



**NORTH DAKOTA WORKFORCE DEVELOPMENT COUNCIL  
EXECUTIVE COMMITTEE**

**JOB SERVICE NORTH DAKOTA  
1601 E CENTURY AVE.  
BISMARCK, ND 58501**

**AGENDA  
February 6, 2014  
3:00 PM – 5:00 PM**

<b>TIME</b>	<b>ACTIVITY</b>	<b>PRESENTER</b>
3:00 pm	Call to Order <ul style="list-style-type: none"><li>• Welcome and Introductions</li><li>• Review and approve today's agenda</li></ul>	Dave Farnsworth
3:10 pm	Overview of past Workforce Development Council meeting information	Susan Gunsch
3:20 pm	Overview of Workforce Leadership Team activity and Strategic Plan	Beth Zander
3:30 pm	Discussion to formalize ideas/recommendations for future legislative activity.	Dave Farnsworth
5:00 pm	Final thoughts and next steps	Kayla Effertz



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**MEMBERS PRESENT:** Susan Gunsch, David Farnsworth, Dave Kemnitz, Wayne Kutzer, Hans Halvorson

**MEMBERS ABSENT:** Bruce Walker

**EX-OFFICIO MEMBERS PRESENT:** Darren Brostrom, Jim Walker

**DESIGNEE PRESENT:** None

**GUESTS PRESENT:** Ruth Lacher, Kayla Effertz, Russ Cusack, Valerie Fischer, Beth Zander, Wayde Sick, Carla Hixson

**STAFF PRESENT:** Robin Fuhrman

Dave Farnsworth stated the reason for this meeting is how it is best to fulfill the purpose and mission of the Workforce Development Council. The council has educated members about workforce needs in North Dakota, and presentations have featured individuals from various sectors, including Infrastructure, Information Technology, Tourism, Energy, Health Care, Manufacturing, training providers, Veterans groups and Native Americans. These groups shared the status of their industry, workforce needs and topics relating to the workforce challenges they are experiencing

Kayla Effertz stated the Governor is open to recommendations and advisement on what industry is looking for, workforce especially. When making recommendations to the Governor, concepts need to be on paper, but do not need to be in legislative language and no dollar amounts are needed.

Basically the steps are – call the group together, brainstorm, narrow down, then put out a draft for agency heads and Governor's office to review. When the council recommendations are finalized, a formal written report can be submitted to the Governor.

The council's focus can be as a neutral party, as it is representative of a lot of different entities, and include recommendations to fulfill needs or as support to agency staff for legislative testimony.

Valerie Fischer stated that if the council is supporting something in an agency budget, it should be conveyed to the Governor's office for consideration in the Governor's budget. Dave Farnsworth stated the council would not attach financial recommendations; just provide strategic recommendations to address workforce needs.

Dave Kemnitz added that over the past 20 years the council has helped achieve some initiatives in Agriculture, Tourism, Infrastructure and Education, but questioned what has evolved, what has been good, what has fallen short and what can the council do to help with new demand. He noted that the Job Service ND WIA Annual Report and the Tax Commission Annual Report to the Legislature are good indicators of what has happened in the past, what are the drivers, and what are the workforce needs?

Hans Halvorson asked how, and to whom does the council make recommendations? Does the council have an understanding that their work is elevated to the degree that they are doing good work? Mentioned that a SWOT analysis could be done, and the council come to a consensus on the important things that can be recommended.

Russ Cusack stated that information provided by the council has already been taken back and shared with his Executive Director and used in their agency.

Beth Zander provided a copy of the ND Workforce Leadership Team Strategic Plan, and suggested that the information provided could help jumpstart the planning process. A copy of the plan will be given to council members

Kayla Effertz also recommended reviewing the 2020 & Beyond report.

A strategy session meeting is tentatively scheduled for March 19 for the full council membership and will replace the currently scheduled April meeting. Members should take what they have learned in the past meetings, along with the needs or opportunities in their sector, and come up with recommendations to provide to agency heads and the Governor. After that information is compiled, Kayla Effertz will review and provide feedback. It was noted that due to budget deadlines, recommendations need to be to state agencies the first part or middle of April.