



1600 East Century Avenue, Suite 2
P.O. Box 2057
Bismarck, ND 58502-2057
Phone (701) 328-5345
Fax (701) 328-5320
E-Mail: jhirsch@nd.gov

NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

MINUTES January 14, 2010

MEETING DATE, TIME, & PLACE: January 14, 2010, at 9:00 a.m., Job Service North Dakota, Bismarck, North Dakota.

MEMBERS PRESENT: Alvin "Butch" Brandt, Leo Cummings, Maren Daley, David Farnsworth, Valerie Fischer, David Gipp, Shane Goettle, David Kemnitz, Marsha Krotseng, Cathy Kruse, Wayne Kutzer, Lee Lampert, Jim Melland, *Carol Cartledge (for Carol Olson)*, Jane Priebe, T.J. Russell, Larry Skogen, David Trottier, Bruce Walker, and Jim Walker.

MEMBERS ABSENT: Greg Allen, Candice Dietz, Rosella Grant, Paul Steffes, and Jackie Velk.

EX-OFFICIO MEMBERS PRESENT: Jim Hirsch, Frank Brager, *Chadwick Kramer (for Scott Davis)*.

GUESTS PRESENT: Dave Ellingson, Susan Gunsch, Tyson Quire-DOL/VETS, Debbie Painte, and Shirley Stuart-Experience Works.

STAFF PRESENT: Cheryl Leach , Jerry Houn, and Larry Anderson

CALL TO ORDER:

Opening Remarks & Introductions: Wayne Kutzer, Vice Chairman called the meeting to order at 9:00 a.m. Wayne announced he will conduct the meeting until T.J. Russell-Chair arrives. Wayne welcomed everyone and asked for introductions.

Administrative Announcements: Jim Hirsch mentioned travel vouchers are available for members and to see Cheryl Leach after the meeting.

APPROVAL OF AGENDA:

Jim Hirsch requested an addition to the January 14, 2010 agenda; 1-02-03-Attendance Policy.

By consensus the January 14, 2010 agenda was accepted as amended with the addition of 1-02-03-Attendance Policy.

APPROVAL OF MINUTES:

Wayne Kutzer motioned for approval of the June 11, 2009 minutes.

MOTION: David Kemnitz moved to approve the June 11, 2009 minutes as presented. Valerie Fischer seconded the motion. All in Favor. Motion carried.

CHAIRS REPORT:

Meeting Attendance: Jim Hirsch reviewed the Attendance Record making each member aware of their attendance and the Attendance Policy. Jim stated that the attendance record started with the November 2008 meeting.

The policy states:

- A. Member's attendance at Council meetings is essential to effectively conducting the business of the Council. Members, when they have conflicts with attendance, may designate an alternate to attend in their place to facilitate a quorum and completion of Council business. Alternates will be allowed to vote and participated in discussions and decisions of the Council. Designation of an alternate must be provided in writing and presented to the Council Chair prior to the start of the meeting. Two consecutive absences from Council meetings shall result in a warning letter being sent out by the Council Chairperson.
- B. Three consecutive absences from Council meetings shall be cause for a recommendation by the Council Executive Committee, to the Governor, for forfeiture of appointment.

2010-2011 Quarterly Meeting Dates:

Jim Hirsch reviewed the following future quarterly meeting dates: There will not be a meeting in January 2011 due to the legislative session. After the August 2010 Retreat, the executive committee will determine whether or not there needs to be a meeting in October. If the October meeting is cancelled, information will be processed electronically until the April 2011 meeting.

2010-2011 Quarterly Meeting Dates

DATE	NDYDC	STATE COMMISSION	FAITH-BASED COMMISSION	NDWDC
JANUARY 2010	12	13	13	14
APRIL 2010	6	7	7	8
JUNE 2010	7	8	8	9
AUGUST 2010 RETREAT	2-3	2-3	2-3	2-3
October 2010	5	6	6	7
APRIL 2011	26	27	27	28
JUNE 2011	6	7	7	8
OCTOBER 2011 GOVERNOR'S WORKFORCE SUMMIT	6-7	6-7	6-7	6-7

Joint Retreat: Medora, August 2-3, 2010: Jim Hirsch reported that the Joint Retreat is scheduled for August 2-3, 2010 in Medora. The Councils, Commissions, and a number of legislators are invited to attend the meetings. Some of the items that will be reviewed at these meetings will be the Consolidated Biennial Statewide Strategic Plan, State Service Plan, and the ND Talent Strategy. Greg Newton will be facilitating the Retreat, and the meetings will be held at the Cowboy Hall of Fame. There is an Attendance Confirmation form that needs to be turned for those interested in attending by June 30, 2010.

2009-2011 Budget Updates: Jim Hirsch reviewed the 2009-2011 biennium budget (July 01, 2009-June 30, 2011). Jim mentioned he did not have a handout for the meeting. We will forward an electronic copy of this budget to the Council, and provide hard copy to future packets materials. Jim reported that the budget reflects a reduction of \$6,187 from the previous 2007-09 biennium, and 20% of the appropriated funds have been expended.

NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL
2009-2011 BIENNIUM BUDGET
 July 1, 2009 - June 30, 2011

31-Dec-09

	BUDGET	25% Lapsed	BALANCE	
		TO DATE		
PERSONNEL:				
Total Salaries	\$ 100,197.00	\$ 25,588.00	\$ 74,609.00	26%
	\$ -	\$ -	\$ -	
NON-PERSONNEL:	\$ -	\$ -	\$ -	
OPERATING BUDGET	\$ -	\$ -	\$ -	
	\$ -	\$ -	\$ -	
ITD	\$ 1,428.00	\$ 360.00	\$ 1,068.00	
IT Telephone	\$ 816.00	\$ 614.00	\$ 202.00	
Travel	\$ 63,200.00	\$ 7,176.00	\$ 56,024.00	
IT Software	\$ 800.00	\$ -	\$ 800.00	
Postage	\$ 1,500.00	\$ 185.00	\$ 1,315.00	
IT-Contractual	\$ 1,000.00	\$ -	\$ 1,000.00	
Lease-Equip	\$ 500.00	\$ 63.00	\$ 437.00	
Lease-Building	\$ 10,100.00	\$ 1,336.00	\$ 8,764.00	
Prof Develop	\$ 24,000.00	\$ 8,112.00	\$ 15,888.00	
Operating Fee	\$ 3,200.00	\$ 80.00	\$ 3,120.00	
Repairs	\$ -	\$ 89.00	\$ (89.00)	
Prof Services	\$ 6,000.00	\$ -	\$ 6,000.00	
Insurance	\$ 537.00	\$ -	\$ 537.00	
Office Suppl	\$ 2,000.00	\$ 36.00	\$ 1,964.00	
Printing	\$ 1,100.00	\$ 50.00	\$ 1,050.00	
Prof. Supplies	\$ 1,000.00	\$ -	\$ 1,000.00	
Misc. Supply	\$ 500.00	\$ -	\$ 500.00	
Office Equip under \$5,000	\$ 1,600.00	\$ -	\$ 1,600.00	
IT Equip under \$5,000	\$ 3,500.00	\$ 48.00	\$ 3,452.00	
Total Operating	\$ 122,781.00	\$ 18,149.00	\$ 104,632.00	15%
	\$ -	\$ -	\$ -	
Total Salaries & Operating:	\$ 222,978.00	\$ 43,737.00	\$ 179,241.00	20%

* Reduction of \$6,187 from 2007-2009 Biennium

Sunset Policy Updates:

➤ 1-02-03 (3) - Attendance Policy POLICY:

- A. Member's attendance at Council meetings is essential to effectively conducting the business of the Council. Members, when they have conflicts with attendance, may designate an alternate to attend in their place to facilitate a quorum and completion of council business. Alternates will be allowed to vote and participated in discussions and decisions of the Council. Designation of an alternate must be provided in writing and presented to the Council Chair prior to the start of the meeting. Designation of an alternate will result in the minutes reflecting that the member was absent from the meeting. Governor Cabinet appointees who designate an alternate will be listed in the minutes as in attendance by listing the name of the designated alternate attending on their behalf.
- B. Two consecutive absences from Council meetings shall result in a warning letter being sent out by the Council Chairperson.
- C. Three consecutive absences from Council meetings shall be cause for a recommendation by the Council Executive Committee, to the Governor, for forfeiture of appointment.

T.J. Russell motioned for approval of changes to Sunset Policy 1-02-03- Attendance Policy.

MOTION: Shane Goettle moved to approve changes to Sunset Policy 1-02-03- Attendance Policy. David Farnsworth seconded. All in Favor. Motion Carried.

- **2-02-03 (3) - Training Provider Performance Level Criteria-** Jim Hirsch summarized the policy; the change was related to an issue that Job Service ran into after a review from the Employment & Training Administration involving short-term training. There were issues with some of the training programs provided through the Adult Learning Centers and some private training providers. Previously training had been provided under Intensive Services and as a result of the review, it was identified that it should be under Training Services and in order to qualify under Training Services individuals fill out an application and go through the process of being certified and placed on the Eligible Training Provider List. Jim stated that many adult learning centers and short-term training providers do not keep records and documentation to fulfill that process. This policy was modified so that Job Service could place adult learning centers and the other training providers on the Eligible Training Provider list. This policy also would be incorporated into the State Plan modification so Job Service can use those service providers for the short-term training. The change was as follows:

POLICY:

Adult Learning Centers and private providers of short-term basic and skill training (programs of 3 month duration or less) may be placed on the Eligible Training Provider List after submission of an Eligible Training Provider Application. These providers of short-term training normally do not collect wage data on individuals who enroll in their training. In order to utilize these training providers the submittal of program completion rate, employment rate and wage at placement information will not be required for initial application. There will be a review of the WIA participants trained in these short-term classes after the first 12 months from the initial date of inclusion on the Eligible Training Provider List. The review will determine the overall benefits of the training in helping lead to employment.

For all applicable training providers, with the exception of the Adult Learning Centers and private providers of short-term basic and skill training must meet the following performance standards established for initial and subsequent eligibility:

T.J. Russell motioned for approval of the revisions as reviewed to Sunset Policy 2-02-03- Training Provider Performance Level Criteria.

Maren Daley abstains from voting on policies 2-02-03 (3) - Training Provider Performance Level Criteria and 2-07-03 (3) - Youth Eligibility due to the involvement of Job Service.

MOTION: Wayne Kutzer moved to approve the revisions to Sunset Policy 2-02-03- Training Provider Performance Level Criteria. Jim Melland seconded. All voted yea, 0 nays and 1 abstention. Motion Carried.

2-07-03 (3) - Youth Eligibility- Jim Hirsch reported that this policy came from the same review of the Employment and Training Administration. There were issues with the practices that Job Service had been using; the issues were in the requirements and the requirements should be clearly identified in a policy as well as be included in the State Plan. Jim reviewed the following policy.

POLICY:

Deficient in Basic Literacy Skills:

Job Service North Dakota, as the State administrative entity, will be responsible for defining “deficient in basic skills” and “an individual who requires additional assistance to complete an educational program or to secure and hold employment”. The definition of “deficient in basic skills” must include a determination that an individual (a) computes or solves problems, reads, writes, or speaks English at or below grade level 8.9 or (b) is unable to compute or solve problems, read, write, or speak English at a level necessary to function on the job, in the individual's family, or in society.

Youth Who Are Not Low-Income Individuals:

Up to five percent of youth participants served by youth programs may be individuals who do not meet the income criterion for eligible youth, provided that they are within one or more of the following categories:

- (A) School dropout;
- (B) Basic skills deficient, as defined in WIA Section 101(4);
- (C) Are one or more grade levels below the grade level appropriate to the individual's age;
- (D) Pregnant or parenting;
- (E) Possess one or more disabilities, including learning disabilities;
- (F) Homeless or runaway;
- (G) Offender; or
- (H) Face serious barriers to employment as defined by:

“Individual who requires additional assistance to complete an educational program or to secure and hold employment” is defined as:

1. Individual youth who resides in a County designated as an area of substantial unemployment (LAUS), and
2. Has limited employment opportunities as defined by not having been able to obtain employment after a four week employment search, or
3. Is a youth who has one or more parents incarcerated, or
4. Has a record of not being able to hold employment as demonstrated by being fired for two or more jobs in the past six months, or
5. Youth who has been identified as at risk of dropping out of school as documented by school professionals.

If the family of a disabled youth does not meet the income eligibility criteria, the disabled youth is to be considered a low-income individual if the youth's own income:

- Meets the income criteria established in WIA Section 101(25)(B); or
- Meets the income eligibility criteria for cash payments under any federal, state or local public assistance program. [WIA Sec. 101(25) (F).]

Concurrent Enrollment

Under the Act, eligible adults are defined as individuals age 18 or older and eligible youth are 14 through 21 years of age. Thus, individuals' ages 18 through 21 [at registration] may be eligible for both adult and youth programs.

- Eligible individuals who are 18 through 21 years old [at registration] may participate in adult and youth programs concurrently. Such individuals must be eligible under the youth or adult/dislocated worker eligibility criteria applicable to the services received. Local program operators may determine, for individuals in this age group, the appropriate level and balance of youth, adult, dislocated worker, or other services.
- Local program operators must identify and track the funding streams which pay the costs of services provided to individuals who are participating in youth and adult/dislocated worker programs concurrently, and ensure that services are not duplicated.

Enforcement of Military Selective Service Act

Local programs shall ensure that each individual participating in any program or activity established under Title I of WIA, or receiving any assistance or benefit under such Title, has not violated Section 3 of the Military Selective Service Act (50 U.S.C. App. 453) by not presenting and submitting to registration as required pursuant to such Section.

T.J. Russell motioned for approval of the revisions as reviewed to Sunset Policy 2-07-03- Youth Eligibility.

MOTION: Leo Cummings moved to approve the revision to Sunset Policy 2-07-03- Youth Eligibility. Lee Lampert seconded. All voted yea, 0 nays and 1 abstention. Motion Carried.

New Policies:

- **Action on Electronic Vote for New Sunset Policy 2-14-09 (0) – WIA Adult Program Priority of Service** - Jim Hirsch reported this policy was sent out for electronic vote, and 17 electronic votes were attained on July 15, 2009 affirming Policy 2-14-09-WIA Adult Program Priority of Service.

POLICY 2-14-09 (0) - WIA ADULT PROGRAM PRIORITY OF SERVICE

PURPOSE: All adults, ages 18 and over, are eligible for core services. Priority for intensive service must be given to recipients of public assistance and other low-income individuals in areas where funds are limited.

This policy provides criteria for determining core, intensive and training services eligibility under the WIA Adult Program.

PARTICIPANT ELIGIBILITY: An individual shall be eligible to participate in the WIA Adult Program if he or she is:

- i) Age 18 or older;
- ii) Eligible to work in the United States including a citizen of the United States, a United States national, permanent resident alien, lawfully admitted refugee, parolee, or other individual authorized to work in the United States; and
- iii) In compliance with Selective Service System registration (applies to males only).

POLICY:

Priority of Service: In the event WIA Adult Program funding becomes seventy percent (70%) obligated, and other One-Stop partner agency funding is unavailable, the One Stop Career Center Operator will implement the following priority of service when providing WIA Adult program participants with intensive and/or training services:

1. Veterans or a military spouse who are low-income;
2. Individuals with disabilities who are low-income;
3. Public assistance recipients;
4. Other low-income individuals; and
5. Individuals who are not self-sufficient.

The Jobs for Veterans Act does not change the requirement that individuals, to include veterans and military spouses, must first qualify as eligible under the WIA Adult Program before participation.

T.J. Russell motioned for approval of acceptance of the report on the electronic vote for Sunset Policy 2-14-09- WIA Adult Program Priority of Service.

MOTION: Wayne Kutzer moved to approve the electronic vote for Sunset Policy 2-14-09-WIA Adult Program Priority of Service. Valerie Fisher seconded. All in Favor. Motion Carried.

➤ **Sunset Policy 2-15-10 (0) – Definition of Family for WIA Eligibility**

Policy 2-15-10 (0) - Definition of Family for WIA Eligibility

PURPOSE: The Workforce Investment Act of 1998, Title I, Section 101 (15) defines the term “family” to mean two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- A. A husband, wife, and dependent children,
- B. A parent or guardian and dependent children,
- C. A husband and wife.

POLICY: The definition of family established under the Workforce Investment Act Title I, Section 101 (15) is adopted as the definition of a family for North Dakota.

FAMILY: “Two or more persons related by blood, marriage, or decree of court, who are living in a single residence, and are included in one or more of the following categories:

- (A) A husband, wife, and dependent children;
- (B) A parent or guardian and dependent children; or
- (C) A husband and wife.

Note:

- Family size is determined based on those individuals meeting the above definition at the time of the application.
- For purposes of (B), references to *guardian* refer to *legal guardian*.

An individual residing in a residence which does not include a parent or legal guardian is a family of one.

Exception: Individuals who at the time of application receive more than 50% of their support from a parent or guardian, as documented by court documents, child support documents, income tax returns or statements from parents or guardians, will be included as a member of that parent or guardian’s family. The parent or legal guardian can sign for a youth who is under the age of 18.

MOTION: We failed to have a motion and approval for the recorded policy. An electronic vote was sent for approval of Policy 2-15-10 (0) – Definition of Family for WIA Eligibility on February 12, 2010. This will be a housekeeping motion for the April meeting of the Council.

➤ **Action on Electronic Vote for support of submission of the application for the Workforce Information Grant** – Jim Hirsch reported that the electronic vote was to support the submission the application upon the recommendation from the Workforce Intelligence Council on the Workforce Information Grant. It was submitted through the LMI shop at Job Service ND. Jim Hirsch reported that this policy was sent out for electronic vote on July 21, 2009 and there were 13 electronic votes attained on July 25, 2009 affirming the submission of the application for the Workforce Information Grant.

T.J. Russell motioned for approval of acceptance of the report on the electronic vote for the Workforce Information Grant.

MOTION: Wayne Kutzer moved to approve the electronic vote for the Workforce Information Grant. Maren Daley seconded. All in Favor. Motion Carried.

Governor's Workforce Summit 2009 Final Report: Jim Hirsch reported the Governor's Workforce Summit 2009 was held in Fargo, North Dakota at the Ramada Plaza Suites on October 08 and 09, 2009. Planning for the Governor's Workforce Summit started on September 1, 2008, with the chartering of the Governor's Workforce Summit Steering Committee by the Chair of the North Dakota Workforce Development Council. The Steering Committee met every other month through April 2009, and monthly from May through September. The Theme for the Governor's Workforce Summit 2009 was "North Dakota Talent Strategy: Bridging the Gaps to the Future".

The Governor's Workforce Summit was hosted by Governor John Hoeven, North Dakota Department of Commerce and the North Dakota Workforce Development Council. Twenty-seven businesses and organizations provide sponsorships to the Governor's Workforce Summit. Cloverdale Foods, Inc. provided the entrée for the noon luncheon and breakfast. This allowed the Summit to continue to be fully self-supporting with no state funding (other than sponsorships) being utilized. The Summit had over 300+ registered participants. Registered participants included a cross section of private sector business, education, economic development professionals, legislatures, workforce development professionals and young professionals from across North Dakota.

The Summit featured two keynote speakers (Cam Marston and Joe Juarez) and three special guest presenters (Silver Rose, Greg Newton and Gordon Fowler). During the general sessions there were several panels that help set the stage for the Summit. Panels included an industry panel, a youth and young professional panel, and a legislative panel to help wrap up the Summit. There were a total of 35 breakout sessions offered which included information on best practices, available resources, demographic trends, and ways to tap hidden labor pools and retain experienced workers in the workforce longer. The feedback, evaluations and responses received have all been favorable.

COMMITTEE REPORTS

Youth Development Council Report - Dave Ellingson reported that the Youth Council discussed at length the truancy issue in schools. Valerie Fischer had reported that the Truancy Committee had met twice since the June 2009 Youth Council meeting. What was created as a result of Senate Bill 2217 was to further look at opportunities and ideas to decrease truancy and increase truancy reduction programs around the state. Valerie had commented that one of the topics is the compulsory attendance age. The compulsory attendance age right now in North Dakota is age 16. The previous attempts to raise the age to 17 have not worked. Many states have raised their compulsory attendance to age 18. South Dakota just raised theirs from 16 to 17. Valerie had hoped the Truancy Committee will meet their intended goals, they will be reporting to the Legislative Interim Committee by June with their recommendations. At that time their recommendations will be for either administrative rule or legislation.

Planning Committee Report – Jim Walker reported since the last meeting, the North Dakota Workforce Development Council received official notification that Modification Two to the State of North Dakota State Strategic Five-Year State Plan for Title I of the Workforce Investment Act and the Wagner-Peyser Act had been accepted and approved.

The Planning Committee established a “performance indicator workgroup” charged to meet with Job Service, Department of Public Instruction and Career and Tech Ed to review performance indicators, barriers to meeting performance goals and recommendations to help improve performance.

The workgroup met on November 19, 2009, and received an overview on the WIA Title I performance indicator from Job Service North Dakota. The workgroup met on December 23, 2009, and received reports from Career and Technical Education and Department of Public Instruction.

For 2008, Job Service North Dakota (JSND) met or exceeded all of the Title I performance indicators. In 2007 they missed the youth literacy/numeracy gains. JSND has worked with staff on the performance tracking and reporting. They have modified their delivery model to insure that service components provide opportunity for literacy/numeric gains. JSND is on track with 2009 literacy/numeric gains. For 2009, JSND initial tracking shows some concern with adult common measures of entered employment and employment retention rates. The workgroup discussed options of incorporating short-term work experience, apprenticeship and internships as a tool to help with obtaining entered employment. Use of the operation intern program where appropriate was discussed. JSND is working with staff to internalize new concepts for service delivery and insuring more contact with participants throughout their enrollment period.

For 2008, Career and Technical Education met the majority of their negotiated performance indicators. Two of the indicators (3p1 and 5p1 are still being analyzed. The report provided to the workgroup indicated that these two were not met). For 2008, Department of Public Instruction provided a report on both the core and additional indicators. The report appeared to have the incorrect data. They indicated that final report would be available in a week.

At this time it does not appear that the state will qualify for incentive awards for 2008. The workgroup, along with partner agencies identified issues related to meeting the negotiated performance indicators:

1. Inflexibility in some departments of Vocational/Adult Education within the federal education agency when setting and negotiating performance indicators.
 - Recommended action is to have the NDWDC and governor send letters to the education department and congressional delegation outlining the differences in department approach to negotiation and impact on North Dakota and clients served.
2. Data and getting data was another problematic area.

- The Sate Longitudinal Data System should help resolve this over the long term.
 - Short-term FINDET should be a resource although unilateral decision by the University System to only provide aggregate data and no longer provide student specific data makes this a useless source to Department of Public Instruction and other state agencies.
3. Low numbers of participants served was another problematic area because low numbers can influence outcomes.

Workforce Division Website Training- Cheryl Leach provided an overview of the Division of Workforce Development website (<http://www.workforce.nd.gov/default.asp>) and how to locate specific documentation, i.e., viewing newsletters; funding opportunities; location of certain programs and organizations; review of upcoming events; sign up for electronic newsletters; location of specific web links; location of minutes, agendas, and meeting documentation in relation to councils, commissions and workgroups; and links to news and resources.

Cheryl encouraged the Council to participate in the enhancement of the Division of Workforce Development website by submitting additional materials and providing comments and suggestions for improvements.

STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE UPDATE

AmeriCorps*State Project Updates:

AmeriCorps- Jerry Houn reported that the State Commission is in the process of fielding applicants for the 2010-11 grant year. The Notice of Intent to Apply forms must be received by January 22, 2010 and the application is due by February 22, 2010. The State Commission will receive \$600,000 of formula funding for this coming grant year. In the past, the State Commission received \$500,000 of formula funding. This has created some new interest in the funding and we are anticipating several new applications. Jerry commented that it is the policy of the State Commission to treat every application as new applicant each year; previously funded applicants do not receive any special consideration for the new funding. However, previously funded applicants are allowed to apply for the same federal funding as the previous year. If they wish to request funding for the expansion of their project they must submit a separate application for the expansion and the State Commission will consider those requests after they have decided who they will fund based on the original application funding requests.

For the 2009-10 grant year the State Commission awarded funding to the following six projects:

<u>Applicant</u>	<u>Funding</u>	<u>MSY⁽¹⁾</u>	<u>Members</u>
Cooperstown Community	83,542	6.784	22
Grand Forks Housing	16,034	1.376	6
Maddock, Kids on the Block	20,021	1.694	8
Missouri Valley YMCA	25,787	2.117	8
YMCA of Cass and Clay Counties	296,088	23.500	47
Youthworks	58,528	4.765	14
Totals	\$500,000	40.236	105

⁽¹⁾ MSY represents Member Service Year (AKA FTE).

Governor's WIA Set Aside Project & Funding Status:

JSND Youth Services Expansion- Susan Gunsch reported on the Career Awareness Program and that is in partnership with Career & Technical Education (CTE). The Awareness Program was established in July 2008 and since their inception, an advisory committee has been created; they have completed an IT Workforce Needs Assessment, and hired a coordinator and assistant. With this information, they are now promoting IT employment in the state. They have also created scholarships through this effort, awarding three scholarships thus far. The goals of the IT Awareness Program are to increase the number of secondary students taking IT courses, increase the number of secondary schools offering IT courses, and increase the number of students that leave secondary schools and enroll in postsecondary IT related degree programs, eventually increasing the number of postsecondary graduates in IT programs. The short-term goals are to present to a number of classrooms between grades 7-12 that are in IT classes, and also teachers, educators, and parents. The participating schools involved in the IT Awareness Program are Beulah, Grand Forks Educational Center, Hatton, Minot, South Heart, St. Mary's Central High School, Steel-Dawson, Turtle Lake-Mercer, Watford City, and West Fargo.

Skills & Technology Training Center- Susan Gunsch reported on the contract for PY 08 with the following results: 35 individuals received training, five out of 35 were not successfully completed, giving the contract an 86% success rate. Thirteen benefited from the workplace language class and seven continued onto pre-manufacturing training, and six went into pre-certified nursing assistant classes. Nineteen individuals took the 80 hour manufacturing course, and three attended the CNA training. For PY 09, currently from July 1, 2009 to present there are three individuals enrolled in manufacturing.

Emerging Technology Competency Certification- Susan reported that the contract was written and is currently not progressing.

Jobs for Americas Graduates- Jim Hirsch gave a brief overview of Jobs for Americas Graduates. Jobs for America Graduates is not a federal program, it is a national non-profit program that started 20+ years ago in Delaware and is now in a number of states

with over 700 sites. It is geared at assisting at-risk youth in completing school and linking those students with career employment and post secondary education. There are a number of different models; middle school model, dealing with 7th and 8th grade students; a multi-school model dealing with freshman and seniors. This is the model Williston Public School is currently using. The Williston project served 25 students the first year and are currently up to 30 students. The goal is to eventually reach a max of 35 students. Each program has a full-time specialist that teaches the JAG curriculum, which requires an hour of contact with each student per-day for a minimum of 35 weeks, and then 12 months of follow-up with that student after they leave the program. They teach 37 core competencies up to 88 total competencies in the curriculum available to them. Each project in addition to having a fulltime specialist and teaching the JAG curriculum, also organizes a career organization for the JAG students.

Another model is the alternative school or drop out recovery. This program is in place in Newtown at the Boys and Girls Club. They serve as the alternative school for the public school system which started in August; they currently have 16 participants. There is also a program at Williston State College that is an Early College Success program which currently has four enrollments. That program is working with the adult learning center at WSC and those students who are on probation or identified as at-risk. Luanna Fisketjon is the coordinator at WSC.

Jim mentioned that Governor John Hoeven was appointed to the JAG Board of Directors for the National Program. Jim commented that the Williston program was funded using a combination of Governor's WIA set-aside funds and funds from JAG National Organization. \$50,000 has been provided the first year to cover the salary and fringe benefits for the JAG Specialist for a 12 month period and \$25,000 the second year. After two years, it will be part of the delivery system and funds will be provided through normal funding with DPI and CTE. The option we are looking at is getting additional pilots next biennium and possibly providing funding to the existing projects at the same level we are in the second year through the next biennium.

Single State Consolidated Biennial Strategic Plan Update:

Workforce Intelligence Council – ND Economic & Workforce Context Report -

Larry Anderson reported that the Workforce Intelligence Council has been working on a Workforce and Economic Context Report that is to be ready to present to the Strategic Planning Committee on December 16, 2009. The Strategic Planning Committee should be in a position then to determine what goals and actions they will want to pursue based upon the assessment of the Workforce Intelligence on how well the economy is doing in the state, where the gaps are, and what actions will be needed for the next biennium.

Larry reported on the analysis and preparation of the Economic and Workforce Context report. Larry commented that the development for our strategic goal is based upon good qualitative and quantitative workforce intelligence. All of the major state agencies are partners in this process in the development of the report. The report needs to support and reinforce what's in the Economic Development

Foundation Strategic Plan. The report identifies the population growth within the state, the migration factor and labor force growth, the aging population, young adults in the workforce, racial and ethnic diversity, disability, women in the workforce, veterans in the workforce, drop outs in the workforce, people receiving public assistance, multiple job holdings, assistance programs, self employment, employment projections, and wages.

Larry reported that tomorrow's labor force for North Dakota is projected to grow at a slower rate, continue to increase in age, and be more racially and ethnically diverse. North Dakota's workforce development, workforce training and talent attraction system faces significant challenges to meet the needs of a changing workforce and the demands of knowledge based economy. Larry commented that in order to continue to grow our economy with a long term projected decline in our population and an increase in the number of jobs calling for higher skill levels; we need to position the system to provide new entrants and historically underutilized populations with the education, training and skills to participate more fully in tomorrow's economy. North Dakota has enormous potential for continued economic growth. The economy of tomorrow introduces both challenges and opportunities for our state. In order to capitalize on this growth potential we must continue to invest in a knowledge infrastructure, world-class education, training, and technology. If we do otherwise North Dakota companies will not have the skilled workers and cutting-edge tools needed to grow and create well-paying jobs. Simply put, if North Dakota rises to meet the challenges of tomorrow's economy, by focusing on innovation, learning, and constant adaptation our state residents will prosper. By focusing and building on our existing infrastructure, North Dakota will not only prosper but become a model for other states.

NEW BUSINESS:

Implementation Progress:

American Recovery & Reinvestment Act

Job Service North Dakota: Susan Gunsch reported for program year 2008-09. They are moving forward with the Recovery Act dollars and with the adult and dislocated worker funds; 80% of the funding received went directly into training and support services. The numbers in training and enrollment in WIA have significantly increased from last year, which is a direct result of the ARRA dollars available. The on-the-job-training and classroom training numbers have increased dramatically with the additional funding available.

The youth dollars are 78% expended, with 630 experiences funded this summer. We took some of that funding and contracted Career and Technical Education for career exploration across the state with the participants and also a private provider that did leadership classroom based activities across the state. Those were just for the summer months in order for participants to receive their work experience. Some of the youth dollars are also being used to expand JAG; establishing programs in Newtown and Williston State College.

Susan reported that with the Employment Services dollars, the TORQ (Transitional Occupation Relation Quotient) software was purchased. The software takes the previous occupations for dislocated workers or job seekers and identifies what is an appropriate transitional occupation according to their current skills. It takes the O*NET data and packages it so it is more readily available and more easily understood by job seekers, it also shows if they have a training need and what is required to achieve that need. Susan also reported that they just received the Jobs Bill signed September 16 which does have a summer youth component with it. Eligibility will include free lunch. It looks like a summer youth program is coming but no details reported yet. We have a lot of regular dollars that can assist youth in PY 09 and in the summer program but not the scale of what we had last year.

Susan reported on the monthly reports for WIA-ARRA as of 9-30-09 (handout). These reports can be found on recovery.gov for further review and are the most recent reports showing information on the Adult report, youth report, dislocated worker, and Wagner Peyser Service report.

Department of Public Instruction: Valerie Fischer reported on the ARRA Federal Stimulus Information. DPI was awarded \$65,853,049, but was not able to use any of that funding for administration. Existing staff dollars were used to develop the forms and create the process and also the supervision for those funds. Of the \$65.8M, the majority went for Title I, Part A schools (\$27,437,104); Title I schools are geared to dealing with lower poverty and higher needs, more students at risk, and special education. We are also trying to address early literacy as well as early identification of disabilities. Money went to school lunch equipments and an emergency feeding assistance program.

<u>Federal Grant</u>	<u>Amount</u>
Title I, Part A	\$27,437,104
Special Education	\$27,413,988
Part B	\$26,552,439
Part B Preschool (3-5)	\$861,549
School Improvement	\$7,256,000
Title II, Part D	\$3,209,375
Homeless	\$ 175,966
School Lunch Equipment	\$ 215,764
Emergency Feeding Assist. Program	
Commodity Food Value	\$ 170,426
Grants for Food Distribution	<u>\$ 85,426</u>
TOTAL	\$65,853,049

Valerie reported that the 2009 ARRA provides funds specifically for education to improve student achievement through: making progress toward rigorous college- and career-ready standards and high-quality assessments that are valid and

reliable for all students with disabilities; establishing pre-K to college and career data systems that track progress and foster continuous improvement; making improvements in teacher effectiveness and in the equitable distribution of qualified teachers for all students, particularly students who are most in need.; and providing intensive support and effective support and effective interventions for the lowest-performing schools. The majority of funds have been used for equipment, extended programs (summer school, after school programming) and staff (161 new positions; Title I, reading Math, paraprofessionals).

Career and Technical Education: Wayne Kutzer reported that Career & Technical Education wasn't the recipient of any ARRA funds.

WORKFORCE TRAINING UPDATES

Workforce 2020 Report: Maren Daley reported that Workforce 20/20 approved projects for 2009-2011 biennium (handout). The report illustrates 43 contracts by 25 employers. Workforce 20/20 is incumbent worker training funded by the state targeted, primarily manufacturing training. What we have seen with the economic downturn thus far, we have not funded any workforce training 20/20 or started companies this biennium. Most funding has gone toward existing companies and expanding companies. Within manufacturing there has been many layoffs, as a result training has gone toward layoff prevention training. This type of training has improved technology and local competitiveness for manufacturers in North Dakota to keep them competitive and not have to layoff more people. The higher dollars amounts are for train-the-trainer programs. Maren commented that businesses in North Dakota are showing a willingness to invest in workforce training.

Dave Kemnitz questioned why the participant is not listed on the report. Maren explained that they don't share that information publicly; however that information is public record. Maren stated that this subject was visited at a previous Council meeting and it was decided not to include the participant's names just for the general reporting. Dave Kemnitz mentioned that he would like to see the whole report with the participant's names. Dave expressed his concern that the Workforce Development Council should review the whole report.

Dave made a recommendation to the Council that the employers that receive funding be included in this report for the Workforce Development Councils review since this Council is the body that makes the decisions on how, what, who, and where our work is being done. The Council is charged with the oversight of the report. It is the Councils responsibility to know this information and have the full information presented in order for the Council to make decisions.

Maren Daley commented that there is not a problem of putting of the "who" on the report; it really was the focus on what is being done and the "how", however the report does indicate that there are 43 contracts by 25 employers (discussion ensued among the members). Dave Trottier commented that he understands from the

discussion that there is no problem putting the employers names back on the report, therefore recommending and agreement and moving on with the meeting.

Maren noted that it is public money and there is not a problem putting the employer back on the report, however, for the understanding of this Council, this board has no statutory responsibility for this program, this program reporting is coming here as an awareness item, as a total scope of workforce training within the state of North Dakota. It is not a legal responsibility issue, but the Council is entitled to awareness because it is publically funded. Jim Hirsch confirmed that Maren's statement is correct in that this Council does not have direct oversight over this program, but if Maren elects to bring it to the Council and ask for input, we can provide recommendation and observation, but we do not legally in statute. Valerie Fischer made a suggestion for those who would find the need or feel the need to see the full detailed report they can make a request of Maren.

MOTION: Dave Trottier motioned to include the employers in the Workforce 20/20 Report for Council review. Dave Kemnitz seconded. Motion carried.

Workforce Training Quadrants: Marsha Krotseng reported that for member's knowledge she will use the term TrainND as she reports, which is the overall name for the entity made up of four community colleges (Williston State College, Lake Region State College, State College of Science, and Bismarck State College).

Marsha reported that TrainND provides skills training and new skills for you as employers to help the employees in the workforce in each of their respective regions. Marsha commented that recently we provide an update to the Interim Legislative Workforce Committee. Marsha reported that TrainND goes back a decade for ND and how far have we progressed in that ten year period; where are we right now, what are we doing right now, and where do we head for the future. In showing how far we have come; the quantitative results in 2000 illustrates 518 businesses were served in the state, and 1527 business were served in 2009. Employees trained in year 2000 was 7400 and a just over 11,000 in 2009; again a substantial growth in the number of businesses and it looks like it will continue to grow in the future.

Marsha reported that the Higher Education System adopted a strategic plan. The State Board of Higher Education recently adopted a new strategic plan and NDUS has four goals within that strategic plan. One of those goals goes back to the original roundtable cornerstone on economic development in providing the education and training needed. One of the specific objectives tied to that goal is an objective on workforce training; the number of businesses served by TrainND will increase by 4% in the next four years. Marsha reported that each of the four TrainND Directors had an opportunity to address what is happening in their regions. Williston State College (WSC) discussed meeting the needs of the states growing energy sector. WSC has served over 4000 in the energy industry. Lake Region State College is focusing on rural communities; NDSCS is focusing on being entrepreneurial; and Bismarck State

College is maintaining and expanding their partnerships with business and industry in the area.

Experience Works – Shirley Stuart, Experience Works North & South Dakota State Director gave an overview of the Experience Works program. Experience Works helps low-income seniors with multiple barriers to employment get the training they need and find good jobs in their local communities. Experience Works is a national, charitable, community-based organization. Originally named Green Thumb, and chartered in 1965 as a small, rural demonstration program, Experience Works has grown to be the nation's leading provider of training, employment, and community service for low-income older people.

The goal of the Experience Works Senior Community Service Employment Program (SCSEP) is to provide participants with the training, experience, supportive services and information they need to improve their lives, gain self-sufficiency, realize their goals, obtain permanent employment and meet the needs of a demand-drive workforce. Based on their employment interests and goals, participants are assigned to qualified nonprofit organizations or government agencies on a part-time basis where they are trained and receive work experience by performing their community service training assignment. While participants receive training, supervision and experience directly from their host agencies, their training wages and fringe benefits are paid by Experience Works.

Their Mission: is to improve the lives of older people through employment, community service and training.

Their Strengths: Assisting employers to take full advantage of the talents of older workers by helping older people who are low income or at risk of becoming low income; using community service as a path to employment and building strong relationships in local communities; and addressing the challenges facing older people in rural America.

Their Beliefs: Older people should have an opportunity to learn new skills and contribute to their community throughout their lives; employers who hire, train and retain older workers will be most successful; and people who are productive and active throughout their lives will have better health, increased longevity, and a more positive impact on their community.

Their Eligibility: An individual is eligible to be an Experience Works SCSEP participant if he or she meets the following criteria: Age - A participant must be 55 years of age or older; Residence - A participant must be a resident of the state where he or she is enrolled in the Experience Works SCSEP; Income Requirements - A participant's annual family income must not be more than 125% of the established federal poverty income guidelines; Work Status - A participant's eligibility to work in the United States must be verified by Experience Works; and unemployed - participants must be unemployed at the time of enrollment. If they become employed, either full time or part time while enrolled, they must exit the program.

Shirley mentioned that 63% of North Dakotans leave SCSEP for a job, and 83% of those ND workers are still working one year later.

AGENCY REPORTS

Job Service North Dakota:

WIA Financial Reports – Susan Gunsch reported on the WIA Financial report for program year 2009. As of September 30, 2009, the Adult allocation expended 18% and committed 53%; youth expended 20%, and committed 75%; dislocated worker expended 19% and committed 61%. The WIA-ARRA report shows the ARRA funding as of September 30, 2009, for the local area allocation the Adult allocation expended 29% and committed 43%; youth expended 71%, committed 86%; dislocated worker expended 25% and committed 41%. 80% of this funding did go into the training dollars and the summer youth programs.

WIA Report on Performance & Participation - Susan Gunsch reported on PY 09 Negotiated Performance Measures Summary. This report is for the quarter ending September 30, 2009. This is the most recent report comparing PY 08 to PY 09. The adult program is at 101%, dislocated worker program is at 103.7%, and youth program is at 154.4%. Susan mentioned that the literacy numeracy performance measure is very confusing therefore staff needed additional training. PY09 the first quarter achieved 45.5% of our literacy numeracy gains. We have the exact same performance this year as we had last year. Thirty-five percent was the goal for PY08 and we negotiated that down to 20%.

Susan reported on the Analysis of Populations Served for PY 2009 (July 09-September 09). The Adult Program total enrollment went from 469 in PY 08 to 674 in PY 09; veterans served went from 5.33% to 8.61%, minority populations are down with the American Indian numbers from 23.67% to 17.95%. For the Dislocated Worker Program total enrollment went from 127 in PY 08 to 291 in PY 09, this number should increase with the Bobcat layoffs in Bismarck. Veterans increased from 7.09% to 8.59%, and the Youth Program total enrollment went from 414 PY 08 to 1076 PY 09. By the end of September 2009 Training Services had 143 enrolled in adult classroom training and 109 for the dislocated workers; on-the-job training had 36 adult and 13 dislocated workers. The Youth Programs Analysis of Enrollment Activities Report total enrollments of 637 for older youth and 1848 for younger youth.

Department of Public Instruction-Title II: Valerie Fischer reported that this past fall the annual monitoring of all the adult learning centers (18), and GDE sites (20) was completed. The adult learning center sites used the self-assessment process to internally look at their programs and better prepare for the monitoring. We only had five adult learning centers and four GED programs that have marginal compliance issues and corrective action plans have been developed with them. From now on we will create a two-year cycle for future monitoring.

Valerie reported that the annual year end report has been submitted to the Office of Vocational and Adult Education with two performance indicators that were not met this year, postsecondary and ESL. ESL is our English as a second language has a

big gap. We are currently working with Lutheran Social Services; when they bring refugee families in, they would start at the east and west coast where they would stay for months of transitional services before being placed in the Midwest. In the past year we have had 250 families come in by June, and those families are skipping the transitional spots and coming directly from their country of origin. That has made it difficult due to their low skill levels and the time taken to get them to an advanced and educational functioning level. It is going to be difficult to negotiate some of those performance measures with the population we are dealing with now.

Valerie reported that the Postsecondary gains were not met by a couple percentage points. Valerie indicated that the performance indicator negotiations will take place with the project officers the third week in February and the annual Adult Education Conference the second week in February. The target of that meeting is to look at the performance indicators. Last year incentive grants were 1.1M of which we did not receive due to not meeting the performance indicators.

Valerie mentioned that Fargo is going to be the sight of the Missouri Valley Adult Education Association Conference in the Spring of 2011. Missouri Valley is the consortium of eight Midwest states and they rotate the conference from state to state and we will be the host that year in Fargo.

Valerie reported that the truancy committee has met twice since the June Youth Council meeting, and created as a result of Senate Bill 2217 to further look at opportunities and ideas to decrease truancy and increase truancy reduction programs around the state. Valerie commented that one of the topics is the compulsory attendance age. Right now in ND the age is 16. Previous attempts to raise the age to 17 have not worked. Many states have raised it to age 18. South Dakota just raised their compulsory attendance age from 16 to 17. Hopefully the truancy committee will meet our intended goals, we will need to report to the Legislative Interim Committee by June with our recommendations. At that time our recommendations will be for either administrative rule or legislation.

Career & Technical Education- Wayne commented that he will briefly report on the Program Performance (handout), the annual report is about 25 pages long, for further review of the whole report it will be listed on the CTE website www.nd.gov/cte/.

The Department of Career and Technical Education (CTE) administers Perkins IV implementation at the secondary and postsecondary level and state-funded career and technical education programs. CTE is responsible for serving as liaison for local Perkins recipients, providing technical assistance in the planning administration and implementation of local plans. Local education agencies have the direct implementation functions for Perkins. This is a dual role, with responsibilities for Perkins IV State leadership in specific programmatic areas. To measure student performance and program effectiveness, student populations are defined as follows:

Secondary Level

Participant - A secondary student who has completed one (1) or more course(s) in any career and technical education (CTE) program area.

Concentrators - A secondary student who has earned two (2) or more credits in a single CTE program area (e.g., health care or business services) recognized by the State.

Postsecondary/Adult Level

Participant - A postsecondary/adult student who has earned one (1) or more credits in any CTE program area.

Concentrators - A postsecondary/adult student who: (1) completes at least 12 academic or CTE credits within a single program area sequence that is comprised of 12 or more academic and technical credits and terminates in the award of an industry-recognized credential, a certificate, or a degree; or (2) completes a short-term CTE program sequence of less than 12 credit units that terminates in an industry-recognized credential, a certificate, or a degree.

Wayne reported that a one year “snapshot” of students taking at least one course during the program year for both secondary and postsecondary enrollment. The grand total of CTE participants in secondary is 19,705 and post-secondary is 6,495.

State Performance Summary: Listed are the statewide percentages and adjusted performance levels agreed upon by the State and the Office Vocational and Adult Education of the US Department of Education. The adjusted levels are incorporated into the State Plan.

Wayne Kutzer reported on the Secondary Performance Levels during the program year 2009. Eight measures are required as indicated in the table below: Wayne commented that this year all the performance measures have to be reported. The Adjusted Level of Performance is what we will be negotiating for the next two years, which will be coming up this spring. Every two years we negotiate for the following two years. This report will be submitted on December 31, 2009.

Secondary Performance Level:

Indicator & Citation	Measurement Definition	Adjusted Level of Performance	Actual Level of Performance	Actual vs. Adjusted Level of Performance	Met 90% of Adjusted Level of Performance
1S1 Academic Attainment – Reading/Language Arts 113(b)(2)(A)(i)	<p>Numerator: Number of <u>CTE concentrators</u> who have met the proficient or advanced level on the Statewide high school reading/language arts assessment administered by the State under Section 1111(b)(3) of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act based on the scores that were included in the State’s computation of adequate yearly progress (AYP) and who, in the reporting year, left secondary education.</p> <p>Denominator: Number of <u>CTE concentrators</u> who took the ESEA assessments in reading/language arts whose scores were included in the State’s computation of AYP and who, in the reporting year, left secondary education.</p>	62.00 %	58.82% 1,690/2,873	-3.08%	Yes
1S2 Academic Attainment - Mathematics 113(b)(2)(A)(i)	<p>Numerator: Number of <u>CTE concentrators</u> who have met the proficient or advanced level on the Statewide high school mathematics assessment administered by the State under Section 1111(b)(3) of the Elementary and Secondary Education Act (ESEA) as amended by the No Child Left Behind Act based on the scores that were included in the State’s computation of AYP and who, in the reporting year, left secondary education.</p> <p>Denominator: Number of <u>CTE concentrators</u> who took the ESEA assessments in mathematics whose scores were included in the State’s computation of AYP and who, in the reporting year, left secondary education.</p>	49.00 %	51.25% 1,444/2,849	+1.68%	Yes
2S1 Technical Skill Attainment	<p>Numerator: Number of CTE concentrators who passes technical skills assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year.</p> <p>Denominator: Number of CTE concentrators who took the assessments during the reporting year.</p>	78.00 %	82.82% 2,464/2,975	+4.82%	Yes
3S1 School Completion	<p>Numerator: Number of CTE concentrators who earned a regular secondary school diploma, earned a General Education Development (GED) credential as a State-recognized equivalent to a regular high school diploma (if offered by the State) or other State-recognized equivalent (including recognized alternative standards for individuals with disabilities), or earned a proficiency credential, certificate, or degree, in conjunction with a secondary school diploma (if offered by the State) during the reporting year.</p> <p>Denominator: Number of CTE concentrators who left secondary education during the reporting year.</p>	88.00 %	91.18% 2,718/2,981	+3.18%	Yes

Indicator & Citation	Measurement Definition	Adjusted Level of Performance	Actual Level of Performance	Actual vs. Adjusted Level of Performance	Met 90% of Adjusted Level of Performance
4S1 Student Graduation Rates 113(b)(2)(A)(iv)	Numerator: Number of CTE concentrators who, in the reporting year, were included as graduated in the State's computation of its graduation rate as described in Section 1111(b)(2)(C)(vi) of the ESEA. Denominator: Number of CTE concentrators who, in the reporting year, were included in the State's computation of its graduation rate as defined in the State's Consolidated Accountability Plan pursuant to Section 1111(b)(2)(C)(vi) of the ESEA.	82.37 %	95.37% 2,700/2,831	+13.00%	Yes
5S1 Placement	Numerator: Number of CTE concentrators who left secondary education and were placed in postsecondary education or advanced training, in the military service, or employment in the second quarter following the program year in which they left secondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2007 would be assessed between October 1, 2007 and December 31, 2007). Denominator: Number of CTE concentrators who left secondary education during the reporting year.	68.00 %	78.12% 2,417/3,094	+10.12%	Yes
6S1 Nontraditional Participation	Numerator: Number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year. Denominator: Number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year.	20.00 %	20.25% 815/4,025	+0.25%	Yes
6S2 Nontraditional Completion	Numerator: Number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year. Denominator: Number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year.	13.00 %	15.30% 275/1,797	+2.30%	Yes

Wayne Kutzer reported on the Postsecondary Performance Levels during the program year 2009. Six measures are required as indicated in the table below:

Core Indicator	Measurement Definition	Adjusted Level of Performance	Actual Level of Performance	Actual vs. Adjusted Level of Performance	Met 90% of Adjusted Level of Performance
1P1 Technical Skill Attainment	Numerator: Number of <u>CTE concentrators</u> who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year. Denominator: Number of <u>CTE concentrators</u> who took technical skill assessments during the reporting year.	86.50 %	87.35% 4,019/4,601	+0.85%	Yes

Core Indicator	Measurement Definition	Adjusted Level of Performance	Actual Level of Performance	Actual vs. Adjusted Level of Performance	Met 90% of Adjusted Level of Performance
2P1 Credential, Certificate, or Degree	Numerator: Number of <u>CTE concentrators</u> who received an industry-recognized credential, a certificate, or a degree during the reporting year. Denominator: Number of <u>CTE concentrators</u> who left postsecondary education during the reporting year.	42.86 %	53.02% 1,545/2,914	+10.16%	Yes
3P1 Student Retention or Transfer	Numerator: Number of <u>CTE concentrators</u> who remained enrolled in their original postsecondary institution or transferred to another 2- or 4-year postsecondary institution during the reporting year and who were enrolled in postsecondary education in the fall of the previous reporting year. Denominator: Number of <u>CTE concentrators</u> who were enrolled in postsecondary education in the fall of the previous reporting year and who did not earn an industry-recognized credential, a certificate, or degree in the previous reporting year.	81.37 %	65.88% 2,674/4,198	-15.49%	No
4P1 Student Placement	Numerator: Number of <u>CTE concentrators</u> who were placed or retained in employment, or placed in military service or apprenticeship programs in the 2 nd quarter following the program year in which they left postsecondary education (i.e., unduplicated placement status for CTE concentrators who graduated by June 30, 2007 would be assessed between October 1, 2007 and December 31, 2007). Denominator: Number of <u>CTE concentrators</u> who earned a credential, certificate, or degree.	66.37 %	71.48% 1,271/1,778	+5.55%	Yes
5P1 Nontraditional Participation	Numerator: Number of <u>CTE participants</u> from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year. Denominator: Number of <u>CTE participants</u> who participated in a program that leads to employment in nontraditional fields during the reporting year.	18.42 %	21.44% 386/3,987	-3.02%	Yes
5P2 Nontraditional Completion	Numerator: Number of <u>CTE concentrators</u> from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year. Denominator: Number of <u>CTE concentrators</u> who completed a program that leads to employment in nontraditional fields during the reporting year.	7.00 %	5.77% 53/919	-1.23%	No

Wayne commented that one of the biggest barriers from a data standpoint is getting the data we need. An example on the postsecondary level is trying to trace students as they transition from school to a job and trying to connect where they are. Another barrier with the postsecondary level is with the five tribal colleges and the five two-year campuses in receiving data from them. In terms of other barriers from how we deliver our programs, we have a lot of good methods that can help us meet our goals.

Modification Three to the State of North Dakota State Strategic Five-Year State Plan for Title I of the Workforce Investment Act and the Wagner Peyser Act - Jim Hirsch reported that as a result of an audit conducted by the Employment and Training Administration, a couple of areas were identified as needing modification.

- ✓ The following are changes made to pages 43 - 44, adding language defining policies related to Eligible Training Provider List.

Job Service North Dakota was providing short-term (less than three months) refresher and skills training under Intensive Services rather than training. After the review, Job Service now has to provide this training under the category of Training Services. Vendors who provide training services must be on the "Eligible Training Provider List". Training providers must submit an application requesting approval for specific programs to be placed on the North Dakota Eligible Training Provider List. Only those programs provided in North Dakota and meeting established performance standards and policy requirements will be included on the North Dakota list. The issue is that Adult Learning Centers and private training providers do not track the required outcomes related to employment and earnings of individuals who go through their courses. (short-term training could include: Access, PowerPoint, etc.)

- ✓ Pages 46 – 47, adding language defining policies related to Youth Eligibility and Eligibility for Additional Services.

Youth eligibility requires meeting an income eligibility, plus meeting one of the additional barriers identified in the Workforce Investment Act of 1998. The Act does allow Workforce Investment Boards to identify additional barriers beyond those listed in the act. The finding recommended that our plan be modified to continue to use the option "Individual who requires additional assistance to complete an educational program or to secure and hold employment" for youth eligibility.

T.J. Russell motioned for approval of the Modification Three to the State of North Dakota State Strategic Five-year State Plan for Title I of the Workforce Investment Act and the Wagner Peyser Act.

MOTION: Jane Priebe moved to approve Modification Three to the State of North Dakota State Strategic Five-year State Plan for Title I of the Workforce Investment Act and the Wagner Peyser Act. Wayne Kutzer seconded the motion. All in Favor. Motion carried.

COUNCIL ACTIONS AND RECOMMENDATIONS: NONE

PUBLIC INPUT: NONE

ADJOURNMENT:

MOTION: Dave Kemnitz moved to adjourn the meeting. Jim Melland seconded the motion. All in Favor. Motion Carried.

The meeting was adjourned at 3:00 p.m.