

MINUTES of the  
**WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE**  
November 19, 2024  
1:00 – 2:00 p.m.  
TEAMS Conference Call

**Members present:** Cindy Griffin, Wayde Sick, Stan Schauer, Alicia Halle, Pat Bertagnolli

**Ex Officio members present:** Katie Ralston Howe

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

---

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

**APPROVAL OF MINUTES**

**Motion:** It was moved by Wayde Sick, seconded by Stan Schauer to approve the administrative committee minutes of March 27<sup>th</sup> and August 14, 2024. With no discussion, the motion was carried.

**NGA UPDATE**  
**Cindy Griffin**

Cindy Griffin, Alicia Halle (Voc Rehab,) Paige Kuntz (Commerce), and a representative from the Governor's office attended the NGA Conference recently in Connecticut. Discussion topics focused on immigration and apprenticeship, along with the conference being well attended.

**WDC MEMBERSHIP & RECOMMENDATION UPDATE**

**Katie Ralston Howe**

Katie talked about new appointments made from the Governor's office for the workforce development council.

Some of the new industry member appointments include, UAS, Childcare, City/Elected Official, Barriers to Employment, Voc. Rehab, Labor, and Business/IT. Additional membership appointments are being considered.

**WDC RECOMMENDATIONS & ROLL OUT UPDATE**

**Katie Ralston Howe**

The WDC's nine Recommendations and Endorsements have been approved by the Governor's office and are being drafted through the State Marketing Office located in the Commerce Department. They will produce a live document for the ND State Legislators. A Press Release is being drafted and will be released before the December 5 WDC Q4 meeting.

Katie also talked about Board Training Recommendation that were discussed at the August Council meeting. That recommendation has been removed, after discussion was made through the Attorney General's office.

Wayde commented on the Apprenticeship Scholarship, and the bill draft, and sponsor.

### **WDC QUARTER 4 AGENDA REVIEW**

**Katie Ralston Howe**

Meeting start time - 9:00 a.m., Heritage Center, Bismarck on December 5

- Update on WDC Recommendations
- Recommendations from Supporting Partners
- Member Updates
- Legislative Overview
- LMI & WIOA Update
- Guest Presenter – TBD
- Workforce Ecosystem
- WDC 2025 Meeting Dates - TBD
- Next Steps

### **WORKFORCE ECOSYSTEM STUDY**

**Katie Ralston Howe**

Deloitte has been identified as the contractor for this Ecosystem Study. A statewide employer survey will be created by Deloitte, to map the workforce landscape since the inception of COVID. The contracting team will work with the WIOA partners to understand the strength of agencies. A strategic planning session will begin in 2025 and be built upon for 2027.

### **NEXT STEPS/CLOSING COMMENTS**

Finalize Agenda, and the WDC Recommendations will be sent to the council members before the upcoming December meeting.

Suggestions for member appointments for filling industry gaps on the council can be sent to Katie.

### **ADJOURNMENT**

The meeting was adjourned at 2:00 p.m.