

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

McCrary Gardens Education Center  
631 22<sup>nd</sup> Ave., Brookings  
July 26, 2017 10:00 a.m. CDT

Meeting called to order by Vice Chairman Anderson at 10:04 a.m. CDT. Director Kendra Ringstmeyer called the roll. A quorum was present.

**Members Present:**

Keri Wientjes, Eric Weiss, Nathan Lukkes for Dr. Rush, Scott Peterson, Vice Chairman Lee Anderson, Carla Gatzke, Rick Larson, Tiffany Sanderson, Secretary Marcia Hultman, Chris Houwman, Eric Weiss, Director Kendra Ringstmeyer, Jim Borszich, Aaron Scheibe

**Members Absent:** Chairman David Giovannini, Mark Rogers, Randy Stainbrook, Lance Weaver

**Others Present:** Bill McEntaffer, Julie Ruggiero, Laura Trapp, Felicia Alspach, John Bolger, Dawn Dovre, Kim Hoberg, Patrick Weber, Ben Schaap, Gloria Miller, Scott Kwasniewski, Allen Cook, Darla Kotrba, Brenda Spencer

Arron Scheibe made the motion to approve minutes from the June 30, 2017 meeting, Jim Borszich seconded the motion. **MOTION PASSED**

Dr. Barry Dunn, South Dakota State University (SDSU) President, provided an update on SDSU. School starts in four weeks with almost 12,000 total students enrolled for this fall.

Director Ringstmeyer introduced Department of Labor and Regulation (DLR) staff members Julie Ruggiero, Felicia Alspach, Laura Trapp and Bill McEntaffer to the Council. Julie Ruggiero is the Labor Program Specialist for Registered Apprenticeships and the Eligible Training Provider List. Felicia Alspach is the Labor Program Specialist for the Youth portion of the Workforce Innovation and Opportunity Act (WIOA). Laura Trapp is the Labor Program Specialist for Adult, Dislocated Worker, Trade Act Assistance (TAA) and Re-employment. Bill McEntaffer is the Director for Field Operations.

Director Ringstmeyer provided the director's report. WIOA has awarded the following Title II Adult Education and Literacy (AEL) training providers:

- Career Learning Center of the Black Hills – \$377,000
- Cornerstones Career Learning Center – \$440,000
- Department of Corrections – \$149,000
- Lake Area Technical Institute – \$169,000
- Lutheran Social Services – \$170,000
- The Right Turn – \$85,000
- Southeast Technical Institute – \$335,000

AEL Summer Summit, an annual statewide professional development conference, was held July 12 through July 14 in Sioux Falls. Over 85 attended from 13 agencies. Administrators, instructors and support-staff represented DLR's seven Adult Education and Family Literacy Act (AEFLA) sub-recipients, the Federal Prison in Yankton, Oglala Lakota College, Sisseton Wahpeton Oyate, Sitting Bull College, and the Yankton Sioux Tribe. The conference included a GED® Test Preparation track, English as a Second Language (ESL) track, several breakout sessions on promising practices, and roundtable discussions.

In August, the U.S. Department of Labor Regional Office will be completing a review of the One-Stop Center procurement process and One-Stop Center Certification. These processes were action items approved by the Council during the WDC June 30, 2017 conference call meeting.

DLR is currently working with Lawrence and Schiller, a marketing firm from Sioux Falls, on an outreach campaign for apprenticeships. The campaign will start early in the fall. The campaign will gather more awareness of apprenticeships. DLR is training job service office staff to be ready to assist businesses in developing standards and help alleviate some of the work at the federal level. South Dakota has one person, John Bolger, in the Federal Office of Apprenticeship. DLR is also working on a launch event for businesses in regards to the campaign. Details on the event will be forthcoming.

Director Ringstmeyer has been traveling the state to listen to job service offices give their pitch for the National Career Readiness Certificate (NCRC). The goal is for each office to have face-to-face conversations with businesses about the NCRC to raise awareness. Version 2.0 of the NCRC is due to release August 1, 2017. This version has been realigned with today's workforce needs. Nathan Lukkes, Carla Gatzke, Chris Houwman, Kari Wientjes, and Rick Larson have all expressed interest in taking the NCRC test. Director Ringstmeyer will be in touch with further details.

The change of the WDC by-laws verbiage regarding board membership has been tabled. The WDC was grandfathered in from the Workforce Investment Act (WIA) law. The by-law verbiage may affect the grandfathered status, and more information is needed before this can be brought to the Council.

Julie Ruggiero and Dawn Dovre provided handouts regarding Eligible Training Provider List (ETPL) for any proposed additions. The handout included Labor Market Information (LMI) for each of the proposed program additions. The proposed addition aligns the ETPL with the Build Dakota program, making a Build Dakota program an automatic qualifier for the ETPL. The Council read through the handouts and discussed the scope of the new course applications.

- Build Dakota: *Approved*
- Loenbro Technical Institute (name change): *Approved*
- Mitchell Technical Institute
  - Business Management: *Denied*
  - Human Services Technician: *Denied*
  - Global Positional Systems/ Geographic Information system Mapping: *Approved*
  - Culinary Academy of South Dakota: *Denied*
  - Culinary Arts – Diploma: *Denied*
  - Small Business Management: *Denied*
  - Professional Truck Driving: *Approved*
  - Licensed Practical Nursing: *Approved*
- Regional Technical Education Center, Inc. (RTEC) – Computer Numerical Control Machining: *Approved*
- Western Dakota Technical Institute
  - Business & Technology: *Denied*
  - Law Enforcement Technology: *Approved*
  - Plumbing Technician: *Approved*

Tiffany Sanderson made a motion to approve the EPTL proposals as listed above, Chris Houwmann seconded the motion. **MOTION PASSED.**

Scott Peterson and Tiffany Sanderson presented an update on the Board of Technical Education (BTE). Scott was recently appointed to the BTE, and happy to report the Board understands workforce development is a number one priority. Tiffany stated the Board is pitching for more relationships between companies and technical schools. The Board is open to input on how they can achieve this.

Secretary Marcia Hultman and Tiffany Sanderson presented on the Governor's Career Pathways Initiative. Julie Ruggiero was recently involved in a Career Pathways discussion with the Department of Education (DOE). Julie explained how a Registered Apprenticeship could be part of a Career Pathway. DLR and DOE are working together to incorporate youth involvement and apprenticeships to provide high school students with work based learning opportunities.

Tiffany Sanderson discussed the DOE partnerships currently in the works with the DLR. There are about 6,000 students in high schools across South Dakota lacking career counseling. This is due to high school counselors spending a majority of their time addressing students' social and emotional needs, leaving little time to assist students with purposeful career exploration and planning. DOE is collaborating with DLR to use job service office staff to provide resources and knowledge to high school students. This is currently in the planning stages with hopes of implementation after January 2018.

Kim Hoberg, Business Engagement Specialist for Vocational Rehabilitation, presented her work to assist businesses. As a business specialist, Kim's job is to serve as a single point-of-contact at the state level for businesses, and provide technical assistance and support for recruiting, hiring, retaining, or advancing employees with disabilities. Kim encouraged constructive feedback to help her grow and develop the position.

Nathan Lukkes shared the mission statement of the Board of Regents (BOR) and a recent economic impact statement. President Dunn shared the impact SDSU has had on workforce development: 41 percent of all the undergraduate degrees awarded by BOR come from SDSU. In healthcare, 39 percent of new Registered Nurses have graduated from SDSU. SDSU is the first university in the nation to have a Bachelor's of Science degree in Precision Agriculture.

Dean Thorngren presented on the Innovation Lab. A recently published study said 80 percent of youth do not see themselves as prepared for technical school or college, and 30 percent of first year college students need remediation courses. The concept of the Innovation Lab uses problem based learning, with the goal of increasing the number of high school and college graduates prepared to succeed in Science, Technology, Engineering and Math (STEM) fields. The end goal is to address workforce needs by better preparing students for their education.

John Bolger discussed how South Dakota could tie-in Registered Apprenticeships with colleges and technical institutes. He presented the Registered Apprenticeship College Consortium (RACC). The RACC creates a sponsorship between educational institutions and Registered Apprenticeships. Bolger said South Dakota could benefit from more institutes and colleges registered under RACC. The schools currently registered include: Mitchell Technical Institute, Lake Area Technical Institute, and Western Dakota Technical Institute. More information is available at [doleta.gov/oa/racc.cfm](http://doleta.gov/oa/racc.cfm).

John Bolger suggested South Dakota use apprenticeship programs to get as many high school graduates as possible to obtain credit hours for a degree. Getting buy-in from high school counselors about Registered Apprenticeships would help counselors use it during specific conversations with students about high education.

John Bolger is working to create apprenticeship consultants throughout the state, training local DLR job service staff.

Vice-Chairman Lee Anderson brought up the discussion about technical schools obtaining the curriculum for every apprenticeship program in South Dakota.

Motion was made by Scott Peterson to adjourn the meeting, Kari Wientjes seconded the motion.  
**MOTION PASSED**

Meeting was adjourned at 2:52 p.m.

The next meeting will be held October 25, 2017 in Pierre, South Dakota.