

Minutes of the

WORKFORCE DEVELOPMENT COUNCIL
ADMINISTRATIVE COMMITTEE
Thursday, May 21, 2020
TEAMS audio/video Meeting

Members present: Dave Farnsworth, Wayde Sick, Robyn Throlson, Stan Schauer, Bryan Klipfel, Michelle Kommer

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 Robyn Throlson, seconded by Wayde Sick to approve the minutes from December 19, 2019 administrative committee meeting. Motion carried unanimously.

MOTION: It was moved by Wayde Sick, seconded by Roby Throlson to approve the minutes from January 23, 2020 administrative committee meeting. Motion carried unanimously.

POLICY REVIEW FOR

Data Validation and Individual Training Limited Account (ITL) documents

Phil Davis

Data Validation Policy - Workforce Innovation and Opportunity Act (WIOA) requires the policy be completed on an annual basis but will be done quarterly basis, ensuring that correct documentation is in place for various program files. Each review period needs to include two percent of Wagner-Peyser records and ten percent of WIOA records, that will be audited internally through Job Service under the Workforce program unit. This audit is important, as the Department of Labor visits every year to make sure compliance is met.

Individual Training Limited (ITL) Policy - WIOA driven policy. Job Service is looking to update the policy, as it currently stands at the funding policies for students of neighboring states; South Dakota, Montana, and Wyoming. Training dollars to offer students, put a cap on it, long term training, \$16,000 program completed in 3 years. Short term training, \$12,000, program completed in 6 months.

Michelle Kommer joined the meeting at 10:15 a.m.

MOTION: It was moved by Michelle Kommer, seconded by Ruth Lather to approve the Data Policy with no contingency and to approve the Individual Training Limited Policy, contingent to re-examine the policy again in January 2021.

Stan Schauer left the meeting.

DISLOCATED WORKER GRANT

Ruth Lacher

Job Service received \$509,000 for the Disaster Recovery grant. Job Service will provide a plan that includes: 1.) work experiences on a part time basis to assist with clean up and humanitarian efforts related to the pandemic, and 2.) to provide occupational classroom training to eligible individuals, with work experiences that are in the same category as the education being pursued. Eligible individuals would be those temporarily or permanently laid off, long term laid off, or self-employed individuals that became unemployed due to the pandemic.

GOVERNOR'S SET ASIDE FUNDING UPDATE

Katie Ralston

Katie gave an update to the tech training program designed for incarcerated individuals; The Last Mile. The program was found to qualify for an alternate procurement request, but the request was denied. A Letter of Intent for Competitive Bids has now been submitted, as intended by Office of Management & Budget and will await final approval.

BOARD TRANSITION TRAINING DISCUSSION

Katie Ralston

Recent 90-minute online training was recently attended by some of the Council members. Topics covered were the use of Governor's set aside funds, with the opportunity for growth. Focusing on unified business services, sector partnerships and career pathways and accountability. Additional coaching could be available to the council members, if responding by June 4th and members should let Katie or Phil know.

It was mentioned to leverage resources with the Economic Development and Finance team at Commerce and what other state agencies could deliver. It was also recommended to start with the Executive Committee of the WDC and then move to the full council to put metrics together.

OTHER

Memberships – Katie and Michelle will be contacting members with expiring terms soon. Phil commented that he will give Katie the name of a contact in Grand Forks that can help with getting representation of the UAS industry on the Council.

CTE – Wayde discussed changes from the Perkins IV Plan to the Perkins V Plan. The Perkins V Plan was submitted on April 15th, with current approval from the regional coordinator, and waiting on full approval from the Department of Education.

Changes include the need for local recipients, schools, and colleges to complete a comprehensive local needs assessment based on size, scope, and definition with state set standards on the analysis of student enrollment and performance.

Nine virtual workshops have been conducted that have trained 110 districts of post-secondary institutions on the process needed to fill out the form. Funding for the Perkins Plan includes five million in allocations every year, with five percent allocated to administration costs and eighty five percent set aside for local recipients.

Adjourn

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