

MINUTES of the  
WORKFORCE DEVELOPMENT COUNCIL EXECUTIVE COMMITTEE  
February 6, 2024  
1:00 p.m. – 2:00 p.m.  
TEAMS Conference Call

**Members present:** Cindy Griffin, Jason Ehlert, Kellie Carlson, DJ Campbell

**Ex Officio members present:** Katie Ralston Howe

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

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Cindy Griffin called the meeting to order at 1:00 pm., welcoming the members via TEAMS audio/video call.

#### APPROVAL OF MINUTES

**MOTION:** It was moved by DJ Campbell, seconded by Jason Ehlert to approve the executive committee minutes of November 28, 2023. Motion carried.

#### OVERVIEW OF EXECUTIVE COMMITTEE ROLE & FUNCTION

**Katie Ralston Howe**

- The executive committee meets a week or two weeks before the WDC quarterly meeting.
- The committee helps with strategic direction, vetting of new ideas and finalizing them for the WDC.
- The Governor's office may come to the committee for emphasis in certain areas.
- The committee helps give insight on full council meeting agendas, with opportunity to modify the agenda.
- The committee helps provide recommendation for new WDC members, as this committee helps to educate others on the opportunity to serve.
- The committee helps approve WIOA policy updates.

#### WIOA STATE PLAN UPDATE

**Katie Ralston Howe**

The WIOA State Plan consists of the WIOA Core Partners of the ND Job Service, Vocational Rehab., Adult Rehab., and the Department of Commerce. The plan is based around federally funded programs in the state, but not all of the WDC workforce strategy is specific to WIOA, allowing the Commerce Department to pull in some of the broader workforce development initiatives outside of WIOA.

The plan is complete and will be out for public comment on February 13<sup>th</sup> and will be due for submission to the federal portal by March 4<sup>th</sup>. In two years, updates to the plan are required and then in the following two years, the document is rewritten again.

#### WDC QUARTER 1 AGENDA REVIEW

**Katie Ralston Howe**

Meeting start time will start at 10:30 a.m. and will be held virtual only, due to the winter weather that is forecasted to be coming.

- Bylaw Update
- LMI Update
- OLI Update
- NGA Update
- NGA Disability Inclusive workforce collaborative
- WIOA state plan update
- Talent Attraction & Retention Discussion
- Recommendation timeline
- Next Steps

**TIMELINE UPDATE & NEXT STEPS**

**Katie Ralston Howe**

Q2 meeting in April – Subcommittee recommendations will be discussed.

Q3 meeting in August - Subcommittee recommendations will be approved.

**ADJOURNMENT**

The meeting was unanimously adjourned at 2:00 p.m.