

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

February 13, 2020  
SKYPE conference call

**Members present:** Dave Farnsworth, Cindy Griffin, Don Shilling, Arnie Strebe, Perry Lubbers

**Ex Officio members present:** Michelle Kommer, Bryan Klipfel

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

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Dave Farnsworth called the meeting to order at 1:30 p.m.

**Approval of Minutes**

**MOTION:** It was moved by Perry Lubbers, seconded by Don Shilling to approve the minutes from the December 6, 2020 executive committee meeting.

**Timeline and Objectives**

**Michelle Kommer**

Preparation work from the subcommittees and the full council is at top speed, as the Commerce Department prepares for their strategic review on March 4<sup>th</sup> with the Governor. At that time, high level recommendation will be brought forward from the three subcommittees. The future timeline could then reflect a more refined approach to an engagement process to a full education mode to lead with communities and partners.

**Populations with Barriers**

**Bryan Klipfel**

Recommendations from the subcommittee include: 1.) working with the Department of Corrections to teach relevant skills to those incarcerated, and ready to enter the workforce, to meet employer needs, 2.) engage stakeholders to ensure employees trained can meet requirements of licensing, 3.) provide an up-to-date document with resources available to those in need, and 4.) find an alternative funding, through Job Service, for programs right outside the federal requirements.

**Recruit & Retain**

**Katie Ralston**

Recommendations from the subcommittee include: 1.) targeted recruit workforce campaign, focus on leveraging alumni with universities, and 2.) leadership training and facilitated training for employees for professional development. The subcommittee is working to finalize more recommendations.

**Career Exploration & Skills Gap**

**Don Shilling**

Recommendations from the subcommittee include: 1.) career exploration, 2.) internships and job shadow, 3.) business and education collaboration, 4.) current state funded programs and their impact, 5.) review of Career Technology Education programs, 6.) apprenticeships, and 7.) coordination of state-wide career and job fairs.

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**Occupational Licensing Reform (OLR)**  
**Michelle Kommer**

The Occupational Licensing Reform (OLR) subcommittee, referenced during the Governor's State of the State address last month, will kick off the first meeting next week at the ND Department of Commerce on February 26<sup>th</sup>.

The group will be studying North Dakota's occupational licensing trends, and spending the months ahead gathering input from all occupational licensing boards, and commissions. This will help propose a path forward and help remove unnecessary barriers; researching governances, best practices, and creating a framework for a better understanding to a unified plan for occupational licensing.

Michelle reminded the group that the four subcommittees are not proposing legislation but are doing the work of educating and learning for the better health of the citizens of ND.

**OTHER – WIOA Funds**

Michelle gave a recap on the discussion held last year, that approved the granting of funds from the Workforce Innovation Opportunity Act (WIOA) funds for the investment in the accelerated learning platform; Emerging Digital Academy. The WIOA funds would be used for the underemployed, non-employed, or populations with barriers.

Michelle mentioned a procurement issue came forward and a revisit would be needed on how to support the initiative. She stated, it appeared as though the WIOA funds can be granted for marketing purposes and for targeting populations with barriers, based on guidance received from Senator Hoeven's office.

**MOTION:** It was moved by Perry Lubbers, seconded by Cindy Griffin that the Executive Committee of the Workforce Development Council recommends the approval of the full Workforce Development Council for the Governor sequestered (amount to be determined) from the Workforce Innovation Opportunity Act (WIOA) funds to provide tuition for students with barriers to employment to attend the Emerging Digital Academy. Motion carried.

**Adjourn**

Meeting was adjourned unanimously at 3:00 p.m.