

**NORTHWEST PRIVATE INDUSTRY COUNCIL  
FULL WORKFORCE INVESTMENT BOARD MEETING  
February 5, 2015**

**Call to Order**

The Northwest Private Industry Council Workforce Investment Board (WIB) meeting was called to order at 5:30 PM, by Chairperson Leo Olson at the TRF Campus of NCTC on Thursday February, 5, 2015.

**Attendance**

Northwest Private Industry Council WIB members present were Tom Anderson, Randa Lundmark, Bob Evans, Tim Hagl, Catherine Johnson, Susan Johnson, Ardell Larson, Leo Olson and.

Guests include Christine Anderson, City of Thief River Falls Economic Development Director; Kristine Anderson, NWPIC Executive Director; Keith Lund, Vice President, Grand Forks Region Economic Development.

**Minutes**

The minutes of the November 20, 2014, meeting were reviewed and approved. A motion to approve these minutes was made by Bob Evans, with a second to this motion being made by Tom Anderson. Motion carried with all Board members in attendance approving the motion.

**Introductions** – Introductions were made that included each attendee's name and the area that they represent.

**Keith Lund, VP Grand Forks Regional Economic Development** – Keith gave a presentation to the Board on the Northern Valley Career Expo, held October 2014. This was the third year of a collaborative venture with Grand Forks Public Schools, UND, Job Service ND, NWPIC. Expo was designed to bring high school students (10<sup>th</sup> graders) from seven MN counties, and 7 North Dakota Counties together to learn about career opportunities in the Region. This year there were 27 schools and more than 1,450 students in attendance (half in the morning; half in the afternoon). There were 80 businesses at the expo and 144 booths on the floor of the Alerus Center in Grand Forks. They focused breakout sessions on 16 career clusters and many of the booths had simulations.

Website for the event with video: <http://www.northernvalleycareers.com/northern-valley-career-expo/>

Keith explained the survey results from the event:

- 84% of the exhibitors said the event was good or excellent
- 100% of exhibitors believed Expo was worth participating
- 100% of Schools said event was good or excellent
- 89% of students said Expo was helpful
- 83% of students – helpful in selecting high school courses
- 78% of students said it increased their interest in pursuing a career in this region

Future plans – find ways to increase link between students and careers in way of job shadowing. Keith shared the example of True North Equipment and the connection they found with a student at the first Expo three years ago. They went from talking at the Expo to Job Shadowing to part-time employment to plans to pay for part of his post-secondary schooling and finding an employee for their Grafton location.

**Chet Bodin, DEED Labor Market Analyst** - was on military training during this meeting, but plans to attend the March 5, 2015 WIB meeting. Kristine and Chet have been discussing ways to use additional types demographic data from State to use for future strategic planning.

### **WIB Membership**

A copy of the WIB membership list was passed around and reviewed. Members made corrections to their contact information. It was noted that Mike Moore could move into the Polk County Private Sector spot, and Christine Anderson could then fill the Economic Development partner agency spot. A motion to approve these designations and Christine Anderson for membership was made by Catherine Johnson, with a second to this motion being made by Mary Jo Larson. Motion carried with all Board members in attendance approving the motion.

This will be Tom Anderson's last WIB meeting. He introduced his replacement, Randa Lundmark.

Kristine also noted that we are still in need of a Marshall County representative and that our Norman County WIB representative has been absent for many months. Bob Evans suggested that Kristine contact inactive Members and ask if they wish to continue serving.

### **Committee Reports**

**Executive / Personnel Committee** – The Executive / Personnel Committee has not met since the last Full Board meeting. There was no discussion on this item.

**Marketing/Legislative Committee** - The Marketing / Legislative Committee has not met since the last Full Board meeting. There was no discussion on this item. Christine Anderson will join this committee.

**Operations Committee** – The Operations Committee has not met since the last Full Board meeting. There was no discussion on this item.

**Youth Council** – The NWPIC Youth Council will meet on February 19, 2015, to review the draft version of the Youth Plan which is due to the State in April.

Discussion and request that Kristine send out information about the functions of the various committees and a survey about future involvement.

### **Other**

Kristine informed WIB members that she recently attended a meeting where Ron Painter, the Executive Director for the National Association of Workforce Boards presented. Mr. Painter suggested that Workforce Boards be group in a region that draws the maps on all related workforce issues. Suggested that members be active in developing the upcoming area plan. Discussion about who else we need to have at our table to be able to know, understand and plan for workforce issues.

Suggestions that we are missing a representative with an Agriculture business and a veteran's services representative.

Kristine updated the Board on the status of the computer networking/IT issues. This is still in process and in addition to Invisimax, she has contacted Marco about their services. Also in consideration is the possibility of increasing the contracted services that we already have in place with InterCounty Community Council. We currently contract with ICCC for accounting/fiscal and client management services. Kristine is in discussions with Catherine and Janet as to what it might look like to add IT services to that mix.

Question from Bob Evans regarding our current internal backup and redundancy for systems and access to services and systems. Kristine explained that currently there is not an internal list of usernames/passwords/etc. Bob made motion to direct Kristine to develop this list ASAP.

### **Programs Update**

Kristine directed Board members to the attached program reports. Funds available report was reviewed and discussed. Transfer of funds from DW to Adult is in progress.

Catherine discussed the plan to use remaining C4C funding to help students explore high wage. In-demand technology careers by taking the students on trips to regional employers as a way to spend the remaining incentive grant funds. Catherine reviewed the struggles this grant has had since the availability of acceptable computers nearly evaporated with the introduction of Windows 8 and companies no longer supporting Windows XP.

### **Adjourn**

A motion to adjourn the Northwest Private Industry Full Board meeting was made by Mary Jo Larson, and seconded by Sue Johnson. The meeting was adjourned by Chairperson Leo Olson at 7:08 PM.

Respectfully submitted,  
Catherine Johnson,  
Board Member