

October 18, 2024

Bill McEntaffer
One-Stop Operator
123 W. Missouri Ave.
Pierre, SD 57501

Director McEntaffer,

The South Dakota Department of Labor and Regulation (DLR) conducted a review of the One-Stop Operator. The consulting agreement for the One-Stop Operator for the period of July 1, 2022 through June 30, 2026 that was established based on the Request for Proposal # 2687. The purpose of this review was to evaluate the Scope of Work and progress of the One-Stop Operator and funds awarded to the Division of Field Operations by the South Dakota Workforce Development Council (WDC).

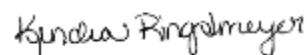
The fiscal review was conducted in August 2024 by Brady, Martz, and Associates PC. The Independent Accountant's report is enclosed with no required action based on the review.

The program review was conducted through an interview with the One-Stop Operator by the DLR Director and Assistant Director of Workforce Development in October 2024. No findings were reported, but improvements in the following areas before the contract's expiration were discussed.

- Direct linkage for partner programs to connect with DLR have been established. DLR needs to identify how they can directly connect customers to partners.
- Training improvements have been made through a documented onboarding process, learning management information system, and usage of professional development and security trainings provided by the Bureau of Human Resources and Administration and the Bureau of Information and Telecommunications. However, a training plan and trainings provided after onboarding have not been established. Continue to make strides towards this.

A response to this review is not required as no findings were reported. If we can be of further assistance, please contact Kendra.Ringstmeyer@state.sd.us or Felicia.Alspach@state.sd.us. We appreciate your partnership and commitment to improving the One-Stop System in South Dakota.

Sincerely,



Kendra Ringstmeyer
Director of Workforce Development

Cc: Chairman Lee Anderson, Secretary Marcia Hultman, Executive Director Dawn Dovre, Director Emily Ward, Assistant Director Felicia Alspach

Enclosure

INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the State of South Dakota
South Dakota Department of Labor and Regulation
Pierre, South Dakota

We have performed the procedures enumerated below on the payroll and non-payroll disbursements (financial information) of the One-Stop Operator's Program of the South Dakota Department of Labor and Regulation as of and for the year ended June 30, 2024. South Dakota Department of Labor and Regulation's management is responsible for the payroll and non-payroll disbursements (financial information).

South Dakota Department of Labor and Regulation has agreed to and acknowledged that the procedures performed are appropriate to meet the intended purpose of verifying the accuracy of its financial information. This report may not be suitable for any other purpose. The procedures performed may not address all the items or interest to a user of this report and may not meet the needs of all users of this report and, as such, users are responsible for determining whether the procedures performed are appropriate for their purposes.

PROCEDURES

Contact Person	Emily Ward, Administrative Services Director
Time Period Covered	Fiscal year ended June 30, 2024
Date Work Performed	August 2024

The procedures and associated findings are as follows:

- 1) Test the supporting documentation as to whether the personnel services expenditures meet the grant requirements of one full time and one part time employee for the period July 1, 2023 through June 30, 2024.

The One-Stop operator had one full time employee and no part time employees for the period of July 1, 2023 through June 30, 2024. We verified that the full-time employee's payroll expenditures met the grant requirements without exception.

A sample of five transactions were chosen for benefits and travel reimbursements related to the employee. The sample is listed below. All agreed to supporting documentation without exception.

General Ledger			General Ledger		
	<u>Date</u>	<u>Amount</u>		<u>Date</u>	<u>Amount</u>
1	07/03/23	\$ 490.92	4	12/05/23	\$ 74.00
2	07/14/23	295.01	5	06/14/24	334.24
3	08/16/23	1.28			

- 2) Determine the operating expenditures meet the grant requirements, that are reasonable and consistent with the entity's established policies and 2 CFR 200, Subpart E for the period July 1, 2023 through June 30, 2024. We will select a sample of 25 expenditures for testing.

The sample is listed below. All agreed to supporting documentation without exception.

General Ledger			General Ledger		
	<u>Date</u>	<u>Amount</u>		<u>Date</u>	<u>Amount</u>
1	07/18/23	\$ 207.75	14	02/21/24	\$ 284.75
2	08/03/23	137.44	15	02/22/24	54.00
3	09/01/23	364.01	16	03/06/24	37.00
4	09/15/23	363.99	17	04/05/24	37.00
5	09/29/23	296.36	18	04/05/24	112.95
6	10/16/23	364.00	19	04/09/24	165.00
7	11/03/23	51.73	20	04/18/24	4.00
8	11/08/23	20.00	21	04/18/24	171.00
9	12/05/23	74.00	22	05/22/24	284.75
10	01/03/24	51.73	23	05/23/24	85.68
11	01/04/24	77.00	24	06/11/24	150.00
12	01/29/24	264.06	25	06/13/24	154.00
13	02/14/24	77.00			

We were engaged by the South Dakota Department of Labor and Regulation to perform this agreed-upon procedures engagement and conducted our engagement in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review engagement, the objective of which would be the expression of an opinion or conclusion, respectively, on the financial information. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

We are required to be independent of the South Dakota Department of Labor and Regulation and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements related to our agreed-upon procedures engagement.

This report is intended solely for the information and use of South Dakota Department of Labor and Regulation and is not intended to be and should not be used by anyone other than those specified parties.



BRADY, MARTZ & ASSOCIATES, P.C.
BISMARCK, NORTH DAKOTA

September 18, 2024