

**Meeting Minutes**  
**WORKFORCE DEVELOPMENT COUNCIL**

Conference call  
June 30, 2017 9:00 a.m. CDT

Vice-chairman Anderson called the meeting to order at 9:05 a.m. (CDT). Kari Porch called the roll. A quorum was present.

**Members Present:** Vice-chairman Lee Anderson, Secretary Marcia Hultman, Eric Weiss, Tiffany Sanderson, Mark Rogers, Randy Stainbrook, Jim Borszich, Rick Larson, Carla Gatzke, and Chris Houwman.

**Members Absent:** Chairman David Giovannini, Aaron Scheibe, Mike Rush, Scott Peterson, Keri Wientjes, Lance Weaver

**Others Present:** Director Kendra Ringstmeyer, Kari Porch, Bill McEntaffer, Julie Ruggiero, and Gloria Pluimer.

David Giovannini, Randy Stainbrook and Rick Larson have been reappointed by Governor Daugaard. Their current terms were set to expire June 30, 2017.

Vice-chairman Anderson introduced Carla Gatzke and Chris Houwman. Carla works for the Human Resource Department at Daktronics in Brookings. She has been with Daktronics for more than 30 years. She is also the Vice-president of the Brookings Economic Development Corporation. Chris is the President of Malloy Electronics. Malloy Electronics serves a variety of clients in the upper Midwest.

Mark Rogers made a motion to approve the April 12, 2017, meeting minutes. Carla Gatzke seconded the motion. **MOTION PASSED** (Secretary Marcia Hultman, yea; Tiffany Sanderson, yea; Eric Weiss, yea; Randy Stainbrook, yea; Jim Borszich, yea; Lee Anderson, yea; Mark Rogers, yea; Rick Larson, yea; and Carla Gatzke, yea).

Director Ringstmeyer provided the director's report. At the April meeting, the Council was notified of a Department of Labor and Regulation (DLR) staffing change. Bill McEntaffer has transferred from the Director of Workforce Training to the Director of Field Operations. Director McEntaffer was set to keep his positions as director for the Workforce Development Council (WDC), but after attending a National Workforce Innovation and Opportunity Act (WIOA) meeting it was determined the Director of Field Operations would serve as the One-Stop Operator. The One-Stop Operator must be selected competitively by the WDC, which would pose a conflict of interest. For this reason, the Director of the WDC will remain with the Director of Workforce Training, Kendra Ringstmeyer.

Federal Representatives from Dallas were in South Dakota in June to provide technical assistance on the WIOA programs. They were pleased with the progress DLR has made on the development of policies.

Director Ringstmeyer thanked Kari Porch for her service to the State of South Dakota as the administrative assistant for the WDC. Kari will be retiring on July 5, 2017.

Director Ringstmeyer provided information on the One-Stop Operator selection process. Previously, under WIA, the One-Stop Operator was selected by the Governor. Under WIOA, the One-Stop Operator selection must be determined through a competitive process every four years. The South Dakota Bureau of Administration provided the Request of Proposal for the One-Stop Operator in South Dakota. The Division of Field Operations was the only bid submitted. Director Ringstmeyer asked the Council for approval of the Division of Field Operations as the One-stop Operator.

Tiffany Sanderson made a motion to approve the Division of Field Operations as the One Stop Operator. Jim Borszich seconded the motion. **MOTION PASSED** (Secretary Marcia Hultman, yea; Tiffany Sanderson, yea; Eric Weiss, yea; Randy Stainbrook, yea; Jim Borszich, yea; Lee Anderson, yea; Mark Rogers, yea; Rick Larson, yea; and Carla Gatzke, yea).

Director Ringstmeyer provided information on the One-Stop certification process. Under WIOA, each local area must operate at least one comprehensive One-Stop Center. In order to be considered a One-Stop Center, each One-Stop delivery system in South Dakota must develop a One-Stop Career Center Operation Plan. The plan must be completed by October 1, 2018 and updated every two years.

Comprehensive One-Stop Career Centers include those locations with the four WIOA core programs co-located in one location. Affiliate One-Stop Centers include those locations with three or more WIOA required programs co-located in those locations. Comprehensive and affiliate One-Stop Career Centers must identify as the American Job Center through the primary electronic resources, printed materials, and facility signage. WDC is authorized to certify South Dakota's One-Stop Career Centers. Director Ringstmeyer asked the Council for approval of the One-Stop certification process

Randy Stainbrook made a motion to approve the one-stop certification process. Mark Rogers seconded the motion. **MOTION PASSED** (Secretary Marcia Hultman, yea; Tiffany Sanderson, yea; Eric Weiss, yea; Randy Stainbrook, yea; Jim Borszich, yea; Lee Anderson, yea; Mark Rogers, yea; Rick Larson, yea; and Carla Gatzke, yea).

Director Ringstmeyer provided information on the One-Stop certification of DLR local job service offices. The 12 DLR local job service offices completed the One-Stop certification checklist. Job service offices in Brookings, Yankton, Mitchell, and Watertown qualified as comprehensive One-Stop Career Centers. Eight offices qualified as affiliate One-Stop Career Centers. The remaining DLR offices and partner sites are considered access points. The certification of each comprehensive and affiliate site must be completed and approved by the board every three years. Director Ringstmeyer asked the Council for approval of the DLR job service offices as comprehensive and affiliate One-Stop Career Centers.

Mark Rogers made a motion to approve the one stop certification on the local offices. Carla Gatzke seconded the motion. **MOTION PASSED** (Secretary Marcia Hultman, yea; Tiffany Sanderson, yea; Eric Weiss, yea; Randy Stainbrook, yea; Jim Borszich, yea; Lee Anderson, yea; Mark Rogers, yea; Rick Larson, yea; and Carla Gatzke, yea).

Director Ringstmeyer provided information on the DLR WIOA policy manual and asked for the Council's approval. The policy manual is located on the DLR website and will have regular updates.

Randy Stainbrook made a motion to approve the policy manual. Eric Weiss seconded the motion. **MOTION PASSED** (Marcia Hultman, yea; Tiffany Sanderson, yea; Eric Weiss, yea; Randy Stainbrook, yea; Jim Borszich, yea; Lee Anderson, yea; Mark Rogers, yea; Rick Larson, yea; and Carla Gatzke, yea).

Director Ringstmeyer provided information on the South Dakota American Job Center Memorandum of Understanding Memorandum of Understanding (MOU) between the WDC and the WIOA partners. The MOU will be updated every three years.

Jim Borszich made a motion to adjourn the meeting at 9:40 a.m. (CDT). Lee Anderson seconded the motion. **MOTION PASSED** (Secretary Marcia Hultman, yea; Tiffany Sanderson, yea; Eric Weiss, yea; Randy Stainbrook, yea; Jim Borszich, yea; Lee Anderson, yea; Mark Rogers, yea; Rick Larson, yea; and Carla Gatzke, yea).

The next WDC meeting is scheduled for July 26, 2017. The meeting will be held at the McCrory Gardens Education and Visitor Center at SDSU in Brookings.

Respectfully submitted,

Marcia Hultman  
Cabinet Secretary