

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE
November 16, 2023
10:30 – 11:30 a.m.
TEAMS Conference Call

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

Ex Officio members present: Katie Ralston Howe

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

With the lack of a new chair appointment, Katie Ralston Howe called the meeting to order at 10:30 a.m.

APPROVAL OF MINUTES

MOTION: It was moved by Damian Schlinger, seconded by Wayde Sick, to approve the administrative committee minutes of August 17th, 2023. Motion carried.

WIOA POLICIES FOR REVIEW

Phil Davis
Tammy Barstad

Phil and Tammy walked through the changes to the polices and members accepted the changes as presented.

- Self Sufficiency Standards
- Data Validation
- Support Services
- Allowable Outreach Activities
- In School Youth Eligibility
- Out of School Youth Eligibility
- Adult Priority of Service

MOTION: It was moved by Wayde Sick to approve all WIOA polices as presented during today's meeting and seconded by Damian Schlinger. Motion carried.

WIOA MONITORING RESPONSE

Phil Davis
Katie Ralston Howe

Department of Labor audits findings for improvement included:

- Updates and new appointments were not listed on state boards and commissions website.
- Proxy member for the council is not identified in WDC bylaws.
- Board vacancies and Senate appointment were not filled
- Youth Policy – verbiage updates needed
- Payment to youth workers – could be updated to two times a month.

WIOA program – 45 days are given for responding to findings from the DOL.

WIOA STATE PLAN

Katie Ralston Howe

March 4th is the due date for Job Service, Voc. Rehab, Adult Ed, and the Commerce Team to pull sections of the report together. WIOA wants the report to be more strategic in format along with the reporting of any workforce initiatives that state agencies are using.

Discussion and inviting of feedback with the WIOA State Plan will be brought forward to the council at the Q4 meeting. An update to the plan will be brought forward at the Q1 2024 WDC meeting.

MEMBERSHIP UPDATE

Katie Ralston Howe

The Governor's office is discussing the consideration of chair position for Cindy Griffin, and Matt Marshall for vice chair of the WDC.

Working to identify from coal industry, banking, and finance, and UAS industries. – with hopeful appointments before the council meeting.

PREVIEW OF Q4 MEETING

- Subcommittees will give an update to their meetings
- Dalberg and LAMP consultants will give a 20-minute presentation at the meeting and also hold focus group meetings with members to discuss and develop ideas for the new Office of Legal Immigration (OLI).
- Member updates
- WIOA updates/State Plan/Monitoring/Policies

ADJOURNMENT

MOTION: It was moved unanimously to adjourn the meeting at 11:30 a.m.