

Minutes of the
WORKFORCE DEVELOPMENT COUNCIL
ADMINISTRATIVE COMMITTEE
June 29, 2020
TEAMS audio/video Meeting

Members present: Dave Farnsworth, Wayde Sick, Robyn Throlson, Stan Schauer, Bryan Klipfel, Arnie Strebe

Public present: Phil Davis, Ruth Lacher, Katie Ralston, Sherri Frieze

Guest present: Kimberly Tomanek

Dave Farnsworth called the meeting to order at 10:30 a.m.

APPROVAL OF MINUTES

MOTION: It was moved by Arnie Strebe, seconded by Robyn Throlson to approve the minutes from May 21, 2020 administrative committee meeting. Motion carried unanimously.

JOB SERVICE CENTERS UPDATE

Phil Davis

Phil gave a brief update on the opening of the ND Job Service Centers around the state. The local center has opened as of June 10th, from Wednesday – Friday, with all ND Job Service centers closed Monday and Tuesday to answer the high volume of phone calls. All Job Service Centers will be open by July 21. Precautions have been taken to provide the best safety measures for staff and customers, with limited number of appointments and customers in the office at the same time, providing masks and cleaning of the facilities thoroughly.

Phil highlighted the awarding of the Emergency Dislocated Grant, approved in late March, early April for \$500 thousand. Those funds will be available until the end of March 2022. As time evolve, updates will be reported to the Administrative committee on how the grant funds have been spent. This will be put on the monthly agendas going forward.

ONE STOP MOU

Katie Ralston

The One Stop Delivery System, Memorandum of Understanding is a signable WORD document, brought forth by Job Service, with wet signatures. Due to the COVID virus, this was not possible. The document has been put on SharePoint, for access to all to sign. Issues started to evolve, with only one signature being saved and a delaying of process was encountered also. It was then decided to have multiple signature pages, to speed up the process. All signatures are hoped to be received within two months.

BOARD MEMBER UPDATE

Katie Ralston

Katie gave an update to expiring member terms for June 30th. Discussions are taking place to recruit members from the western part of the state, as well as from the UAS industry. It was suggested to look for representation from the oil and gas industry, as well as the homeless population/low income private sector.

Phil mentioned that Job Service has many contacts in the oil and gas industry and can be of assistance in recruitment there.

IN DEMAND JOBS LIST

Katie Ralston

The drafted In Demand Jobs List has been reviewed and updated by the group that worked on the list last year. Each year this list needs to be reviewed and updated, and this year it was noted that very few changes were made.

The criteria used to find the top 75 in demand jobs was based on the number of available jobs, wages, and the outlook of jobs in ND. The list will be brought forth to the Workforce Development Council on July 15th for approval.

MOTION: **It was moved by Dave Farnsworth, seconded by Arnie Strebe to approve the In-Demand Jobs List as sent out to the administrative committee, with the number limited to seventy-five occupations.**

OTHER

- The ND State Governance and Transition Training Project Summary was discussed, noting the listed recommendations in the project summary will need to be considered and discussed before a present to the full council on July 15th. Phil mentioned he would like to see the council receive a one, three- or five-year plan on WIOA set aside spending for projects using those dollars. This could be presented to the full council at the July meeting. It was mentioned to have private industry individuals be part of the planning process.
- Apprenticeship grant that Commerce received a year ago, through the Department of Labor, is in the process of receiving signatures from the ND State College of Science.
- A \$9 million, 5-year apprenticeship grant, to support apprenticeship programs with a focus in Information Technology and Cybersecurity was completed by Lake Region State College and is being partnered with Candeska Cikana Community College, was and submitted in mid-May by CTE. If CTE is awarded the dollars, use of those funds would require Lake Region State College to secure staff to manage the grant. 1.) funding will be available to employers for the help to develop the apprenticeship program and, 2.) dollars will be available to convert anything curriculum wise to a digital format, and 3.) a portion of dollars will be used in for those using the program for travel, stipend, childcare.

Adjourn

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