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## NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

Minutes  
January 20, 2011

**MEETING DATE, TIME, & PLACE:** January 20, 2011, at 11:00 a.m., Job Service North Dakota, Bismarck, North Dakota.

**MEMBERS PRESENT:** Jim Walker – Acting Chair, Butch Brandt, Leo Cummings, Maren Daley, Candice Dietz (telec), David Farnsworth, Valerie Fischer, David Gipp, Rosella Grant (telec), Marsha Krotseng (telec), Kathy Kruse (telec), Wayne Kutzer, Russ Cusack (for Carol Olson), Darlene Reinarts (for T.J. Russell), Larry Skogen (telec), Paul Govig (interim for Shane Goettle), Jackie Velk, Jim Walker

**MEMBERS ABSENT:** Greg Allen, Dave Kemnitz, Lee Lampert, Jim Melland, Jane Priebe, Paul Steffes, Bruce Walker

**EX-OFFICIO MEMBERS PRESENT:** Beth Zander, Chad Kramer (for Scott Davis)

**GUESTS PRESENT:** Susan Gunsch, Ruth Lacher, Cheryl Hess, Leah Beyer, Debbie Painte

**STAFF PRESENT:** Cheryl Leach, Jerry Houn

### CALL TO ORDER:

**Opening Remarks & Introductions:** Jim Walker called the meeting to order and noted he will be the acting chair for today's meeting in T.J. Russell's absence. Jim welcomed everyone and asked for introductions.

**Administrative Announcements:** Jim Walker reminded the members that travel vouchers are available and to see Cheryl Leach after the meeting.

### APPROVAL OF AGENDA:

Jim Walker motioned for approval of the January 20, 2011 agenda.

**MOTION:** Candice Dietz moved to approve the January 20, 2011 agenda as presented. Dave Farnsworth seconded the motion. All in Favor. Motion carried.

**APPROVAL OF MINUTES:**

Jim Walker motioned for approval of the October 07, 2010 minutes.

**MOTION: Maren Daley moved to approve the October 07, 2010 minutes as presented. Dave Farnsworth seconded the motion. All in Favor. Motion carried.**

**CHAIRS REPORT & DIRECTOR’S UPDATE:**

**Meeting Attendance:** Beth Zander briefly reviewed the meeting attendance, reminding the members of the policy regarding attendance.

**2010-11 Quarterly Meeting Dates:** Beth Zander reviewed the 2011 quarterly meeting schedule. The 2011 Workforce Development Council meetings have been set for April 28, July 21, and the Governors Workforce Summit is set for October 5-6.

**2009-2011 Budget Updates:** Beth reported the following budget:

<b>NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL</b>					
<b>2009-2011 BIENNIUM BUDGET</b>					
July 1, 2009 - June 30, 2011					
30-Nov-10					
71% Lapsed					
	<b>BUDGET</b>		<b>TO DATE</b>	<b>BALANCE</b>	
<b>PERSONNEL:</b>					
Total Salaries	\$ 100,197.00	\$ 76,056.00	\$ 24,141.00		76%
	\$ -	\$ -	\$ -		
<b>NON-PERSONNEL:</b>					
	\$ -	\$ -	\$ -		
<b>OPERATING BUDGET</b>					
	\$ -	\$ -	\$ -		
	\$ -	\$ -	\$ -		
ITD	\$ 1,428.00	\$ 1,447.00	\$ (19.00)		
IT Telepone	\$ 816.00	\$ 2,166.00	\$ (1,350.00)		
Travel	\$ 63,200.00	\$ 30,359.00	\$ 32,841.00		
IT Software	\$ 800.00	\$ -	\$ 800.00		
Postage	\$ 1,500.00	\$ 579.00	\$ 921.00		
IT-Contractual	\$ 1,000.00	\$ -	\$ 1,000.00		
Lease-Equip	\$ 500.00	\$ 185.00	\$ 315.00		
Lease-Building	\$ 10,100.00	\$ 6,345.00	\$ 3,755.00		
Prof Develop	\$ 24,000.00	\$ 14,668.00	\$ 9,332.00		
Operating Fee	\$ 3,200.00	\$ 8,540.00	\$ (5,340.00)		
Repairs	\$ -	\$ 89.00	\$ (89.00)		
Prof Services	\$ 6,000.00	\$ -	\$ 6,000.00		
Insurance	\$ 537.00	\$ -	\$ 537.00		
Office Suppl	\$ 2,000.00	\$ 4,737.00	\$ (2,737.00)		
Printing	\$ 1,100.00	\$ 95.00	\$ 1,005.00		
Prof. Supplies	\$ 1,000.00	\$ 180.00	\$ 820.00		
Misc. Supply	\$ 500.00	\$ 18.00	\$ 482.00		
Office Equip under \$5,000	\$ 1,600.00	\$ 48.00	\$ 1,552.00		
IT Equip under \$5,000	\$ 3,500.00	\$ 1,149.00	\$ 2,351.00		
<b>Total Operating</b>	<b>\$ 122,781.00</b>	<b>\$ 70,605.00</b>	<b>\$ 52,176.00</b>		<b>58%</b>
	\$ -	\$ -	\$ -		
Total Salaries & Operating:	\$ 222,978.00	\$ 146,661.00	\$ 76,317.00		66%

**2011 Governor's Workforce Summit Update:** Beth mentioned that the 2011 Governor's Workforce Summit will be held October 5-6, 2011 at the International Inn, Minot, ND. The Summits Title is "Turn the Key". In April or May we will begin to structure the Summits brochure and agenda. In February, we will be working on the sponsorship opportunities.

**Request for Approval on Governor's Set-Aside Contract Extension:** Beth reported the ND Department of Corrections and Rehabilitation (DOCR) is requesting an extension of the WIA Governor Set-Aside contract #S-01-10 Mod 2 (July 1, 2010-October 31, 2011). The contract funds the Welding Training Program that runs cooperatively by the ND DOCR and Bismarck Stat College. The ND DOCR is requesting the contract be extended through June 30, 2012 due to ordering supplies and equipment after the July 01 start date; with the arrival time and set up it will lessen the actual training time allowed by the current contract.

Jim Walker motioned for approval of the North Dakota Department of Corrections and Rehabilitation (DOCR) request for an extension of the WIA Governor Set-Aside contract #S-01-10 Mod 2 to be extended through June 30, 2012.

**MOTION: Rosella Grant moved to approve the request for an extension through June 30, 2012 of the WIA Governor Set-Aside contract #S-01-10 Mod 2 through Wayne Kutzer seconded the motion. All in Favor. Motion carried.**

**MOU - Cankdeska Cikana Community College:** Beth Zander reported the Memorandum of Understanding between the Cankdeska Cikana Community College and the Governor's Workforce Development Council. The MOU addresses coordination and collaboration in the provision of services for Native Americans that are interested in entering the health care workforce. The purpose of the MOU is to establish a cooperative and coordinated relationship between the parties as they conduct a demonstration project for Native Americans that provide TANF recipients and other low-income individuals with the opportunity to obtain education and training for high wage/high demand occupations in the healthcare field. This MOU will be in effect as of October 30, 2010, through September 30, 2011, with provisions for annual review and renewal for up to five years or until such time as one or both parties agree in writing to modify, extend, or terminate the MOU.

Beth will send a copy of the MOU via email for review and set up a date and time to discuss and vote on the MOU via conference call.

## **LEGISLATIVE UPDATES**

**Department of Public Instruction (DPI) –** Valerie Fischer reported on the Adult Education appropriation. Valerie commented that \$1.8M requested. We also requested senate concurrent resolution to further examine funding for adult education.

Valerie reported that HB #1385 allows for the attendance to higher education institutions of mature students ages 55 or older to enroll in undergraduate courses for free and receive credit. Tuition is waived as well as enrollment testing, i.e., ACT. However, the student is responsible for books and fees.

**Career and Technical Education (CTE) – Wayne Kutzer reported on the following 2011-13 biennium budget**

**Career and Technical Education  
2011 - 2013 Biennium Budget  
Optional Budget**

	<b>Requested</b>	<b>Executive Budget</b>
Cost to continue same level of reimbursement funding to schools	\$ 400,000	\$ 400,000
Professional Development - teachers	\$ 2.50,000	\$ 75,000
Math/Science in CTE	200,000	
CTE Teacher/Administrator Development	50,000	
CTE Accessibility		
Provide funding to expand the number and availability of CTE programming, including cooperative arrangements and distance learning. There were \$216,000 in funding requests for new and expanding programs in FY 2010 alone.	\$ 750,000	\$ 400,000
Establish two new area centers, eligible for up to \$600,000 per year of reimbursement- 75% reimbursement first two years, then 60% for the next three years then 40% thereafter.	\$ 2,400,000	\$ 1,000,000
Expand funding and credit offerings for Office Technology to include traditional Business Ed courses in a program of study.	\$ 400,000	\$
Increase Family and Consumer Sciences funding by 2% per year.	\$ 32,500	\$
Emerging Technology Adult Pilot	\$ 2,50,000	\$
Establish funding pool for equipment in new programs	\$ 2,00,000	\$
Stop the Violence Program		\$ 10,000
<b>Total</b>	<b>\$4,975,000</b>	<b>\$ 1,885,000</b>

Wayne reported on HB #1128 and that CTE is responsible for authorizing all private colleges to operate in the state. Wayne commented that with the change in online education, we are now approving all colleges and universities that want to offer online courses. We are hoping the legislature will establish a commission that will work out of North Dakota University System. This commission would be made up of representation of public and private colleges. Online education and US Department of Education are reviewing the possibly of looking at every college offering an online program. This will impact several colleges and universities in the state that offer online.

**Job Service North Dakota – Maren Daley** reported on the Job Service appropriation bill asking for change for Workforce 20/20. Since 2003 there has been a provision added in by the appropriations committee for Workforce 20/20. At least 50% of those incumbent worker training funds have to be used for new or expanding businesses in

ND. The other 50% can be used for existing businesses. We asked that the limitation be removed from the bill. Maren mentioned that there are also a couple Longitudinal Data bills as well as unemployment insurance bills out there.

**Workforce Development Division** – Beth Zander reported on the Commerce budget bill. Jobs for America’s Graduates (JAG) was proposed requesting \$100,000 to continue assistance with the four programs established: Williston High School, Newtown, Williston State College (college success program), and United Tribes. These programs were to be funded at \$12,500 per year for the coming biennium.

Beth reported that Operation Intern is asking for \$900,000, and also asking for continuing appropriation. Also, because the funds are obligated for this biennium we’re asking for an emergency clause on the funding for next biennium. Beth reported that two items in the Commerce budget include the Child Development Associate (CDA) credential; which is training to build the skill level and hit an industry recognized standard for child care providers. \$150,000 will be to assist with an individual receiving the prep, training, and testing in order to earn a credential in the child care area.

The Governor also put \$125,000 in the Commerce budget to grow and drive the WorkKeys engagement. This involves funds to promote employers, job seekers, general public, as well as a small amount of money to contract test administration. However, these dollars do not pay for the testing fee.

In addition, SB #2056 has two parts that affect Workforce Development; first, a student opportunity website that calls for a development of a single portal for internships and scholarships; and the second piece to this bill is a pilot project for E-Portfolio. The interim Workforce Committee brought this bill forward and the E-Portfolio project would have us implement a pilot over the course of the next biennium within institutions of higher education to implement the E-Portfolio System.

## **Performance Measures Update and Agency Reports**

**Career and Technical Education (CTE)** – Wayne Kutzer reported on 2009-10 Secondary and Post-Secondary Performance Measures. Eight measures are required for Secondary as indicated in the table below:

**Career and Technical Education  
2009-2010  
Secondary Performance Measures**

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)	<b>Numerator:</b> Number of CTE concentrators who have met the proficient or advanced level on the Statewide high school reading/language arts assessment administered by the State <b>Denominator:</b> Number of CTE concentrators 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.	63.00 %	62.68% 1,705/2,736	-0.32%	Yes
1S2 Academic Attainment - Mathematics 113(b)(2)(A)(i)	<b>Numerator:</b> Number of CTE concentrators who have met the proficient or advanced level on the Statewide high school mathematics assessment administered by the State <b>Denominator:</b> Number of CTE concentrators 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.	49.00 %	52.76% 1,425/2,701	+3.76%	Yes
2S1 Technical Skill Attainment	<b>Numerator:</b> Number of CTE concentrators who passes technical skills assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year. <b>Denominator:</b> Number of CTE concentrators who took the assessments during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)	79.00 %	87.23% 2,466/2,827	+8.23%	Yes
3S1 School completion	<b>Numerator:</b> 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 <b>Denominator:</b> Number of CTE concentrators who left secondary education during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)	89.00 %	96.41% 2,743/2,845	+7.41%	Yes
4S1 Student Graduation Rates 113(b)(2)(A)(iv)	<b>Numerator:</b> Number of CTE concentrators who were included as graduated in the State’s computation of its graduation rate <b>Denominator:</b> Number of CTE concentrators who, in the reporting year, were included in the State’s computation of its graduation rate	83.37 %	94.03% 2,708/2,880	+10.66%	Yes
5S1 Placement	<b>Numerator:</b> 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 <b>Denominator:</b> Number of CTE concentrators who left secondary education during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)	69.00 %	69.02% 1,865/2,702	+0.02%	Yes
6S1 Nontraditional Participation	<b>Numerator:</b> Number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year. <b>Denominator:</b> Number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)	21.00 %	19.74% 775/3,927	-1.26%	Yes
6S2 Nontraditional Completion	<b>Numerator:</b> Number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)  <b>Denominator:</b> Number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)	14.00 %	12.73% 225/1,767	-1.27%	Yes

Wayne Kutzer reported on the Postsecondary Performance Levels during the program year 2009-10. Six measures are required as indicated in the table below:

**Career and Technical Education  
2009-2010  
Postsecondary Performance Measures**

Core Indicator	Measurement Definition	Adjusted Level of Performance	Actual Level of Performance	Actual vs. Adjusted Level of Performance	Met 5 Adjusted Level of Performance
<b>1P1 Technical Skill Attainment</b>	<p><b>Numerator:</b> Number of CTE concentrators who passed technical skill assessments that are aligned with industry-recognized standards, if available and appropriate, during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p> <p><b>Denominator:</b> Number of CTE concentrators who took technical skill assessments during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p>	86.75 %	84.57% 3,668/4,337	-2.18%	Yes
<b>2P1 Credential, Certificate, or Degree</b>	<p><b>Numerator:</b> Number of CTE concentrators who received an industry-recognized credential, a certificate, or a degree during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p> <p><b>Denominator:</b> Number of CTE concentrators who left postsecondary education during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p>	44.00 %	44.48% 1,579/3,550	+0.48%	Yes
<b>3P1 Student Retention or Transfer</b>	<p><b>Numerator:</b> Number of CTE concentrators 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. (AY: 10-11, 09-10, 08-09, 07-08)</p> <p><b>Denominator:</b> Number of CTE concentrators 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. (AY: 10-11, 09-10, 08-09, 07-08)</p>	65.00 %	76.08% 2,341/3,077	+11.08%	Yes
<b>4P1 Student Placement</b>	<p><b>Numerator:</b> Number of CTE concentrators who were placed or retained in employment, or placed in military service or apprenticeship programs in the 2nd 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). (AY: 10-11, 09-10, 08-09, 07-08)</p> <p><b>Denominator:</b> Number of CTE concentrators who earned a credential, certificate, or degree. (AY: 10-11, 09-10, 08-09, 07-08)</p>	67.03 %	68.91% 1,044/1,515	+1.91%	Yes
<b>5P1 Nontraditional Participation</b>	<p><b>Numerator:</b> Number of CTE participants from underrepresented gender groups who participated in a program that leads to employment in nontraditional fields during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p> <p><b>Denominator:</b> Number of CTE participants who participated in a program that leads to employment in nontraditional fields during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p>	19.00 %	18.58% 529/2,847	-0.42%	Yes
<b>5P2 Nontraditional Completion</b>	<p><b>Numerator:</b> Number of CTE concentrators from underrepresented gender groups who completed a program that leads to employment in nontraditional fields during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p> <p><b>Denominator:</b> Number of CTE concentrators who completed a program that leads to employment in nontraditional fields during the reporting year. (AY: 10-11, 09-10, 08-09, 07-08)</p>	5.00 %	8.02% 84/1,048	+3.02%	Yes

**Department of Public Instruction (DPI)** – Valerie Fischer reported on the following North Dakota Adult Education Performance Indicators. Valerie reported that all performance measures were met.

**North Dakota Adult Education  
Performance Indicators**

MEASURE	ND 2009-2010 TARGETS	ND 2009-2010 ACTUAL
ABE Beginning Literacy	64%	89%
ABE Beginning	72%	90%
ABE Low Intermediate	60%	85%
ABE High Intermediate	42%	84%
ASE Low	40%	74%
ESL Beginning Literacy	50%	93%
ESL Low Beginning	75%	89%
ESL High Beginning	73%	95%
ESL Low Intermediate	70%	94%
ESL High Intermediate	80%	95%
ESL Advanced	30%	33%
GED	64%	71.7%
Postsecondary/ Training	65%	70.2%
Secured Employment	60%	65.3%
Retained Employment	70%	71.6%

**Job Service North Dakota:**

**WIA Financial Reports** – Susan Gunsch reported on the WIA Financial Report for PY 2010. As of September 30, 2010, the Adult allocation expended 19% and committed 73%; youth expended 26%, and committed 73%; dislocated worker expended 21% and committed 81%. The WIA-ARRA report shows the ARRA funding as of September 30, 2010 for the local area allocation the Adult allocation expended 81% and committed 100%; youth expended 90%, committed 100%; dislocated worker expended 76% and committed 100%.

**WIA Report on Performance & Participation** – Susan Gunsch reported on PY 2010 Negotiated Performance Measures Summary. This report is for the quarter ending September 30, 2010. The adult program is at 102.2%, dislocated worker program is at 109.2%, and youth program is at 156.3%.

Susan reported on the Analysis of Enrollment Activities for Adult and Dislocated Worker Programs for PY 2010 (July 10-September 10). The Adult Program total service enrollment is 643 and the dislocated worker 376; The Youth Programs Analysis of Enrollment Activities Report total enrollments of 201 for older youth and 792 for younger youth.

**Workforce 20/20** – Susan Gunsch reported for Workforce 20/20 obligated through 12-31-10. So far there are 107 contracts. There is one new employer requesting 20/20 training totaling \$24,616; 53 expansions totaling \$503,592.42 and 53 existing totaling \$527,687.18. The number to be trained is 1869. The average cost/trainee is \$464.95. The total cost of training is \$3,154,961.60 and the Workforce 20/20 funds obligated are \$1,055,895.60. Unobligated for 2009-11 biennium is \$294,455.40.

**Vocational Rehabilitation (VR) Transition for 2010** – Cheryl Hess and Russ Cusack provided a presentation on Vocational Rehabilitation and reported FFY 2010 VR Caseload.

DVR assists individuals with disabilities to achieve competitive employment and increased independence through rehabilitation services. We provide training and employment services to eligible individuals with physical or mental impairments so they can become and remain employed.

Services include (but are NOT limited to):

- Diagnosis and evaluation
- Vocational counseling and planning
- Information and referral
- Adaptive equipment
- Physical and mental restoration services
- Employment maintenance
- Transportation
- Vocational training including supported employment
- Job placement and follow-up

**2010 VR Caseload**

	<b>Total Caseload</b>	<b>21 and Under at Application</b>
Number Served	6992	2413
Number of Applicants	2710	785
Number Employed	861	247
Average Hours Worked at Application per Week	12	5
Average Hours Worked at Closure per Week	33	36
Average Hourly Earnings at Application	\$3.96	\$1.66
Average Hourly Earnings at Closure	\$11.40	\$11.38
Average Weekly Earnings at Application	\$118.30	\$39.47
Average Weekly Earnings at Closure	\$395.04	\$125.10
Average Payments per Employment Outcome	\$5274.98	\$6804.82
Employed w/o Supports	767	222
Employed with Supports	52	22
Self Employed	38	3
Homemaker	4	0
Primary Disability: DD, Served	441	250
Primary Disability: DD, Employed	71	34

### **2010-11 AmeriCorps Program Activity Update:**

The following is a project summary of the competitive grant funding for 2010-11 program year.

<b><u>Applicant</u></b>	<b><u>Funding</u></b>	<b><u>MSY<sup>(1)</sup></u></b>	<b><u>Members</u></b>
Cooperstown Community	\$86,019	6.789	22
Grand Forks Housing	15,940	1.378	6
Jamestown Public Schools	92,807	7.162	26
Missouri Valley YMCA	26,330	2.120	8
YMCA of Cass and Clay Counties	334,396	26.000	52
Youthworks	73,416	5.79	17
<b>Totals</b>	<b>\$628,908</b>	<b>49.159</b>	<b>131</b>

<sup>(1)</sup> MSY represents Member Service Year (AKA-FTE).

### **2011-12 AmeriCorps\*State Project Updates:**

**AmeriCorps-** Jerry Houn reported that the State Commission is in the process of fielding applicants for the 2011-12 grant year. Applications are due by February 11, 2011. The State Commission received over \$628,000 of formula funding for this coming grant year.

### **COUNCIL ACTIONS ITEMS AND RECOMMENDATIONS:**

**Council Discussion and Planning** - Leo Cummings commented maybe there is a way to get some of our mandatory partners around the table more. Leo commented that the much of the population on the reservations are not in the labor force. How can we get this population involved to coordinate and work more closely with this committee. How can we get the residents and members training that will enable them to go into the labor force. Leo suggested that this might be the time to collaborate more with service agencies to do a better job for the residents of the Affiliated Tribes. A unified effort could be looked at to provide an engagement and outcome that could help all the tribes.

Larry Skogen commented that BSC would certainly partner with Job Service or other agencies that would work with us on this. It was suggested that a possible open forum be arranged for discussion regarding these efforts. Dave Farnsworth suggested scheduling a meeting to discuss a basic plan that could be brought to the next quarterly meeting in April. The suggested attendees for the meeting would be Larry Skogen or designee, Dave Farnsworth, Kent Ellis, Beth Zander, Leo Cummings and Scott Davis. Beth Zander will arrange the meeting.

**PUBLIC INPUT:** NONE

### **ADJOURNMENT:**

**MOTION: Butch Brandt moved to adjourn the meeting. David Gipp seconded the motion. All in Favor. Motion Carried.**

The meeting was adjourned at 2:10 p.m.

**ACTION ITEMS:**

- ✓ **Beth will set up a discussion meeting to identify a basic plan regarding a unified effort to engage and assist the tribe's potential labor force. Bring results to the next quarterly meeting in April.**

**Attendees:**

**Larry Skogen or designee  
Kent Ellis  
Dave Farnsworth  
Beth Zander  
Scott Davis  
Leo Cummings**