

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE

December 1 2025

1:00 – 2:00 p.m. TEAMS Conference Call

Members present: DJ Campbell, Pat Bertagnolli, Stan Schauer, Darrel Hannum

Ex Officio members present: Katie Ralston Howe

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

DJ Campbell called the meeting to order at 1:00 p.m., welcoming the members via the TEAMS audio/video call.

APPROVAL OF MINUTES

MOTION: It was moved by Darrel Hannum, seconded by Pat Bertagnolli to approve the administrative committee minutes of September 3, 2025. Motion carried.

MEMBERSHIP UPDATE

Katie Ralston Howe

Katie talked about new, and returning members on the council that have appointments and reappointments made by the Governor's Office.

WIOA PARTNER UPDATES

All

Phil

- WIOA State Plan report was just finished and sent to DOL. This will be brought forward at the Q4 WDC meeting in December.
- The ND Labor Demand Survey will be discussed at the Q4 WDC meeting.
- Virtual Job Fair is coming up on January 29. Invitations will be sent to employers across the state.
- New DOL project officer was assigned to ND.

Stan

- State federal performance reviews were released recently. ND was ranked in the top 4 – 5 states in the U.S.
- Adult Ed. recently moved under the Department of Labor.
- The big federal fiscal report is due at the end of the year.

Darrel

- Working with posting Alicia Halle's job position. Alicia moved to another state for a job opportunity.
- Working through ND's Apprenticeship rules.

WDC QUARTER 4 AGENDA REVIEW

Katie Ralston Howe

- Meeting to be held in Bismarck at the new CTE office in the Hughes building.
- LMI update
- Workforce Subcabinet update
- NGA presentation and Workforce Pell discussion
- Evolving Role of WDC – subcommittee workshops in February to be conducted.
- Working Lunch & Around the Room Updates
- Possible presentation from Matt Chausee for Be More Colorful.
- 2026 Meeting Dates

ADJOURNMENT

The meeting was unanimously adjourned at 1:45 p.m.