

**WORKFORCE DEVELOPMENT COUNCIL
ADMINISTRATIVE COMMITTEE MEETING AGENDA**

Tuesday, November 19, 2019

11:00-12:00 p.m.

CONFERENCE CALL DIAL-IN: | 701-328-0950 / Participant Code: 688376150#

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TIME	AGENDA ITEM	PRESENTER
11:00 a.m..	Call Meeting to Order	Dave Farnsworth
	1. Administrative Approve Minutes - October 24, 2019	Michelle Kommer
	2. State Plan	Katie Ralston
	3. Adult Education RFP - DRAFT (<i>not to be shared outside committee</i>)	Stan Schauer
12:00 p.m.	Adjourn	Dave Farnsworth

Minutes of the
WORKFORCE DEVELOPMENT COUNCIL
ADMINISTRATIVE COMMITTEE
Tuesday, November 19, 2019
SKYPE conference call

Michelle Kommer called the meeting to order at 11:00 a.m.

Members present: Michelle Kommer, Wayde Sick, Stan Schauer, Robyn Throlson, Arnie Strebe

Commerce staff and Job Service staff present: Phil Davis, Tammy Barstad, Ruth Lacher, Katie Ralston, Sherri Frieze

Approval of Minutes

MOTION: It was moved by Arnie Strebe, seconded by Robyn Throlson to approve the minutes from the October 24th administrative committee meeting. Motion carried unanimously.

Unified State Plan

Katie Ralston

Under the Workforce Innovation and Opportunity Act (WIOA), the Governor of each State must submit a Unified or Combined State Plan to the Secretary of the U.S. Department of Labor (DOL) that outlines a four-year strategy for the state's workforce development system.

Katie gave an update to the progress of the plan; a December timeline for the council's review; mid-January, the plan will be ready for posting to public comment, and March 2nd, as the deadline for submission through the federal portal. Access to the portal will be given to Michelle, Katie, Robyn, Stan, Phil, Ruth, and Tammy.

Adult Education Request for Proposal (RFP)

Stan Schauer

Under the Workforce Innovation and Opportunity Act (WIOA), Section 231 of the Adult Education and Family Literacy Act (AEFLA or Title II) requires as eligible agency Department of Public Instruction (DPI) award multiyear grants or contracts on a competitive basis to eligible providers for the purpose of developing, implementing, and improving adult education and literacy activities within the state.

Stan shared the final draft of that RFP today with the administrative committee and asked the committee to honor the confidentiality of the document, for future processing of applicant scoring.

Future Meeting

The next administrative committee meeting agenda:

- Bryan Klipfel; One Stop Operator Certification – approval will be needed from the administrative committee before future certification can take place.
- Wayde Sick; overview of the Perkins plan to be given to the administrative committee before the council has an overview of the plan.
- Agenda item; strategic review to be added to all future administrative committee monthly meetings, until determination.

Adjourn

Meeting was unanimously adjourned at 11:15 a.m.