

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE
August 14, 2024
12:00 – 1:00 p.m.
TEAMS Conference Call

Members present: Cindy Griffin, Sara Mitzel

Ex Officio members present: Katie Ralston Howe

Commerce staff and Job Service staff present: Ruth Lacher, Sherri Frieze

Cindy Griffin called the meeting to order at 12:00 p.m., welcoming members via the TEAMS audio/video call.

APPROVAL OF MINUTES

No quorum was met for the approval of the minutes.

WDC POLICIES FOR REVIEW

Basic Skills Deficient

Ruth Lacher

Ruth walked through verbiage changes to the policy that are regarded as an efficiency edit for an extension of one year, compared to the current six-month testing time that is listed in the policy.

With no quorum present, it will be presented to the Executive Committee for their approval.

WDC RECOMMENDATIONS & ROLL OUT UPDATE

Katie Ralston Howe

Recommendations will be emailed out to the full council before the Q3 meeting, and the subcommittee chairs will be asked to walk through their recommendations at the meeting on August 22.

WDC QUARTER 3 AGENDA REVIEW

Katie Ralston Howe

- Meeting start time - 9:00 a.m. in Bismarck at the ND Job Service
- WIOA Policy Overview
- Subcommittee Recommendations
- Workforce Ecosystem Study
- Updates from members
- Thank you and Farewell to Retiring Board Members
- Next Steps

CORE PARTNER UPDATES

Ruth Lacher

- Pat Bertagnolli and Phil Davis are working to identify legislative requests.
- Phil will attend a regional Department of Labor meeting soon in Salt Lake City.
- Ruth and Tammy Barstad will attend the National Association of State Workforce Agencies (NASWA) Conference in September in New Orleans, LA.

Tammy Barstad

Department of Labor (DOL) quarterly report has been submitted and results will be shared soon. The 2nd to 4th quarter measure information needs to be submitted to the DOL. The designated measures are being requested from all ND Job Service workforce centers. Core partners are also submitting this information to the Bismarck Job Service.

WORKFORCE ECOSYSTEM STUDY

Katie Ralston Howe

A Request for Proposal has been submitted for a study to be conducted regarding the strengths and the workforce system challenges that could need improvement. Perspectives from other states that have conducted this study will help benefit ND showcasing their results. The council will be able to engage with the consultants for strategic planning to help chart the course and this along will also help plan for the 2027 legislative session.

The timeline for review of RFPs will occur in September and the contract will be awarded in October.

NEXT STEPS/CLOSING COMMENTS

The Global Talent Summit will take place August 21 at the Heritage Center. The event, hosted by the Office of Legal Immigration within the Workforce Division of the North Dakota Department of Commerce will have top experts in immigration recruitment and law, tailored recruitment opportunities, and discussing valuable tips on retaining international students and foreign-born workers.

ADJOURNMENT

The meeting was adjourned at 12:30 p.m.