

**WORKFORCE DEVELOPMENT COUNCIL  
ADMINISTRATIVE COMMITTEE MEETING AGENDA**

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**Friday, September 28, 2018**

10:30 A.M. -11:30 A.M.

JOB SERVICE CUSTOMER SERVICE  
OFFICE:

1000 E DIVIDE AVE, BISMARCK ND 58503

AUDIO PARTICIPANTS:

AUDIO ONLY ACCESS NUMBER: (701) 328-7950 / CODE: 567000#

<b>TIME</b>	<b>AGENDA ITEM</b>	<b>PRESENTER</b>
10:30 a.m.	Call Meeting to Order – (1) Review Agenda Approve Minutes – (2) August 23, 2018 Executive Committee Minutes	James Whirlwind Soldier
10:40 a.m.	(3) Dept of Labor Review Finding Local Policies	Susan Gunsch
11:00 a.m.	(4) In-Demand Occupations List Discussion	Susan Gunsch / All
11:30 p.m.	Adjourn	James Whirlwind Soldier

WORKFORCE DEVELOPMENT COUNCIL

Minutes of the

**WORKFORCE DEVELOPMENT COUNCIL  
ADMINISTRATIVE COMMITTEE**

Friday, September 28, 2018

Via conference call

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James Whirlwind Soldier called the meeting to order at 10:28 am.

**Members present:** James Whirlwind Soldier, Wayde Sick, Robyn Throlson, Valerie Fischer

**Staff present:** Susan Gunsch, Tammy Barstad, Ruth Lacher

**It was moved by Valerie Fischer, seconded by Robyn Throlson, and carried on a voice vote that the minutes of the August 23, 2018 Administrative Committee meeting be approved as distributed.**

**Department of Labor Review Finding - Local Policies**

Susan provided an introduction of local policies that must become Workforce Development Council policies as revealed through a recent US Department of Labor review. It was moved by James Whirlwind Soldier, seconded by Valerie Fischer, and carried on a voice vote that these local policies become Workforce Development Council policies.

- Co-Enrollment Policy and Procedures
- Individual Training Account Limitation Policy
- Self-Sufficiency Standard Policy
- Underemployment Policy
- Incentives for Youth Policy – with a change to replace verbiage from Lit/Num to Measurable Skill Gain
- Adult- Dislocated Worker Funding Transfer
- Basic Skills Deficient

Susan provided an overview of existing policies that are up for review. It was moved by Valerie Fischer, seconded by Robyn Throlson, and carried on a voice vote to approve these policies.

- Attendance
- Member Expense Reimbursement
- In-School Youth Eligibility – with a change to add verbiage specifying low-income with additional assistance
- Out-of-School Youth Eligibility – with a change to add verbiage specifying low-income with additional assistance
- North Dakota One-Stop Career Center Certification

The final policy for review was Definition of Family for WIOA Eligibility. This policy is being retired. It was moved by Wayde Sick, seconded by James Whirlwind Soldier, and carried on a voice vote to sunset this policy.

### **In-Demand Occupations List Discussion**

The existing occupations list is set to expire October 1. Susan provided an overview of the state of recommendations that will drive the creation of an updated list. After discussion, it was moved by James Whirlwind Soldier, seconded by Robyn Throlson, and carried on a voice vote to continue the existing In-demand Occupations list with a condition to update it no later than July 1, 2019.

No further business appearing, the meeting was adjourned at 11:05 am.