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**MEETING MINUTES  
NORTH DAKOTA YOUTH DEVELOPMENT COUNCIL  
JANUARY 10, 2006**

**Meeting Date, Time & Place:** January 10, 2006, 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, Ann Pollert, Cheryl Penny, Debbie Painte, Kathy Holle (on behalf of Gaylene Massey), Gloria Maragos, Harley Engelman, Kathy Ibach, Leo Cummings, Scott Holdman, Tim Eissinger, Wayne Kutzer.

**Members Absent:** Dave Ellingson, Ethel Keeley, Gaylene Massey, Patty Allery, Jim Hirsch.

**Guests Present:** Jill Splonskowski, Dale Patrick, Dan Marrs, Dave Massey, DeAnn Berg, Jerry Houn, Jim Walker, Kent Ellis, Ruth Lacher.

**Opening Remarks & Introductions:** The Chair, Scott Holdman provided a welcome to everyone.

**Administrative Announcements:** Jill Splonskowski mentioned that Jim Hirsch is attending a meeting in Grand Forks today; therefore, he will not be in attendance. Also, travel vouchers are available and lunch will be catered in.

**Agenda:** Scott Holdman asked for approval of the agenda.

Jill Splonskowski asked that the agenda be updated to reflect that Dave Massey will swap his 1:00 p.m. presentation time with Jim Walker's 10:45 a.m. Planning Committee Report since Dave Massey has another commitment at 1:00 p.m.

**Motion: Kathy Ibach moved for approval of the revised agenda. Gloria Maragos seconded the motion. Motion carried.**

**Minutes:** Scott Holdman asked for approval of the October 18, 2005, minutes.

**Motion: Wayne Kutzer moved for approval of the October 18, 2005, minutes. Harley Engelman seconded the motion. Motion carried.**

## **Chairs Report**

### Status of At-Risk Youth Initiative:

Jill Splonskowski stated that Jim Hirsch recently met with the Governor's Office last week and James Burgum has been assigned this project. James Burgum has been provided with the Shared Vision Team's plan and goals and Jim Hirsch will be meeting with James Burgum in late January 2006 to receive updates.

### Northeast Regional Youth Council Charter:

Jill Splonskowski mentioned that a signed copy of the Charter adding Walsh County was signed by Mary Houdek, Scott Holdman, and T. J. Russell and finalized on November 2, 2005. A copy was e-mailed to all Council members and is posted on the [www.ndcommerce.com](http://www.ndcommerce.com) website if anyone would like a copy for their files.

Scott Holdman explained that a handbook/resource manual has been created for youth and several projects have been developed and will possibly be brought forth to the Council for approval in the near future.

## **Job Service Reports**

DeAnn Berg from Job Service North Dakota gave members updates to 3 progress reports as of September 30, 2005.

### WIA Financial Report:

Local area allocations reflect that 33% of funds are being spent on out-of-school youth. Also, there is a 23% expenditure rate with 25% of the year lapsed. The statewide allocation currently includes the Governor's Set-Aside funds which are used for welding, equine-assisted psychotherapy training, and reserves. The total percentage expended as of September 30, 2005, is \$150,722 or 10%.

### WIA Report on Performance & Participation:

Job Service North Dakota exceeded all 17 performance measures for Program Year 2004. In Program Year 2005, the adult program level achieved was 109.1%, dislocated worker is 116.0%, older youth is 105.5%, younger youth is 105.4%. Customer satisfaction percentages will be reported at the end of Program Year 2005 due to the Department of Labor's requirement to report customer satisfaction only once per year. Total service enrollments from July – September 2005 were 614 for adults, 265 for dislocated workers, 156 for older youth, and 821 for younger youth.

### WIA Youth Program Activity Report:

The WIA Youth Program Activity Report identifies success stories in Job Service North Dakota quadrants. A Devils Lake student completed the Bridges to Success program through work experience at a retail store and received a certificate of achievement for the skills she achieved. Also, a 20 year old woman with a disability came to Fargo and completed the Key Train curriculum, her high school diploma, and school credit for her work experience.

### **State Commission Updates**

#### AmeriCorps:

Jerry Houn mentioned that \$471,214 of the \$500,000 was allocated in Program Year 2005-2006. The State Commission funded 6 programs (5 continuing, 1 new) with 127 slots and 40.78 FTE's which are listed below:

- 1) Cooperstown – conducts tutoring
- 2) Fargo – tutoring (reading, math, science, social studies)
- 3) Grand Forks – tutoring
- 4) Jamestown – tutoring (No Child Left Behind Act)
- 5) Western Wellness – mentoring and tutoring
- 6) Youthworks – mentoring of at-risk youth workers

The application process for 2006-2007 has already begun. The Notice of Intent to Apply is due January 27, 2006, and the application is due on e-Grants by February 17, 2006. A \$500,000 allocation has been established for 2006-2007 for State Commission formula funds and 1 subgrantee intends to apply on a national competitive basis.

#### Learn & Serve:

Dale Patrick from the Department of Public Instruction mentioned the need for sustainability, tutoring, and partnerships within the Learn & Serve grant. The Learn & Serve grant and 21<sup>st</sup> Century programs are looking for ways to partner with the AmeriCorps program to maintain sustainability. There has recently been a 1% federal cut across the board in funding. The Learn & Serve program has 2 grants (Youthworks ~ contract ended in December 2005), and (Valley City Public School System ~ in their 2<sup>nd</sup> year of funding).

The North Dakota Supreme Court is working on a mentoring grant that would be utilized by the Bismarck, Fargo, and Grand Forks Police Departments. Fargo Public Schools will administer the grant on behalf of the Police Departments.

The Department of Public Instruction is going to complete a formula grant application worth \$24,000 by February 6, 2006.

A small states grant application worth \$225,000 is being reviewed and a Committee of 5 individuals has been established to work on the application. It is a 3 year joint-effort grant that would be administered in possibly 3-4 cities in North Dakota. The deadline for this grant is March 7, 2006.

## **Partner Roles in Preparing ND's Youth for the Workforce**

### Department of Public Instruction:

Dave Massey from the Department of Public Instruction explained that they are a regulatory and technical assistance agency. They offer programs for K-12 and adults. They supply, monitor, and distribute funds across the state. The Workforce Investment Act is administered through the Adult and Family Literacy Act or Title II funding. The Department of Public Instruction receives federal funds through a formula grant which is approximately \$1.2 million. They administer about 40 sites across the state which provides various services depending upon the need. The major funding of the Department of Public Instruction is to provide adult basic education skills, student emphasis in receiving their GED, going onto college, or finding job placement. They also provide guidance, counseling, and mentoring. They provide ESL training (English as a Second Language) for refugees and displaced homemakers.

Total enrollment in adult programs varies from 2500-3500 individuals per year. They have program funds available through incentive grants and they must meet performance objectives. Specific needs addressed by the communities are used with the \$750,000 incentive award funds which is available to the state of North Dakota.

Dave Massey suggested the continuation of front-line staff meetings and to extend cooperation, information, and partnership efforts by providing more awareness to Youth Development Council members.

## **North Dakota Career Resource Network**

Dan Marrs gave an overview of the products and services made available to students by the North Dakota Career Resource Network. The Career Outlook 2005-2006 newsletter is the most popularly-used career resource tool statewide. About 65,000 copies are distributed per year. The North Dakota Career Resource Network offers a Choices Planner, Choices Explorer, and Test Gear. They also offer career planning portfolios and their website receives over 150,000 hits per year.

Career Development toolkits were provided to classroom teachers in North Dakota to distribute to grades 6, 8, and 10 to meet North Dakota standards. They offer a real game

series, smart options, skills for a lifetime poster, parent brochures, workshops, career development in the classroom, and also administer FINDET – a system which inter-relates data files from many state agencies and is producing reports on the outcome of those agency's programs through the data residing in those files.

The North Dakota Career Resource Network is facing a 100% federal funding cut effective July 1, 2006, and is currently seeking legislative funding to keep the program running (approximately \$50,000) in addition to its current budget of \$140,000.

### **Planning Committee Report**

Jim Walker reported that the Planning Committee met on December 15, 2005, and has recommended the adoption of 2 new policies:

- 1) Veteran's Priority
- 2) One Stop career Center Certification

Two WIRED proposals were received by the Office of the Governor. The cutoff for the Request for Proposal for the 2006 Incentive Awards is February 14, 2006. The recommendation of projects to fund will be made during the April 2006 Workforce Development Council meeting.

### **ND Energy Education**

Kent Ellis informed members of the progress of the North Dakota Career Awareness project. On average, the program has about 6,000 members consistently. Last year there were over 6,800 participants in grades 4 through college. Williston State College and Sitting Bull College have shown interest and support in this project. Last year, 50% of the students were of high-school age. Kent Ellis would like to see more parent engagement in conversations with their children on careers and post-secondary education.

### **ImagineND**

Wayne Kutzer gave a presentation on ImagineND. The project's goal is to make 8<sup>th</sup> grade social studies class students aware of North Dakota careers. A video, CD Rom, and curriculum development packets were given to all 8<sup>th</sup> grade classroom teachers to distribute to their students. A textbook has been developed and surveys have been sent out to determine how effective the information has been since its inception.

### **Partner Roles in Preparing ND's Youth for the Workforce**

#### State Board for Career & Technical Education:

Wayne Kutzer explained that Career & Technical Education collaborates and coordinates with other agencies to provide technical assistance to schools. They have a board which consists of 9 members, 26 staff, and provide incentives to schools through distance-learning opportunities. They promote professional development for instructors, new

program in schools (Cisco, Oracle, Aviation, EMS), and they link to Industry Advisory Committees in all programs.

They provide services to: Secondary, Post-Secondary, Part-Time Adult Training, and Farmers and Ranchers. They offer secondary programs, trade, technical, health, and have programs in 105 schools. Career & Technical Education focuses on careers leading to: work, apprenticeships, two year, and four year colleges. They administer the ImagineND project and have 16 career clusters. There are about 78 different trades offered at the 10 two-year institutions around the state. Career & Technical Education receives \$5.2 million in state support for secondary programs. They receive \$3.8 million in federal funding for secondary and post-secondary education. Their budget includes the following:

- \$450,000 Emerging Technology Consortiums
- \$675,000 Workforce Training Regions
- \$608,000 Farm Business Management
- \$179,000 Post-Secondary Enhancement

Career & Technical Education promotes student organizations and transitions including a cooperative work experience.

#### Job Service North Dakota:

Kathy Ibach from Job Service North Dakota began her presentation by asking member perceptions of the image of Job Service North Dakota. They serve businesses and job seekers vs. just individuals which was the majority of those served years ago. They rely heavily on labor market information to close skill gaps for the demand-driven system. It is the state's One-Stop Operator serving adults, dislocated workers, and youth. Job Service North Dakota administers about 20 different programs. Ninety-seven percent (97%) of Job Service North Dakota funds are federal and there is a possibility that they may be subject to funding cuts this year. Assessing the individual's skills, needs, and perception in relation to the employer is one of the main focuses at Job Service North Dakota.

#### **Council Discussion and Planning**

Scott Holdman made a recommendation that each Council member submit an objective for priorities of the Council from each of their respective agencies/businesses. Jill Splonskowski will e-mail out the six bullet points or priorities of the Council to all members. Members will then provide a written paragraph identifying their priorities to Scott Holdman via e-mail. Scott Holdman will call members within the next 10 days to gather ideas and recommendations if he has not heard from them. These priorities will be brought back to the next Youth Development Council meeting on April 18, 2006.

**Motion: Kathy Ibach moved that partner agencies be put on future agendas as a standing agenda item to report on the services they provide. Wayne Kutzer seconded the motion. Motion carried.**

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

**Motion: Harley Engelman moved to adjourn the meeting. Gloria Maragos seconded the motion. Motion carried.**

The meeting was adjourned.

**Action Plans:**

- + Have a transitional Steering Committee member on the Youth Development Council to get different perspectives.**
- + Provide members with a variety of products and services that are available by each of the partnering agencies and how those agencies can strengthen partnerships.**
- + Identify and prioritize Council activities. Scott Holdman will call each member within the next 10 days after receiving member e-mails to determine Council priorities for the April 2006 meeting.**
- + Partner agencies will be put on future agendas as a standing agenda item to report on the services they provide.**
- + Invite James Burgum from the Office of the Governor to future meetings to act as a liaison to the Governor to inform him of the Council's roles and priorities.**
- + Continue front-line staff meetings to extend cooperation, information, and partnership efforts by providing more awareness to Youth Development Council members.**