

MINUTES of the  
**WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE**  
August 19, 2024  
11:00 a.m. - 12:00 p.m.  
TEAMS Conference Call

**Members present:** Cindy Griffin, DJ Campbell, Josh Blackaby, Matt Marshall, Jason Ehlert

**Ex Officio members present:** Katie Ralston Howe, Pat Bertagnolli

**Commerce staff, Job Service staff and guests present:** Sherri Frieze, Phil Davis, Tammy Barstad, Carolyn Laird

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

**APPROVAL OF MINUTES**

**MOTION:** It was moved by Jason Ehlert, seconded by DJ Campbell to approve the executive committee minutes of April 2, 2024. Motion carried.

**WDC POLICIES FOR REVIEW**

**Basic Skills Deficient**

**Tammy Barstad & Phil Davis**

Tammy 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.

**MOTION:** It was moved by Jason Ehlert, seconded by DJ Campbell to approve the Basic Skills Deficient Policy as submitted. Motion carried.

**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
- LMI & WIOA Update
- OLI & Global Talent Summit Update
- Criteria for WDC Recommendations
- Subcommittee Recommendations for Approval
- Workforce Ecosystem Study
- Updates from members
- Thank you and Farewell to Retiring Board Members
- Next Steps

**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. The entire ecosystem of DOCR, CTE, University System, and other partners will help plug into the work being done by the state without duplicating the process.

### **MEMBERSHIP UPDATE**

**Katie Ralston Howe**

#### **Retiring members that are not eligible for reappointment due to serving two consecutive three-year terms:**

- Tifanie Gelinske – economic development position will not be replaced, due to DOL’s comment to not
- Lyn James – local elected official – will be replaced
- Tim Johnson – transportation – will be replaced
- Taya Spelhaug – IT – will be replaced
- Tony Grindberg – Energy/Power cooperative – replacement, but not an energy
- Jason Ehlert – construction/trades – will be replaced
- Damian Schlinger – Voc Rehab – core partner; will be replaced

#### **Members that are eligible for reappointment with serving only one three-year term:**

- Kellie Carlson
- Becca Cruger
- Dusty Jensen

Industries being looked upon are transportation, UAS, childcare, tourism, IT.

### **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 in 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.

### **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 adjourned at 11:40 a.m.