

MINUTES of the
WORKFORCE DEVELOPMENT COUNCIL ADMINISTRATIVE COMMITTEE
March 27, 2024
1:30 – 2:30 p.m.
TEAMS Conference Call

Members present: Cindy Griffin, Pat Bertagnoli, Stan Schauer, Damian Schlinger, Wayde Sick

Ex Officio members present: Katie Ralston Howe

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

Cindy Griffin called the meeting to order at 1:30 p.m., welcoming the members via the TEAMS audio/video call.

APPROVAL OF MINUTES

MOTION: It was moved by Damian Schlinger, seconded by Stan Schauer to approve the administrative committee minutes of February 6, 2024. Motion carried.

WDC POLICIES FOR REVIEW

Katie Ralston Howe

Phil Davis

Katie and Phil walked members through the policy updates that were completed in March.

- Attendance
- Conflict of Interest
- Member Expenses & Honorariums
- ND One Stop Career Center Certification
- Co-Enrollment
- Underemployment
- Incentives for Youth

MOTION: It was moved by Wayde Sick, seconded by Damian Schlinger to approve the WDC Policies and the Job Service Polices. Motion carried.

IN DEMAND OCCUPATIONS LIST

Katie Ralston Howe

The existing methodology that was used in the past to compile the In Demand Occupation List has been reworked within the Commerce Research Department and the process being used is having struggles. The list is still lengthy that will need to be refined. Job Service relies heavily on this list, and it was mentioned that the 2023 – 2024 In Demand Occupations List still aligns very well with the needs in ND, so in moving forward, the list is recognized as working well and will not need an annual adjustment and would only need the council's approval.

WDC QUARTER 2 AGENDA REVIEW

Katie Ralston Howe

- Meeting start time - 9:00 a.m. in Bismarck
- WIOA Policy Overview
- LMI Update
- In Demand Occupations List Approval
- CTE Center Funding & RU Ready Advancement
- Subcommittee Updates
- Find the Good Life Portal Presentation
- OLI Update
- Next Steps

ADJOURNMENT

The meeting was unanimously adjourned at 2:30 p.m.