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**MEETING MINUTES
NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
APRIL 20, 2006**

Meeting Date, Time, & Place: April 20, 2006, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

Members Present:

Bismarck: Alvin “Butch” Brandt, Bruce Walker, Candice Dietz, Dave Gottberg, Jim Dahlen, Leo Cummings, Yvonne Smith (on behalf of Carol Olson), Charles Axtman, Dave Kemnitz, Dave Massey, Dr. David Gipp, Jackie Velk, Jim Walker, Korrine Lang (on behalf of Maren Daley), Robert Potts, Rosella Grant, Shane Goettle, Dr. Sharon Hart (via phone), Jerry Splonskowski, T. J. Russell, Wayne Kutzer, Jim Hirsch, Lyle Schuchard.

Williston: Cathy Kruse and Lee Lampert.

Members Absent: Todd La Motte, Carol Olson, Paul Steffes, Maren Daley, Cheryl Kulas.

Guests Present: Cornelius Grant, Dave Ellingson, Debbie Painte, Harley Engelman, Jerry Houn, Gerald Meske, John Hougen, Kevin Iverson, Ron Ness, Ruth Lacher, Scott Holdman (via phone), Wanda Gier, and Jill Splonskowski.

Opening Remarks & Introductions: T. J. Russell provided a welcome and members and guests introduced themselves at both sites.

Administrative Announcements: T. J. Russell mentioned that travel vouchers and honorariums are available in hard copy as well as posted on the Workforce Development Division website. Restrooms are to the left and lunch will be served at 12:00 p.m.

Approval of Agenda: T. J. Russell asked for a motion to approve the April 20, 2006, agenda.

Motion: Dave Massey moved to approve the April 20, 2006, agenda. Alvin “Butch” Brandt seconded the motion. Motion carried.

Approval of Minutes: T. J. Russell asked for a motion to approve the January 12, 2006, minutes.

Motion: Bruce Walker moved to approve the January 12, 2006, minutes. Jackie Velk seconded the motion. Motion carried.

Chairs Report

2005-2007 Budget Update:

Jim Hirsch stated that 38% of the Biennium has lapsed and overall salaries and operating expenses as of March 31, 2006, were \$87,723, with a balance of \$201,709. The Council will look at ways to reduce costs if faced with a budget reduction during the 2007-2009 Biennium.

Motion: Rosella Grant moved to approve the 2005-2007 Budget Update. Leo Cummings seconded the motion. Motion carried.

Planning Committee Report

Jim Walker reviewed the current membership of the Workforce Development Council Planning Committee. The Committee met 3 times over the last 3 months to finalize the 2006 Incentive Award applications. The amount of Incentive Award funds total \$750,000. If additional funds are received, the Committee recommends that they be put into Job Service North Dakota’s Recruitment Budget. The projects to fund are being brought forth as a recommendation to the full Workforce Development Council for approval. The attached 2006 Incentive Award Recommendation Summary outlines proposal to be funded, proposals not recommended, and proposals withdrawn.

Motion: Jim Walker moved to recommend adoption of the Planning Committee’s Incentive Award applications for funding. Charles Axtman seconded the motion. Motion carried.

Youth Development Council Report

Scott Holdman reported on a Northeast Regional Youth Council Charter pilot project concept that was brought forth to the Youth Development Council on April 18, 2006. The budget request is for \$57,000 and the project would identify at-risk youth/dropouts and relationship development/best practices for follow-up in Grand forks and Walsh Counties.

This would be a one year pilot project that would include performance measures, an updated budget, and would be overseen by a Review Committee and approved by May 15, 2006. The Review Committee will coordinate with the Workforce Development Council Executive Committee for approval of this proposal application.

T. J. Russell asked for a motion to approve the concept.

Motion: Dr. David Gipp moved to approve the Northeast Regional Youth Council Charter pilot project concept. Bruce Walker seconded the motion. Motion carried.

The Shared Vision for At-Risk Youth Initiative was also shared with members. The Office of the Governor is spearheading the initiative to first identify the term “at-risk youth” as well as develop partnerships to conduct resource/data mapping and identify any statewide gaps of service.

National Association of State Workforce Boards Winter Chair’s Meeting

Bruce Walker reported on a conference he attended in February 2006 in Washington, D.C. Mason Bishop was a panelist at the conference who spoke on the need for a better integrated performance accountability system and the need for states to spend their allocated federal dollars. There was also discussion on the demographics of skilled workers, the state and local workforce investment boards, the success of Cisco systems, and the need to address economic competitiveness globally. The annual NAWB summer meeting will be held in Minneapolis, MN on August 13-16, 2006.

Integrated Performance Information Workgroup

Jim Hirsch mentioned that the IPI workgroup headed by Dan Marrs met recently to identify common measures under WIA Title I. A team went to Florida (pilot state) for a common measures conference. The workgroup will look at how they can prepare and respond to upcoming changes in the common measures and they will be meeting again shortly.

P-16 Education Task Force

Robert Potts reported on the progress of the P-16 Education Task Force. The Task Force has been established to involve partners throughout the state in an open dialogue

aimed at developing a more rigorous, seamless, and accountable education system. North Dakota has an 89% graduation rate; however, 28% of students need remedial courses in reading and math. The Task Force meets monthly and focuses on college readiness as well as work readiness. Some priorities of the Task Force are:

- 1) Align proficiency standards with expectations
- 2) Rigorous curriculum
- 3) Recruiting and retaining quality teachers
- 4) Education of parents and the public
- 5) Develop new and reallocate resources
- 6) Career counseling

The P-16 Education Task Force consists of: Joint Boards, Educators, Legislators, Private Sector, Tribal Associations, and Workforce Development.

AmeriCorps*State Project Updates

Jerry Houn gave members an update on the progress of the AmeriCorps program housed at the North Dakota Department of Commerce. In Program Year 2005-2006 \$471,000 of the \$500,000 available to North Dakota in formula funds was obligated to 7 projects with a total of 127 slots. Just over 100 slots have been filled to date.

The 2006-2007 Program Year has 8 applicants with requests totaling above the \$500,000 formula funds allocation and slot allocation. This year the State Commission has 1 project who is filing for AmeriCorps competitive funds (Fargo-Moorhead Family YMCA). If the project is funded competitively, the state would be eligible for over \$720,000.

Agency Reports

Business Congress:

Shane Goettle reported that 6 focus group meetings were held throughout the past few months focusing on economic development and workforce issues. The focus group met on April 19, 2006, and some topics that emerged from that meeting regarding workforce availability were the following:

- Expand internships – supply/demand
- State grant programs to promote job training in middle/high schools
- Sharing “Best Practices” (use the Grand Forks model)
- Central websites (statewide, regional, local)
- Recruiting outside the state (provide tax incentives and focus on foreign workers)
- Early career counseling for schools and parents
- Utilize vocational education opportunities

Job Service Reports

WIA Financial Report:

Korrine Lang reported that local area allocations show 40% expended and 84% committed. The statewide allocation is 22% expended and 75% committed.

WIA Report on Performance and Participation:

In all cases of performance measures for Program Year 2004 and 2005 Job Service North Dakota exceeded 100% in adult, dislocated worker, and youth requirements. Total enrollments from July 2005 – December 2005 were 546 adults, 189 dislocated workers, and 560 in younger and older youth.

Department of Public Instruction – WIA Title II Performance Report:

Dave Massey reported that from July 1, 2004 – July 1, 2005, that 2063 adults were served. Adult basic education trained 1225 individuals, adult education training 565 individuals, and 273 received English as a Second Language (ESL) training. Of the 2063 trained, the percentage of completion was 71.4%.

Workforce Development System Orientation

Job Corps:

Dave Ellingson explained that Job Corps currently has 237 students with a cost of \$24,000 per student with a return on investment of approximately \$55,000. They offer 10 vocational trades and they have 250 students ages 16-24. Job Corps has the only master certified program in the nation in Minot, North Dakota. They are undergoing restructuring, but they currently offer a highly-structured residential vocational learning center to help produce a skilled, hardworking, and successful student. They have offices in Bismarck, Minot, Grand Forks, and Fargo. They encounter some language barriers with students from Somalia which they are trying to address. They train for the healthcare industry (CNAs), the oil industry, and construction trades. They must meet at least a 95% placement rate after graduation. Their reading program was rated #1 in the nation and their math program was rated #2 in the nation.

Vocational Rehabilitation Services:

Wanda Gier gave members a report on the Client Services offered through Vocational Rehabilitation. They offer transitional services and a rural service program in partnership with the Department of Agriculture.

Harley Engelman reviewed the Business Services program administered by the Department of Human Services Vocational Rehabilitation Division. They act as a

private sector business consulting firm to assist employers with strategies, modifications, and accommodations to retain their employees. The average cost per employee to receive services is normally under \$500. They train staff to effectively deal with individuals who have disabilities. They offer tax incentives to employers and cooperate with rural service programs. Promotional cd's are included with the business services packets and Council members are encouraged to view these items to learn more about Vocational Rehabilitation.

TANF:

John Hougen reported that TANF has been an active program since 1997. There were 2,650 cases statewide last year with 20% of those being "child only" cases. They contract with Job Service North Dakota as well as Child Support Enforcement, Job Corps, and Vocational Rehabilitation. The Tribal New Program is another service provided through TANF to help with educational costs on the reservations.

Tribal WIA Programs:

Leo Cummings stated that Tribal WIA programs serve the following areas:

- Standing Rock
- Turtle Mountain
- Devils Lake Sioux Tribe
- Fort Berthold
- United Tribes Technical College (urban program)

Leo Cummings explained that there are currently 4 programs operating on the reservation. Tribal reform has provided educational opportunities and rewards for individuals who have demonstrated success. Leo Cummings reported that 13 individuals completed the equine-assisted psychotherapy program with the use of the Governor's Set-Aside funds. Leo Cummings invited all Council members to the Sacagawea Signature Event during the third week of August 2006 in Newtown, North Dakota.

United Tribes Technical College:

Debbie Painte explained the role of United Tribes Technical College and gave an overview of Section 166 of the WIA Indian and Native American Employment and Training Program. A national conference will be held in May 2006 which Debbie Painte will be attending. The 4 tribes in North Dakota served under Section 166 are:

- 1) Standing Rock Sioux Tribe
- 2) Spirit Lake Nation
- 3) Mandan, Hidatsa, & Arikara Nation
- 4) Turtle Mountain Band of Chippewa

WIA provides core, intensive, and training services. Their Program Year runs July 1 to June 30, and a Two Year Comprehensive Service Plan and Supplemental Youth Services Plan are submitted twice during their four year grant cycle. Financial reports are submitted quarterly and expenditures fall under two basic cost categories – program costs and administrative costs. The current Department of Labor performance standard system consists of three performance measures:

- 1) Entered Employment Rate
- 2) Positive Termination Rate
- 3) Employability Enhancement Rate

The common measures will be implemented by Indian and Native American programs by July 1, 2006. The 4% proposed decreased budget in 2007 would reduce funding for adult programs by \$2 million.

Standing Rock:

Cheryl Penny was absent for her report.

New Business

Oil & Natural Gas Industries Workforce Issues:

Ron Ness from the ND Petroleum Council explained that the Rocky Mountain Petroleum Industry Workgroup started in October 2005 to help the energy industry with projected shortages (specifically welding). A meeting held in Denver in February 2006 indicated that other states such as Wyoming are lacking in investing in training programs. A Workforce Needs Assessment initiative started after this meeting to quantify workforce needs and the workgroup has been working with Williston State College and Bismarck State College to determine future needs.

A contract has been developed with Ted Renner and the Workforce Needs Assessment has been supported by the ND Petroleum Council, the Department of Career and Technical Education, the North Dakota Department of Commerce, and Williston State College. The assessment will determine needs, staffing patterns, projected data, and key employers in North Dakota. These employers will be contacted by an advisory committee. Priority occupations will be identified and further analysis will be conducted from there. Other Rocky Mountain states would like to utilize this assessment pilot as soon as the study is finalized in Fall 2006.

The Energy Education Initiative spearheaded by Kent Ellis has had great success and he hopes to expand with the support of the Bismarck Public School System.

President's New Initiative

Jim Hirsch reported on the Bush Administration's Fiscal Year 2007 Budget proposal for WIA. The proposed budget would bring dramatic cuts in WIA funding (over \$680 million in WIA and Wagner-Peyser) and would consolidate funding for the WIA Adult, Dislocated Worker, Youth, and Wagner-Peyser programs into a single funding stream. The consolidated funds would be spent as follows:

- ◆ 75% of the total amount must be spent on Career Advancement Accounts
- ◆ 3% of the total may be held by states for administration
- ◆ 22% may be used for basic employment services as well as all other services/activities

Career Advancement Accounts would be offered to adults (including incumbent workers) and disadvantaged out-of-school youth for education and training that would facilitate entry or a return to the labor market, or training for incumbent workers to enable them to retain employment.

There are serious concerns/arguments over the proposal regarding the Career Advancement Accounts, the elimination of vital services, and elimination of local boards.

In addition, the likelihood of enacting a WIA Reauthorization bill diminishes with every day it has been delayed. The workforce investment system should continue to strongly support passage of Senate Bill 1021 and support its prompt consideration by Senate-House Conference this year.

Local Employment Dynamics

Kevin Iverson from Job Service North Dakota explained that local employment dynamics are used as a statistical tool. It is based on large administrative datasets, censuses, and surveys. It provides validation of the state's job creation initiatives and is a tool used to attract new/expanding businesses. Economic indicators are measured quarterly by employment, job creation, wage, and turnover. It is also organized by geography and industry. Data can be broken down by the following 8 categories:

- 1) Year
- 2) Quarter
- 3) Sex
- 4) Age Group
- 5) Geographic Grouping
- 6) County
- 7) Industry
- 8) Ownership

Local employment dynamics reflect that North Dakota's job churn has continuously decreased, North Dakota's economy has created 6,750 new "stable" jobs, and that manufacturing growth in Burleigh County increased by 35% from mid 2001 to mid 2005.

Actions & Recommendations

Medora Retreat:

Jim Hirsch mentioned that the Joint Council/Commission Retreat is scheduled for July 31 – August 1, 2006, in Medora, North Dakota. Registration is due by June 15, 2006.

Meeting Date Proposals:

The State Commission Executive Committee suggested meeting in September 2006 and eliminating the June 2006 meeting.

June Meeting:

Depending on the next meeting date, the agenda would contain presentations on:

- ❖ Emerging Technology Models
- ❖ Roughrider Industries

T. J. Russell asked that Jill Splonskowski send out an e-mail to members so they can vote on either a June or September 2006 meeting date preference.

Adjournment: T. J. Russell asked for a motion to adjourn the meeting.

Motion: Dave Kemnitz moved to adjourn the meeting. Dr. David Gipp seconded the motion. Motion carried.

The meeting was adjourned.

Action Plans:

- ✚ **Council members are encouraged to attend the Lewis & Clark Signature Event in Newtown in August 2006.**
- ✚ **Council members are encouraged to attend the Medora Retreat on July 31 – August 1, 2006. Registration is due by June 15, 2006.**
- ✚ **Jill L. Splonskowski will send out an e-mail to members so they can vote on either a June or September 2006 meeting date preference.**
- ✚ **Members should notify Jim Hirsch if they are interested in attending the NAWB summer meeting in Minneapolis on August 13-16, 2006.**

2006 Incentive Award
Recommendation Summary

Project	Project Funding	Comments
Career & Technical Education	\$270,000	
North Dakota Career Resource Network	\$50,000	
Imagine ND	\$40,000	
Increasing Academic Rigor in CTE Through Focused Professional Development	\$100,000	
Nontraditional in NANO	\$80,000	
Department of Public Instruction	\$334,842	
ALC Staff In-Service	\$50,000	
Bismarck Public Schools	\$108,000	
Dickinson Public Schools	\$45,500	
Fargo Public Schools	\$16,827	
Grafton Public Schools	\$36,645	
Minot Adult Learning Center	\$35,435	
Minot ALC Video GED	\$30,435	
Wahpeton ALC	\$12,000	
United Tribes Technical College	\$50,000	
Target Industry Workforce Training	\$50,000	
Job Service North Dakota	\$95,158	
Recruitment	\$8,770	
Service Through Inter Active Video	\$86,388	
Proposals Not Recommended		
Job Service North Dakota		
Universal Tools Training	\$158,736	USDOL tool
Mentoring	\$34,465	# mentoring initiatives
Recruitment	\$182,482	A current mission of JSND
Career & Technical Education		
Manufacturing Boot Camp Program	\$50,000	Feasibility study - Did not provide an implementation plan
Proposals Withdrawn		
Department of Public Instruction		
Wahpeton Public Schools	\$9,250	
Job Service North Dakota		
Technology	\$248,687	