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**MEETING MINUTES
NORTH DAKOTA YOUTH DEVELOPMENT COUNCIL
JANUARY 4, 2005**

Meeting Date, Time & Place: January 4, 2005, 9:30 a.m., North Dakota Department of Commerce, 1600 East Century Avenue, Suite 2, Bismarck, North Dakota 58503.

Members Present: Al Austad, Anita Kostek, Harley Engelman, Scott Holdman, Ethel Keeley, Gloria Maragos, Gaylene Massey, Kathy Holle (on behalf of Wayne Kutzer), Tim Eissinger, Leo Cummings, Korrine Lang, Cheryl Penny, and Jim Hirsch.

Members Absent: Brenda Christensen, Wayne Kutzer, and Lyn Dockter-Pinnick.

Guests Present: Jim Walker, Ruth Lacher, DeAnn Berg, Debbie Grassrope, James Burgum, Kent Ellis, Duane Bergeson, Jerry Houn, Nelse Grundvig, and 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 around the room.

Administrative Announcements: None.

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

Motion: Ethel Keeley moved for approval of the agenda. Harley Engelman seconded the motion. Motion carried.

Approval of Minutes: Scott Holdman asked for approval of the September 7, 2004, minutes.

Motion: Korrine Lang moved for approval of the September 7, 2004, minutes. Ethel Keeley seconded the motion. Motion carried.

Chairs Report

Northeast Regional Youth Council Charter:

Jim Hirsch explained that the revised Northeast Regional Youth Council Charter reversed the organizational structure by moving the North Dakota Youth Development Council to the bottom of the chart.

Korrine Lang suggested that the Youth Development Council keep the original document as-is and have the Youth Development Council remain at the top of the organizational chart.

Motion: Korrine Lang made a motion to keep the originally structured chart in the Northeast Regional Youth Council Charter with the Youth Development Council at the top of the organizational chart. Motion dies due to the lack of a second.

Motion: Ethel Keeley made a motion to revise the Authority/Empowerment section of the Northeast Regional Youth Council Charter to say: “Neither the North Dakota Workforce Development Council, nor the North Dakota Youth Development Council, is providing financial support to local Youth Councils or members of local Youth Councils or committees for any expenses that may be incurred in the operation of local Youth Councils or committees.” Gloria Maragos seconded the motion. Motion carried.

Motion: Korrine Lang made a motion to amend the charter with a subsection on communication, addressing the concerns that the Northeast Regional Youth Council Committee has on communication coming from the voice of the youth. Leo Cummings seconded the motion. Motion carried.

Members continue discussion to identify the Youth Development Council’s role vs. the ability to approve or recommend the document.

Jim Hirsch explained to members that Lyn Dockter-Pinnick will review and recommend the above changes to the Charter. The Charter will be signed if and when those recommended changes have been made by Lyn Dockter-Pinnick.

2005 Governor’s Youth Summit:

Jim Hirsch reviewed with members the Governor’s Workforce Summit Steering Committee’s recommendation to host a Governor’s Workforce Summit every two years. In 2005, the idea is to host a **Governor’s Youth Summit** which would focus on youth and employers. Sponsorships would need to be obtained from the private sector and a

commitment from the Youth Development Council members in order to carry out a Youth Summit.

Gloria Maragos suggested that the Youth Summit concept could possibly travel throughout the State to at-risk students or high-school dropouts, rather than hosting it in Fargo, North Dakota. Ethel Keeley agreed with Gloria Maragos' comments.

If the Youth Development Council moves forward, it would require about \$20,000 (possibly from the Governor's Set-Aside funds).

Korrine Lang feels that we need to develop a committee who can devise a timeline and identify the targeted youth or audience. Members agree that Fall 2005 would be the best time to host a Youth Summit.

Harley Engelman suggested that the Council table the issue until the April 5, 2005, meeting in order for members to identify their needs and determine a focus for the Summit.

Member Attendance:

Member attendance has been great over the past year, and is very much appreciated by the Department of Commerce staff.

Planning Committee Report

Jim Walker outlined the proposed 2005 Incentive Award project recommendations. The State of North Dakota is eligible to receive \$750,000 in incentive awards. The following proposals were submitted by the Department of Career & Technical Education in the amount of \$215,000:

- | | |
|---|-----------|
| 1. Student Data System Upgrade | \$30,000 |
| 2. Imagine ND Enhancements & Industry Standards | \$60,000 |
| 3. High School Reform | \$125,000 |

The Department of Public Instruction's proposals include a total of \$224,000:

- | | | |
|------------------------------------|----------|----------------------------|
| 1. Bismarck Adult Learning Center | \$70,000 | + CNA contract with
DOC |
| 2. Rural Population Needs | \$15,000 | |
| 3. Adult Basic Education (WELDING) | \$46,000 | |
| 4. Customer Service | \$38,000 | |
| 5. New Americans | \$45,000 | |
| 6. ESL Training | \$10,000 | |

Job Service North Dakota is requesting \$216,000 of funds for the following projects:

- | | |
|--------------------------------|---|
| 1. Rural Service Technology | *\$75,000 (From 2004
Incentive with partner by-in) |
| 2. Trucking Sector Partnership | \$ -0- |

3. Workplace Skills Cert	\$100,000
4. Adaptive Technology	\$29,000
5. Non-Custodial Parent	\$87,000

*\$75,000 FROM 2004 JAG RECOVERY. CAN BE USED FOR PROJECTS THAT CAN BE COMPLETED PRIOR TO JUNE 30, 2006.

Other proposals submitted were: Jobs for America’s Graduates and the Petroleum Industry which totaled \$95,000.

All proposals were reviewed, and adjustments were recommended and made at the December 20, 2004, Planning Committee meeting to allow for all proposals to fall within the \$750,000 limit. The Youth Development Council will be notified by late May/June 2005 as to whether or not it will receive these incentive award funds.

Job Service Reports

DeAnn Berg from Job Service North Dakota reported that 31% of youth funds were expended as of September 30, 2004. Funding cuts have been implemented recently through WIA at Job Service North Dakota. DeAnn Berg then reviewed the negotiated performance measures summary for Performance Year 2003 and Performance Year 2004. In Performance Year 2003, Job Service North Dakota met and exceeded the negotiated performance level. In Performance Year 2004, only one quarter’s worth of data is being reported. Job Service North Dakota is meeting all negotiated performance levels with the exception of the “average earnings change”. The analysis of populations served as well as enrollment activities were reviewed for Performance Year 2004 (July 2004 – September 2004). The Youth Eligibility Assessment for the first quarter of 2004 as well as the WIA Youth Enrollment Activity by County were also summarized. Some highlights of these reports are:

- ✓ In Performance Year 2004, the State allocation decreased by 9.94% as compared to Performance Year 2003.
- ✓ Youth participation enrollment rates for the first quarter of Performance Year 2004 decreased by 4.5% as compared to Performance Year 2003.
- ✓ Enrollments currently exceed 10% of the potentially eligible youth in 52.8% of the counties.

ND Interns Project Update

James Burgum from the Office of the Governor presented an update on the ND Interns project. Approximately 800 intern toolkits were sent to North Dakota businesses in Fall 2004. A radio advertising and college marketing campaign was also implemented in Fall 2004. Of the 800 toolkits, 152 employers were interested in follow-up information. Job Service North Dakota is also distributing about 5,000 toolkits to market the project. There are currently 2,347 students registered on the website and 196 businesses who have posted 194 positions. Since the launch of the website, individual communities have developed local projects to fund and coordinate internships. Since September 2004, there has been a 48% increase in the number of postings, a 53% increase in the number of new

businesses, and a 33% increase in the number of registered students on ND interns.com. The biggest challenge is that communities are reluctant to take on the project locally as political sentiment toward out-migration has tapered off. The project is, however, off to a successful start and has received very positive comments.

Jim Hirsch then introduced Jerry Houn, the new AmeriCorps Program Officer to Youth Development Council members.

ImagineND Project Update

Kathy Holle from the Department of Career & Technical Education gave an update on the ImagineND project. The ImagineND resource kits were initially delivered to 75 schools statewide and the rest were mailed out during Fall 2004. A class was held during Summer 2004 for all North Dakota social studies teachers. Kathy Holle then played the ImagineND CD which was included in the statewide resource kits. The CD Rom topics include:

- 1) Entrepreneurial Company Profiles
- 2) Career Clusters
- 3) Cooperative Work Experiences
- 4) Internships
- 5) Statistical Information
- 6) Employment Opportunities
- 7) Resource Links
- 8) Partners' Page

Jim Hirsch recommended that volunteerism and civic engagement resources should be implemented into the CD Rom in the future.

Tim Eissinger suggested the use of follow-up services on entrepreneurs (possibly by using web casts). The cost of the ImagineND project to date is approximately \$100,000.

Region IV Youth Forum

Gloria Maragos explained that she was part of a joint workgroup at the Region IV Youth Forum in Phoenix, AZ with South Dakota attendees to determine better ways to serve youth and how to track them. Of particular interest to Gloria Maragos during the Youth Forum was the idea of trying to set up a program for North Dakota (something that would be addressed by the Governor without breaking confidentiality issues). Also, the issue of trying to find or track dropouts (Where are they?) and (How do we pick them back up?)

DeAnn Berg elaborated on the need for a common vision on how to serve youth. The Youth Forum explained the need to enhance programs starting at the federal level down through the state and local levels as a partnership effort or leadership plan.

ND Energy Education Progress Report

Kent Ellis from the Bismarck Public Schools gave members an update on the ND Energy Education progress report. The petroleum industry faced and will continue to face a

shortage of skilled workers. Kent Ellis believes that we need to re-visit our mission statements and that they should include a statement about educating and training our young people to enter into our workforce. One of the goals of the program is to contact parents and students (freshmen/sophomore) to stay engaged in the school system. Students in the public and private schools have been visited throughout the past year by Kent Ellis. He has advertised the program, held energy classes, held tours of energy plants, and informed students of energy programs that are available to students within North Dakota. During the third and fourth quarters of 2004, they have contacted:

- 126 middle school children
- 1538 high school students
- 286 adults

The hope is that the energy industry will be able to self-sustain this program in the future. The success factor will be determined within the next 5 years if the new hires are employees who have been exposed to the Energy Education program since its inception.

WIA Tribal Report

Leo Cummings explained the history and development of the Three Affiliated Tribes and that they have a single reporting process and funding stream for their \$1.4 million budget. One of the goals of Three Affiliated Tribes in their performance measures is to have complete social welfare reform. They have completed this goal with extreme success. Three Affiliated Tribes is allowed to provide educational services in order to access jobs. Within Three Affiliated Tribes, one plan integrates all of the components needed for the delivery of services.

Employer Needs Assessment

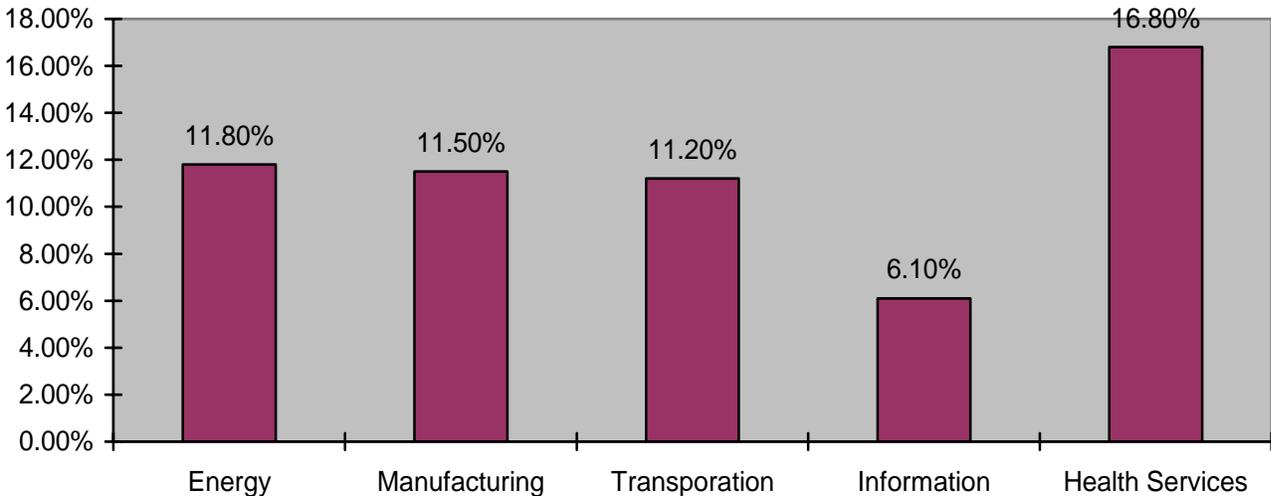
A report on the Workforce Needs Assessment was provided by Nelse Grundvig from Job Service North Dakota. The Workforce Needs Assessment covers the following industries:

- Energy
- Manufacturing
- Transportation
- Health Services
- Information Technology

For the most part, the availability of qualified applicants is not a big problem in North Dakota except somewhat in Information Technology. Employers are typically hiring applicants who are exceeding the minimum qualifications of the position. Based on a 5 point scale, applicants in North Dakota are at 3.0 or higher in their skills (management, business operations, production workers, soft skills, etc...). The strongest skill was proficiency in the English language. The weakest skill was time management. The most common training used by employers is reliance on other staff members (63%). Throughout the industries, the reliance on staff members is as follows:

- Energy – 79%
- Health Services – 70%
- Information Technology – 62%
- Manufacturing – 60%
- Transportation – 46%

The average turnover rates by sector are:



Manufacturers – turnover is predominant in 2 groups

- *Ages 20 to 49 and 100 to 499 employees*

Transportation – mostly found in firms with less than 10 employees

Health Services – generally, the larger the company, the bigger the turnover issue

The highest level of concern for minimum qualifications is energy, manufacturing, and health services. Some reasons for hiring difficulties are the nature of the work, geographic locations, low pay, low benefits, and odd shifts. A report (overview) will be written in the near future and Nelse Grundvig asked members to provide him with feedback on what types of areas or concerns they have prior to the development phase of this report.

Youth Council Planning & Public Input

Jim Hirsch announced that the Legislature is in session beginning today. The Workforce Development Council is scheduled to present their CD Rom and testimony highlights of the Workforce Development Division on January 10, 2005, at 2:30 p.m. in the Harvest Room at the North Dakota State Capitol.

Adjournment: Scott Holdman asked for a motion to adjourn the meeting.

Motion: Gloria Maragos made a motion to adjourn the meeting. Leo Cummings 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 5, 2005, in Bismarck, North Dakota.

Action Plans:

- ✚ At the April 2005 meeting, members will discuss the 2005 Governor's Youth Summit and identify a targeted audience/venue as well as establish a committee/timeline for the project.
- ✚ Leo Cummings will report at the April 2005 Council meeting on WIA tribal performance measures.
- ✚ Update the Northeast Regional Youth Council Charter with recommended language changes and have Lyn Dockter-Pinnick approve and sign, along with Al Lukes and Sheila Bruhn.
- ✚ Sheila Bruhn will update members on the Northeast Regional Youth Council Charter local progress report at the April 2005 meeting.
- ✚ Members should provide Nelse Grundvig with any feedback on what types of areas or concerns they have prior to the development phase of the Workforce Needs Assessment report.