

Minutes of the  
**WORKFORCE DEVELOPMENT COUNCIL**  
**EXECUTIVE COMMITTEE**  
February 4, 2021 1:30 – 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

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Dave Farnsworth called the meeting to order at 10:00 a.m.

**APPROVAL OF MINUTES**

**MOTION:** It was moved by Cindy Griffin, seconded by Perry Lubbers to approve the executive committee minutes of December 8, 2020. Motion carried.

**ADMINISTRATIVE MATTERS**

Damian Schlinger, Tony Grindberg, and Katie Ralston have all recently become members of the Workforce Development Council. Two vacancies exist on the council in the areas of City/County elected official, and a private sector industry.

**WIOA Review**

**Phil Davis and Katie Ralston**

Workforce Innovation and Opportunity Act (WIOA) PY19 Annual Report was recently finished; July 1, 2019 – June 30, 2020. WIOA law requires an annual report every year and in this report the successes of ND as a state are showcased. An annual in-depth review was conducted virtually, by the federal project officer on December 14<sup>th</sup> – 18<sup>th</sup>. State plans, policies, and procedures were covered. Many compliments were given during the review on how the state's council is run, and also the presentation of the WDC meeting on December 16<sup>th</sup>, that was attended by the federal project officer. Job Service ND will receive the official results of the review within 45 days of the completed review.

Katie highlighted other points that were suggested during the annual review.

- The necessary referral process should be completed for each applicant of private sector, such as labor, industry, chamber or EDC. The Greater ND Chamber (GNDC) has done most referrals in the past and will be applied going forward.
- Membership – level, of leadership within each representative's organization, need to have decision making authority and oversight of the budget.
- Integrating industry and labor represented updates at council meetings. The executive committee had previously recommended this at the last meeting in December. An opportunity to integrate more core partner updates at the council meetings.
- A Best Practice issue was identified for council terms.
  - It was recommended to discuss how many terms a council member could have.

Term limits and the existence of WIOA were discussed.

- Two consecutive three-year terms, with a staggering term system for a certain number of 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 be a maximum of two consecutive three-year terms and not to exceed three, with extenuating circumstances for a third term.
- Revising of the bylaws should be conducted through the executive committee and brought forward to inform and ask for the council's input.

WIOA:

- Board exists for WIOA and oversight of.
- Board is meeting the needs of all industries statewide and includes what is driven from the Governor's office.
- Give new members the knowledge for the existence of WIOA and how to take advantage of it, through the state's workforce centers.

**WORKFORCE LEADERSHIP MEETINGS****Katie Ralston**

Workforce Leadership meetings have taken place in the past, that aligned various state agencies, that have symmetry in the state's workforce system. The last meeting was held in December, with the plan to meet monthly through the legislative session and quarterly after. The meetings allow collaboration within the agencies on how to work as one on the WDC's initiatives and recommendations for this legislative session.

**WDC NEXT MEETING DISCUSSION****Katie Ralston**

Next full council meeting is set for February 18<sup>th</sup> from 9:00 a.m. – 2:00 p.m., with a to be determined based on how the as the agenda progresses. Katie spoke on possible agenda items.

- Strategic Planning
- State apprenticeship, Grants through commerce and CTE
- Success stories from Training Skills Grant recipients
- WIOA – annual refresher for existing and new council members
- Industry sector education
  - Swot Analysis with a strategic planning session.
- Perry Lubbers commented that a SWOT analysis should be conducted on the council, not on the state's workforce challenges, as we have addressed those issues.
- Council SWOT survey highlighted questions:
  - As the board continues to evolve and membership is filled, what talent is needed.
  - Is industry is adequately represented?
  - Is the geography adequately represented?

Chairman Farnsworth discussed presentations that were shared in the past to educate the council, such as healthcare, manufacturing, energy, Also, it was mentioned to be aware of the metrics that are happening in the state and to address them at each quarterly meeting.

**Agenda layout for February 18<sup>th</sup> meeting**

- WIOA Annual Plan Review
  - Council term limits recap
- Legislative Update – Bryan, Wayne, Damian, Phil
- Environmental Social & Governance Update for ND – James Leiman
- LMI data on COVID affected industries
  - Job service team member to present on LMI – Marcia Havens
- Chat Room discussion Post COVID
  - State of Industry
  - Challenges
  - Success Stories

**LEGISLATIVE UPDATE**

- SB 2272 – ND Career Builders – receiving support
- SB 2196 – Competency framework
- HB 1296 – Booking photos or aka Mug shots – passed house
- HB 1166 – Universal Reciprocity – IBL committee working on, CLEAR Report was sent to the committee by Katie
- SB 2266 – Evaluate and remove outdated language, of good moral character, moral turpitude, etc.
- SB 2175 – Clean up language for occupational licensure of on military spouse reciprocity
- HB 1475 – credit for out of school activities, internships or pre apprenticeships
- Bonding Bill - \$40 million for CTE – receiving opposition
- HB 1278 – Eligibility for unemployment for military spouses

**NEXT STEPS**

The Main Street Initiative group is working to have a breakout session every month, starting in March, a one topic discussion that will focus around MSI. Katie will email the committee for their suggestions on topics.

**ADJOURNMENT**

**MOTION:** It was moved by Perry Lubbers, seconded by Don Shilling to adjourn the meeting.  
Meeting was adjourned at 3:00 p.m.