

**WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE MEETING AGENDA**

TUESDAY, JULY 9, 2019

10:00 – 11:00 a.m.

Conference Call Details: | *Dial-In Number: (701) 328-0950 / Participant Code: 92775926#*

TIME	AGENDA ITEM	PRESENTER
10:00 a.m.	1. Call Meeting to Order - Approve Minutes – March 15, 2019	Dave Farnsworth
	2. Review WDC Survey Results	Michelle Kommer
	3. Discuss Next Steps a. Potential Initiatives b. Subcommittees	Michelle Kommer
	4. WDC Communication Plan	Michelle Kommer
11:00 a.m.	Adjourn	Dave Farnsworth

Minutes of the
**WORKFORCE DEVELOPMENT COUNCIL
EXECUTIVE COMMITTEE**
Tuesday, July 9, 2019
Conference Call

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

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

Ex-officio members present: Michelle Kommer, Bryan Klipfel

Staff present: Tammy Barstad

Approval of Minutes

It was moved by Cindy Griffin, seconded by Don Shilling, and carried on a voice vote to approve minutes from the March 15, 2019 Executive Committee meeting with one change. The change was to add “for educational purposes” under Legislative Update after “to call their legislators.”

WIOA Funds/RFP Update

Funds that need to be spent by June 30, 2019 are committed to supporting co-location of Vocational Rehabilitation staff within select Job Service North Dakota offices. Phil Davis of Job Service ND attended a grand opening of the recent co-location and newly refurbished building for the ND Division of Vocational Rehabilitation and Job Service ND.

Review of WDC Survey Results for Workforce Challenge

Michelle discussed the results of the survey with strong support to create four areas of discussion, based on comments received from the surveys: 1.) Career exploration/technical skills gap, 2.) overcoming barriers to employment, 3.) ability to recruit and retain, and 4.) communication strategy.

Next steps would be to create four subcommittees with a leader to each. Commitment for each member would be two – four hours per month.

It was moved by Perry Lubbers, seconded by Don Shilling, and carried on a voice vote to create four subcommittees.

Subcommittee 1 – Career exploration/technical skills gap

Leader:

Members:

Dave Farnsworth (2nd choice)

Perry Lubbers

Don Shilling

**WORKFORCE DEVELOPMENT COUNCIL
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Subcommittee 2 – Overcoming barriers to employment

Leader: Bryan Klipfel

Members:

Subcommittee 3 – Recruit and Retain

Leader:

Members:

Cindy Griffin

Subcommittee 4 – Communication strategy

Leader:

Members:

Kurtis Karn

Dave Farnsworth (willing to be a leader)

Cindy Griffin (2nd choice)

Michelle will follow-up with the full council for participation on subcommittee participation, based on feedback to the survey. Bryan questioned if non-council participation would be able to serve on the subcommittees; such as agencies of Department of Corrections and Rehab, and Job Service ND. Michelle indicated that non-council members participation will be encouraged.

Bryan is willing to have Sarah Arntson from Job Service ND help with communication efforts for the WDC.

Discuss Next Steps

Accelerated Learning Platform:

Michelle reported that she followed up with the full council last week with information in response to questions regarding the Grand Farm initiative and the accelerated learning platform.

It was moved by Perry Lubbers, seconded by Don Shilling to support the accelerated learning platform of the Grand Farm initiative with \$200,000 from federal WIOA funds (Governor set aside funds). Motion carried unanimously.

Meeting was unanimously adjourned at 10:55 a.m.