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**MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
APRIL 21, 2005**

Meeting Date, Time, & Place: April 21, 2005, 9:30 a.m., Job Service North Dakota, 1601 East Century Avenue, Bismarck, North Dakota 58503.

Members Present: Maren Daley, Candice Dietz, Todd La Motte, Dr. Sharon Hart, Dave Kemnitz, Jim Walker, Gene Hysjulien (on behalf of Carol Olson), Dave Massey, Bruce Walker, Rosella Grant, Dr. David Gipp, Charles Axtman, Lee Peterson, Robert Potts, Cathi Christopherson, Cheryl Kulas, Lee Lampert, Alvin "Butch" Brandt, and Jim Hirsch.

Members Absent: Carol Olson, Brian Mathews, Paul Steffes, Robert Blackford, Wayne Kutzer, Jim Dahlen, and Leo Cummings.

Guests Present: DeAnn Berg, Lyn Dockter-Pinnick (via phone), Kathy Ibach, Korrine Lang, Debbie Painte, Gerry Meske, Duane Broschat, Gloria Dohman, Michel Hillman, Julie Schepp, Eddie Dunn, Greg Gallagher, Chadwick Kramer, and Jill Splonskowski.

Opening Remarks & Introductions: Cathi Christopherson provided a welcome to members and proceeded with asking members and guests to introduce themselves.

Administrative Announcements: Jim Hirsch mentioned that lunch will be catered in and that Jill Splonskowski has travel vouchers available for anyone needing reimbursement for the meeting.

Approval of Agenda: Cathi Christopherson asked for approval of the agenda as presented.

Motion: Dave Massey moved for approval of the agenda. Bruce Walker seconded the motion. Motion carried.

Approval of Minutes: Cathi Christopherson asked for approval of the January 6, 2005, minutes.

Motion: Robert Potts moved for approval of the January 6, 2005, minutes. Todd La Motte seconded the motion. Motion carried.

Chairs Report

2003-2005 Budget:

Jim Hirsch mentioned that Al Lukes resigned from the Workforce Development Council due to increased work commitments at Dakota Gasification Company.

Motion: Maren Daley moved to draft a Resolution to thank Al Lukes for his work on the Workforce Development Council. Rosella Grant seconded the motion. Motion carried.

The 2003-2005 budget is 75% lapsed as of February 28, 2005. Total salaries and operating costs are at \$121,673 or 43% of the budget.

Job Service Reports

DeAnn Berg gave members an update on the following reports:

WIA Financial Report:

At the adult level, the funds have been expended at 46%, dislocated workers have been expended at 35%, and youth expenditures have been expended at 51%. The Governor's set-aside expenditure as of December 31, 2004, is at 28% or \$106,689.

WIA Report on Performance and Participation:

Job Service North Dakota has to meet their required performance measures in order to be eligible for an incentive award. The levels achieved as of December 31, 2004, in all programs has exceeded over 100%, including customer satisfaction, which is at 101.1%.

Youth Council Report

Lyn Dockter-Pinnick provided members with an overview of topics discussed at the April 19, 2005, Youth Development Council meeting. The Youth Summit idea was tabled until further notice. Job Service North Dakota provided performance reports which led to a discussion on a youth conference attended by several Youth Council members in December 2004. The Youth Development Council decided to provide some resource mapping data to identify those at-risk and out-of-school youth most in need.

The Youth Development Council received an update on internships from James Burgum. A presentation was given by Sheila Bruhn from the Northeast Regional Youth Council. Discussion was also held regarding the draft Two Year State Strategic Plan and how members could provide input to the Workforce Development Council.

Lyn Dockter-Pinnick informed members that she will be accepting another position in Mississippi, and will be leaving as Chairperson of the Youth Development Council in July 2005.

Legislative Updates

North Dakota Department of Commerce:

Lee Peterson explained that Rick Berg and the Economic Development Foundation led a "Business Congress" at the start of the Session to try to improve the image of North Dakota. Initiatives were developed which the Department of Commerce has been asked to address by means of a North Dakota Hotline. The Centers of Excellence currently has \$15,000,000 available for the 2005-2007 Biennium and an effort to receive another \$5,000,000 has been made.

Job Service North Dakota:

Maren Daley explained that Job Service North Dakota is seeing a 1% reduction in federal funding in 2005-2007. Job Service North Dakota is facing cuts of around \$700,000. The whole focus at Job Service North Dakota is maintaining and maximizing the delivery of services while maintaining the budget. The Workforce 2000 program has received \$1.7 million in funding from the Office of the Governor and has recently changed its name to Workforce 20/20.

Department of Public Instruction:

Dave Massey explained that the Department of Public Instruction is 80% federally funded. They currently have 4 "Joint Powers" groups throughout the state and have received additional funding for these groups. Their major Bill (House Bill 1013) is still in Conference Committee to date. Teacher's salary increases were placed in the Governor's budget and it looks optimistic that they will be funded. Additional funds have also been obligated for the "No Child Left Behind" Act; however, there are some

pending federal cuts which could impact the Title II funding streams at the Department of Public Instruction.

North Dakota University Systems:

Dr. Robert Potts explained that the University Systems have an agricultural bill in the Commerce Committee. Robert Potts is excited about the upcoming projects that will be associated with the Centers of Excellence and the idea of collaborating with the North Dakota Department of Commerce. The University System's budget is \$25-\$26 million above the 2003-2005 Biennium.

Jim Hirsch then reviewed a WIA Reauthorization Bills & Proposals Side-By-Side Comparison which outlines the changes of the planning process of the Two Year State Strategic Plan. (The Strategic Plan is being reduced from 5 years to 2 years). Certification issues would be impacted, as well as the State and Local Workforce Investment Board functions and required memberships. The House Reauthorization would consolidate the WIA Title I and the Wagner-Peyser Act.

CC Benefits Inc.

Gloria Dohman from the North Dakota State College of Science gave members a powerpoint presentation on CC Benefits Inc. which is an organization designed to work with community colleges using 25 different data sources to assist them in making strategic planning decisions that will best serve students and other stakeholders while enhancing the economic development of the state. The website offers a Strategic Planner, an Occupation and Population Forecaster, and a Graphing/Mapping function. The website offers new and replacement occupations, a new job impact analysis, a curricula demand, and an economic impact analysis. The website address is: <http://www.ccbenefits.com>. This website is provided through the North Dakota Community Colleges throughout the state if members are interested in registering.

Old Business

High School to College Transition Workgroup:

Michel Hillman explained to members that there has been a change in job skills over the last several decades. In 1950: 80% of jobs were classified as "unskilled". In 2005, 85% of jobs are classified as "skilled". Some of the fastest growing jobs indicate the following:

70% require an education beyond high school
40% require at least an associate degree

Only 30% of North Dakota students are ready for college Biology, 45% are ready for college Algebra, 68% are ready for college English, and minority students are least ready.

One-half (50%) of North Dakota's high school graduates are nearly ready for college, about 30% are not yet, but could be ready for college or work. The percentage decreases in Grades 10-12 in English. North Dakota's average ACT composite score is 21.2, compared to the national average of 20.9. Students can improve their college readiness by:

- Core curriculum
- More than core curriculum
- More rigorous courses
- Meet or excel all benchmarks
- Use early predictors (explore and plan)

Various states have implemented the following practices to improve readiness:

- 1) Assess achievement early
- 2) Strengthen admission standards
- 3) Focus curriculum on readiness for college and work
- 4) Raise expectations

The North Dakota University System is increasing awareness, increasing competency-based admissions, aligning K-12 standards, and have recognized the problem. The internal partners with the University Systems are:

- *ESPB*
- *CTE*
- *DPI*
- *State Chamber*
- *New Economy Initiative*
- *MHEC Initiative*

The basis for these partnerships is student preparedness and employee preparedness. Some next steps in working together are to distribute status reports and the development of a PLAN Partnership.

No Child Left Behind Report:

Greg Gallagher from the Department of Public Instruction explained the funding and federal legislation associated with the "No Child Left Behind" Act. Funding for this Act goes toward those students most in need. Student standards will be identified in Grades 3, 4, 5, 6, 7, 8, and 11. The past 3 years of data indicates in Grade 4 that reading and math skills are moving from the proficient to advanced levels. Grade 8 students in reading moved from proficient to advanced; while math moved from the proficient level back to partially proficient. Grade 12 students in math and reading ranged in the high novice to proficient range. Since the inception of the "No Child Left Behind" Act, the number of schools across the state who are proficient in reading rank

highest in the 71-80% range. Math proficiency rates in schools across the state are highest in the 41-50% range.

New Business

Planning Committee Report:

Jim Walker thanked all Workgroup and Planning Committee members for their involvement in the development of the draft Two Year State Strategic Plan.

Jim Hirsch explained the draft Plan development process as well as the procedure which will be used for public comment and submission by the May 31, 2005, deadline. The last day to submit public comment before finalization by an electronic vote will be May 20, 2005. The Plan contents consist of the following Sections:

- Executive Summary
- Plan Development Process
- Public Review & Comment

- I State Vision
- II State Governor's Workforce Investment Priorities
- III State Governance Structure
- IV Economic and Labor Market Analysis
- V Overarching State Strategies
- VI State Policies to Support the Development of a Statewide Workforce Investment System
- VII Integration of One-Stop Service Delivery System
- VIII Administration and Oversight of Local Workforce Investment System
- IX Service Delivery
- X State Administration
- XI Assurances

Jim Hirsch reviewed Sections I–V with members. Korrine Lang reviewed the development process of Section VI – State Policies and Section X – State Administration. Jim Hirsch outlined Sections VII, VIII, and XI. DeAnn Berg explained Section IX – Service Delivery.

One Stop Certification Policy:

Jim Hirsch explained that the One Stop Certification Policy is simply in draft format and will be presented for adoption at the September 2005 meeting.

Ft. Berthold Governor's Set-Aside Application:

Jim Hirsch received a proposal submitted by Leo Cummings to establish a project of equine assisted psychotherapy on the Ft. Berthold Reservation. The Office of the

Governor has supported this proposal which would employ 14 individuals to deliver psychotherapy to 40 at-risk and out-of-school youth. The total request for the project is \$7,965. Job Service North Dakota would develop the contract with a requirement of a progress report after the first year of operation.

Cathi Christopherson asked for a motion to accept the proposal.

Motion: Charles Axtman moved to approve and recommend the proposal to the Governor. Dave Kemnitz seconded the motion. Motion carried.

Actions & Recommendations:

Jim Hirsch recommended a late July/early August 2005 Retreat due to the amount of new and recently appointed members to the Workforce Development Council in lieu of the June 2005 meeting. This Retreat would include a review of federal regulations, review of priorities, and a new member orientation.

Adjournment: Cathi Christopherson asked for a motion to adjourn the meeting.

Motion: Dave Kemnitz moved to adjourn the meeting. Jim Walker seconded the motion. Motion carried.

The meeting was adjourned.

Action Plans:

-  **Jim Hirsch to draft a Resolution thanking Al Lukes for his work on the Workforce Development Council.**
-  **Members to submit public comments to the Two Year State Strategic Plan by May 20, 2005.**
-  **Place the One Stop Certification Policy on the September 2005 meeting agenda.**
-  **Members to start thinking about ideas for a 2005 Retreat.**