

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

Pierre Chamber of Commerce  
800 W. Dakota Ave., Pierre  
May 18, 2022 1:00 p.m. CDT

Chairman Lee Anderson called the meeting to order at 1:02 p.m. (CDT). Caitlin Sheppard called the roll. A quorum was present.

**Members Present:** Chairman Lee Anderson, Vice Chairwoman Keri Wientjes, David Bonde, Carl Carlson, Secretary Marcia Hultman, Chris Houwman, Steve Kolbeck, Kim Ludwig, Adam Molseed, Jim Peterson, Laura Scheibe

**Members Absent:** Caleb Arceneaux, Carla Gatzke, Rick Larson, Brian Maher, Mark Rogers, Randy Stainbrook

**Others Present:** ReAnn Smith, Sommer VanDewater, Adriane Weippert, Sara Garbe, Andrew Szilvasi, Felicia Alspach, Ashley Glaspell, John Anderson, Caitlin Kemnitz, Jami Burrer, Bobbie Country, Bill McEntaffer, Laura Trapp, Lisa Johnson, Robin Wallum, Jonathan Englund, Kendra Ringstmeyer, Stephenie Rittberger, Nora Kohlenberg, Nathan Schlimgen, Devon Bartscher, Dawn Dovre, Scott Kwasniewski, Aubree Kaiser, Jenna Bush, Alan McEntaffer, Rebecca Long, Tara Bartekoske, Melanie Garstenshlager, Lacey Johnson, Kristal McKee, Jason Himrich, Jason Nylen, Carmen Pacheco, Aaron Morlock, Kristi Sandal, Melodee Lane, Kim Edson, Bill Molseed.

**AGENDA ITEM C. APPROVAL OF MINUTES FROM February 23, 2022**

Kim Ludwig made a motion to approve the meeting minutes from February 23, 2022. Laura Scheibe seconded the motion. **MOTION PASSED** by 10-0 vote. *Cabinet Secretary Marcia Hultman was not available for the vote.*

**AGENDA ITEM D. INTRODUCTION OF NEW MEMBER**

Chairman Lee Anderson introduced and welcomed new council member Adam Molseed. Adam Molseed works for the Governor's Office of Economic Development.

**AGENDA ITEM E. ONE-STOP OPERATOR CONTRACT REPORT OUT**

Executive Director Mackenzie Decker provided an overview of the desk review completed halfway through the current One-Stop Operator contract. Current One-Stop Operator and DLR Director of Field Operations Bill McEntaffer presented the efforts implemented and plans in development based on the desk review. Emphasis was placed on building One-Stop partnerships and building training opportunities for One-Stop staff.

**AGENDA ITEM F. JOB SERVICE OFFICE ACTION PLANS**

Job Service Office Managers Kara Palmer (Rapid City) and Sara Garbe (Sioux Falls) reviewed each office's Program Year 2021 Action Plan accomplishments and goals for the next program year. An increase in WIOA Title I enrollments and the funding spent to help the participants were highlighted within the presentation.

**AGENDA ITEM G. ONE-STOP OPERATOR RFP**

Executive Director Mackenzie Decker reviewed the application received in response to the One-Stop Operator RFP and the scoring rubric. Both were received by the Council in advance of the meeting.

**AGENDA ITEM H. ONE-STOP OPERATOR SELECTION**

Steve Kolbeck made a motion to approve the One-Stop Operator Selection, DLR Director of Field Operations Bill McEntaffer. Chris Houwman seconded the motion. **MOTION PASSED** by 11-0 vote.

**AGENDA ITEM I. PARTICIPANT REACHING EMPLOYMENT POTENTIAL**

Labor Program Specialist Aaron Morlock presented on a new service delivery model, Participants Reaching Employment Potential (PREP). PREP supplies a package of support services to eligible individuals who are working on obtaining their GED. PREP also strengthens partnerships with Adult Education and Literacy (AEL) providers and by synchronizing case management. Future goals and current outcomes for PREP were presented.

**AGENDA ITEM J. ADULT EDUCATION AND LITERACY RFP REVIEW AND ALIGNMENT**

Director of Workforce Development Kendra Ringstmeyer and Labor Program Specialist John Anderson presented an overview of the AEL program to the Council and the additional funding recently obtained for the program which prompted them to review and complete the RFP process for AEL providers. The review process of RFP responses will take place next week.

**AGENDA ITEM K. UPSKILL PARTNERSHIP**

Labor Program Specialist Carmen Pacheco and Department of Corrections (DOC) Associate Director of Education and Programs Kim Edson presented on the UpSkill partnership between DLR and DOC. A Precision Machining curriculum was offered by Lake Area Technical College at the Women’s Prison in Pierre. This program graduated nine women with a certificate in Precision Machining last week, providing them with multiple career pathways once released. Two guest panelists spoke about their experience in the program.

**AGENDA ITEM L. EXECUTIVE DIRECTOR UPDATES**

Executive Director Mackenzie Decker provided updates on the Future Workforce Finder website. The Department of Education has been working with DLR to create this website and connect students with employers across the state. Director Decker also discussed the next council meetings to be tentatively held in August and December, and will seek feedback from the Council in-person or virtual format.

**AGENDA ITEM M. PUBLIC COMMENT**

None.

**AGENDA ITEM N. ADJOURN**

Laura Scheibe made a motion to adjourn the meeting. Chris Houwman seconded the motion. **MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 4:05 (CDT).