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**MEETING MINUTES
NORTH DAKOTA YOUTH DEVELOPMENT COUNCIL
JANUARY 6, 2004**

Meeting Date, Time & Place: January 6, 2004, 9:30 a.m., Bismarck State College, Room 216, 1500 Edwards Avenue, Bismarck, North Dakota 58501.

Members Present

Bismarck: Andy Rendon, Ethel Keeley, Gaylene Massey, Harley Engelman, Korrine Lang, Leo Cummings, Max Laird, Tim Eissinger, Wayne Kutzer, Jim Hirsch.

Grand Forks: Scott Holdman.

Minot: Lyn Dockter-Pinnick, Anita Kostek, Gloria Maragos.

Members Absent

Al Austad, Brenda Christensen, Cheryl Penny.

Guests Present

DeAnn Berg, Ruth Lacher, Beth Zander, Chuck Loftis, Dan Marrs, Jaci Gately, James Burgum, Tom Morth, Kathy Holle, Jill Splonskowski.

Opening Remarks & Introductions: The Chair, Lyn Dockter-Pinnick provided a welcome to everyone. The Chair proceeded with asking members and guests to introduce themselves at all three IVN sites.

Administrative Announcements: Jim Hirsch mentioned that because of the Interactive Video Network meeting, lunch will be “on your own”, and in order to provide reimbursement to Council members, they must submit a travel voucher for their lunch cost. He also suggested that members identify themselves before making a motion so that it is easier to record the minutes.

Agenda: Lyn Dockter-Pinnick asks for approval of the agenda as presented.

Motion: Ethel Keeley moved for approval of the agenda. Korrine Lang seconded the motion. Motion carried.

Minutes: Lyn Dockter-Pinnick then asks for approval of the September 9, 2003, minutes.

Korrine Lang suggested a change on page 1 of the minutes to reflect her status as “member status” instead of “guest status” and DeAnn Berg will be moved from “member status” to “guest status”. This membership change will be reflected in the minutes.

Motion: Wayne Kutzer moved for approval of the September 9, 2003, minutes. Harley Engelman seconded the motion. Motion carried.

Chairs Report

Jim Hirsch outlined the November 2003 Budget which was e-mailed to all members. The Council operating budget for the biennium is \$141,686. We have expended \$12,573 through November and the balance is \$129,113. The budget is in good shape and reflects an increase in the travel line item to support Council member attendance at national conferences.

CSA III Youth Service Delivery Report

Jaci Gately from Job Service North Dakota (Fargo) gave a PowerPoint presentation on the WIA Youth Program. CSA offices are located in Fargo, Wahpeton, Jamestown, and Valley City. Services offered are: Recruitment, Enrollment, Services Provided, Outreach Activities, and Case Management.

Recruitment: High schools, counselors, drop-out prevention, presentations, job fairs, advertising, and youth program providers.

Enrollment: ONet interviews, basic skills testing, and employability plans.

Services Provided: Tutoring, CHARISM program, summer employment opportunities, paid/unpaid work experience, leadership development, and mentoring.

Outreach Activities: The goal is to serve 10% of eligible youth in each county, visits to schools, mailings, and personal visits.

Case Management: Participants establish a relationship with a main case manager at Job Service North Dakota, host meetings with schools, vocational rehabilitation centers, and other service providers.

Jaci also discussed some challenges and success stories of the Youth Service Program.

Incentive Award Report

Jim Hirsch reviewed a draft of an Incentive Award report which was e-mailed out to all members. The purpose of the report is to provide Council members with information on Incentive Award activities and to identify activities as new, expanding and innovative for the Council to make further recommendations in the future. He asked for member input on the report, and suggested that the Planning Committee identify those programs that are new, expanding and innovative and define priorities for the Incentive Award in forthcoming years.

Korrine Lang suggested some changes to Jim's report. Mainly all WIA Title I Projects would be new, not expanded. Those changes under WIA Title I include CSA I – new, not expanded. CSA II – new. CSA III – new and innovative, and CSA IV – new, and should include job task analysis.

Max Laird suggests that expenditures be outlined in future reports and also we need to show that we plan on getting ongoing results.

WIA Reauthorization

Jim Hirsch outlined the highlights and proposed changes of the WIA Reauthorization bills that have been recommended in both the House (HB 1261) and the Senate (SB1627). Some of the topics he briefed were:

- 1) State Workforce Investment Board Law (grandfathering provision)
- 2) Local Workforce Boards
- 3) Five Year Plan and One-Stop Memorandum of Understanding
- 4) One-Stop Partner Administration (addition of TANF and food stamp employment training program)
- 5) Infrastructure of Funding (One-Stop Centers)
- 6) Certification of One-Stop Centers
- 7) Eligible Training Providers
- 8) Youth Council Requirements
- 9) Youth Eligibility & Youth Services (includes the consolidation of funding streams into a single grant)
- 10) Core and Intensive Services
- 11) Performance Sanctions
- 12) Administrative Provisions (cost limitations)

Max Laird asks Jim Hirsch to outline the highest priorities or what North Dakota wants in relation to the WIA Reauthorization to serve youth effectively in the future.

Jim Hirsch believes that the State wants flexibility more than anything else and those decisions should be left up to the Governor. We are concerned with youth eligibility issues and have sent that suggestion to congressional delegation.

Leo Cummings feels that the Council should give input to the Governor if and/or before the laws of the Reauthorization are passed. He suggested hosting meetings with the mandatory partners.

Jim Hirsch believes the WIA Reauthorization may not affect North Dakota as much as other States. He feels that Governor Hoeven is aware of the issues; however, we as members need to become informed of the issues in order to make future recommendations.

Max Laird would like to see a document that the Council receives which states what we're lobbying for, and then solicit from the partnering agencies what the primary issues are advocable for.

Jim Hirsch said that he could draft a letter or statement and send it out to all partners. This statement would identify specific language or issues that North Dakota wants included or excluded in the WIA Reauthorization.

Imagine ND

Chuck Loftis from KAT Productions gave an update on the Imagine ND project. The 3 main components of the project are 1) Interactive CD and Video 2) Teacher's Curriculum 3) Website. The project has started development in each of the 3 component phases and a delivery date is scheduled for early Summer 2004.

Kat Productions is soliciting to the private sector so that they are made aware of the project and see it as an ongoing investment. Chuck Loftis then showed the Council the 3½ minute CD "electronic calling card" called "Imagine ND".

The CD Rom will contain several sections: Introduction, Career Clusters, Resources, Entrepreneurial Opportunities, and a Quality of Life section. It is hoped that teachers will be able to view the information by the beginning of August 2004 at statewide teacher's conventions in order to present the materials to all 8th grade students during the Fall of 2004.

Workforce Development and Training Accountability Proposal

Dan Marrs from the North Dakota Career Resource Network introduced the FINDET program and Tom Morth, Research Analyst for FINDET, who will be conducting the analysis and report writing for the project.

Tom Morth began by stating that House Bill 1019 placed a requirement on the Department of Commerce to report on accountability measures for the state and federal funded workforce development and workforce training programs in North Dakota. Jim Hirsch contacted Tom Morth to assist with this process. House Bill 1019 requires several areas of reporting requirements. State Agencies will provide data quarterly to FINDET. FINDET will do the wage comparison and follow-up analysis and then develop a report. The reports would be submitted quarterly to the Department of Commerce.

Jim Hirsch then gave some background information on House Bill 1019 to members. FINDET would conduct a standardized process to develop a report and then the report would be submitted to Legislation. If we can demonstrate that we have met the reporting requirements, we feel that we will have satisfied the Legislation's request. At a meeting hosted at the Department of Commerce on November 21, 2003, it was decided that data would be submitted to Tom Morth for report writing. If requested by the Legislature, we would be able to submit the latest quarterly report.

-- LUNCH --

Internships

James Burgum gave a presentation on a statewide internship effort that he has been coordinating for the past four months. He recently worked on a youth retention project at North Dakota State University which is how he began his background work on this project. When he began working at the Governor's Office, he first developed an inventory report with some of the private and public sector, and then he put together a team of professionals to develop an action plan. The internship plan that is being developed is a program that is taken for the use of academic credit. The program also tries to achieve a paid experience for the intern. Internships provide excellent tools for students and private sector business, as well as benefiting North Dakota's future.

James Burgum went on to say that internships were then marketed among high school students and educational pieces were implemented. A statewide website ndinterns.com has been developed in addition to the marketing and sales campaign called an "Internship in a Box". Internships expose an individual to a mission and allow the State to use this program as a retention tool. James Burgum feels that internship opportunities within the State on the college level are comparable with most States; however, on the private sector end, we need to develop more interest and opportunities as there is a lack of internship awareness.

Jim Hirsch mentioned that there are currently some Governor's set-aside funds available and there will also be new funds in the Governor's set-aside in July 2004. He asked that the Council consider using approximately \$100,000 (\$50,000 in the current year and another \$50,000 on July 1, 2004) toward marketing an internship program.

Motion: Max Laird moved that the Chair recommend to the full Workforce Development Council consideration for fiscal support of the Internship initiative as

presented on January 6, 2004. The motion would authorize Jim Hirsch to pursue fiscal support of the Internship Program as presented by James Burgum. Harley Engelman seconded the motion.

Before the motion carries, Max Laird explained the wording of his motion. "If a 50/50 split will not work, Jim Hirsch will have the authority to make decisions regarding the fiscal piece. We need to pursue the project any way we can, and if we can't do it now, we need to pursue legislation to search for funding in order to conduct the project".

Max Laird also suggested that we have James Burgum placed on the Youth Council agenda on a regular basis to present updates in future meetings.

Motion carried.

Job Service Reports

DeAnn Berg reported on Youth Activities under Title I for Performance Year 2002 and Performance Year 2003 year-to-date. The result for Workforce Investment Act activities is that Job Service North Dakota exceeded 10 out of 17 levels. They did meet the criteria for the Incentive Award under the Workforce Investment Act. Their performance measures reflect the WRIS (Wage Record Information System) that was developed in Summer 2003 which has helped heighten their performance measure results. The Adult and Dislocated Worker Report percentages are smaller since there is only one quarter's worth of information. The Youth Eligibility Analysis data was not available from external agencies; however, the reports will be updated at the April 2004 meeting.

DeAnn Berg then identified program fund usage shown on the WIA Financial Status Report as of September 30, 2003. At the statewide level, they are below the 25% spending level. Outlined in addition to the Financial Report was the Youth Opportunity Newsletter which provides updates to the Youth Council. It also outlines programs, activities, success stories, and participation levels.

Max Laird explained that this is excellent and worthy information. He asks that Job Service North Dakota place the Youth Development Council name on the bottom of the page or on the back of the Newsletter in future issues. He also suggested that the Newsletter be distributed to Partner Groups, Legislators, and State Agency officials in addition to the Youth Development Council.

Local Youth Councils

Leo Cummings discussed the pilot established under the Local Youth Council Charter. The first meeting was held in December 2003. There were 15 people in attendance at Four Bears Casino in New Town, North Dakota. He felt that members seemed to show interest and thought it was a useful effort which had value. Leo Cummings attended a Tribal Children's Coordinate Service Committee meeting. They have been in existence for some time and have service contracting abilities with the Tribe and the State. There were 30-35 people at this meeting with most resource agencies present. The main purpose of the meeting was to update their Executive Committee that has small grants given from

their Council. They also envision the same goals that the Local Youth Council Charter does which is to maximum the youth resources to a better degree or to meet the needs of youth on the Fort Berthold Indian Reservation. Members of that meeting were in agreement with Leo Cummings that the Youth Council can fit within the umbrella of that membership. Recognized capabilities are already in place and so Leo Cummings feels we should use our already established resources. The next Tribal Children's Coordinate Service Committee meeting will be held on February 3, 2004. At that meeting, they would like to go into further development and form a Committee with members from the Tribal Children's Coordinate Committee. The majority of the membership have a responsibility and a role to deliver services on the Fort Berthold Indian Reservation and will be a vehicle for youth input for their needs.

Leo Cummings requested that Jim Hirsch, Lyn Dockter-Pinnick, or another representative from the Youth Development Council attend the next Committee meeting to give Tribal members additional information on the goals that we are trying to meet on the Fort Berthold Indian Reservation under the Local Youth Council Charter.

Leo Cummings also believes that we could start planning and working with Job Service North Dakota to target out-of-school youth.

Youth Council and Public Input

Jim Hirsch asks members for feedback on the use of the Interactive Video Network (IVN) in the future.

Korrine Lang asks about the cost factor through the IVN vs. travel costs.

Jim Hirsch stated that the costs would be considerably less using the Interactive Video Network. Jim Hirsch informs members that agendas will need to be finalized earlier so that handout packets can be mailed out in a reasonable amount of time, and also that the meetings seem to work better when presenters use the podium at the front of the room.

Lyn Dockter-Pinnick thanks everyone for their participation, and she would like to see the use of the IVN in the future.

Adjournment:

Lyn Dockter-Pinnick asks for a motion for adjournment.

Motion: Max Laird made a motion to adjourn the meeting. Anita Kostek seconded the motion. Motion carried.

The meeting was adjourned.

Next Meeting: The next meeting of the North Dakota Youth Development Council will be held on April 6, 2004, in Bismarck, North Dakota.

Action Plans:

- + Update September 9, 2003, Minutes to reflect Korrine Lang as “Member Status”.**
- + Planning Committee to review the report format and identify priorities for the Incentive Award in the future.**
- + Jim Hirsch to draft a letter or statement to all Council members outlining priorities and primary issues North Dakota would like to be included or excluded in the WIA Reauthorization.**
- + Chair to recommend to the Workforce Development Council consideration for fiscal support for the marketing of an Internship Program.**
- + James Burgum to be placed on future agendas to give updates to the Youth Development Council on Internships.**
- + Job Service to work with marketing director to have Youth Council information put on Youth Opportunity Newsletter and distribute the newsletter to all Partner Agencies, Legislators, and State Agency Officials in addition to the Youth Development Council.**
- + Youth Council Chair or member to attend the next Tribal Children’s Coordinate Service Committee meeting to give Tribal members additional information on established goals under the Local Youth Council Charter.**
- + Local Youth Council pilot will begin collaboration with Job Service North Dakota to target out-of-school youth.**