

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE

April 2, 2024
10:30 a.m. - 12:00 p.m.
TEAMS Conference Call

Members present: Cindy Griffin, Jason Ehlert, Kellie Carlson, DJ Campbell, Josh Blackaby

Ex Officio members present: Katie Ralston Howe, Pat Bertagnolli

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

Cindy Griffin called the meeting to order at 10:30 a.m., welcoming the members via TEAMS audio/video call.

APPROVAL OF MINUTES

MOTION: It was moved by Kellie Carlson, seconded by DJ Campbell to approve the executive committee minutes of February 6, 2024. Motion carried.

WDC POLICIES FOR REVIEW

Katie Ralston Howe

Phil Davis

Katie and Phil walked members through policy updates that were completed in March and were approved by the Administrative Committee.

- Attendance
- Conflict of Interest
- Member Expenses & Honorariums
- ND One Stop Career Center Certification
- Co-Enrollment
- Underemployment
- Incentives for Youth

IN DEMAND OCCUPATIONS LIST

Katie Ralston Howe

The existing methodology that was used in the past to compile the In Demand Occupation List has been reworked within the Commerce Research Department and the process being used is having struggles. The list that is lengthy needs to be refined. Job Service relies heavily on this list, and it was mentioned the 2023 – 2024 In Demand Occupations List still aligns very well with the needs in ND, so moving forward, the list is recognized as working well and will not need an annual adjustment and would need the council's approval.

WDC MEMBERSHIP UPDATE

Katie Ralston Howe

A handful of members are up for reappointment this year in June. Those at the end of their second term, will leave, and the opportunity to assess industry gaps shall be conducted. In the council bylaws, the retiring member can stay on the council until a new replacement is found.

Industry added perspectives for council membership:

- Agriculture
- Automation
- I.T.
- UAS

- Tourism/Hospitality
- Military
- City Council members

WDC QUARTER 2 AGENDA REVIEW
Katie Ralston Howe

Meeting start time will start at 9:00 a.m. in Bismarck.

- WIOA Policy overview
- LMI Update
- In Demand Occupations List
- CTE Center Funding & RU Ready advancement
- Subcommittee Updates
- Find the Good Life Portal Presentation
- OLI Update
- Next Steps

ADJOURNMENT

The meeting was unanimously adjourned at 11:30 a.m.