**Meeting Minutes**
**WORKFORCE DEVELOPMENT COUNCIL**
Microsoft Teams
Monday, December 11, 2023 | 1:30 p.m. – 3:30 p.m. CST

Chairman Lee Anderson called the meeting to order at 1:31 p.m. CST. Molly Neyhart called the roll. A quorum was present.

**Members Present:** Dave Bonde, Amanda Dokter, Carla Gatzke, Secretary Marcia Hultman, Kim Ludwig, Jon Mahan, Adam Molseed, Mark Rogers (joined at 1:44 p.m.), Laura Scheibe, Amy Tlam, Vice Chairwoman Keri Wientjes (joined at 1:35 p.m.), Chairman Lee Anderson.

**Members Absent:** Liza Clark, Chris Houwman, Jim Peterson.

**Others Present:** Felicia Alspach, John Anderson, Jodi Aumer, Tara Bartekoske, Devon Bartscher, Carly Bierman, Jami Burrer, Jenna Bush, Taunya Charlton, Jim Dornbusch, Dawn Dovre, Lynette Engle, Carmel Fluke, Kaitlin Foster, Jacob Fuerst, Sara Garbe, Melanie Garstenshlager, Ashley Glaspell, Jason Goette, Bernie Grimme, Derek Gustafson, Morgan Heuer, Jason Himrich, John Hult, Lacey Johnson, Lisa Johnson, Aubree Kaiser, Caitlin Kemnitz, Jennifer Keyes, Maureen Klaudt, Katie Kumpf, Scott Kwasniewski, Melodee Lane, Gaye Mattke, Bill McEntaffer, Kristal McKee, Bob Mercer, Gloria Miller, Heather Nelson, Adrian Ness, Molly Neyhart, Lois Niedert, Jason Nylen, Kim Olson, Carmen Pacheco, Kara Palmer, Jenni Portales, Kendra Ringstmeyer, Amber Rost, Kristi Sandal, Nathan Schlimgen, ReAnn Smith, Laura Smith-Hill, Andrew Szilvasi, Yvonne Taylor, Laura Trapp, Sommer VanDewater, Robin Wallum, Adriane Weippert, Brenda Weishaar, Bill Wendling, Stacy Whitlock, Dawn Williams.

**AGENDA ITEM C.**       **APPROVAL OF MINUTES FROM SEPTEMBER 27, 2023**
Dave Bonde made a motion to approve the meeting minutes from September 27, 2023. Jon Mahan seconded the motion. **MOTION PASSED** 11-0.

**AGENDA ITEM D.**       **JOB SERVICE DELIVERY MODEL**
DLR Workforce Development Director Kendra Ringstmeyer shared how DLR is restructuring the Job Service delivery model. The most noticeable change in the restructuring is not every Job Service office will have an Employment Specialist for every program. A customer may be served by an Employment Specialist from another community. The purpose is to better serve all areas of the state, remain agile and responsive, best distribute caseloads, and ensure effective program knowledge. Director Ringstmeyer also shared technology advancements, including mobile labs with Chromebooks in Job Service offices, MyDLR Explorer, and an automated phone directory when calling DLR offices.

**AGENDA ITEM E.**       **ONE-STOP CERTIFICATIONS**
DLR Workforce Development Director Kendra Ringstmeyer provided information regarding the One-Stop Career Center Certification reviews for Rapid City Job Service, Spearfish Job Service, Vermillion Job Service, and Yankton/Lake Andes Job Service.

The Rapid City Job Service program review resulted in five findings. Technical assistance was provided while on site during the review. Review of the American with Disabilities Act (ADA) compliance resulted in three findings. All findings have been resolved.

The Spearfish Job Service program review resulted in five findings. Technical assistance was provided while on site during the review.

The Vermillion Job Service program review resulted in three findings. Technical assistance was provided while on site during the review. Review of the American with Disabilities Act (ADA) compliance resulted in two findings. All findings have been resolved.

The Yankton/Lake Andes Job Service review resulted in seven findings. Technical assistance was provided while on site during the review. Review of the American with Disabilities Act (ADA) compliance resulted in eight findings. All findings have been resolved.

Dave Bonde made a motion to approve the One-Stop Certifications. Carla Gatzke seconded the motion. **MOTION PASSED** 12-0.

**AGENDA ITEM F.          WORKFORCE INNOVATION AND OPPORTUNITY ACT STATE PLAN**

DLR Workforce Development Director Kendra Ringstmeyer presented South Dakota's 2024 WIOA Combined State Plan and the development timeline. Rehab Services Assistant Director Bernie Grimme provided an overview of section four of the State Plan.

**AGENDA ITEM G.          DIGITAL OPPORTUNITY PLAN**

Digital Opportunity Coordinator Bill Wendling presented on Digital Opportunity in South Dakota. The presentation included what 'Digital Equity' means, Digital Equity vs BEAD, the three funding sources of Digital Equity, stakeholder engagement, covered populations in South Dakota, the vision, objectives, strategies, proposed activities, and important dates.

**AGENDA ITEM H.          LABOR MARKET INFORMATON**

Labor Market Information Center (LMIC) Administrator Melodee Lane shared information about November's issue of the South Dakota e-Labor Bulletin. The issue includes how artificial intelligence will impact the labor market, an overview of the South Dakota Labor Market, small business statistics, a snapshot of South Dakota's economy, the latest available workforce data, and DLR services.

**AGENDA ITEM I.          JOB SERVICE TRANSLATION DEVELOPMENTS**

Labor Program Specialist II Felicia Alspach shared translation developments. DLR is striving to streamline the translation process. A new translation service, Instant Language Assistant (ILA), was purchased. ILA instantly translates 130 different languages to English. ILA can also be used for individuals that are hard of hearing.

**AGENDA ITEM J.          PUBLIC COMMENT**

None.

**AGENDA ITEM K.          DIRECTOR UPDATES**

Executive Director Dawn Dovre shared two upcoming Council meeting dates, including a virtual meeting on February 8 and an in-person meeting on April 9 in Sioux Falls. There is one council vacancy.

**AGENDA ITEM L.          ADJOURN**

Dave Bonde made a motion to adjourn the meeting. Adam Molseed seconded the motion. **MOTION PASSED**.

Chairman Lee Anderson called the meeting adjourned at 3:19 p.m. CST.