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NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

Minutes April 28, 2011

MEETING DATE, TIME, & PLACE: April 28, 2011, at 11:00 a.m., Job Service North Dakota, Bismarck, North Dakota.

MEMBERS PRESENT: T.J Russell, Chair, Butch Brandt, Leo Cummings, Maren Daley, Candice Dietz (telec), David Farnsworth, Debbie Painte, (for David Gipp), Rosella Grant, Dave Kemnitz, Marsha Krotseng, Cathy Kruse (telec), Wayne Kutzer, Lee Lampert, Russ Cusack (for Carol Olson), Jane Priebe (telec), Terry Saul (telec)(for Paul Steffes), Larry Skogen, Bruce Walker (telec), Jim Walker

MEMBERS ABSENT: Greg Allen, Valerie Fischer, Paul Govig, Jim Melland

EX-OFFICIO MEMBERS PRESENT: Beth Zander, Cheryl Danks (for Scott Davis)

GUESTS PRESENT: Mary Amundson, Madonna Azure, Chris Burd, Barry Dutton, Terry Dwelle, Susan Gunsch, Ruth Lacher, Patricia Moulton, Melissa Olson

STAFF PRESENT: Cheryl Leach, Jerry Houn

CALL TO ORDER:

Opening Remarks & Introductions: T.J. Russell called the meeting to order welcoming everyone and asked for introductions.

Administrative Announcements: T.J. reminded the members that travel vouchers are available and to see Cheryl Leach after the meeting.

- Beth Zander reported that David Trottier has resigned from the WFDC and James Marshall - Mercy Hospital of Devils Lake has been nominated to the Governor's Office as a new member. Jackie Velk also notified us that she will be resigning. Beth gave an update regarding the membership vacancies on the Youth Development Council and potential new members. A representative from a healthcare philanthropic organization will be added to the Youth Council membership. A Job Corps representative has been invited to join, since Dave Ellingson no longer represents Job Corps. Also, Susan Gunsch has been nominated to replace Beth Zander as the Job Service North Dakota representative on the Youth Council. Nominations have been sent to the Governor's office.

- Beth reported that a one-year extension to the Five-Year Strategic Plan has been requested. This is an extension and not an amendment to the content.

APPROVAL OF AGENDA

T.J. Russell motioned for approval of a change to the April 28, 2011 agenda under the order of New Business - Incentive Award. The Incentive Award topic will be replaced with Vocational Rehabilitation – “Project Search” presentation by Russ Cusack.

MOTION: Larry Skogen moved to approve the April 28, 2011 agenda correction as presented. Rosella Grant seconded the motion. All in Favor. Motion carried.

APPROVAL OF MINUTES

T.J. Russell motioned for approval of the January 20, 2011 minutes.

MOTION: Rosella Grant moved to approve the January 20, 2011 minutes as presented. Wayne Kutzer 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.

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

NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL					
2009-2011 BIENNIUM BUDGET					
July 1, 2009 - June 30, 2011					
31-Jan-11					
79% Lapsed					
BUDGET		TO DATE		BALANCE	
PERSONNEL:					
Total Salaries	\$ 100,197.00	\$ 85,489.00	\$	14,708.00	85%
	\$ -	\$ -	\$	-	
NON-PERSONNEL:					
	\$ -	\$ -	\$	-	
OPERATING BUDGET					
	\$ -	\$ -	\$	-	
	\$ -	\$ -	\$	-	
ITD	\$ 1,428.00	\$ 1,618.00	\$	(190.00)	
IT Telephone	\$ 816.00	\$ 2,369.00	\$	(1,553.00)	
Travel	\$ 63,200.00	\$ 31,293.00	\$	31,907.00	
IT Software	\$ 800.00	\$ -	\$	800.00	
Postage	\$ 1,500.00	\$ 584.00	\$	916.00	
IT-Contractual	\$ 1,000.00	\$ -	\$	1,000.00	
Lease-Equip	\$ 500.00	\$ 216.00	\$	284.00	
Lease-Building	\$ 10,100.00	\$ 7,185.00	\$	2,915.00	
Prof Develop	\$ 24,000.00	\$ 16,078.00	\$	7,922.00	
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	\$ 4,767.00	\$	(2,767.00)	
Printing	\$ 1,100.00	\$ 103.00	\$	997.00	
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	
Total Operating	\$ 122,781.00	\$ 74,237.00	\$	48,544.00	60%
	\$ -	\$ -	\$	-	
Total Salaries & Operating:	\$ 222,978.00	\$ 159,726.00	\$	63,252.00	72%

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". Sponsorship invitations have been sent and we are currently working on the agenda and registration brochure.

AHEC State Healthcare Workforce Development Grant – Mary Amundson, Patricia Moulton, Terry Dwelle, and Melissa Olson provided a presentation entitled ND Health Care and building a Healthy North Dakota.

The Workforce Planning grant is part of the Affordable Care Act. It was felt along with other partners that the ND AHE Center would be an ideal applicant for North Dakota. The Grant encourages collaboration between multiple stakeholders including AHEC's, to develop an adequate planning strategy for future health workforce needs. There were several challenges in writing this grant. The ND WIB current composition would not meet grant requirements – missing some key representation. There are seven objectives identified that must be met in order to apply for an implementation grant should they become available and these must be accomplished by the time of application.

- Analyze State labor market information to help create health care career pathways for students and adults;
- Identify current and projected high demand State/regional health care sectors to be used in the planning process;
- Identify existing Federal, State, and private resources to recruit, educate or train/retrain a skilled health care workforce and strengthen partners;
- Describe the academic and health care industry skill standards for high school graduation, postsecondary education, and for various credentials and licensure;
- Describe State secondary and postsecondary education and training policies, models, or practices for the health care sector including career information and guidance counseling;
- Identify Federal or State policies or rules to developing a coherent and comprehensive health care workforce development strategy and barriers and a plan to resolve these barriers.

In addition to the ND Dept of Health, other health leaders in North Dakota are concerned about workforce issues. Healthy North Dakota was asked to convene a collaborative group to look at improving health in North Dakota.

There are 354 Family and General Practitioners in ND. There are .55 Family and General Practitioners per 1,000 people in ND compared to .32 nationally. 25 counties in ND have less than the national average (ND Medical Database, 2010, US Census Bureau).

In 2008 there were an estimated 443 jobs for ND Family and General Practitioners which were projected to increase by 15% to 509 jobs in 2018 and are classified as a very high growth occupation. (ND Job Service, 2010). Data from the ND Job Service jobs website indicates that as of May 2010 there are nine Job Openings for Family and General Practitioners in North Dakota (ND Job Service, 2010). There are currently 7,915 RNs in North Dakota. There are 9.88 RNs per 1,000 people compared to 8.35 nationally. Nine counties have less than the national average (ND Nurse Licensure Database, 2010; U.S. Census Bureau, 2009). In 2008, 17 counties had less than the national average of RNs. The average vacancy rate for RNs at 125 responding health care facilities is 3.71% (SD=11.81)

(ND AHEC Health Professions Survey), Data from the ND Job Service jobs website indicates that there are 172 job openings for RNs in North Dakota (ND Job Service).

The application for an implementation grant if resources are available would be to identify regional leadership to engage in statewide health care workforce development planning to improve the development, distribution, and diversity of the regional health care workforce to:

- Alignment of curricula for health care careers
- Access to quality career information and guidance, education and training opportunities
- Take steps to reduce barriers to the development of a comprehensive strategy. These also include issues with health care career pathways, career planning, retraining for dislocated workers, and request for waivers, if appropriate, develop short and long term state-wide strategies regarding supply and demand issues, collect and access health care workforce data based on the performance benchmarks set forth by the partners and to accomplish this plan.

MOU - Cankdeska Cikana Community College: Chris Burd and Madonna Azure presented on the “Next Steps” Project. An Empowerment Model for Native people entering the health professions. The goal is the empowerment of TANF recipients to access and retain well-paid jobs in the health care sector. The objectives of the ACF Grant are to:

- Standardize an enhanced training curriculum for QSP’s in the state of ND, in order to meet and present future need for Home & Community Based Services (HCBS) in tribal communities;
- Train 20 QSP’s from each of the four reservations (total 80 trainees in Year One) utilizing the “Treasured Elders” model and an approved CAN certification course;
- Empower QSP’s to retain expertise and employment in their home communities;
- Provide feasible options and adequate support for at least 8-12 recipients of TANF funding in one year, who wish to expand their education towards becoming licensed health care providers in tribal communities;
- Assist participants in accessing and retaining employment in well-paid jobs in the health care sector.

T.J. Russell motioned for approval of the Memorandum of Understanding - Cankdeska Cikana Community College.

MOTION: Rosella Grant moved to approve the Memorandum of Understanding - Cankdeska Cikana Community College as presented. Marsha Krotseng seconded the motion. All in Favor. Motion carried.

MOU-Turtle Mountain Community College – Larry Anderson presented a copy the written Memorandum of Understanding for review and approval.

T.J. Russell motioned for approval of the Memorandum of Understanding – Turtle Mountain Community College.

MOTION: Wayne Kutzer moved to approve the Memorandum of Understanding – Turtle Mountain Community College as presented. Dave Kemnitz seconded the motion. All in Favor. Motion carried.

PERFORMANCE MEASURES UPDATE - AGENCY REPORTS – INCENTIVE GRANT DISCUSSION

- **Career and Technical Education** – Wayne Kutzer reported that they are in the process of negotiating their performance levels.
- **Job Service North Dakota**
WIA Financial Reports – Susan Gunsch reported on the WIA Financial Report for PY 2010. As of December 31, 2010, the Adult allocation expended 39% and committed 77%; youth expended 42%, and committed 77%; dislocated worker expended 45% and committed 82%. The WIA-ARRA report shows the ARRA funding as of December 31, 2010 for the local area allocation the Adult allocation expended 89% and committed 100%; youth expended 92%, committed 100%; dislocated worker expended 85% and committed 100%.

WIA Report on Performance & Participation – Ruth Lacher reported on PY 2010 Negotiated Performance Measures Summary. This report is for the quarter ending 12/31/10. The adult program level achieved is at 103.3%, dislocated worker program is at 107.1%, and youth program is at 160.0%.

Ruth reported on the Analysis of Enrollment Activities for Adult and Dislocated Worker Programs for PY 2010 (July -December). The Adult Program total service enrollment is 625 and the dislocated worker 421; The Youth Programs Analysis of Enrollment Activities Report total enrollments of 174 for older youth and 486 for younger youth.

Workforce 20/20 – Ruth Lacher reported for Workforce 20/20 obligated through 3-31-11. So far there are 130 contracts. There are 72 expansions totaling \$626,330.20; 57 existing totaling \$527,687.18 and one new contract totaling \$24,616. The number to be trained is 1854. The average cost/trainee is \$624.89. The total cost of training is \$3,377,833.25 and the Workforce 20/20 funds obligated are \$1,230,462.45. Remaining to be obligated is \$191,786.11

LEGISLATIVE UPDATES

Department of Public Instruction (DPI) – Beth Zander reported in Valerie Fischer’s absence. The Department bill passed. Adult Education did very well.

2010-2011 State Funding	2011-2012 State Funding
\$925,000	\$1,555,205.50
	(increase of \$630,205.50)

Federal funding has not been announced as of this date.

The legislative body provided reserved contingency funding in the event federal funding falls below \$900,000 per year ...

SB 2013 SECTION 10. RESERVED FUNDS - CONTINGENT ADULT EDUCATION LEARNING CENTER GRANTS. The sum of \$500,000; much of the sum may be necessary and made available under section 19 of this Act which must be used by the Department of Public Instruction for providing Adult Education Learning Center grants, for the biennium

beginning July 1, 2011, and ending June 30, 2013. The department may provide grants of up to \$250,000 during the first year of the biennium only if federal funding is available to the state for adult education and is less than \$900,000 in federal fiscal year 2012. Funding provided in the first year of the biennium is limited to the difference between federal funding available in federal fiscal year 2012 and \$900,000. The department may use any remaining funds for Adult Education Learning Center grants during the second year of the biennium.

SB 2150 includes the following ...

SECTION 41. ADULT EDUCATION – STUDY - During the 2011-12 interim, the legislative management shall consider studying the provision and funding of adult education. The legislative management shall report its findings and recommendations, together with any legislation required to implement the recommendations to the legislative management.

This study will focus on how the ALC's can easily access foundation aid for serving students under the age of 21. This has the potential to provide an additional \$1,500,000 in annual funding.

Career and Technical Education (CTE) – Wayne Kutzer reported that they received approximately \$1.8M, and \$400,000 of that is to help maintain the reimbursement rates at the schools. The balance was for their number one goal of providing access for Career & Technical Education. It will provide for a minimum of one new virtual area center and potentially two. The legislature also made changes to Education Bill #2150 with regard to Career Interest Inventories. Every student in grades seven through 10 would have a Career Interest Inventory. Every student in the 9th grade is required to have a career plan. There has to be a nine-week course in career planning, or the school has to set up individual sessions with students to set up a career plan. A school has to also tell the students that a counselor is available if the student would like to set up an individual consultation regarding a career plan for every year the student is in high school. The legislature also made language revisions to Academic and Career Tech Education scholarships for students.

Job Service North Dakota – Maren Daley reported that over 98% of the budget is Federal, so when the state legislature appropriated, they gave Job Service permission to spend the Federal dollars received. Workforce 20/20 was funded as well as the spidering for the JobsND system. There was also a revision in the Unemployment Benefit Services regarding eligibility for benefits.

North Dakota University System – Marsha Krotseng reported on the Community College Awareness initiative was funded and they will be able to continue to promote the community colleges.

Workforce Development Division – Beth reported HB 1018 Department of Commerce Appropriation, which included funding for many important economic development programs in North Dakota, was killed by the House. SB 2057, previously the Centers of Excellence Funding bill, was then amended by the House Appropriations Committee to become the appropriations bill for the Department of Commerce, of which \$2 million went for Workforce Enhancement Grants. The final bill provides a total of \$1.5 million for Workforce Enhancement Grants.

The Governors budget included funds for the JAG program continuance at minimal level, and that was eliminated. The funding also included \$125,000 to promote WorkKeys, which also did not make it through to final legislation. \$150,000 was approved for an Electronic Portfolio Pilot Project, including a requirement to report to the Budget Section concerning the use of funds and effectiveness of the program. There will also be continuing appropriation for

Operation Intern of \$900,000 with an emergency clause added. Appropriations of \$12 million went for Centers of Excellence. Legislative intent language was included in that the program is considered an ongoing program. The Research COE funding is broken down as follows:

- \$4 million for a Limited Deployment Cooperative Airspace Project (\$2.7 million for UND & \$1.3 million for NDSU). If these funds are not utilized by July 1, 2012, they become available for Centers of Research Excellence.
- \$4 million for grants to UND and associated foundations. \$3 million of this amount is available for base realignment grants tied to the Grand Forks Air Force Base. \$1 million, plus any funds not utilized for base realignment grants within the first 18 months, is available for Centers of Research Excellence.
- \$4 million for grants to NDSU for Centers of Research Excellence.

Vocational Rehabilitation/Department Human Services – Russ Cusack reported that that the legislature funded their entire budget. Voc Rehab will also receive approximately an additional \$500,000 from the federal government. The six positions that the Department of Health requested to be funded to administer the healthcare reform have been pushed forward until the November special session. The workforce issue that is funded through the department was brought forward by the Development Disability Providers. The legislature did appropriate a 3% raise for those providers because of the turnover rate.

AMERICORP UPDATE

2011-12 Applicants - Jerry Houn reported that the State Commission is in the process of fielding applicants for the 2011-12 grant year. We do not know what the funding will be at this time. There will be a \$23M reduction in AmeriCorps. The AmeriCorps program is funded by the Serve America Act. This would affect the State Commission and the National AmeriCorps grantees.

The Grantee Committee did meet and provided the following recommendations of who they will fund if we are funded. Seven applications were received. Two of the seven applications applied for competitive funding (YMCA of Cass and Clay Counties and Jamestown Public Schools). Both of these projects were funded with formula funding last year. Of the remaining five formula applicants, four applicants were funded last year (Grand Forks Housing Authority, Cooperstown Community Action Agency, Missouri Valley YMCA and Youthworks). One applicant was new (Bismarck Law Enforcement Chaplaincy). Two applicants (Grand Forks Housing Authority and Youthworks) requested expansions.

NEW BUSINESS

WIA Incentive Award – Beth reported that all state agencies met their performance goals. North Dakota was one of four states that exceeded their performance measure requirements (Department of Public Instruction, Career & Technical Education, and Job Service North Dakota). We have been awarded \$1,210,964. The Request for Proposal process was completed and a notice placed in the paper which produced several proposals. The committee has scheduled a meeting in May for review and to set a priority for these proposals.

Vocational Rehabilitation Presentation – Russ Cusack presented an initiative that they would like to bring to North Dakota called “Project Search”.

Project Search is a work immersion program for students with disabilities, ages 18-21, who are in their last year of high school. It was modeled on a nationally recognized program developed at Cincinnati Children's Hospital. Project Search provides transition-age students with quality, unpaid internship experiences in preparation for competitive employment – jobs in the real world. Through this program, students in transition, those with disabilities who are in their last year of high school can experience innovative employment and career development opportunities. Student interns develop a variety of skills, including the ability to respond to employer expectations, workplace social skills, and interviewing skills. Students leave their internships with a detailed portfolio of their work experiences that they can show their potential employers.

Russ Cusack asked the Workforce Development Council for their support in this initiative.

T.J. Russell motioned for approval of support for the "Project Search" program.

MOTION: Lee Lampert moved to support the initiative "Project Search". Butch Brandt seconded the motion. All in Favor. Motion carried.

PROCLAMATION

- **Proclamation-** Dave Kemnitz requested WFDC approval of a proclamation for American Workers killed by workplace injuries and occupational disease.

The proclamation was discussed and will read as follows:

PROCLAMATION

WHEREAS: Every year tens of thousands of American workers are killed by workplace injuries and occupational disease.

WHEREAS: Tens of thousands more are permanently disabled.

WHEREAS: Millions are injured or made ill.

WHEREAS: Concerned Americans are determined to prevent these tragedies by:

- Observing Workers Memorial Day on April 28 as a day to remember these victims of workplace injuries and disease;
- Renewing our efforts to seek stronger safety and health protections, better standards and enforcement, and fair and just workers compensation; and
- Rededicating ourselves to improving safety and health in every American workplace.

We gathered here today, April 28, 2011, do hereby proclaim April 28 as "Workers Memorial Day" in recognition of workers killed, injured and disabled on the job.

T.J. Russell motioned for acceptance of the proclamation proclaiming April 28 as "Workers Memorial Day" in recognition of workers killed, injured and disabled.

MOTION: Dave Kemnitz moved to accept the proclamation proclaiming April 28 as "Workers Memorial Day" in recognition of workers killed, injured and disabled. Rosella Grant seconded the motion. All in Favor. Motion carried.

PUBLIC INPUT: NONE

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