

Minutes of the
WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE
May 6, 2021 2:00 - 3:00 p.m.
TEAMS Conference Call

Members present: Dave Farnsworth, Cindy Griffin, Don Shilling, Perry Lubbers

Ex Officio members present: Bryan Klipfel, Katie Ralston

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

Dave Farnsworth called the meeting to order at 2:00 p.m.

APPROVAL OF MINUTES

MOTION: It was moved by Don Shilling, seconded by Cindy Griffin to approve the executive committee minutes of February 4, 2021. Motion carried.

WDC MOU Update
Phil Davis

1. **Memorandum(s) of Understanding (MOU), between the Governor of ND, the WDC and Job Service of ND are outlined within the document.**
 - Responsibilities of Governor
 - Responsibilities of the Council
 - Responsibilities of Job Service
2. **Memorandum of Understanding (MOU), between the Governor of ND, WDC and Job Service of ND (Adult Dislocated Worker Grant) are outlined within the document.**
 - Responsibilities of Governor
 - Responsibilities of the Council
 - Responsibilities of Job Service with Adult and Dislocated Worker funds under WIOA
3. **Memorandum of Understanding (MOU), between the WDC and Job Service of ND are outlined within the document.**
 - Responsibilities of Council
 - Responsibilities of Job Service with

The MOUs are effective on July 1, 2021 and remain in effect until June 30, 2025.

1. **One Stop Operator Contract between WDC and Job Service of ND are outlined within the document.**
 - Responsibilities with participating partner programs
 - Funding to cover costs of the One-Stop Operator

WDC Q2 MEETING AGENDA FOR MAY 20TH

Katie Ralston

- Legislative Update
 - Industry to provide a 10-minute update
- WIOA & Set-Aside Training
 - Phil to give an update
- WDC Structure & Introduction of Term Limits
- Updates from Council members
 - Email prior to Katie and/or Sherri beforehand to accommodate agenda time
- Role & Direction of WDC
 - Role of WDC Subcommittees
 - Determine who ensures recommendations are carried forward/implemented
 - Members to sit on more than one subcommittee

- Solidify 2021 -2023 Focus
 - Subcommittee chairs: Evaluation of current recommendations
 - Relevance, status, process for moving forward
- Preview of Q3 Meeting
 - Approve In-Demand Jobs List – in August meeting
 - What are the expectations in the next quarter?

Member term limits were discussed

- Two consecutive three-year terms, with a staggering term system for new members to be chosen each year, preventing members to expire at the same time. This also prevents a loss of expertise or insight to the board.
- Not to exceed three, with extenuating circumstances for a third term.
- Future members would have a maximum of two consecutive three-year terms, not to exceed three, with extenuating circumstances for a third term.
- Vacancy interim, inviting a past member to fill the term, until the position can be filled.
- Two term limit and continue to serve in the role until another member, selected by the Governor can be put in that industry sector.
- Revising of the bylaws should be conducted through the executive committee and brought forward to inform and ask for the council’s input.
- Approve and present at the May 20th council meeting.

MOTION: It was moved by Perry Lubbers, seconded by Don Shilling to establish a two consecutive term limit for industry sector members. The member must sit out for a minimum of three years before rejoining the board, if a vacancy occurs, a previous council member could be appointed to fill the position as a temporary board member, until the position is filled by Governor appointment. Motion carried.

MOTION: It was moved by Perry Lubbers, seconded by Don Shilling to start the term limit practice immediately, with relevance given to the appointment date for each council member. Recommendation to review the current roster of council member terms, by Dave Farnsworth and Katie Ralston. Motion carried.

ADJOURNMENT

MOTION: It was moved by Cindy Griffin, seconded by Perry Lubbers to adjourn the meeting. Meeting was adjourned at 3:10 p.m.