota Enhanced System

Dan Schumacher from Job Service North Dakota presented information on customer service needs such as: recruitment, coordination, and employment opportunities on their website which is called jobsnd.com. Employers and applicants can log onto the website with a user name and password which allows them to view job openings. All employer accounts are validated for legitimacy. Job orders come off of the system immediately so that accurate information is available to the job seeker at all times. Employers enter specific contact information, company profiles, and benefits offered. The employer can enter job orders on the website identifying specifics relating to the job order, set up candidate resumes, skill sets, and they can also perform resume searches. Applicants are able to do a job search by category and post an application for employment. They submit their contact information, resume information (active for 90 days) and they have the ability to limit or expand their information online in order to become a potential match for an opening. They can also use the virtual recruiter to

search for specific openings within a certain time frame. The site is very user friendly for both the applicant and the employer.

---LUNCH BREAK---

Industry Sector Workforce Needs Assessment

Jim Hirsch reported that our Labor Availability Studies need to be updated. We plan to set up a meeting in Fall 2003 in order to have the study updated for Spring 2004.

Jim Dahlen described that with updated studies, business developers have been able to refine the tools necessary to determine skills sets, and he would support labor studies in the near future.

Jim Hirsch explained that Job Service North Dakota has been the data warehouse for the studies, and money will be available for a match to do the studies. Another initiative that relates to identifying and responding to educational needs is Workforce Needs Assessments. Jim Hirsch attended a Business Retention and Expansion (BREI) workshop which helps identify what the workforce needs are for specific industry sectors. The premise is based on a Michigan model to identify short-term needs (0 -18 months).

North Dakota conducted an Information Technology Needs Assessment. Workforce Needs Assessments are designed to supplement the available projection data from the Department of Labor. The goal is to provide access to quantitative data on current and projected workforce needs by the employer, industry sector, occupational category, and county/community. A meeting was recently held with several state agency partners to discuss the initiative and identify the target industry sectors for Workforce Needs Assessments. They include:

- 1) Energy Sector
- 2) Health Care Sector
- 3) Manufacturing Sector
- 4) Information Technology Sector
- 5) Value Added Agriculture Sector
- 6) Truck Driving Sector
- 7) Tourism Sector

State Agency Partner staff would gather the data using a team approach. The available funding would be invested in the analysis of report development.

Donna Thigpen commented that her and her colleagues would be very supportive of this effort.

Maren Daley believes that this type of data will bring together education, state agencies, and businesses.

SHARE Network Survey Update

Barb Serr from Job Service North Dakota presented a Project SHARE follow-up survey dated August 2003. Project SHARE conducted an internal survey. Sixty-nine percent (69%) of Job Service staff completed the survey. There were 351 responses received through the mandatory partners. There were 4 major questions asked on the survey, and the percentages on each question increased in all areas within the last year. In June 2003, 3087 faith-based and community-based organizations were mailed a survey. Last year's response rate was 23%. Twenty-seven percent (27%) of these organizations (823 respondents) completed and returned their surveys. There were 12 questions asked on this survey, and only 2-3 questions decreased in percentages on issues relating to the range of services offered by Project SHARE.

The 4 goals of Project SHARE are:

- 1) To enter into 300 faith-based and community-based organizations that showed some interest (they accomplished over 360 signed agreements);
- 2) To increase awareness of the One-Stop Delivery System;
- 3) To increase awareness among faith-based and community-based organizations that Project SHARE is the means by which Job Service North Dakota implements the faith-based and community-based initiative;
- 4) To increase awareness of Project SHARE among the One-Stop Delivery System's mandatory partners.

Project SHARE goes through 3 distinct phases. Those phases are:

- 1) The Implementation Phase (ended June 30, 2003)
- 2) The Transitional Phase (ends September 30, 2003)
- 3) The Integration Phase (starts in October 2003)

Barb Serr also mentioned that she will bring along a CD-Rom presenting the SHARE Network at the January 2004 meeting. She also notified Council members that Maren Daley will be accepting an award on behalf of the National Association of State Workforce Associations (NASWA) along with a \$5,000 grant on September 17, 2003, in Seattle, Washington.

New Business:

CRISND

Korrine Lang reported on the CRISND.com website used by the mandatory partners. By January 2005, ITD will no longer be supporting service to the computer language the website was built on. The cost to convert to ITD supported language would be \$33,000. With the SHARE Network there would be no cost involved. Some of the features and statistics Korrine Lang outlined on both the SHARE Network and CRISND.com website are listed below:

- Number of visits
- Number of services

- Links
- Search options
- Mapping
- E-mail notification list
- Partners/membership agreements
- Costs for hosting the site

Korrine Lang ended her presentation by asking the Council for a motion to replace CRISND.com with the SHARE Network. By December 2003, Job Service North Dakota would like to have documentation notifying users that this system will be replacing the CRISND.com website.

Motion: Dave “White Thunder” Trottier made a motion to accept elimination of the CRISND.com system by the end of December 2003. Justin Schardin seconded the motion. Motion carried.

Al Lukes then asks for a motion to adjourn the meeting.

Motion: Rosella Grant made a motion to adjourn the meeting. Dave Kemnitz seconded the motion. Motion carried.

The meeting was adjourned.

Next Meeting: The next meeting of the North Dakota Workforce Development Council will be held on January 8, 2004, in Bismarck, North Dakota.

Action Plans:

- **Send out 2003-2005 budgets as soon as they are available.**
- **Council should give feedback on the 2004 Meeting Dates, use of IVN sites, and Planning Committee Charter within the next 2 weeks.**
- **Start working on a pilot in the New Town area in accordance with the Local Youth Council Charter.**
- **Develop finalized Council Policies and put them on the website.**
- **Research the NorthDakotaHasJobs.com website to eliminate outdated position postings.**
- **Set up a Labor Availabilities Study meeting in Fall 2003 in order to have studies updated by Spring 2004.**