

**Minutes of the
WORKFORCE DEVELOPMENT COUNCIL
ADMINISTRATIVE COMMITTEE**

November 25, 2020

2:00 p.m. – 2:30 p.m.

TEAMS audio/video Meeting

Members present: Dave Farnsworth, Wayde Sick, Stan Schauer, Bryan Klipfel, Katie Ralston, Arnie Strebe

Public present: Phil Davis, Ruth Lacher, Sherri Frieze

Dave Farnsworth called the meeting to order at 2:00 p.m.

APPROVAL OF MINUTES

MOTION: It was moved by Wayde Sick, seconded by Arnie Strebe to approve the minutes from June 29th, 2020 administrative committee meeting. Motion carried unanimously.

POLICY REVIEW

Individual Training Account (ITA) Policy 2-08-01 (1)

Data Validation Policy 2-15-01 (0)

Phil Davis

Two policies; Individual Training Account (ITA) and the Data Validation required edits/changes that were reviewed and explained to the committee the reasons needed to make the changes for compliance with the Workforce Innovation Opportunity Act.

MOTION: It was moved by Bryan Klipfel, seconded by Arnie Strebe to approve the edits/changes to the ITA and the Data Validation Policy. Motion carried unanimously.

CORE PARTNERS UPDATE

Katie Ralston – Going into the ND 67th Legislative session, the Workforce Development Council (WDC) will focus on thirteen recommendations that are wrapped within four themes; 1.) Career Exploration and Technical Skills Gap, 2.) Occupational Licensing Reform, 3.) Removing Barriers for individuals with Criminal Backgrounds, 4.) Recruitment and Retention of ND workers.

Phil Davis – Workforce Innovation and Opportunity Act (WIOA) PY19 Annual Report was recently finished; July 1, 2019 – June 30, 2020. WIOA law requires an annual report every year and in this report the successes of ND as a state are showcased. An audit will be conducted virtually the week of December 14th and the audit reviewer from Texas will be invited to join the WDC/EDF joint meeting on December 16th. Attention to WIOA policies/procedures, membership roster, and minutes are some of the items that the audit will focus on.

Wayde Sick – Had recent conversations with partners in Watford City and Dickinson, regarding CTE Centers and the move forward for both cities. Dickinson has purchased the Halliburton complex recently that is being looked at by Dickinson State University and Dickinson Trinity and regional school districts. In the Watford City area, the trades of health, automation and construction are being considered along with a development of a toolkit for area centers on best practices for including more work base learning services in high schools,

Stan Schauer – October 1st was the submission of the State statistical Fiscal and Performance Report for Adult Education. December 31st, the Federal Financial Narrative and Assessment will need to be submitted. As a byproduct of the pandemic, an increased interest in General Education Development (GED) pathway and adult education. GED testing is on the rise as the remote option is available during the pandemic and will be gone after the pandemic clears.

MOTION: It was moved by Arnie Strebe, seconded by Wayde Sick adjourn the meeting at 2:40 p.m. Meeting adjourned unanimously.