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

Meeting Date, Time & Place: April 6, 2004, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

Members Present

Bismarck: Al Austad, Andy Rendon, Brenda Christensen, Cheryl Penny, Harley Engelman, Korriane Lang, Max Laird, Scott Holdman, Wayne Kutzer, Jim Hirsch.

Fargo: Tim Eissinger.

Minot: Anita Kostek, Leo Cummings, Gloria Maragos.

Members Absent

Ethel Keeley, Gaylene Massey, Lyn Dockter-Pinnick.

Guests Present

Beth Zander, Chuck Loftis, Dale Hoerauf, Dan Marrs, Dan Polk, DeAnn Berg, Duane Bergeson, James Burgum, Matt Mootz, Jill Splonskowski.

Opening Remarks & Introductions: The Vice-Chair, Scott Holdman provided a welcome to everyone. The Vice-Chair proceeded with asking members and guests to introduce themselves at all three IVN sites. Scott Holdman presided over the meeting for Lyn Dockter-Pinnick due to out-of-state travel obligations.

Administrative Announcements: None.

Agenda: Scott Holdman asks for approval of the agenda as presented.

Motion: Al Austad moved for approval of the agenda. Korrine Lang seconded the motion. Motion carried.

Minutes: Scott Holdman asks for approval of the January 6, 2004, minutes.

Motion: Harley Engelman moved for approval of the January 6, 2004, minutes. Andy Rendon seconded the motion. Motion carried.

Chairs Report

Governor's Workforce Summit:

Jim Hirsch outlined the 2004 Governor's Workforce Summit which will be held September 30 - October 1, 2004, in Fargo, ND. The private sector as well as State agency members are part of a Workforce Summit Steering Committee. Jim Hirsch asked for volunteers to help out with the Workforce Summit, and also mentioned that the Department of Commerce is currently looking for help with committees, corporate sponsors, registration, and marketing efforts.

North Dakota Energy Education and Career Awareness Program

Dale Hoerauf gave members a presentation on the North Dakota Energy Education and Career Awareness Program. The North Dakota Energy Education and Career Awareness Program was formed and funded by members of Job Service North Dakota, the Governor's Office, Bismarck State College, Bismarck Public Schools, Tech Prep through the Department of Career and Technical Education and the Energy Council. The program advises youth about opportunities available in North Dakota within the energy industry. The North Dakota Energy Education and Career Awareness Program has contacted 5,000 students statewide and have visited with 3,393 students one-on-one as of February 2004. They have also made contacts in all classrooms statewide. In summer 2004 students will be able to take a class (grades 10-12) on instrumentation for energy-related careers. The class will be held at Great River Energy's Coal Creek Station in Underwood, North Dakota. Students will receive ½ elective credit from the Bismarck Public School System upon course completion. To date 12 school districts have been visited by representatives from the North Dakota Energy Education and Career Awareness Program.

Internships

James Burgum from the Governor's Office gave members an update on the Internship initiative since our last update in January 2004. Since the Governor's Office has received approval from the Youth Development and Workforce Development Councils on the Internship project, they have developed a Request for Proposal process. A vendor will be chosen by the end of April 2004. On April 29, 2004, the Governor's Office will begin the planning process of raising awareness with a marketing campaign and the "Internship in a Box" concept tool development. The Governor's Office is working with the University Systems, tribal colleges, and private sector businesses to market internships. The current website already has over 90 businesses and over 1000 students registered. The Governor will be attending speaking tours statewide to launch the website within the next few months. Some of those speaking tour groups include Chambers of Commerce, Economic Development Councils, civic groups, etc... The "Internship in a Box" concept tools include success stories, return on investment tools, legal issues, and self assessments.

Motion: Max Laird made a motion that Jim Hirsch be asked to provide the Youth Development Council and the Workforce Development Council a tracking list of priority expenditures through the set-aside funds that are under the auspices of the Workforce Development Council. Al Austad seconded the motion. Motion carried.

Imagine ND Update

Chuck Loftis from KAT Productions gave an update on the Imagine ND project. To date, one component is on schedule, while the rest of the components are well ahead of schedule. The video will be the first piece delivered. Components of the project are:

- 1) Video
- 2) Interactive CD
- 3) Website
- 4) Teacher's curriculum

Chuck Loftis is currently marketing the piece to businesses prior to the release of the components. The Imagine ND project encompasses 16 career clusters and will integrate information and relationships to other career fields rather than duplicating them. There will be a two-day session held in Bismarck in June 2004 for teachers/educators to learn how to use the teacher's curriculum in their classrooms in fall 2004.

Jobs for America's Graduates (JAG)

Jim Hirsch outlined the Jobs for America's Graduates model and Korrine Lang updated members on the JAG presentation held on April 5, 2004, in Bismarck.

Jobs for America's Graduates is a school-to-career program implemented in over 1,000 schools nationwide to help lead youth to career advancement opportunities or to allow them to enroll in a post-secondary institution. JAG uses a model which monitors compliance, evaluates performance standards, and develops practices for each school enrolled in the program. JAG is targeted to serving at-risk students, drop-outs or young

adults in alternative school settings. JAG follows 16 different standards and JAG's recommendation for North Dakota is to develop pilots in 10 sites statewide with 35 students at each site. North Dakota would need to develop a non-profit organization which would be run and managed within the state, but would be overseen by JAG representatives.

Korrine Lang identified the considerations and issues addressed by the Planning Committee members at the JAG meeting. Those issues were the costs and the aggressive timeline. Korrine Lang mentioned that Bill Goetz will be handling all comments/questions/interests relating to the JAG model. The program would need to be in existence for two years in order to see proven results. There has been a lot of success in Montana on the Blackfoote Indian Reservation and the program is tailored to be extremely successful. Members and guests at the JAG meeting feel it is a good program which places emphasis on the hardest groups to serve and it also achieves positive results. The affiliation fee of \$16,000 would cover the North Dakota model, training, and program development.

After group discussion by members, Max Laird asks that the Planning Committee be asked to be placed on the June 15, 2004, agenda for the next Youth Development Council meeting to report on the progress of the JAG project.

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Apprenticeships

Dan Polk with the United States Department of Labor spoke about registered apprenticeships. An apprenticeship is a training plan for employees and the employer. An apprenticeship contains three components:

- 1) Written plan
- 2) On-the-job training
- 3) Related training

An apprenticeship runs 4 years or 8,000 hours (2,000 hours minimum). Apprentices are assigned to work with a journeyman or mentor. On-the-job credit is given to apprentices. Ages 16-18 years olds in schools are eligible to become an apprentice based on certain criteria (STRA's – School To Registered Apprenticeships). The prime requirement is that if they do not complete high school they are no longer eligible to be an apprentice. Some career fields for apprenticeship opportunities are:

- Healthcare
- Energy
- Information Technology
- Biotechnology
- Geospatial Technology
- Retail Trade
- Manufacturing
- Construction
- Transportation

North Dakota has approximately 360,000 employed people. To date, North Dakota has 558 apprentices and 75 employers. Apprentices in North Dakota currently reflect the following statistics:

- 529 Male
- 29 Female
- 10 Hispanics
- 4 Blacks
- 21 American Indians
- 2 Asians
- 27 Veterans

Pre-Apprenticeships

Al Austad from the NDLEC/ND AFL-CIO outlined the pre-apprenticeship program that is being developed in North Dakota. The focus of the program has been to work with the various Tribal Nations in North Dakota to provide skill training in the construction trades.

The program has focused on 2 of the states reservations, Ft. Berthold and Turtle Mountain. Both have projects that have the ability to provide work for the Tribal members who enter into the program and to provide employment for the journeymen that will provide training. The Ft. Berthold project has plans to build 34 houses this summer and an additional 250 homes over the course of 3 years. Turtle Mountain will begin construction of a new school this summer and may have the ability to employ Tribal members into skilled trades apprenticeship programs.

The success of these projects in providing opportunities for Tribal members to enter into the apprenticeship programs is based on the amount of work available and the funding. Both have expressed significant interest in the training not only for the short term, but to develop a long range training system that can improve the quality of the local workforce.

CSA IV Youth Service Delivery Report

Matt Mootz from Job Service North Dakota gave a presentation on CSA IV Youth Program highlights. Some youth opportunities available through Job Service North Dakota are:

- 1) Experience
- 2) Connections
- 3) Learning
- 4) Leadership

Job Service North Dakota Customer Service Area IV has customer service offices in Grafton, Grand Forks, Rolla, and Devils Lake. Grafton partners with Vocational Rehabilitation and the North Valley Career and Technology Center. Grand Forks partners with Urban Development, the Grand Forks Park District, and Grand Forks Public Schools. Rolla partners with PATH, the Department of Juvenile Services, Turtle Mountain Community School and the Turtle Mountain Chippewa Tribe. Devils Lake formed a partnership with EvenStart. They build “job hunting bridges” and “bridges of confidence”. Each office offers youth opportunities and activities such as “Rolla Career Day”, “The Beautification Project”, the “Bison Project”, and the “Bridges to Success” program.

Matt Mootz then outlined the Keytrain and Workkeys programs. Keytrain helps individuals brush up on basic skills and prepares them for specific jobs as well as career exploration. The Workkeys program assists in identifying strengths. The students receive additional training and (pending successful training completion) can begin employment.

Job Service North Dakota Reports

DeAnn Berg from Job Service North Dakota updated members on performance measures under Title I for Performance Year 2002 and Performance Year 2003 year-to-date. To be eligible for incentive grants, Job Service North Dakota needs to meet at least 80% of negotiated performance levels. Job Service North Dakota has met and/or exceeded all required measures for Performance Year 2002. DeAnn Berg reviewed some statistics for the adult, dislocated worker and youth programs for Program Year 2003.

The Workforce Investment Act financial status report reflects that 30% of youth funds must be spent on out-of-school youth. To date, they have spent 33%. They had expended 43% of youth funds and 90% have been committed thus far.

DeAnn Berg outlined the Governor's set-aside funds which show that \$150,000 is available as of December 31, 2003. A quarterly analysis of services to youth were outlined in Customer Services Areas I-IV, as well as a youth eligibility assessment and an activities worksheet which was broken down by counties statewide.

DeAnn Berg then reviewed the Youth Opportunity Newsletter for the quarter which highlights a mentoring service program in Minot, North Dakota (YWCA).

Youth Council Planning and Public Input

Jim Hirsch commented on his attendance at the National Association of Workforce Boards conference held in Washington, DC in March 2004. The issues presented show that there has not been any appointment to the Conference Committee or recommendations thus far within the Reauthorization Bill. Jim Hirsch doubts that the Reauthorization Bill will pass based on current information in Congress, and to date, no negotiations on faith-based issues have been made.

Adjournment: Scott Holdman asks for a motion for adjournment.

Motion: Wayne Kutzer made a motion to adjourn the meeting. Andy Rendon 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 June 15, 2004, in Bismarck, North Dakota.

Action Plans:

- + Volunteers should contact Jim Hirsh if interested in becoming a member of the Governor's Workforce Steering Committee.**
- + Jim Hirsch to provide the Youth Development Council and the Workforce Development Council with a tracking list of priority expenditures through the set-aside funds that are under the auspices of the Workforce Development Council.**
- + The Workforce Development Council Planning Committee be asked to be on the next Youth Development Council meeting agenda for June 2004 to report on JAG.**