

**Minutes of the  
WORKFORCE DEVELOPMENT COUNCIL  
ADMINISTRATIVE COMMITTEE**

October 28, 2021  
2:00 p.m. – 3:00 p.m.  
TEAMS audio/video Meeting

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**Members present:** Dave Farnsworth, Bryan Klipfel, Wayde Sick, Stan Schauer,

**Members absent:** Damian Schlinger

**Ex Officio members present:** Katie Ralston

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

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

**APPROVAL OF MINUTES**

**MOTION:** It was moved by Bryan Klipfel, seconded by Wayde Sick to approve the administrative committee minutes of July 28th, 2021. Motion carried.

**WIOA Update  
Policy Review/Approval  
Phil and Katie**

Thirteen policies with the sunset year of 2018 were reviewed and approved by the committee. The policies are brought forth to the committee every three years for their approval and then shared with the council for their understanding.

*ONE REVISION*

**Policy 1.01.01 Attendance Policy – one revision**

*NO REVISIONS*

**Policy 1.01.03 Member Expense Reimbursement**

**Policy 1.02.01 Conflict of Interest**

**Policy 2.02.01 In School Youth Eligibility**

**Policy 2.03.01 Out-of-School Youth Eligibility**

**Policy 2.05.01 Adult Program Priority of Service**

**Policy 2.10.01 Underemployment Policy**

**Policy 2.11.01 Incentives for Youth Policy**

**Policy 2.13.01 Basic Skills Deficient**

*RED LINED REVISIONS*

**Policy 2.04.01 One-Stop Career Center Certification**

**Policy 2.12.01 Adult-Dislocated Worker Funding Transfer**

**Policy 2.07.01.1 Co-Enrollment Policy and Procedures**

**Policy 2.09.01 Self-Sufficient Standard Policy - amendment of 100% made to the policy at the meeting**

**MOTION:** It was moved by Wayde Sick, to approve the thirteen policies, with the revision to be made to Policy 2.09.01 of 100% and seconded by Stan Schauer. Motion carried.

**Q4 WDC Meeting**  
**Katie Ralston**

The fourth quarter WDC meeting is planned for November 18<sup>th</sup>, 2021 in Oakes, ND with a tour planned at the beginning of the meeting.

**Committee Member Updates**

Dave and Katie attended the National Governors' Conference in Phoenix, AZ late September, for state workforce chairs and directors. Another one will be held in conjunction with the Governors in Washington DC in January 2022.

Katie mentioned a grant received through the National Governor's Association, resulting in \$100 k to be used for a creation of a state plan to address digital equity in adult and underserved populations through ND.

Wayde discussed a possible drafted bill for special legislative session, that could consist of \$83M in funding for CTE Centers in ND. The timeframe is still too early before special session begins in a couple weeks.

Bryan discussed ARPA funding that was cut for removing populations with barriers and other information technology requests.

**NEXT STEPS**

Motion was made by Bryan Klipfel and seconded by Wayde Sick to adjourn the meeting. Meeting was adjourned at 3:15 p.m.