

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE
June 10, 2026
11:00 a.m. – 12:00 p.m.
TEAMS Conference Call

Members present: DJ Campbell, Sara Mitzel, Wayde Sick, Phil Davis for Pat Bertagnolli

Ex Officio members present: Katie Ralston Howe

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

DJ Campbell called the meeting to order at 11:00 a.m., welcoming the members via the TEAMS audio/video call.

APPROVAL OF MINUTES

MOTION: It was moved by Wayde Sick, seconded by Sara Mitzel, to approve the administrative committee minutes of December 1, 2025. Motion carried.

WIOA POLICY REVIEW AND APPROVAL

Tammy Barstad

Tammy reviewed and mentioned the changes to the various policies; Adult Priority of Service, Allowable Outreach Activities, Common Exit, Data Validation, In School Youth Eligibility, Out of School Youth Eligibility, Self Sufficiency Standard, and Support Services.

MOTION: It was moved by Phil Davis, seconded by Sara Mitzel, to approve the changes to the eight WIOA policies. Motion carried.

MEMBERSHIP UPDATE

Katie Ralston Howe

New members that will join the WDC and be welcomed at the Q2 WDC meeting include Anthony Bauer, Representative Mike Berg, Sara Mitzel, and Jacy Schafer.

WDC QUARTER 2 AGENDA REVIEW

Katie Ralston Howe

- Meeting to be held in Bismarck at the new CTE office in the Hughes building.
- LMI and WIOA Policy Update
- Workforce Subcabinet update
- In Demand Occupations List
- Review and vote on WDC Recommendations
- Working Lunch & Around the Room Updates
- Status Update on the Workforce Pell Grant
- 2026 Meeting Dates
- Governor's Workforce Summit

ADJOURNMENT

The meeting was unanimously adjourned at 12:00 p.m.