

MINUTES of the  
**WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE**  
June 9, 2025  
12:30 – 1:30 p.m.  
TEAMS Conference Call

**Members present:** Cindy Griffin, Matt Marshall, Kellie Carlson, Pat Bertagnolli, Josh Blackaby

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

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

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Cindy Griffin called the meeting to order at 9:00 a.m., welcoming the members via the TEAMS audio/video call.

**APPROVAL OF MINUTES**

**MOTION:** It was moved by Kellie Carlson, seconded by Cindy Griffin to approve the executive committee minutes of March 6, 2025. Motion carried.

**IN DEMAND OCCUPATIONS LIST**

**Katie Ralston Howe**

Katie discussed the edits to the document and a consensus that the list won't be longer than 150 occupations. Katie mentioned that the list might not be ready for the full council meeting for voting, therefore, a special meeting could be used for council final approval by June 30<sup>th</sup>.

**ECOSYSTEMS UPDATE**

**Katie Ralston Howe**

The report will be talked about at the Workforce Development Council meeting and will go live on the Commerce website after the meeting.

**GOVERNORS WORKFORCE SUMMIT**

**KATIE RALSTON HOWE**

A proposed Governor's Workforce Subcabinet Summit is being discussed for August that will align with the deliverables that the Workforce subcabinet will be working with to identify the state's unified vision of the workforce system, highlighting existing resources and programs and how to access them.

**WDC QUARTER 2 AGENDA REVIEW**

**Katie Ralston Howe**

- Meeting start time - 9:00 a.m. in Bismarck at the ND Job Service Workforce Center
- LMI update
- Legislative update
- In Demand Occupation list update
- Strategic Planning with Deloitte
- Working Lunch & Around the Room Updates (including federal cuts/tariffs affecting industry)
- Next Steps with Membership updates

**ADJOURNMENT**

The meeting was unanimously adjourned at 10:00 a.m.