

Minutes of the
WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE
December 8, 2020
TEAMS Conference Call 10:00 a.m. – 11:30 a.m.

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

Ex Officio members present: Bryan Klipfel, Katie Ralston

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

Dave Farnsworth called the meeting to order at 10:00 a.m.

APPROVAL OF MINUTES

MOTION: It was moved by Bryan Klipfel, seconded by Arnie Strebe to approve the executive committee minutes of October 5, 2020. Motion carried.

COMMUNICATION STRATEGY UPDATED

Katie Ralston

The Commerce marketing team is leveraging a vision to identify opportunities to inform all stakeholders and public of the council's recommendations that are being brought forth this legislative session. A group of 40 different organizations were identified to attend a TEAMS Live Event discussion. The live session is being planned for December 17th. Chairman Farnsworth and subcommittee leaders are the chosen presenters for each key theme discussion. The marketing team is working on a toolkit that will be posted to the WDC webpage, as well as the recorded TEAMS live event will live there. A practice session is being planned for December 14th or 15th with the Commerce Marketing Team.

**DECEMBER 16 JOINT MEETING PLANNED WITH
THE ECONOMIC DEVELOPMENT FOUNDATION (EDF)**

Katie Ralston

The December 16th, joint meeting agenda of the WDC and the EDF, is planned to start at 10:00 a.m. and last until noon. The WDC Board will meet separately in the afternoon. Agenda items for the council's afternoon meeting include a WIOA Annual Plan update, presenters from the Center of Nursing, the UND Graduate Student Internship Program, the Governor's office and a possible virtual visit from the Federal Project Officer from the U.S. Department of Labor.

OTHER

WDC Meeting Dates for 2021

Meeting dates for the council and the committees; administrative and executive, were presented to the executive committee. The committee agreed to extend the times of the council meetings to 2:00 p.m. The document will be updated and resent to the committee, with any discrepancies to be noted. The updated document will be brought forward to the full council at the December 16th meeting.

Next Steps

WDC 2021 Focus

Members discussed WDC focus for 2021.

- First quarter meetings:
 - State Apprenticeship and Technical Skills Grant funds expended through the CARES ACT
 - SWOT analysis discussion
 - Industry Sector education for council members
- Second quarter meetings:
 - Impacts, pivots, shifts post pandemic
 - SWOT analysis discussion
 - Strategic Planning Session

ADJOURNMENT

MOTION: It was moved by Arnie Strebe, seconded by Don Shilling to adjourn the meeting. Meeting was adjourned at 11:30 a.m. unanimously.