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**MEETING MINUTES
NORTH DAKOTA YOUTH DEVELOPMENT COUNCIL
APRIL 17, 2007**

Meeting Date, Time & Place: April 17, 2007, 9:30 a.m., Job Service North Dakota, 1601 East Century Avenue, Dakota Room, Bismarck, ND 58503.

Members Present: Al Austad, Anita Kostek, Ann Pollert, Cheryl Penny, Gaylene Massey, Gloria Maragos, Harley Engelman, Kent Ellis, Larry Anderson, Leo Cummings, Scott Holdman, Wayne Kutzer, and Jim Hirsch.

Members Absent: Dave Ellingson, Debbie Painte, Patty Allery, and Tim Eissing.

Guests Present: Jerry Houn, Peggy Weiss, Cornelius Grant, and Susan Gunsch.

Opening Remarks & Introductions: Scott Holdman provided a welcome and members/guests introduced themselves around the room.

Administrative Announcements: None.

Agenda: Scott Holdman asked for a motion to approve the April 17, 2007, agenda.

Motion: Anita Kostek moved to approve the April 17, 2007, agenda. Wayne Kutzer seconded the motion. Motion carried.

Minutes: Scott Holdman asked for a motion to approve the January 9, 2007, minutes.

Motion: Wayne Kutzer moved to approve the January 9, 2007, minutes. Harley Engelman seconded the motion. Motion carried.

Chairs Report

Letter to NE Youth Council

Scott Holdman reported he did not have the letter to the NE Youth Council because that group is without a chairperson and hasn't met for quite a while. Scott met with one of the council members regarding what the council wishes to do. Scott will attend the next NE Youth Council and address where the local Youth Council is headed and why it is important to the structure of the state's Youth Development Council.

North Dakota Youth Development Council Accomplishments

Jim Hirsch reported on the accomplishments of the Youth Development Council, including activities from the past two to three years. The report was a result of discussion held at a prior Workforce Development Council meeting as to the role and direction of the Youth Development Council and its accomplishments. The chair of the Workforce Development Council asked that a report be produced to outline these accomplishments. Included with the report was documentation on the products and policies developed by the Youth Development Council. Jim brought attention to the goals that were established and the indicators that continue to be worked on and tracked. Jim also referenced the P-16 Taskforce, which continues to contribute a great deal to the research regarding North Dakota's youth and the effects on the workforce. Discussion on the accomplishments included the Youth Development Council's support of the Talent Initiative, but that it is not directly reflected in the goals and strategies of the Council.

Talent Initiative Update

Jim referenced the handouts regarding the Talent Initiative. The strategic planning exercise was August 1, 2006. The role of education, workforce development, workforce training, and talent attraction system is preparing the workforce. Considerations to support the role are workforce intelligence is the basis for all decisions; career promotion needs to replace career information; move to a demand driven service delivery model that concentrates on target industry and high-demand occupations; expand the workforce participation rate in North Dakota; and providing timely customized workforce training to meet the business demands, basically providing what is needed when it is needed. Major outcome goals are increasing the quality and quantity of North Dakota's workforce; transition from a workforce to a talent force through a workforce improvement focus; reduce unemployment in areas of the state where the unemployment rate is above the state average.

The foundation of the Talent Initiative is workforce intelligence. The pillars that support the Talent Initiative are Talent Expansion; Talent Attraction; and Talent Retention. Expansion is focusing on P-16 and lifelong learning. Attraction includes special population groups; out of state talent and alumni; legal immigrants and refugees. Retaining talent focuses on incumbent workers and harnessing baby-boomers and how jobs and personnel practices can be restructured or modified to keep baby-boomers in the job market for longer periods of time. Strategies receiving focus are workforce intelligence; target industry clusters; alignment of operations with demand; system and partner expansion; public awareness and stakeholder.

Overall accountability metrics adopted for the Talent Initiative includes increasing the quality and quantity of the workforce by increasing North Dakota's average annual wage; increasing the net in-migration to North Dakota; increasing North Dakota program participant retention rate; and increase North Dakota labor force participation rate.

Desired products resulting from the Talent Initiative include workforce intelligence and a plan to establish an Intelligence Council that would consist of key analysts from State agencies, including Tribal representation, economic development and communities' contribution to the workforce data; expansion of partnership agreements; talent pipeline mapping and developing new strategies; State of the Workforce report; Governor's Workforce Summit on October 11 and 12 in Bismarck; and promotion materials for North Dakota's demand careers and quality of life.

Key components in the Talent Initiative include HB 1027, section 19, which encompasses the Workforce Initiative; a Business Resource Alliance was started in February, including partner agencies and stakeholders who will be involved in the coordination of activities; Greg Newton facilitated sessions with the various partner agencies and stakeholders in December through March; and the Talent Strategy Model was incorporated into the State Commission State Service Plan and the Modification to the Five Year State Strategic Workforce Plan for WIA and Wagner-Peyser Act.

The plan for educating the public and policy makers include: the summer of 2007, workforce forums will be conducted to obtain input on workforce issues in each of the eight planning regions; the Governor's Workforce Summit in the fall of 2007 will include the input on the issues; and in 2008, workforce forums will be conducted in conjunction with the Business Congress. Legislation introduced by Senator Grindberg requires a Workforce Congress, similar to the Business Congress, would be beneficial to the plan. In 2009, the plan is to have a single bill addressing workforce issues.

Other expansion activities of the Talent Initiative were the submission of a Workforce Innovation and Regional Economic Development (WIRED) grant. The grant will cover energy and construction industries in Western and West-Central North Dakota; the Workforce Intelligence Council establishment; establishment of the Business Resource Alliance group; exploration of expansion of local workforce councils and youth development councils.

State Commission Updates

AmeriCorps:

Jerry Houn reported the State Commission received seven applications for the 2007-08 grant year. Total funding requested is just under \$460,000 and 39 MSY's. One current sub-grantee, YMCA of Fargo, requested an increase for their current project for the 07-08 grant year with an expansion request. AmeriCorps has exceeded available funding and MSY's with this expansion request. Four current sub-grantees, Cooperstown Community Authority, Fargo-Moorhead Family YMCA, Jamestown Public Schools, and YouthWorks of Bismarck re-applied for funds. Three new applicants include the Housing Authority of Grand Forks, Richland County Consortium in Wahpeton, and the Bismarck Baptist Home. The Housing Authority of Grand Forks has experience with AmeriCorps as they are currently working with the Grand Forks Public School System. The Richland County

Consortium also has experience with AmeriCorps because of a partnership with the Cooperstown Community Authority. The Baptist Home's application has requested funds that will not pay member living allowances, which is a set dollar amount per month for living allowances to accommodate for the time spent doing volunteer work. Instead, The Baptist Home will get education awards at completion of their training period. The State Commission will make their decisions on the grant applications on April 18, 2007 at the regularly scheduled quarterly meeting.

Jerry reported other activities AmeriCorps is involved with. May 11 and 12 the State Commission is sponsoring a member event in conjunction with the Band Day Parade on May 11, and on Saturday, May 12, citizenship training will be provided. Citizenship is a required training event for participation in the AmeriCorps program. Jerry also reported the State Commission is working with the University of North Dakota on creating an internship with a member. The internship will be in the area of education. With this activity, the State Commission is hoping to recruit members into the project. Education is the primary area of focus, as many of the community projects have requested funds for after school programs and tutoring. Another event is a Cross-Stream event in June, in which Scott Holdman will be presenting "Creating a Path for Charity."

Jerry discussed his willingness to talk to anyone interested in the program. The program provides great opportunities for local community events, but the biggest challenge is getting the first and second pilot programs going to help spread the word. Jerry also reported funding for the 08-09 program year will be funded at the current level and has not received any funding cuts. 100% of the formula funds goes to the Corporation projects. Administrative funds for the State Commission come from AmeriCorps administrative grants and we currently have the potential to access up to \$125,000 from Federal funding, but we are required to have the same amount in non-federal matching funds. Currently, the State Commission is able to generate \$63,000 to \$65,000 in non-federal matching funds. This limits the amount of funds that can be accessed from Federal funding. The training funds Jerry mentioned are separate from program and administrative funds, and are all Federal funds.

Jim Hirsch also wanted to reference the Youth Development Council's accomplishments and that there was one item that was missed from the list. This item is the Council's involvement in establishment of the State Commission on National and Community Service, where access to Learn and Serve and AmeriCorp are key areas utilized to serve the youth of North Dakota.

Dale Patrick was not available for the meeting as there have been no changes since the last meeting on the Learn and Serve program.

Job Service Reports

WIA Financial Report & WIA Report on Performance & Participation:

Larry Anderson from Job Service North Dakota gave an overview of the WIA local area and statewide allocations. The local area allocation percentages as of December 31, 2006, reflect expenditures at 39% and 74% committed. The statewide allocation is 16% expended and 57% committed. The budget reflects a 64% committal as of December 31, 2006. Due to a re-engineering project and upgrade of Job Service's operating system, the

numbers reflected in the negotiated performance measures have not changed since the January meeting. The adult level achieved in negotiated performance measures is 117.3%, dislocated workers is at 124.1%, older youth is 96.0%, younger youth is 102.1%, and customer satisfaction is 104.1%. Enrollments from July-December 2006 in adults are 554, dislocated workers are 194, and youth are 515.

Discussion on the financial report included a Talent Initiative line item of \$67,200 in unexpended funds. Larry and Jim explained that these funds have been committed to reimburse Greg Newton and other expenses related to the roll-out of the Talent Initiative. In addition, the Manufacturing Boot Camp Pilot Project also had an unexpended balance as of December 31, 2006, but the funds have been committed and spent after the creation of the financial statement.

Further discussion on the reserves included what kinds of projects or expenditures can be funded by the reserve funds. Some examples provided were skill attainment and improvement, youth at risk, anything that leads to generating employment opportunities, and any of the WIA allowable activities. Jim Hirsch mentioned the Governor's set aside funds are subject to the Governor's approval, although the Council can give recommendations on what is funded. The funds are used under guidance from WIA, but the Governor can decide to pilot new programs, as long as they fall under the allowable activities set by WIA. The Governor's set aside funds are not 100% allocated because Workforce Development needs to be prepared for major workforce issues, such as closure of major businesses, i.e. Pembina Motorcoach. The funds are then used to address the issues.

Larry also updated the group on JSND's input into the State's Strategic Plan. All of the sections of the Plan were modified to include the Talent Initiative, as well as Job Service's Common Performance Measures approach and priority of service. The Common Performance Measures will change from 16 performance measures to 9. JSND is also moving to an unlimited funds approach, which means that the required service to low-income and economically disadvantaged, as well as veterans will continue to be a priority, but the funds have not been limited to serving only these groups. A recommendation for the next meeting was to have the Youth Development Council review the Plan to get familiar with the areas the YDC is involved. The Council had members that were on the Strategic Planning committee and the Plan was placed on the website for public comment and Council input. Discussions also lead to the Council's support of JSND's upgrade of the operating system and data mining upgrade with VOS and spidering. GIS mapping will be capable with the new system, which will help in locating specific populations, i.e. youth in the workforce, etc.

Legislative Update

Jim Hirsch updated the group on HB 1027. Section 19, which encompasses the Talent Initiative, was amended out early in the legislative processes. The Governor's bill in HB 1018 included a career promotion initiative and career promotion specialist in each of the Joint Power Agreements areas, as well as funding Operation Intern. The Appropriations Committee kept \$160,000 and one FTE in the Career Promotion Initiative, and increased the Operation Intern request by \$200,000, for a total of \$600,000. The Senate added \$400,000 to Career Promotion for matching funds for specific industry groups to create a Career Promotion Initiative for their particular industry. Senator Grindberg added \$50,000

for an interim study called the Workforce Congress, which would be similar to the business congress. The intent is for the Workforce Congress to work in the interim and bring recommendations to the Legislative Council. Work is still being completed on incorporating some language from HB 1027 into HB 1018 that deals with coordination of a single statewide planning objective and accountability. Even though talent attraction funding was taken out of HB1018, Commissioner Goettle has committed to divert some funds for business attraction to support talent attraction.

Wayne Kutzer updated the group on the budget bill HB 1019. Currently, the bill is in conference. Proposed is two additional area Career Technical Centers in the western two-thirds of the state. Many of the courses are “virtual”, or online or through video conferencing. This project was proposed at \$1.2 million, and an additional \$800,000 from the Governor’s budget was given to the project to expand the existing Career Technical courses statewide. These funds are used as incentives for schools to share their programs with other centers and provide exposure to Career Technical education. Additionally, funding for one and one-half FTE’s were added to the Career Resource Network. The House added an additional \$800,000 to the CTE budget, of which one-half is geared toward the “cost to continue” to cover the 25% reimbursement to schools who participate in the sharing program. In the workforce training area, \$1 million was added for four workforce training campuses, \$250,000 each for curriculum design to implement new programs for high demand industry occupations. Also added from the Senate side was \$2.6 million for the workforce training regions to expand the capability of having more staff and infrastructure to arrange training for employees on a business level. Finally, the Senate added language for elementary entrepreneurship programs, Marketplace for Kids. The Senate directed Career and Technical Education to use \$250,000 to help fund the program. These funds will provide grants to schools to help fund the program to get more involvement. \$900,000 is also still in the budget for emerging technology and will allow CTE to expand and add two additional consortiums. Currently, there are six consortiums with 70 schools involved. The two additional consortiums will possibly add 6-12 schools each.

HB 1134, the bill for FINDET, was signed. The bill clarified the language that FINDET operates under, and allows entities that put information into FINDET the capability of obtaining individualized information, while at the same time protecting the information more.

Larry Anderson updated the group on legislative matters with Job Service North Dakota. HB 1016 item of interest is the request for \$600,000 of general funds for acquiring a spidering technology for the Talent Initiative, aimed at talent attraction. The spidering technology would create a single state repository for all employment opportunities in North Dakota. The technology would significantly add to workforce intelligence, including providing information for employment in specific industry, locations, wage brackets, etc. Many opinions include the spidering is just another website and an continuation of the current technology. A counter offer was made for the spidering project. The technology is very expensive and initially, a Level Four technology was requested, which would include all employers that had no employees to thousands of employees. The counter offer specified JSND would go to Level Three, which would capture all job information on employers who employ 50 or more employees. There was still exception to the Level Three technology, therefore JSND counter offered yet again, to reduce the Workforce 2020 appropriations from \$1.48 million down to \$1.28 million, and use \$200,000 to apply to

the needed \$300,000 for Level Three technology. The general fund appropriation would then be \$1 million. There are 21 other states that have the Virtual Operating System (VOS) for job spidering, 11 of which have the Level Four technology. The employers with less than 50 employees can still report information manually, which is very time consuming. Workforce needs were discussed and the concept of anecdotal data versus hard data was referenced regarding how the spidering will help get more accurate data to determine the needs employers and industries. The other states that currently have the spidering technology that are close to the size of North Dakota include Utah and Wyoming.

Scott Holdman added an agenda item for a legislative outcome report to the end of the agenda.

Workforce Summit Update

Jim Hirsch reported the Steering Committee decided on the date and location for the Governor's Workforce Summit - October 11 and 12 at the Radisson Inn in Bismarck. One concern is the space available for the number of targeted attendees. The plan is for 300 attendees and six or seven tracks. The program committee will be working on the tracks, one of which is the Young Professionals youth leadership. Greg Newton will also be returning to assist with a keynote and break-out sessions on talent pipeline mapping. AARP has also agreed to do some sessions on programs to assist employers with adjusting personnel practices to accommodate and retain baby boomers in the workforce. The sponsorship committee will be identifying sponsors. The sponsorship package has been drafted and will be finalized shortly to be given to the committee to solicit sponsors. The group has been asked if they are planning to attend, they make reservations soon. Jim asked the YDC for help in sponsors and ideas for tracks. Other suggestions were to have a best practice showcase on emerging technology with Career and Technical Education, a State of the Workforce Report, and a GIS showcase by JSND.

WIRED Grant Application

Jim Hirsch distributed a handout, which is an abstract of the WIRED grant. WIRED is Workforce Innovations for Regional and Economic Development. The grant is for \$5 million over a period of three years and there are 13 grants to be funded. The basis for the application was conversations with a steering and partnership meeting, which was a brainstorming session with Nina Babich from the Corporation for a Skilled Workforce, who assisted in writing the grant. Outcomes targeted of the next three years are 600 trained/enrolled in the energy occupation training; 200 trained/enrolled in construction occupational training; and 500 qualified job seeders placed in employment. A balanced scorecard approach was adopted by the planning committee for the outcomes and strategies. The four areas of focus are: Attract new workers; Grow our Own; Transform Existing Systems; and Create New Systems. The grant addresses transformation strategies, and if funded, RFP's would have outcome metrics that would support those strategies. These strategies would be the basis for expansion of partnerships. If the grant is not funded, all of the information gathered remains worthwhile for future grants and other workforce intelligence projects.

Youth Council Planning and Prioritization of Council Activities

- ◆ DPI report on Social Factors Affecting At Risk Youth Update

- ◆ Youth Risk Behavior Survey Update Bi-annually
- ◆ Legislative Outcomes
- ◆ Create schedule of reports to review quarterly, annually, bi-annually
- ◆ Review Strategic Plan for WIA and Wagner-Peyser Act
- ◆ FINDET update

Scott Holdman announced his resignation to focus on his growing business. Scott thanked the group for the experience. Jim mentioned the appreciation the Youth Development Council has for Scott's leadership.

Motion: Al Austad moved for a resolution reflecting a thank you to Scott Holdman for his years of service on the Youth Development Council. Larry Anderson seconded the motion. Motion carried.

Jim Hirsch revisited the Youth Development Council's support of the Talent Initiative and job spidering being a key foundation block for the workforce intelligence. Jim asked if the Council would like to consider a resolution of support for using a portion of the Governor's set-aside funding for the job spidering project.

Motion: Gloria Marigos moved for a resolution to use up to \$50,000 per year of the Governor's set-aside funds to partially fund Job Service North Dakota's Job Spidering Technology Initiative. Anita Kostek seconded the motion. Larry Anderson abstained from voting. Motion carried.

Ann Pollert commented that when she started on the Council, someone from JSND and Vocational Rehabilitation gave information on their programs. She stated it would be helpful for each meeting to include a ten minute showcase on the various agencies' involvement with the Youth Development Council. Jim Hirsch stated at the next meeting, Juvenile Services, Community Action and Bismarck Public Schools could update the group on the activities of each of their entities.

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

Motion: Harley Engelman moved to adjourn the meeting. Kent Ellis seconded the motion. Motion carried.

The meeting was adjourned.

Action Plans:

- ✚ Report of youth tracking reports available to the Council and schedule frequency of review.
- ✚ Legislative outcome review.
- ✚ Review State Strategic Plan for WIA Title I and the Wagner-Peyser Act.
- ✚ FINDET update.