

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE
September 3, 2025
10:00 – 11:00 a.m.
TEAMS Conference Call

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

Ex Officio members present: Katie Ralston Howe

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

Cindy Griffin called the meeting to order at 10:00 a.m., welcoming the members via the TEAMS audio/video call.

APPROVAL OF MINUTES

MOTION: It was moved by Wayde Sick, seconded by Alicia Halle to approve the administrative committee minutes of June 9, 2025. Motion carried.

WIOA POLICY REVIEW AND APPROVAL

Tammy Barstad

Document changes included:

- Document was evaluated showing that participants in a four-year degree were not doing as well as those in a two-year degree program. Four-year degree students had a 34% success rate of completion, versus two-year degree students had a 66% success rate. Changes were made to reflect program funding for only two-year degree programs or less.
- Changes to eligible Training Provider qualifications to be considered. It was verified that other states in the U.S. do not consider Training Providers, if they have not in business for at least a year.
- Grammatical changes with verbiage were updated.
- Established Performance Levels were updated to 70%.

MOTION: It was moved by Alicia Halle, seconded by Wayde Sick to approve the WIOA Policy. 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 federal funding for youth programs to possibly be eliminated or reduced.
- State Plan is to be updated again, with possible discussions starting in December.

Pat

- Potential funding lost will be shared with the Governor's office for possible state funding.

Alicia

- Hiring for new director in Voc. Rehab.
- Findings in audit, and fixing internally
- Senior Community Service Employment Program (SCSEP) – waiting on approval of federal funding, with the possibility of no funding with the reduction of the program.

Wayde

- DPI moved to the Bismarck Hughes Building last week.
- Closing out grant with carryover authority for capital projects.
- Conference held in August with Professional Developers Conference for Teachers, dropped attendance.
- State General fund policy – proposal to board for a funding policy.
- CTE Assistant Director retired, and replacement was found.
- Perkins funding was increased federally, but other programs cut, so it becomes a net loss.

WDC QUARTER 2 AGENDA REVIEW

Katie Ralston Howe

- Meeting to be held in Bismarck at the Century Center, WSI Boardroom
- LMI update
- Workforce Subcabinet update
- Performance Measures for growth in workforce
- Evolving Role of WDC, with synergy of state level of subcabinet
- Governor's Workforce Summit – panel participation roles
- Working Lunch & Around the Room Updates
- Next Steps with Membership updates

ADJOURNMENT

The meeting was unanimously adjourned at 11:00 a.m.