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**MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
JANUARY 6, 2005**

Meeting Date, Time, & Place: January 6, 2005, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

Members Present: Maren Daley, Candice Dietz, Todd La Motte, Dr. Sharon Hart, Dave Kemnitz, Jim Walker, Harley Engelman (on behalf of Carol Olson), Dave Massey, Bruce Walker, Rosella Grant, Jim Dahlen, Dr. David Gipp, Charles Axtman, Lee Peterson, Paul Steffes, Leo Cummings, Wayne Kutzer, Robert Potts, and Jim Hirsch.

Members Absent: Carol Olson, Cathi Christopherson, Al Lukes, Alvin "Butch" Brandt, Sharon Buhr, Brian Mathews, Lee Lampert, Robert Blackford, and Cheryl M. Kulas.

Guests Present: DeAnn Berg, Jerry Houn, Scott Holdman (via phone), Dan Polk, Greg Smedsrud, Debbie Grassrope, Randy Wegge, Faye Behm, Korrine Lang, and Jill Splonskowski.

Opening Remarks & Introductions: The Vice-Chair, Rosella Grant provided a welcome to members. The Vice-Chair proceeded with asking members and guests to introduce themselves, including the three newest Council members: Candice Dietz, Todd La Motte, and Dr. Sharon Hart.

Administrative Announcements: Jim Hirsch announced that Al Lukes is absent due to a fire at the Beulah plant in December and a bad car accident in late November 2004.

Approval of Agenda: Rosella Grant asked for approval of the agenda as presented.

Dave Kemnitz asked the Workforce Development Council to add a presenter to the agenda during the lunch hour by the name of Randy Wegge with the Preferred Worker Program at Workforce Safety and Insurance.

Motion: Charles Axtman moved for approval of the agenda. Wayne Kutzer seconded the motion. Motion carried.

Approval of Minutes: Rosella Grant asked for approval of the June 17, 2004, minutes.

Motion: Wayne Kutzer moved for approval of the June 17, 2004, minutes. Dr. Robert Potts seconded the motion. Motion carried.

Chairs Report

Budget

Jim Hirsch mentioned that in September 2004, the Governor's Workforce Summit was a great success and feedback since then has been very positive. If the Council continues to support a Summit, it would alternate each year between a Governor's Youth Summit and a Governor's Workforce Summit. The Governor's Workforce Summit 2004 CD Rom is being produced and will be available for members in the near future.

The 2003-2005 budget balance as of September 30, 2004, is \$197,817 and has been 38% expended. The requested 2005-2007 budget total is \$283,568.

2005 Meeting Dates

The 2005 proposed meeting dates were reviewed with members by Jim Hirsch.

Rosella Grant asked for a motion to approve the 2005 meeting dates.

Motion: Dr. Sharon Hart made a motion to approve the 2005 meeting dates. Lee Peterson seconded the motion. Motion carried.

Member Attendance

The pros and cons of using the Interactive Video Network were discussed by members. Dr. Sharon Hart recommended that an orientation session be conducted for new members prior to the June 9, 2005, Workforce Development Council meeting.

Youth Council Report

Scott Holdman reported on the approval of the Northeast Regional Youth Council Charter by the Youth Development Council on January 4, 2005. The NDinterns.com

website and the ImagineND project updates were highlighted at the meeting. The Governor's Youth Summit idea was presented to members and good discussion was held. A determination of the focus or scope of the Summit will be complete by the April 5, 2005, Youth Development Council meeting.

No Child Left Behind Report

No report since Dave Massey was not at the September 2004 meeting in Fargo, North Dakota.

Job Service Reports

DeAnn Berg reviewed with members the WIA Financial Report and the WIA Report on Performance and Participation. As of September 30, 2004, the adult program is expended at 23%, the dislocated worker is 18% expended, and the youth allocation is 31% expended. Statewide activities for administration is 22% expended. Job Service North Dakota met all performance measures for an incentive grant in Performance Year 2003. In Performance Year 2004, Job Service North Dakota exceeded all performance measures at over 100% as of September 30, 2004, in all areas except the adult programs which received a level of 93.5%.

NITAS

Greg Smedsrud from the National Information Technology Apprenticeship System (NITAS) gave a presentation on an apprenticeship training system that is available in the State of North Dakota.

The highest occupational needs in the next 10 years in North Dakota will be in the Healthcare Industry and Information Technology. The value of the Information Technology professional in business will be a necessary function by the year 2010. NITAS implemented a program using federal funds as well as private funds (such as CompTIA) to develop standards for every Information Technology professional within the industry. During 2004-2005, CompTIA will roll this program out nationally to get employer organizations to participate.

The proposal will ensure that skill gaps are being addressed prior to the individual entering employment, by delivering the skills standards to institutions and then placing the individual into an internship program to validate their skills. The Workforce Development Council's role would be to assess, counsel, provide financial assistance, and provide placement opportunities for individuals.

Greg Smedsrud reviewed the E-3 model as well as the 2 + 2 + 2 model for education. The potential candidates for the program are high school students as well as incumbent workers. Students will receive a completion certificate from the United States Department of Labor for this career advancement opportunity.

There are about 400 CompTIA members to tap into who would accept interns and validate their skills. The participation of Job Service North Dakota, the Small Business Administration, the University Systems, and the coordination of funding from State, local, and federal sources will be the driving force to create a successful model in North Dakota. Educational providers will have the ability to link the credentialing process to on-the-job learning, the system can be used as a tracking tool, and also toward employer placement. There will be federal coordination and State promotion through the Governor's and Senator's offices. The NITAS website address is: www.nitas.us.

High School to College Transition Workgroup

No report since there were no new updates. A report will be presented at the April 7, 2005, Workforce Development Council meeting.

Old Business

Workforce Information Grant Plan and State Strategic Five Year Plan Electronic Votes

Jim Hirsch mentioned that an electronic vote was taken on the Workforce Information Grant Plan and on the State Strategic Five Year Plan. Carol Olson also submitted her comments regarding Tribal Employment programs in relation to the State Strategic Five Year Plan.

Rosella Grant asked for a motion to approve the Workforce Information Grant Plan and State Strategic Five Year Plan electronic votes.

Motion: Bruce Walker made a motion to accept the Workforce Information Grant Plan electronic vote and the State Strategic Five Year Plan electronic vote. Dr. David Gipp seconded the motion. Motion carried.

Resolution on Child Care

Rosella Grant asked for a motion to accept and adopt the Resolution on Childcare draft.

Motion: Bruce Walker made a motion to adopt the Resolution on Childcare draft. Dr. David Gipp seconded the motion. Motion carried.

Preferred Worker Program

Randy Wegge from Workforce Safety and Insurance gave members an overview of the opportunity to help North Dakota's injured workers return to work. All North Dakota employers who have a current active account are eligible for this program and are offered cost-saving incentives if they hire Preferred Workers. Some of the incentives to the employer are:

- Premium Exemptions
- Claim Costs Reimbursement

- On-Site Job Analysis
- Work Site Modification Reimbursement
- Experienced Workers

Employers will not be charged any premium assessment on the Preferred Worker's salary for up to three years from the return-to-work/start date. If an employer is unsure about a job match, either a Workforce Safety and Insurance employee or one of its rehabilitation consultants will come out and perform a job analysis (at the request of the employer). An additional benefit being implemented into this 2 year pilot program is to provide a 50% wage subsidy for the first 6 months of employment.

To be eligible for this program, an injured worker must have:

- 1) Sustained a compensable work injury in North Dakota
- 2) Not been released for, nor have returned to, regular work
- 3) Not refused an offer or appropriate employment with the employer of injury

If approved, Workforce Safety and Insurance will issue an Identification Card and an Eligibility Card. The Identification Card will list the Preferred Worker Identification Number, employer benefits, and instructions for the Preferred Worker and potential employers. The purpose of the Eligibility Card is to clearly state the exemption period dates to the worker and any future employers. Employers and workers can register for the program a number of ways:

- ❖ Online registration
- ❖ Downloading the registration form
- ❖ Calling the program staff

A Preferred Worker Agreement will be sent to the employer and the Preferred Worker for review. If they agree upon the terms, they sign, date, and return the form to the Preferred Worker Program. Upon approval by Workforce Safety and Insurance, the premium exemption will be activated. The goal is to achieve a win-win situation by assisting North Dakota injured workers in finding gainful employment, while at the same time providing cost-saving benefits to employers as well as providing them with good quality, experienced workers. There are currently 215 active employees in the program. The website address for the Preferred Worker Program is www.WorkforceSafety.com/online-services.

New Business

Planning Committee Report

Jim Walker updated members on the 2005 Incentive Award applications. Several applications were submitted. Some of the proposals had to be adjusted to allow funding for all recommendations to stay within the \$750,000 budget.

The Department of Career and Technical Education submitted three (3) proposals totaling \$215,000:

- | | |
|---|-----------|
| 1. Student Data System Upgrade | \$30,000 |
| 2. Imagine ND Enhancements & Industry Standards | \$60,000 |
| 3. High School Reform | \$125,000 |

The Department of Public Instruction submitted six (6) proposals totaling 224,000:

- | | |
|------------------------------------|----------------------------------|
| 1. Bismarck Adult Learning Center | \$70,000 + CNA contract with DOC |
| 2. Rural Population Needs | \$15,000 |
| 3. Adult Basic Education (WELDING) | \$46,000 |
| 4. Customer Service | \$38,000 |
| 5. New Americans | \$45,000 |
| 6. ESL Training | \$10,000 |

Job Service North Dakota submitted four (4) proposals totaling \$216,000:

- | | |
|--------------------------------|--|
| 1. Rural Service Technology | *\$75,000 (From 2004 Incentive with partner by-in) |
| 2. Trucking Sector Partnership | \$ -0- |
| 3. Workplace Skills Cert | \$100,000 |
| 4. Adaptive Technology | \$29,000 |
| 5. Non-Custodial Parent | \$87,000 |

*\$75,000 FROM 2004 JAG RECOVERY. CAN BE USED FOR PROJECTS THAT CAN BE COMPLETED PRIOR TO JUNE 30, 2006.

Other proposals submitted were Jobs for America's Graduates (\$75,000) and the Petroleum Industry (\$36,000). A combination of all of the above proposals equal \$750,000.

Leo Cummings expressed concerns over the fact that none of the Incentive Award proposals address the needs of pilot projects on the reservation.

Dave Massey, Maren Daley, and Jim Hirsch explained that the agencies would be willing to look at reservation projects and asked that the Indian Reservations bring forth those ideas in the future for the 2006 Incentive Award process.

Rosella Grant asked for a motion to approve the recommendations of the Planning Committee for the 2005 Incentive Award grant.

Motion: Jim Dahlen made a motion to approve the Planning Committee's recommendations for the 2005 WIA Incentive Award applications. Bruce Walker seconded the motion.

A roll call was then taken and the results of the roll call are as follows:

Maren Daley - Abstain
Wayne Kutzer – Abstain
Dave Massey – Abstain
Harley Engelman – Aye
Dave Kemnitz – Aye
Jim Walker – Aye
Paul Steffes – Aye
Leo Cummings – Aye

Rosella Grant – Aye
Bruce Walker – Aye
Candice Dietz – Aye
Charles Axtman – Aye
Dr. David Gipp – Aye
Jim Dahlen – Aye
Todd La Motte - Aye

Legislative Update

Jim Hirsch explained that the Department of Commerce currently has a Bill draft through the Business Congress. The Legislative Bills will be tracked for member reference. The Workforce Development Division will testify on January 10, 2005, in the Harvest Room at 2:30 p.m. in case members are interested in attending.

Marv Skar Letter

Jim Hirsch received a letter dated October 5, 2004, from Marv Skar addressing the truck driving shortage across the State. Several meetings were held on the financial issues of attending the truck driving training facilities. Mel Olson's response to Marv Skar stated that the Bank of North Dakota's loan program has not been very successful in its efforts. The cost of training and living costs seem to be a barrier for individuals to attend the 6 week school with 10 weeks of on-the-job training. The Department of Commerce is seeking the help of the University Systems to review the funding barriers and afford students an opportunity for Pell Grants and Scholarships in order to attend a truck driving training facility.

Adjournment: Rosella Grant asked for a motion to adjourn the meeting.

Motion: Charles Axtman made a motion to adjourn the meeting. Paul Steffes 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 April 7, 2005, in Bismarck, North Dakota.

Action Plans:

- ✚ Orientation sessions should be conducted by the Department of Commerce staff for all new Council members prior to the June 9, 2005, Workforce Development Council meeting.**
- ✚ Members should determine ideas and pilot projects for the 2006 Incentive Awards.**