

**Meeting Minutes**  
**WORKFORCE DEVELOPMENT COUNCIL**  
Missouri River Plaza, Sharpe Conference Room  
123 W. Missouri Ave., Pierre  
November 6, 2018 10:00 a.m. CDT

Chairman Lee Anderson called the meeting to order at 10:02 a.m. (CDT). Jami Burrer called the roll. A quorum was present.

**Members Present:** Chairman Lee Anderson, Vice Chairwoman Keri Wientjes, Paul Beran, David Bonde, Carl Carlson, David Giovannini, Chris Houwman, Secretary Marcia Hultman, Scott Peterson, Mark Rogers, Aaron Scheibe, Laura Scheibe, and Eric Weiss; *via Conference Call:* Carla Gatzke and Steve Kolbeck.

**Members Absent:** Rick Larson and Randy Stainbrook.

**Others Present:** Mackenzie Decker, Jami Burrer, Kendra Ringstmeyer, Dawn Dovre, Andrew Szilvasi, Felicia Alspach, Taige Tople, Rebecca Long, John Anderson, Mark Anderson, Del Barth, Mary Gates, Laura Smith-Hill, Becki Lemke, Carla Steffenson, Gloria Pluimer, Stephenie Rittberger, Jennifer Keyes, and Kim Olson

Chairman Lee Anderson introduced new council member, Paul Beran, South Dakota Board of Regents CEO.

**AGENDA ITEM C. APPROVAL OF MINUTES FROM JULY 17-18, 2018**

Carl Carlson made a motion to approve the July 17-18, 2018, meeting minutes. Chris Houwman seconded the motion. **MOTION PASSED** by 15-0 roll call vote.

**AGENDA ITEM D. WIOA TITLE II UPDATES**

DLR Workforce Training Director, Kendra Ringstmeyer, gave a brief overview of the Adult Education and Literacy (AEL) Program. AEL emphasizes reading, writing, numeracy, English language competency, problem-solving, health literacy, digital literacy, and family literacy skills. These skills reinforce workplace readiness, bolster transitions to job training and postsecondary education, as well as sustain a higher quality of life for South Dakotans.

John Anderson, DLR AEL Program Specialist, stated DLR has seven AEL Providers across the state, including Cornerstones Career Learning Center, Lake Area Technical Institute, The Right Turn, Inc., Career Learning Center of the Black Hills, Lutheran Social Services, the Department of Corrections, and Southeast Technical Institute.

Mary Gates of The Right Turn, Inc., Kim Olson of Cornerstones Career Learning Center, Carla Steffenson of Lake Area Technical Institute, Jennifer Keyes of Southeast Technical Institute, Laura Smith-Hill of Lutheran Social Services, and Stephenie Rittberger of Career Learning Center of the Black Hills shared successes and updates.

**AGENDA ITEM E & F. ONE-STOP CENTER CERTIFICATION**

DLR Employment Services Director, Andrew Szilvasi, provided an overview of the One-Stop Career Center Certification review in Madison. The Madison Job Service review resulted in six areas of concern. Technical assistance was provided for the areas of concern while the review team was on site. Three promising practices were identified during the review. No findings were identified; therefore, a response was not required.

David Giovanni made a motion to approve the One-Stop Center Certification for Madison. Eric Weiss seconded the motion. **MOTION PASSED** by 15-0 roll call vote.

**AGENDA ITEM G. ADA TIMELINE UPDATE**

Director Ringstmeyer reported the issues regarding the ADA concerns in the Huron Job Service Office have been resolved. The concerns at the Mitchell Job Service Office are scheduled to be resolved by January 1, 2019.

**AGENDA ITEM H. STATE PLAN PROCESS**

Director Ringstmeyer provided a timeline explaining the detailed process of completing the next Unified State Workforce Plan. The process has been updated from previous years to further involve council members.

**AGENDA ITEM I. TRANSFERS – DLR WIOA POLICY 3.10**

Emily Ward, DLR Director of Administrative Services, explained the projected Workforce Training and Employment Services funding budget for 2019. Director Ward explained fund allocations to the DLR programs.

**AGENDA ITEM J. REGISTERED APPRENTICESHIP GRANT UPDATES**

Rebecca Long, Registered Apprenticeship Program Specialist, gave an update on the new grant process. Over 40 applications were received. The grant committee chose 24 new registered apprenticeship programs: nine in healthcare, seven in advanced maintenance, three in agriculture, two in construction, two in business services, and one in hospitality. There will be various trainings and technical assistance provided by DLR in the coming months. Assistance will be available to everyone, even if they were not chosen for the grant funding.

DLR is working to increase the types of apprenticeships available in South Dakota to 935 new apprentices by 2020.

**AGENDA ITEM K. HOT CAREERS**

Melodee Lane, DLR Labor Market Information Center (LMIC) Administrator, explained the identification of high demand-high wage occupations, or "Hot Careers." These careers help individual career planners and job seekers identify occupations with the most favorable job outlook from a labor market perspective.

The Department of Education (DOE) SDMyLife website is designed to help students find a career pathway. The website has resources for different occupations and lists any certificate and test requirements.

**AGENDA ITEM L. 2017 ANNUAL WORKFORCE REPORT**

Melodee Lane reviewed the 2017 Annual Workforce Report, explaining the South Dakota population growth of 9.9 percent in the past 10 years. South Dakota's labor force, which consists of the employed and unemployed, continues to grow, indicating a healthy labor market. The number of unemployed began to increase in March 2016 and continued this movement through most of 2017 before leveling off. Thirty percent of individuals are not currently in the labor force (not currently looking for employment). The unemployment rate in South Dakota is currently 3.7 percent. Unemployment claims were down 15 percent in September 2018.

The statewide annual pay for workers covered by unemployment insurance for 2017 was \$42,424. This represents an increase of 3.1 percent from 2016. Annual pay is affected by the number of hours worked and the rate of pay. Full-time workers normally have higher annual pay than part-time workers. Many of the industries with the lowest annual pay have part-time jobs. The mix of full-time and part-time workers and high-paying and low-paying jobs determines industry-specific annual pay.

#### **AGENDA ITEM M. U.S. DOL VETERANS PROGRAM UPDATES**

Sarah Bierman, U.S. Department of Labor (U.S. DOL) Veterans' Employment and Training Service (VETS) State Director, reviewed U.S. DOL efforts to prepare America's veterans, service members and their spouses, for meaningful careers, provide them with employment resources and expertise, protect their employment rights and promote their employment opportunities.

The Honoring Investments in Recruiting and Employing American Military Veterans Act of 2017 (HIRE Vets Act), was signed by President Trump on May 5, 2017. It became effective January 2018.

Employer-applicants meeting the criteria will receive a "HIRE Vets Medallion Award." The award recognizes employers who hire and retain veterans. Award recipients will have the opportunity to utilize the medallion in the marketing of their firm as a veteran-friendly business when hiring and in efforts to attract additional business.

VETS will begin accepting applications in January 2019. HIRE Vets Medallion Award recipients will receive a certificate stating the award year and a digital image of the medallion to include in advertisements, solicitation, business activity, or products.

#### **AGENDA ITEM N. GENERAL EDUCATION DEVELOPMENT (GED)**

Barb Unruh, DLR Labor Program Specialist, provided an update for the General Education Development (GED) program. The GED is the second most common way of earning a high school credential after a high school diploma.

Over 45 percent of individuals who obtain their GED go on to earn a post-secondary credential. Since 2014, more than 90 percent continue to enroll semester to semester, compared to 29 percent in previous years.

Testers must score a minimum of 145 (out of a possible 200) points on each of the four subtests to pass. Out of 1,600 individuals, 401 earned a college-ready score (above 165).

#### **AGENDA ITEM O. TRANSITION PROCESS**

DLR Cabinet Secretary, Marcia Hultman, advised council members on the transition process of a new Governor. All Cabinet Secretaries are appointed and will need to be reappointed by the new Governor.

Aaron Scheibe stated workforce will continue to be a big focus of South Dakota. DLR and the WDC need to continue to advocate and plan for growth.

#### **AGENDA ITEM P. PUBLIC COMMENT**

No public comment.

**AGENDA ITEM Q. COUNCIL ROUND-TABLE**

The council discussed the importance of engaging youth in work-based experiences. As youth workforce participation rates decline, it is important for businesses to be involved in a process connecting education to work. The council is eager to find ways to partner with DLR, DOE, and local communities to provide meaningful opportunities with the goal of increasing awareness of the multiple pathways to success.

**AGENDA ITEM R. NEXT MEETING DATE**

Executive Director, Mackenzie Decker, advised the Council the next meeting will be in March 2019..

Carl Carlson made a motion to adjourn the meeting. Chris Houwman seconded the motion.

**MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 3:10 p.m. (CDT).

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