

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE
August 17, 2023
10:30 – 11:30 a.m.
TEAMS Conference Call

Members present: Dave Farnsworth, Stan Schauer, Damian Schlinger, Wayde Sick, Pat Bertagnolli

Ex Officio members present: Katie Ralston Howe

Commerce staff and Job Service staff present: Phil Davis, Sherri Frieze

Dave Farnsworth called the meeting to order at 10:30 a.m.

APPROVAL OF MINUTES

MOTION: It was moved by Wayde Sick, seconded by Stan Schauer to approve the administrative committee minutes of May 16th, 2023. Motion carried.

WIOA UPDATE

MOU, Audit, Membership Update

Phil Davis

Katie Ralston Howe

Katie and Phil gave an update to the Memorandum of Understanding (MOU) that was sent out for signature for the parties participating in the MOU. Not all signatures were received, but the auditors agreed that the signatures received to date, would be sufficient.

Phil gave an overview of the recently conducted in-depth federal audit that covered many programs at Job Service. The audit concluded an item of discrepancy; the payment process being used for a client program. Currently, the clients are paid once a month and it was noted that payment to this group could be done twice a month. Job Service is working with the ND Office of Management and Budget to review a change for the payment process.

Katie spoke of the new membership to the council, starting in August.

DJ Campbell – Sanford Hospital
Eric Christenson – Rugby Hospital
Josh Blackaby – Energy Sector
Emily O'Brien – Grand Forks Representative
Pending Senate Legislator side - two application interests
Jace Beehler – appointed as a proxy for Governor Burgum
Pending UAS industry - 2 members for future appointment

NATIONAL GOVERNOR'S ASSOCIATION (NGA) UPDATE

Dave Farnsworth

The NGA Center for Best Practices hosted the Summer Workforce Symposium of the National Association of State Liaisons for Workforce Development Partnerships and the National Association of State Workforce Board Chairs in Fargo, August 8-10, 2023.

The symposium brought together state workforce development leaders representing more than two dozen states. Governor Doug Burgum took part in the event, and discussed several major workforce-related bills, the impact of artificial intelligence (AI) on the economy, the importance of equipping K-12 students with technology skills to set them up for success in the workforce.

Katie Ralston Howe, was elected to the National Association for State Liaisons for Workforce Development Partnerships executive committee, marking the first time that North Dakota has had representation at this level. In this role, Ralston Howe will continue serving on the association's executive committee which mentors new state workforce liaisons and directors, develops programming for association members and state workforce board chairs, and guides the association's views on proposed policies and programs that impact workforce development in every state.

INTERIM WORKFORCE COMMITTEE

September 28

Katie Ralston Howe

Chairperson Representative Shannon Roers Jones has asked the Workforce division to present September 28th at the Capitol on the Office of Legal Immigration, Occupational Licensure, Workforce Development Council/WIOA programs, and Apprenticeship. The committee meeting is a full day.

AROUND THE ROOM UPDATES

Damian

- Immigration – intersections with state refugee coordinator, more clients on the east side of the state and the immigration office.
- Collaborating with Job Service and the tax credit program for business that work with Voc Rehab along with other state agencies.
- Collaborating with the DOOCR regarding the justice involved population, along with the youth correctional center for pre-employment high school students, to reduce lifelong struggles.

Wayde

- Has received the Federal Corona Virus Capital funds and is working with BND to paydown the loan that was used in place of the funds that had not been received for many months.
- Work Base Learning Coordinators – The \$1.5 M that were received, a flat grant for \$50k per coordinator was created to offset some of the costs. 12-15 coordinators were approved for the first year, to be funded the first and second year as long as metrics are met. Also working with some locations that did not submit an application.
- The annual ND CTE Professional Development Conference (PDC) was held August 8th, at the Bismarck Event Center with over 600 CTE secondary and postsecondary instructors, counselors, and administrators in attendance. Collecting feedback on pros and cons for a possible restructuring of the conference for next year.
- Negotiations between contractors and subcontractors for the RU Ready virtual platform is currently underway.
- Webinar for employers regarding Work Base Learning/funding was held July 18, that involved Job Service, CTE, ND Department of Labor, and the WSI presenting on resources of WIOA, Operation Intern, etc. 400 plus were in attendance.

Stan

- IT grant funds - ESSR funding used \$250 thousand each year to continue the programs, applications are out and will be due on 22nd. Last year Bismarck, Fargo, Minot, and the Department of Corrections conducted training in the areas of CDL, CNA, and Para Professional.
- A book has been completed that showcases the processes of the Adult Education division.
- RFP is currently being collected, to find the next State Funded Adult Learning Centers in ND.

Phil

- Job Service to enter into a contract with the Department of Health and Human Services for the New American population. The program will be housed in the Workforce Centers of Fargo and Grand Forks.
- Collaborating with the DOCR on the JPIII program. Twelve individuals have been placed in the program. and nine are working.
- WIOA caseloads at Job Service have become increasingly busy; 360 caseloads across the state and will be hiring at the Bismarck Workforce Center.
- September Job fairs to take place in Minot, Devils Lake, Williston, Grand Forks, and Fargo.
- Have hired two Work Force Center Managers for Devils Lake and Williston.

MEETING AGENDA

Katie Ralston Howe

Due to the lack of time left on the agenda, Katie mentioned that she will keep the members in the loop of the agenda as it builds.

ADJOURNMENT

**MOTION: It was moved by Stan Schauer, seconded by Damian Schlinger to adjourn the meeting.
Meeting was adjourned at 11:30 a.m.**