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NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL

MINUTES April 23, 2009

MEETING DATE, TIME, & PLACE: April 23, 2009, at 9:00 a.m., Job Service North Dakota, Bismarck, North Dakota.

MEMBERS PRESENT: Butch Brandt, Leo Cummings, Maren Daley, Candice Dietz, David Farnsworth, Valerie Fischer, David Gipp, *Marsha Krotseng (for Bill Goetz)*, Shane Goettle, Rosella Grant, Jerry Jurena, David Kemnitz, *Ken Callahan (for Cathy Kruse)*, Wayne Kutzer, Jim Melland, *Wanda Bye (for Carol Olson)*, Jane Priebe (via webcast), T.J. Russell, *Andrea Anderson (for Paul Steffes)*, Jackie Velk, Bruce Walker, and Jim Walker.

MEMBERS ABSENT: Charles Axtman, Bill Goetz, Cathy Kruse, Lee Lampert, Carol Olson, Paul Steffes.

EX-OFFICIO MEMBERS PRESENT: Jim Hirsch and *Frank Brager (for Robert Fode)*

GUESTS PRESENT: Dave Ellingson, Dennis Fracassi, Susan Gunsch, Cheryl Hess, Dr. Richard McCallum, Dr. John Richman, Dr. Larry Skogen, Mariah Tenamoc, Geraldine Teevens, Dennis Torbett, Deanette Piesik and Beth Zander.

STAFF PRESENT: Larry Anderson, Jerry Houn, and Cheryl Leach

CALL TO ORDER:

Opening Remarks & Introductions: Bruce Walker, Vice Chairman called the meeting to order at 9:00 a.m. and mentioned that T.J. Russell is running late and will arrive shortly. Bruce welcomed everyone and asked for introductions.

Administrative Announcements: Travel vouchers are available for members and to see Cheryl Leach after the meeting.

APPROVAL OF AGENDA:

By consensus the April 23, 2009 agenda was adopted as published.

APPROVAL OF MINUTES:

Bruce Walker motioned to approve the November 20, 2008 minutes.

MOTION: Wayne Kutzer moved to approve the November 20, 2008 minutes as presented. Jerry Jurena seconded the motion. Motion carried.

APPROVAL OF SUNSET POLICIES:

Housekeeping Motion to approve the following Sunset Policies discussed during the November 20, 2008.

- ~ 1-01-03 (1) Conflict of Interest
- ~ 1-02-03 (1) Attendance
- ~ 1-03-03 (1) Member Expenses & Honorariums
- ~ 1-04-03 (1) Council Member Out-of State Travel
- ~ 2-01-03 (1) Self Sufficiency
- ~ 2-02-03 (1) Training Provider Performance Levels
- ~ 2-03-03 (1) Hard to Serve Special Participant Populations
- ~ 2-04-03 (1) Removal from Eligible Trainer Provider List
- ~ 2-05-03 (1) Transfer Policy
- ~ 2-06-03 (1) Waiver Request
- ~ 2-07-03 (1) Youth Eligibility
- ~ 2-08-03 (1) Selection of Service Provider
- ~ 2-09-04 (1) Displaced Homemaker
- ~ 2-10-04 (1) Individuals with Multiple Barriers
- ~ 2-11-06 (0) Veterans Priority of Service
- ~ 2-12-06 (0) North Dakota One-Stop Career Certification

Bruce Walker motioned to approve the Sunset Polices as presented and finalized during the November 20, 2008 meeting.

MOTION: Jerry Jurena moved to extend the sunset on the policies as presented and finalized during the November 20, 2008 Workforce Development Council meeting. Rosella Grant seconded the motion. Motion carried.

➤ Electronic Vote Ratification:

MOTION: Motion to approve the use of Individual Training Accounts (ITAs) for Workforce Investment Act Title I Eligible Youth.

Votes in favor: (14) **Motion carried a majority. Motion Passed.**

MOTION: Motion to adopt Resolution supporting the designation of May 2009 as Workforce Development Professional Month.

Votes in Favor: (11) **Did not carry a majority. Motion Failed.**

MOTION: To approve the recommendation of the NDWDC Planning Committee that North Dakota request a One-Year Extension to Modification One which covers Years Three and Four of the Strategic Five-Year State Plan for Title I of the Workforce Investment Act of 1998 and the Wagner-Peyser Act, a One-Year extension of the PY 08 WIA and Wagner Peyser Performance Measures and an extension of existing Waivers.

Votes in Favor: (13) **Motion carried a majority. Motion passed.**

T.J. Russell motioned to approve the Electronic Vote Ratification.

MOTION: Jerry Jurena moved to approve the Electronic Vote Ratification as presented. Wayne Kutzer seconded the motion. Motion carried.

CHAIRS REPORT:

Meeting Attendance: Jim Hirsch reviewed the Attendance Record making each member aware of their attendance and the attendance policy. Jim stated that the attendance will start with the November meeting.

The policy states:

- A. Member's attendance at Council meetings is essential to effectively conducting the business of the Council. Members, when they have conflicts with attendance, may designate an alternate to attend in their place to facilitate a quorum and completion of Council business. Alternates will be allowed to vote and participated in discussions and decisions of the Council. Designation of an alternate must be provided in writing and presented to the Council Chair prior to the start of the meeting. ***Designation of an alternate will result in the minutes reflecting that the member was absent from the meeting.***
- B. Two consecutive absences from Council meetings shall result in a warning letter being sent out by the Council Chairperson.
- C. Three consecutive absences from Council meetings shall be cause for a recommendation by the Council Executive Committee, to the Governor, for forfeiture of appointment.

2007-2009 Budget Updates: Jim Hirsch reviewed the 2007-09 budget stating that the budget update is through February 2009. This is a biennial budget for federal funds under WIA. Personnel are at 83% and Operating is at 60%, overall expenditures at 69% with no foreseeable issues. We should be coming in under what we have budgeted.

2009-2011 Budget Updates: Jim Hirsch reviewed the 2009-2011 budget request for the next biennium and mentioned that it is currently being reviewed. The Department of Commerce appropriation bill is in Conference and there are no foreseeable issues with this budget.

T.J. Russell motioned to approve the 2007-09 and 2009-2011 budget update.

MOTION: Wayne Kutzer moved to approve the 2007-2009 and 2009-2011 budget update as presented. Jerry Jurena seconded the motion. Motion carried.

American Recovery & Reinvestment Act: Jim Hirsch reviewed the key purpose of the economic stimulus legislation which is: To preserve and create jobs and promote economic recovery; to assist those most impacted by the recession; to provide investments needed to increase economic efficiency by spurring technological advances in science and health; to invest in transportation, environmental protection and other infrastructure that will provide long-term economic benefits; to stabilize State and local government budgets in order to minimize and avoid reductions in essential services and counterproductive state and local tax increases.

Significant funding was authorized for education and workforce under the American Recovery and Reinvestment Act of 2009. The Training and Employment Services under the Workforce Investment Act of 1998 provides workforce-related activities for Adults, Dislocated Workers and Youth, including Summer Employment for Youth.

The American Recovery and Reinvestment Act of 2009, funding allocations for North Dakota.

- \$84 million Education Stabilization Funds.
- \$34.4 million in Title I Education for the Disadvantaged to help close the achievement gap and enable disadvantaged students to reach their potential
- \$3 million in State Employment Service Grants to match the unemployed individuals to job openings through Job Service North Dakota and allow North Dakota to provide customized reemployment services;
- \$1 million in Dislocated Worker State Grants, to support immediate strategies for regions and communities to meet their need for skilled workers, as well as long term plans to build target industry clusters with better training and a more productive workforce;
- \$1.2 million for WIA Adult Programs

- \$2.9 million for WIA Youth Programs
- \$1.8 million for Vocational Rehabilitation to help individuals with disabilities prepare for and sustain employment.

The plan provides funding sufficient to modernize at least 412 schools in North Dakota and will include more Pell Grants for the 17,000 Pell Grant recipients in North Dakota.

Jim Hirsch mentioned that this isn't all of the monies coming into the state but these are the dollars that relate to education. Along with these dollars, The North Dakota Workforce Development Council Planning Committee is working on a Modification to the State Plan for WIA Title I and Wagner-Peyser required for the use of the stimulus funding.

STATE PLAN REQUIREMENTS

I. CONTEXT, VISION, STRATEGY

- Economic and labor market context
- State vision and priorities
- Overarching state strategies
- Service delivery strategies, support for training

II. SERVICE DELIVERY

- State governance and collaboration
- Re-employment services and Wagner-Peyser Act services
- Adult and dislocated worker services
- Youth services
- Veterans priority of service
- Service delivery to targeted populations

III. OPERATIONS

- Transparency and public comment
- Increasing services for universal access
- Local planning process
- Procurement
- Technical assistance
- Monitoring and oversight
- Accountability and performance

The Planning Committee hopes to have a draft plan by May 15, 2009. Public comment to the plan would be accepted between May 15, 2009 and May 31, 2009. The final plan will be presented to the NDWDC prior to June 15, 2009. The Modification to the State Plan is due June 30, 2009.

COMMITTEE REPORTS

Youth Development Council Report: Dave Ellingson reported that one item the Council reviewed was data of youth employment and graduation rates. What this data shows is 18-24 year olds that are not tied to the labor market or that do not have a high school diploma. The committee reviewed the employment needs of the state and labor shortages and how we can try to match those shortages with availability of youth. Dave mentioned that the committee would like to take a closer look at the absenteeism that comes from youth employees. Dave mentioned that Gloria Maragos made a valid point that truancy has a pattern that begins at grade one and follows that individual as they get older making them a high risk to their employment practices.

Planning Committee Report:

State Strategic Plan - Jim Walker reported that the Planning Committee met on January 12, 2009 to review the US Department of Labor Instructions for the Workforce Investment Act and Wagner-Peyser Act State Planning and Waiver requests for the Strategic Five-Year State Plan for Program Year 2009. We were given the option of requesting a one-year extension or doing a modification to the plan. After reviewing the option and looking at comments from the public decided to recommend requesting the extension. Jim Walker mentioned that he attended the meeting of the Workforce Intelligence Council and the State Biennial Strategic Plan Workgroup as a representative for the Council.

WIA Incentive Awards – Jim Hirsch reported that we went through the request for proposal process to acquire our position to access Workforce Investment Act incentive dollars if and when it becomes available to the state. Jim commented that all state agencies met there performance goals so there should be incentive dollars; however we don't know what those dollars will be. We completed the request for proposal process and placed the notice in the paper which produced six proposals. Jim mentioned that the committee set a priority for these six proposals.

Jim reviewed the summary of each proposal for the 2009 WIA Incentive Award Recommendations. The committee prioritized the proposals and recommended that WIA Incentive funding will be provided to the following proposals based upon availability of funding:

#1) Emerging Technology Module “Demonstration”

\$145,000 First Year

\$139,000 Second Year (Optional)

Recommendation to pursue this project using the following funding options:

1. WIA Incentive
2. WIA Stimulus
3. WIA Governor Set aside

#2 Encouraging Middle School and Nontraditional Students Participation in STEM education and STEM related Careers
\$79,200

Recommendation to pursue this project using the following funding options:

1. WIA Incentive
2. WIA Stimulus
3. WIA Governor Set aside

#3 Increasing Math Rigor in CTE
\$225,000

Recommendation to pursue this project using the following funding options:

1. WIA Stimulus
2. WIA Incentive

#4 Transferrable Occupations Relationship Quotient (TORQ)
\$67,000 One Year License
\$115,900 Two Year License

Recommendation to pursue this project using the following funding options:

1. WIA Stimulus
2. WIA Incentive

#5 Expanding Opportunities for Students in Information Technology
\$83,000

Recommendation to pursue funding if sufficient WIA Incentive funding is available.

#6 Career Outlook Update
\$50,000

Recommendation to pursue funding if sufficient WIA Incentive funding is available.

T.J. Russell motioned to approve the Planning Committees recommendations for the six 2009 WIA Incentive Award Proposals.

MOTION: Bruce Walker moved to approve the WIA Incentive Award Proposal recommendations as proposed by the Planning Committee. Rosella Grant seconded the motion. Motion carried.

Workforce Summit Steering Committee Report: Jim Hirsch mentioned that the 2009 Governor's Workforce Summit is scheduled for October 8-9, 2009 at the Ramada Plaza Suites in Fargo, ND. A registration brochure has been mailed out and the online registration is now open. Jim stated that all receipts must be submitted to the Workforce Development Division for reimbursement using a travel voucher. If the registration is sent via postal to the Workforce Division, we will process the registration and payment will be provided through the Department of Commerce. Jim mentioned the early bird registration ends July 31, so all registration needs to be submitted by this date. There is a \$50 charge in addition to the registration fee after July 31. Jim stated that we don't want to get into a situation where we are charging our federal grants the extra \$50, therefore, registration must

be sent in by July 24, after this date members will be required to put the expense on their credit card.

Jim Hirsch mentioned that a block of rooms have been reserved at the Ramada Plaza Suites. The rooms are \$79 per night; therefore the state rate is not applicable.

Jim reported that the Summit Steering Committee is putting the final touches on the program and are still looking for panels that can offer best practices that we could showcase during the Governor's Workforce Summit. Jim noted that if there are any companies that have an effective program in cultural diversity or managing generation in the workplace, or best practices from the K-12 system that we can showcase to let us know.

STATE COMMISSION ON NATIONAL & COMMUNITY SERVICE UPDATE

AmeriCorps*State Project Updates: Jerry Houn reported the current year for 2008-09 runs until September 30. 108 positions were awarded. 105 positions have been filled. The big news we have had recently is that the project located in Fargo has 47 members that have put in over 700 hours working on the disaster efforts in the Fargo area. Jerry reported that The Natural Civilian Community Corps (NCCC) was dispatched to the Fargo Moorhead area from March 31 – April 31. They were working 24 hour shifts; working side-by-side with the National Guard watching the dikes. Jerry commented that they stayed at Concordia College, sleeping on cots and the YMCA reached out to the NCCC offering the use of their facility free of charge. Jerry mentioned that the project we have in Bismarck also has a site in Fargo and their members have been helping in both Bismarck and Fargo. Jerry stated that these people are carrying out what the whole idea of AmeriCorps is all about by helping out the community.

Jerry reported that the 2009-10 year has been completed; we met with the Grants Committee and the State Commission and they will now determine who to fund and at what level they will want to fund the projects. We received seven applications. The applicants are requesting more than the \$500,000 that we have available. What the State Commission decided was to fund six projects; the current five projects that we have now and one new project here in Bismarck. One project was not funded due to the applicant offering just the education award which is for a minimum time member of \$1,000, this led to no interest. It looks like we will go for our fourth straight year of being able to award the full \$500,000. Jerry commented that there is some good news, the AmeriCorps formula could go up from \$500,000 to \$600,000. Also, it does seem that we will be awarded a \$40,000+ Learn and Serve grant for the up-coming year. We did also put in another application for the Learn & Serve competitive community-based grant. If we do receive that grant it will be over \$200,000.

AGENCY REPORTS

Job Service North Dakota (WIA Financial Reports & WIA Performance and Participation): Beth Zander reviewed the financial reports ending December 31, 2008 with the different funding streams between the adult, youth, dislocated worker, and local area allocation. The report shows the expended and committed percentages. The committed percentages will have lag because of billings, so as we are halfway through the program year we are above 50%. We are doing well spending our allocations for the WIA program. The state-wide allocation does go into the administration part of Job Service ND and the Workforce Development Council. The report also lists the Governor's state-wide contracts. We have IT, JAG, Skills and Technology Training Session, and National Guard and Army proposal to provide TAP for National Guard. The Army proposal did not get off the ground and is still listed on the report, this item should be removed.

Beth reviewed the Performance Measures Summary, reporting that the adult and dislocated worker areas are doing very well. The report also shows the activities for the enrollments between the older and younger youth. The youth common measures are meeting required levels but not exceeding. Beth reported that enrollment numbers are up compared to 2007, a large number of enrollments occurred in first quarter. The Dislocated Worker Program total number of enrollments has increased similar to adults. Our population has decreased as far as American Indians; Veterans has gone down for the Dislocated Worker Program.

Department of Public Instruction Report - Title II: Valerie Fischer reported that they asked for an additional \$2.5 million in state funding. Right now the budget holds \$795,000; this is more than we received in previous years. Valerie stated that \$795,000 becomes very critical because of the federal level. We lost 10.5% of our last year's allocation. Valerie commented that the American Community Survey is now being used rather than the Census to figure demographic data. Part of the testimony is that we face some serious issues, we have waiting lists that are huge and we are finding that it has a big impact. Bismarck has a waiting list of about 30 students who are not able to receive services and instructional services towards their GED because of the waiting list. This has an impact on the job market and post-secondary, and on all the opportunities. The other issue we are dealing with is the lack of funds, limiting the services that we are able to provide. We want the extra funding to increase our pilot site for the satellite centers. The only site we have right now south of the interstate is Wahpeton. We have gaps where we could easily have a satellite center.

Valerie mentioned we have made some great updates to our Student Information Management System (SIMS) in order to get more accurate information. It also increases the opportunity for state and local program evaluation.

Valerie reported that the performance indicators were identified and approved by the federal office. Overall we will continue to meet the performance indicators; they

have consistently been quite high. We are on track to serve approximately 2000 people July 1, 2009. We expect our numbers to consistently increase.

Valerie mentioned that Lutheran Social Services is working to bring in approximately 400-450 refugee families into Fargo and the Bismarck area. We are currently preparing for this. This will increase some of our English Language Learner Services in preparation for their citizenship.

Career & Technical Education – Carl Perkins: Wayne Kutzer passed out a report entitled Student Enrollment Form of CTE Participants. Wayne reported the number of students enrolled in CTE in secondary and post-secondary levels and the breakdown by gender and race. There are about 20,000 in the K-12 and 7,000 in post-secondary. The report also indicates what areas the students are enrolled in and the students that have concentrated in those areas (students that have taken two or more courses within a particular area). The report also shows the performance measures. There is a total of about 15-17 performance measures between secondary and post-secondary that we report on every year. There were only three areas we had to do performance measures on this year (reading/language, mathematics, and graduation rates). The performance measures for these areas were met.

Wayne reported that there are 37 secondary Perkins eligible recipients, 27 consortiums, and 10 single school districts that receive Carl Perkins funding. Since this is the first year of data reporting no trends have been established yet. North Dakota CTE concentrators consists of 92% white, 5% American Indian, and 3% other population groups with the American Indian population concentrated within distinct geographic areas where they are the majority population with small percentages of other races.

DHS AGING 2020 PROJECT – Mariah Tenamoc reported that she is the lead research analysis of the Department of Human Services (DHS). Mariah gave an overview of the Department of Human Services service delivery and eligibility programs. The mission of DHS is to provide quality, efficient, and effective human services, which improve the lives of people. Mariah stated that there are two important things to remember we need to remember is that were working with vulnerable north Dakotans of all ages to maintain or enhance their quality of life, and supporting the provision of services and care as close to home as possible to maximize each person's independence while preserving dignity. Delivering human services involves a partnership between the department, counties, and private service providers.

Mariah commented that we use demographic data and how will these shifting demographics impact the delivery of services and eligibility programs to vulnerable populations in North Dakota. She questioned how DHS will manage working with the rapidly aging population over the next 12 to 20 years. Some of the specific populations

of concern are: low incomes, persons with disabilities, chronic diseases, mental illness, alcohol and other drug dependence or abuse, veterans, and minorities.

Mariah passed out and reviewed data tables that reflect data extracted from Census 2000. A detailed demographic profile of North Dakota at the lowest level of geography that makes sense and can provide insight about resource distribution. An ultimate goal of this project is to analyze and report on existing administrative data by region. First, the current and recent past activities involving service delivery and program enrollments will be analyzed; second, is a look to the future. Using current administrative data, current and recent U.S. Census data, U.S. Census projections, and other data that may be available, three scenarios may be constructed. A best case, worst case, and medium case scenario will show potential impacts to individual programs administered by DHS.

Mariah mentioned that about 1/3 of the workforce in the year 2020 (when ½ of the baby boomers are age 65+) have not been born yet and about 2/3 of the workforce for the year 2050 (when all the baby boomers will have reached 85) have not been born yet, over half of the two-thirds will not be born before 2030. Mariah also stated that the amount of technical information is doubling every two years. For students starting at four-year technical degree, means that half of what they learn in their first year of study will be outdated by their third-year of study and the U.S. Department of Labor estimates that today's learner will have 10-14 jobs by the age of 38. One in four workers has been with their current employer for less than a year. One in two has been there less than five years. Mariah also mentioned that the top 10 in-demand jobs in 2010 did not exist in 2004. We are currently preparing student for jobs that don't exist, using technologies that haven't been invented in order to solve problems that we don't even know are problems yet. To reach an audience of 50 million it took radio 38 years, Internet four years, iPod three years, and facebook two years.

Mariah stated that there are challenges for the future: Addressing healthy aging through disease prevention and health promotion; continuing to support the needs of family caregivers; providing an array of quality long-term care option, especially home and community-based services; addressing the mental health needs of older persons; providing consumers and their families easier access to services through information and development of "one stop shop" programs; and addressing the issue of the direct-care service workforce and the value of older workers.

Governor Set Aside Rating:

Application Form- Jim Hirsch reported that at the last meeting we spoke about having applications for funding under the WIA Governor Set Aside. Jim stated that we have not had any formal process for reviewing and rating the applications. The first step that needs to take place is an allowable activity that can be contracted through Job Service who is the administrative entity. We are looking at an application with a narrative, justification, and description and all proposals must be developed in consultation with Job Service.

Rating Form- Jim Hirsch stated that we were asked to develop a rating form and to keep it simple, so we are looking at something very similar to the application process of the Workforce Enhancement Grants. Jim reviewed the project rating form and stated that it is in the draft stages. Jim commented that first we must find out if the proposal has been reviewed and developed in consultation with Job Service. If so, we will then have standard areas to evaluate the proposal, assign points, and then make a recommendation. It could then go out to the entire committee to vote on, or the chair could set up a committee to review the proposals as they come in. Jim commented with the stimulus money there is going to be a lot more dollars in the Governor Set Aside and we need to start looking at how we can use those dollars effectively for projects that meet the goals of the American Re-employment and Recovery Act.

Transition in North Dakota: Gerry Teevens, Department of Public Instruction-Special Education gave an overview of what the Department of Public Instruction is doing regarding secondary transition and preparing youth for that transition to the adult world and what is happening in the high schools. Gerry mentioned that the Individuals with Disabilities Improvement Act require the special education law to prepare youth for the adult world and further education, independent living, and employment. This transition planning must begin no later than the age of 16, and must include measurable post-secondary goals. There must be long-range goals related to the area of employment, education, training, or any kind of living. The program is looking at what courses are available in the school system in the secondary curriculum, what courses are needed, what other strategies, activities, and experiences the students must be engaged in to help them reach those post-secondary goals.

Gerry reported that state agencies must now submit an annual performance report that is based upon a state performance plan that was created six years ago and focuses around 20 indicators in which the state must measure the information given to them by the districts. There are four indicators that revolve around area of transition. Indicator #1: percent of youth graduating from high school with a regular diploma compared to students without disabilities graduating with a diploma. Indicator #2: percent of youth dropping out compared to youth without disabilities dropping out. Districts are required to turn in data every year to the state department; we then submit that to the federal government. The other indicators such as Indicator #13: requires us to measure the IEP's written for the students 16 and older. There is a six question checklist that monitors use to review the student's IEP, and these IEP's are written based on requirements of the law focusing on what the students want to be doing. Indicator #14: requires a follow-up one year after students have exited.

Cheryl Hess, ND Department of Human Services-Vocational Rehabilitation reported that the purpose of vocational rehabilitation is an employment focus program that will assist individuals with disabilities trying to obtain or secure employment. In order to be eligible for the services you have to have a documented disability. One area we do focus on is transition. We look at individuals that might benefit from the services that are in their junior or senior year. Cheryl commented that together with DPI and NDCPE we put together a transition CD called "Taking the Next Step" (Helping students with disabilities

transition from high school to college or the workforce). Cheryl also mentioned a program they are currently looking at working on is the Summer Youth Employment Program. We are going to be supporting a transition camp through Camp Grassick that will focus on skills. We are also looking at a transition website which will be tailored toward youth and also a brochure for students.

Home Builders Institute: Dennis Torbett, VP Workforce Training & Employment, Home Builders Institute reported that the Home Builders Institute (HBI) is the workforce development arm of the National Association of Home Builders and is dedicated to the advancement and enrichment of craft education and training programs serving the needs of the residential construction industry. HBI has trained skilled workers in the residential construction, promoted its careers and helped the industry address its need for qualified employees. HBI offers: trades training and job placement services, in-school activities, career exploration assistance, standards-based instructional materials, residential construction superintendent designations, and industry-specific ESL tools.

Dennis reported that in 1994 the US Department of Labor/Employment Training Administration awarded a Youth Offender Demonstration Grant to HBI. Project Craft combined seven components from vocational training programs targeted to adult offenders, homeless men and women, and economically disadvantaged youth. The implementation was designed to improve educational levels, teach vocational skills, and reduce recidivism among youth, while addressing the home building industry's need for entry level workers. The program incorporates the apprenticeship concept of hands-on training and academic instruction, utilizing the industry-validated Pre-Apprenticeship Certification Training (PACT), numeracy, literacy, and employability skills curricula. The PACT curriculum was developed by HBI with the needs and learning styles of the at-risk youth. Successful completers earn a certificate in one of eight trades which is recognized by the industry and the US Department of Labor. Some PACT facts are that these programs offer skilled trades training to individuals who may never have considered a career in the nation's eighth largest industry.

Dennis commented that HBI is also building a greener workforce by ensuring that its training is aligned to the new National Green Building Standard. The institute is raising awareness on the importance of green building practices and contributing to the development of a workforce that is skilled in resource-efficient and environmentally friendly techniques. The National Green Building Standard is the green building rating system for all residential construction, and the basis of HBI's new program and curriculum development efforts. The dividends and support for Project Craft programs are exemplary. This program brings together industry and government in a partnership with positive outcomes. The program is a significant resource to the nation's building industry and a major contributor to the future success of thousands of young people.

NEW BUSINESS

NDUS COLLEGE PRESIDENTS PANEL: *Dr. John Richman*, President North Dakota State College of Science reported on workforce training vs. workforce development. Dr. Richman mentioned that the ND roundtable process several years ago called upon the NDUS Universities and Colleges to become more responsive, more flexible, and more assessable. NDSCS is trying to depict some ways to increase flexibility, accessibility, and responsiveness. We are trying to depict multiple entry points into an educational process and to depict multiple delivery methods. In respect to apprenticeships, this past fall at the encouragement, guidance, and advice of business and industry, and by partnering with US Department of Labor, we created a program that accepts selected apprenticeship certifications (verified by US Department of Labor) for a significant portion of an associate degree. That means for that apprentice, they are on their way to an associate degree. We have reduced that time for that individual to complete the apprenticeship program and associate degree by connecting the two.

Dr. Richman commented that another entry point was trainND. Bismarck State College, Lake Region, NDSCS, and Williston State were given the authority to operate and manage the four trainND quadrants within the state of North Dakota. This programming will be offered a variety of ways; technical, computer and technology, and apprenticeships. In addition, trainND can customize any training program to meet the employers' needs. TrainND's numbers in the southeast region for 2008 were 642 Businesses received training, 580 training sessions; 424 computer training, 84 technical training, 66 soft skills training, and 6 organizational training. The satisfaction rates are 99.8% overall satisfaction of business and 98.8% satisfaction with participants. Another way we try to over enhance the workforce development training piece in ND is by partnering with high schools. By partnering with public schools we are trying to build that seamless transition from high school students to post-secondary students. Partnering is another way we try to improve that workforce development and training.

Dr. Richman commented that in the NDSCS academic programs for the future you will see more of these types of partnerships to help support and leverage dollars better. Other areas we are partnering in are with the tribal colleges, Department of Transportation, and the Department of Corrections training opportunities.

Dr. Larry Skogen, President Bismarck State College reported on the figures on the training that Bismarck has been doing. Dr. Skogen stated that there is a lot of confusion across agencies. When we talk about training, we are talking about institutions serving the employers, companies come to us with the type of training they need. That is workforce training. Workforce development is individual development of that person. Our students are in workforce development. We need to make sure when talking to companies we are clear about what we are talking about.

Dr. Skogen reported the southwest quadrant trainND numbers were: 281 businesses received training, 98 repeat business, 701 training sessions; 226 computer training, 63 technical training, 222 soft skills training, 12 organizational training, and 178 apprenticeships. We have had a 99% overall satisfaction of businesses, and 99% overall satisfaction of participants.

Dr. Skogen mentioned that BSC is part of the ND Nursing consortium, partnering with Williston, Devils Lake, Bottineau, and Ft. Berthold. BSC's average graduates are 13 AND, and 15 LPN. This program allows BSC to deliver over IVN. All these places can have instructors and are teaching to students through this technology. Dr. Skogen commented that BSC is supporting workforce development and training with federal funding. He commented that BSC does receive earmarks and WFE Grants. This has helped to enhance our programs.

Dr. Skogen stated that the energy program is a growing program and the energy industry has asked us to develop a degree. We now have a Bachelor of Applied Science in Energy Management. This program will educate and train individuals for management and supervisory positions in the energy industry. Our programs are on campus as well as online, and in partnership with Dickinson State. BSC delivers the junior and senior programs and Dickinson state delivers management, accounting, and business related courses. BSC also has industry partners. BSC is the provider for the Energy Coalition known as Energy Providers Coalition for Education. They have energy partners that are part of their program and degree them to us for training and development. We partner with community colleges, Turtle Mountain Community College, Red Rocks Community College, and St. Paul College. BSC partners with 40 of the largest US energy companies. Another program BSC has is with Basin Electric called Basin Electric's Grow Your Own Program; if Basin hires the students, basin will reimburse half their tuition costs over a three-year probationary employment period. BSC also has growth potential of energy programs with the US Military and international opportunities.

Dr. Richard McCallum, President, Dickinson State College commented on collaboration. Collaboration between different levels of government, state, county, and city. Collaboration between educational institutions and the collaborative efforts with Williston, Minot, and Bismarck. In order to advance in economic development it takes collaboration. Dr. McCullum stated that partnership is critical. In Dickinson there is a very active manufacturer roundtable group. A group of 35 business leaders representing manufacturing and retail interest, and representing government interest about the needs for workforce training, development, and recruitment. Dr. McCullum stated that we as an institution are an active participant and we try to respond to the ideas and suggestions that evolve. He questioned "Do you believe ideas fuel economic development; do you believe ideas and information organized within an educational curriculum can make a contribution to business development and economic development, do you believe knowledge, attitudes, skills, and aspirations that go into entrepreneurship and business innovation can be taught, learned, and practiced?" Those are fundamentals assumptions that underlie

everything we are trying to do. Dr. McCallum stated that DSU graduates are analyzed every year. Last year the students who graduated from DSU that were ND residents, 94% stayed in ND to live and work; out of state students, 51% stayed to live and work in ND and 14% of international students stayed in ND to live and work. Dr. McCallum stated that most of the international students that come from overseas are here under visa restrictions, which requires those students to return home, therefore, given those restrictions, 14% is an important recruitment of talent. That is part of the direct contribution that higher education makes to the economic development of ND. We are training students and educating students to live and work in our state.

WORKFORCE TRAINING REPORTS

Workforce 20/20: Maren Daley gave an overview of the Workforce 20/20 program stating that this is a state funded program sharing in the cost of training for these programs. Key target is manufacturers which came into play in the late 90's to ensure that ND manufacturers could provide the training for their workforce in the new technologies in order to stay competitive. The program is not solely limited to manufacturing; however it is the primary target. Maren provided a report listing of the project applications and approvals for the 07-09 bienniums indicating that there is broad array of training. Maren stated that currently there is \$234,000 left to use by end of June. Maren stated that under the legislation, they want more than 50% to be for new or expanding businesses. We are running tight on that percentage right now, but with the economic changes we have seen since October there was a while where manufacturing training applications almost dried up and now there coming back in. This program is not getting opposition in the legislative process currently and will be approved for funding at the same level and that is based on current good results and feedback from the employers. Maren stated that The Workforce 20/20 annual report indicates individuals wages trained under this program continue to increase at a higher faster rate than employees in the same line of business that do not receive training.

Workforce Training Quadrants: Deanette Piesik, Northwest Region Workforce Training Director-Williston State College, questioned how the national recession was affecting the workforce training. She stated that usually ND is about a year behind the national average and we are expecting that if we do have a recession it will be about a year behind, but to-date our headcount section and contract hours on training participants and total training revenue is on track. We will see similar reports for FY 2008. Deanette commented that we are trying to be proactive in dealing with this national recession when it hits ND. We provided training on sales for all of the staff so they could partner and work better with the business industry. We want to build a better relationship with the business community, and this type of training has helped us learn how to ask questions and uncover other types of training we could provide businesses in ND. The other aspect of this is that it gives staff time to network and share programs so

were not starting new programs. We want to use the experts we have in ND to provide training and we want to use the equipment that we all have with the expertise that we all have. We are collaborating efforts with many agencies and other colleges and universities. We develop, deliver, customize, and evaluate the trainings; we deliver a high quality product and the businesses have been happy with what we offer.

LEGISLATIVE UPDATE

Career & Technical Education: Jim Hirsch reported for Wayne Kutzer mentioning that the Career & Technical Education budget was on track as well as the Governor's recommendation except for a few minor adjustments. Jim mentioned that Career and Technical Education will receive some additional new funding as a result of some of the efforts of the Workforce Congress and recommendations to expand Career & Technical Education programs.

Department of Public Instruction: Valerie Fischer reported that Bill 1400 is currently in conference. Valerie commented that the bill is 46 pages long and we expect to see many amendments. Valerie reported that the pre-kindergarten and preschool was pulled and may come back in, the career counselor piece looks solid and there is funding for 50 FTE's across the state for career advisors. Valerie reported that the department budget Bill 1013 will be decided at the same time as Bill 1400 because what goes into Bill 1400 will remain to be partnered with what the department is required to do with Bill 1013, and the two will probably be decided at the end of the session. Some of the other bills that may be of interest is the bill on compulsory attendance. The issue of dropouts and what it does to the workforce pool and the economic development issues across the state. That bill has passed and part of that requires the department to do a legislative study.

Department of Commerce: Shane Goettle reported on the Department of Commerce budget that pertains to the Workforce Enhancement Grant Program. Shane stated that all of the two-year institutions in the state accessed the \$2M in the last biennium, matching them on a 50/50 match with the private sector to launch new training initiatives that were not budgeted in their budgets. This program has been fully utilized and the Senate is supporting it again for \$2M for the next biennium in accordance with what the Governor had recommended. The Governor likes the program and would like to see it continue. Shane commented that on the house side we ran into a little bit of trouble, the house initially had apposed to zero it out, but it did come out of government operations through the full approach process with a million dollars in it. That is a cut from the previous biennium and it is now in Conference Committee. Shane stated that we will again serve the Governor's recommendation of \$2M for that program.

Shane commented that Operation Intern is a program we were hoping to increase from \$600,000 to \$1.2M. The Governor has proposed to expand the program to high school juniors and seniors as well as apprenticeships in the state. The expansion has gone through the policy committee process and been approved. The funding level is in the budget and being worked out, the Senate went with the Governor's recommendation of \$1.2M and the House cut that to \$900,000. That is the difference going into the Conference Committee. There is also discussion of putting a lifetime cap on businesses of \$30,000. We are proposing an alternative to codify a statute that if a business over a biennium had funded 10 internships, the next biennium they wouldn't be eligible for those 10, but if they wanted to do 11 and 12 they could.

Shane stated that there is an initiative that affects the Workforce Development Council that the Senate added into the Commerce Bill. First, it continues the obligation for agencies to work together on the annual strategic plan. It takes another step involving four agencies: Department of Commerce, Job Service, CTE, and Higher Education to come to the Workforce Development Council by July 1 and have our budgets approved by the Council. That is problematic since the budgets are not done yet, nor do we have any input from the Governor's office on the priorities. What we worked out was to move the date from July 1 to November 1. I don't see the Workforce Development Council's approval of the budgets, but the presentation of those budgets can be excellent discussion on how those strategies and programs interrelate by November 1 before heading into the session. This is a path that Chancellor Goetz is comfortable with and if we persuade the legislators that would be a new roll for the Council to play. Shane reported that the longitudinal data budget is not in the budget, but hopefully it will get the funding it needs to move forward along with the possibility of stimulus dollars. The Workforce Development Council would be an advisory board as to how it would oversee the agencies budgets as they pertain to workforce before it goes to the legislative process.

Jim Hirsch mentioned some that we requested a \$50,000 increase in our operation budget to support the increasing costs associated with Community Labor Availability Studies and Industry Sector Workforce Needs Assessments. We did increase the division Operation Budget by \$32,250. This will leverage additional federal funding to be used in expanding the scope of services which can be delivered by the State Commission and the Office of Faith-Based and Community Initiatives.

University System: Marsha Krotseng reported that higher education's objective is to maintain and retain affordability for students and the higher education budget will help make that happen. As the budget bill has found its way through the process, there have been a number of pieces that have been in and out; and as we are working through that, some of that funding is related directly through financial aid for students, so the Chancellor and the State Board have requested that the Conference Committee try to put additional funding back in for student

financial assistance. Right now, one of the committees did add back in \$8.2M for the affordability initiative. The affordability initiative would allow our community colleges to keep tuition flat, and that is something that is important for the two-year institutions. One piece tied to that in order to be able to hold tuition to affordable levels is there needs to be another component to help the institutions to have funds to operate and put in new programs. That funding is not included right now but we will continue to focus on financial aid. Marsha reported that the STEM initiative is taking a different shape than we originally anticipated; there is a provision for loan forgiveness programs in science technology, engineering, and math.

Department of Corrections: Dennis Fracassi reported that they did get legislation that will allow Roughrider Industries to sell products to inmates. That enables us to take over the commissary program which is currently run by a company in St. Louis. Dennis commented that it only makes sense that if someone is going to make money, it should be us. The profits will be directed for vocational education.

Dennis commented on the issue of high school dropouts. Where do they go after they drop out? Two to three hundred of them come to the Department of Corrections and that doesn't count the jails. Dennis commented that affordable tuition is another issue that we are happy to hear about because a lot of parents struggle to get there kids through college. Parents always comment "does my kid have to go to prison to get an education". Dennis reported that efforts are ongoing, and we have made collaborative efforts with Job Service, Department of Commerce, and the Department of Human Services. .

ND Tax Department: No Report

WORKFORCE INTELLIGENCE COUNCIL REPORT

Council Projects:

Disadvantaged Youth- Larry Anderson reported that the Workforce Intelligence Council has been very active recently fielding a number of requests from various entities across the state for different kinds of workforce intelligence. The 2007 legislative requirement was to establish the Workforce Intelligence Council. There are 24 members that constitute the full council. There is also a steering committee which consists of key partners and Stakeholder Information Managers or Analysts who meet monthly fielding requests for workforce intelligence from various entities. The Steering Committees recent work involves dealing with a request from the Governor's Workforce Council Planning Committee to guide strategic planning in anticipation of an increase in funds under the American Recovery and Investment Act. The Planning Committee requested information on number and type disadvantaged youth in North Dakota in contrast to opportunities for

youth. The Planning Committee wanted this information to determine how and where to best deploy the additional Recovery and Investment Act youth funds that will be coming into our state. To respond to this request The Workforce Intelligence Steering Committee collected data and information on youth in ND by county and region. The Steering Committee used data and information from a number of agencies and sources to prepare a report for the Planning Committee on Youth in North Dakota.

The steering committee entitled their report “Targeting Youth Statistics for American Recovery and Investment Act”. Larry Anderson gave a brief overview of some of the statistical data within the document which entails information of Youth by County and by Region. In addition, the steering committee also has been working on the requirement for the plan modification for the WIA Five Year Plan. The steering committee is working on a detailed analysis of the states economy and the labor pool in the context of the WIA plan requirements in Section 112. We are trying to give an indication of the economic downturn and how it has impacted the states economy and labor market. We want to include as a part of that a current and anticipated impact on employment.

Larry reported that we also have a workforce intelligence request from the Robert Woods Johnson Partners Investing in Nursing (PIN) grant team. The North Dakota Nursing Education Consortium in the state has requested workforce intelligence in a report that identifies all of the individuals in the state who attended a nursing educational program, whether they have secured their nursing credentials and whether they are currently employed in the nursing industry in North Dakota. This group is working to address workforce shortages in Nursing in North Dakota.

Transition from Prison to Community Committee- Larry Anderson reported that the Transition from Prison to Community Initiative is a state-wide initiative. There is umbrella group called the leadership transition team which consists of 20-25 individuals and heads of departments. The leadership team set forth a goal based upon a grant that the state of ND received to embark upon an effort to reduce recidivism in North Dakota. The leadership transition team established through a charter the Transition from Prison to Community Steering Committee TPCI to guide the state efforts for this initiative. That committee chartered another group called Education and Employment Subcommittee where we zero in specifically on employment and education as one of the impediments to successful transition. The goals of this subcommittee support reduction of recidivism by preparing the individuals that will be leaving the department of corrections to transition into jobs and careers in demand in North Dakota.

State of the ND Workforce Report- Larry Anderson reported that the State of the ND Workforce Report is a report that was done by Dr. Richard Judy for

the 2007 Governor's Workforce Summit. The Workforce Steering Committee has the charge of updating the report for the upcoming 2009 Governor's Workforce Summit.

ACTIONS AND RECOMMENDATIONS
Council Discussion and Planning- NONE

PUBLIC INPUT: NONE

ADJOURNMENT: The meeting was adjourned at 3:00p.m.