

**WORKFORCE DEVELOPMENT COUNCIL
ADMINISTRATIVE COMMITTEE MEETING AGENDA**

Thursday, October 24, 2019

2:00 – 3:00 p.m.

CONFERENCE CALL DIAL-IN: | 701-328-0950 / Participant Code: 688376150#

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TIME	AGENDA ITEM	PRESENTER
2:00 p.m..	Call Meeting to Order	Dave Farnsworth
	1. Administrative	
	Approve Minutes	Michelle Kommer
	- July 30, 2019	
	- August 26, 2019	
	2. State Plan	Phil Davis
3:00 p.m.	Adjourn	Dave Farnsworth

Minutes of the
WORKFORCE DEVELOPMENT COUNCIL
ADMINISTRATIVE COMMITTEE
Thursday, October 24, 2019
SKYPE conference call

Michelle Kommer called the meeting to order at 2:00 p.m.

Members present: Michelle Kommer, Wayde Sick, Stan Schauer, Arnie Strebe

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

Approval of Minutes

MOTION: It was moved by Arnie Strebe, seconded by Wayde Sick to approve the minutes from the July 30, 2019 and August 26th, 2019 administrative committee meeting. Motion carried unanimously.

Unified State Plan

Phil Davis

Under the Workforce Innovation and Opportunity Act (WIOA), the Governor of each State must submit a Unified or Combined State Plan to the Secretary of the U.S. Department of Labor (DOL) that outlines a four-year strategy for the state's workforce development system. This 250-page document was last edited two years ago. A meeting was held at the Department of Commerce on October 23rd, 2019; discussing the structure of the plan. With preliminary guidance, the plan will remain the same and section edits to the plan could start soon. The administrative committee will review and discuss ongoing edits to the plan at regular monthly meetings and in December the plan will be approved by the Workforce Development Council, then released for public opinion and per federal requirements, the unified state plan will be submitted through an online portal by the end of March 2020.

Adult Education Request for Proposal (RFP)

Stan Schauer

Under the Workforce Innovation and Opportunity Act (WIOA), Section 231 of the Adult Education and Family Literacy Act (AEFLA or Title II) requires as eligible agency Department of Public Instruction (DPI) award multiyear grants or contracts on a competitive basis to eligible providers for the purpose of developing, implementing, and improving adult education and literacy activities within the state. DPI is currently modifying the RFP document and working towards a timeline of events for completion to the RFP process. Per WIOA, the applications are to be screened for demonstrated effectiveness, and will be brought forward to the WDC.

Other

In response to Wayde's question regarding how to prepare for the next legislative spring strategic review process, Michelle highlighted future engagement of the Economic Development Foundation and possibly the EmPower ND Commission will join the WDC at a future meeting. This collaboration will enhance workforce priorities by engaging the public-private partnerships groups. As an education organization, the WDC can and should be able to advise workforce strategy by possessing ideas that relate to solving problems.

Future Meeting

Agenda item: **Strategic Review** to be added to all future administrative committee monthly meetings, until determination.

Adjourn

Meeting was unanimously adjourned at 2:30 p.m.