

Meeting Minutes
WORKFORCE DEVELOPMENT COUNCIL

Huron Event Center
100 4th St. SW, Dakota 'F' Room, Huron
May 2, 2018 1:00 p.m. CDT

Cornerstones Career Learning Center
33 3rd St. SE, Suite 202, Huron
May 3, 2018 8:30 a.m. CDT

Vice Chairwoman Wientjes called the meeting to order at 1:05 p.m. (CDT). Jami Burrer called the roll. A quorum was present.

Members Present: May 2, 2018: Vice Chairwoman Keri Wientjes, David Bonde, David Giovannini, Secretary Marcia Hultman, Nathan Lukkes, Scott Peterson; *via conference call:* Carla Gatzke, Steve Kolbeck, Mark Rogers, Aaron Scheibe, and Laura Scheibe; May 3, 2018: Chairman Lee Anderson, Keri Wientjes, David Bonde, David Giovannini, Secretary Marcia Hultman, Nathan Lukkes, Scott Peterson, and Mark Rogers.

Members Absent: May 2, 2018: Chairman Lee Anderson, Chris Houwman, Rick Larson, Mike Rush, Randy Stainbrook, and Eric Weiss; May 3, 2018: Carla Gatzke, Chris Houwman, Steve Kolbeck, Rick Larson, Mike Rush, Aaron Scheibe, Laura Scheibe, Randy Stainbrook, and Eric Weiss.

Others Present: May 2, 2018: Mackenzie Decker, Jami Burrer, Kendra Ringstmeyer, Bill McEntaffer, Rebecca Long, Andrew Szilvasi, Dawn Dovre, Tha Gerh Paw, Eh Kha, Gloria Miller, Lauren Brock, Mark Heuston, and David McGirr ; May 3, 2018: Mackenzie Decker, Jami Burrer, Kendra Ringstmeyer, Rebecca Long, Andrew Szilvasi, Dawn Dovre, Mark Anderson, Nancy Kappes, Paul Georgoff, Gloria Miller, Julie Hibbert, Rita Nelson, Mark Heuston, Jon Mahan, Kim Olson, May Say, Kaz Hoffert, Karen Hofer, John Taylor, and Judy Eden.

Scott Peterson made a motion to approve the March 8, 2018 meeting minutes, David Bonde seconded the motion. **MOTION PASSED.**

DLR Workforce Training Director Kendra Ringstmeyer presented information on Eligible Training Provider List (ETPL). Providers of training services are required to be on the ETPL in order to receive Workforce Innovations and Opportunity Act (WIOA) Title I Adult, Dislocated Worker and Out-of-School Youth funding. ETPL applications are reviewed annually by the WDC and training providers are informed of approval or denial status by May 31. Approved programs will be listed on the ETPL and remain eligible until the end of the following program year. DLR requires 20 percent of total participants entering a program to complete the program. DLR supports in-state training programs as much as possible. Online programs have lower completion rates than in-person training, and the cost of online training is higher.

When an eligible WIOA participant is interested in a career change or training, DLR evaluates the participant to ensure interest and preparedness. If an individual does not indicate readiness for post-secondary education, DLR will assign an Adult Education and Literacy provider to improve the test scores. DLR will not pay for remedial coursework because partner programs courses are offered at no cost. If the participant is prepared for post-secondary level work, DLR will pay up to \$10,400 per participant for tuition and fees. This is paid directly to the training

provider on behalf of the participant. DLR monitors the participants progress and offers tutoring or support services, such as transportation, to ensure their success in the program.

DLR will add Classification of Instructional Programs (CIP) codes to the ETPL applications next year. A CIP code provides the accurate tracking and reporting of the occupation for more accurate labor market data. DLR will also be building a module in the data management system to assist in the application process.

Melodee Lane, Labor Market Information (LMIC) Administrator, presented LMIC information on each training program on the ETPL, including wages. Sources of information included the anticipated starting wage, openings to candidate ratio and "hot careers."

The anticipated starting wage represents the South Dakota 10th to 25th percentile occupational wage data available from LMIC through the Occupational Employment Statistics program conducted in cooperation with the U.S. Bureau of Labor Statistics.

The openings to candidate ratio refers to job openings and job candidates related to training program occupations retrieved from LMIC's virtual labor market system on April 17, 2018. The ratio represents the number of South Dakota job openings to the number of South Dakota candidates. The job openings include jobs listed in SDWORKS and sources of online job listings. The candidate data is based on candidates seeking job openings online who have indicated interest in jobs matching training program occupations.

To be identified as a "hot career," an occupation must have projected demand for workers (2014-2024) greater than the average across all occupations. The average annual projected demand across all occupations is 18. Any occupation with an annual demand projected to be 19 or greater is considered "high demand." To be included on the Hot Careers List, an occupation must have an average wage greater than the average wage across all occupations using the most current wage estimates available.

Tha Gerh Paw, Employment Specialist in the DLR Huron Job Service, introduced Eh Kha, an Occupational Skills Training Participant. Tha Gerh Paw met Eh Kha through a high school counselor after he had been denied a Build Dakota Scholarship. After initial testing, Eh Kha became eligible for WIOA Title I funding. He is graduating from Mitchell Technical Institute as an electrician where he learned residential and commercial wiring in a two-year program. Eh Kha currently works at Dakota Provisions and will continue working there after he graduates.

Director Ringstmeyer reviewed the DLR recommendations for the ETPL applications. Continued applications have been approved previously and can be removed from the ETPL if they fail to meet the minimum performance requirement for two consecutive years, or fail to provide required data or performance information. Six programs did not meet the required completion rate of 20 percent for year one of the program. DLR recommended to keep the six programs for another year. DLR recommended approval of the following continued applications: **Lake Area Technical Institute:** Automotive, Building Trades Technology, Computer Information Systems, Custom Paint & Fabrication-Diploma, Custom Paint & Fabrication, Diesel Technology, Electronic System Technology, Energy Technology, Energy Operation, Environmental Technology-Diploma, Environmental Technology, Financial Services, Heavy Equipment Operator-Diploma, Heavy Equipment Operator, Law Enforcement, Medical Assisting, Medical Laboratory Technician, Practical Nursing-Diploma, Precision Machining, Robotics, Welding-Diploma, and Welding; **Mitchell Technical Institute:** Accounting, Administrative Office Specialist, Ag Business, Architectural Design & Building Const., Automated Controls/SCADA,

Butler Edge, Commercial Driver's License-License, Electrical Construction and Maintenance, Electrical Utilities Substation Technology, GPS/GIS Mapping Technology-Diploma, Heating and Cooling Technology, Heating and Cooling Technology-Diploma, Information Systems Technology, Licensed Practical Nurse-Diploma, Medical Assistant, Medical Laboratory Technology, Power Sports and Marine Technology, Precision Ag Technology, Professional Truck Driving-License, Telecommunications, Utilities Technology, Welding Manufacturing Technology-Diploma, Welding Manufacturing Technology Machining, Welding Manufacturing Technology Advanced Welding, and Wind Turbine Technology; **Southeast Technical Institute:** Accounting, Administrative Assistant, Architectural Engineering, Automotive Technology, Automotive Technology-Diploma, Certified Nursing Assistant-Cert, Civil Engineering, Collision Repair and Refinish Tech, Commercial Driver's License, Computer Programming, Computer Programming On-Line, Computer Technician, Construction Management, Diesel Technology-Diploma, Diesel Technology, Diesel Technology Agriculture/Construction-Diploma, Diesel Technology Agriculture/Construction, Electrician, Electronics Technology, Financial Services, Financial Services: Insurance, HVAC, Land Survey Science, Law Enforcement Science, Licensed Practical Nurse-Diploma, Mechanical Engineering, Mechanical Systems/Plumbing-Diploma, Mechatronics, Network Administrator, Registered Nurse, Residential Heating and Air Conditioning Technology-Diploma, Surgical Technology, System Administrator, and Welding-Diploma; **Western Dakota Technical Institute:** Accounting, Bookkeeping Diploma, Commercial Driver's License-Class A, Computer Aided Design, Computer Science-ITS Diploma, Computer Science-Information Technology Specialist, Criminal Justice Law Enforcement Emphasis, Drafting and Machining Technology, Electrical Trades, Environmental Engineering Technician, Health Information Management Coding Specialty-Diploma, Health Information Management Coding Specialty, HVAC-Refrigeration Technology, Medical Assisting-Diploma, Medical Laboratory Technician, Office Professional -Diploma, Paramedic, Plumbing-Diploma, Practical Nursing-Diploma, Precision Machining Technology-Diploma, Surgical Technology, Welding & Fabrication-Diploma, and Welding & Fabrication; **AETech Electrical Training Center-Rapid City** Electrical Training, **Career Learning Center of the Black Hills-Rapid City** Administrative Office Assistant and Office and Accounting Assistant; **Loenbro Technical Institute-Rapid City** Welding, **Regional Technical Education Center, Inc. (RTEC)-Yankton** Commercial Driver's License, Basic Welding, and CNC Machining; and **The Training Place-Aberdeen** Commercial Driver's License.

DLR recommended removal of the **National American University (NAU)** Accounting, Certified Nursing Assistant, Information Technology and Medical Assisting programs. NAU did not submit data.

Aaron Scheibe suggested sending letters to providers who did not meet the 20 percent completion rate with information regarding their approval next year.

Motion by Aaron Scheibe to approve the ETPL continued applications as recommended by DLR. Seconded by Nathan Lukkes. **MOTION PASSED** by 11-0 roll call vote.

Initial application information for consideration included program length, program cost, student completion rate, anticipated starting wage, opening to candidate ratio, "hot career" designation and Build Dakota approval. In July 2017, the WDC agreed any program applications with Build Dakota approval may automatically be approved for the ETPL. Based on this information and the ability of the curriculum to prepare participants for immediate employment, DLR recommended approval of the following programs for the ETPL: **Southeast Technical Institute:** Accounting Online, Bookkeeping Certificate, Information Technology Security, Software Support Specialist, and Welding Certificates: Flux Core Arc, Gas Tungsten Arc, Gas

Metal Arc, Shielded Metal Arc; **Lake Area Technical Institute** DCAT ThinkBIG Diesel, **Loenbro** Facilities Maintenance, Electrical, **Avera Education and Staffing Solutions** Certified Nursing Assistant Program, **Avera School of EMS** EMT Program and Paramedic, **Mitchell Technical Institute**: Agronomy, Animal Science, Diesel Power Technology, Medical Laboratory Technology, and Powerline Construction and Maintenance; and **Western Dakota Technical Institute**: Automotive Technology, Class B Commercial Driver's License, and Diesel Technology. Training providers with initial applications joined the meeting by phone to answer any questions.

Motion by Scott Peterson to approve the ETPL initial applications as recommended by DLR. Seconded by David Giovannini. **MOTION PASSED** by 11-0 roll call vote.

Vice Chairwoman Wientjes presented on the competitive process of the One-Stop Operator under WIOA. In June 2017, the DLR Director of Field Operations was chosen to fulfill this role by the Council after a request for proposal process by DLR. Due to updates to the agreement terms, a new request for proposal was completed again this year. DLR received two proposals, In The Door out of Georgia and the DLR Director of Field Operations. A review committee consisting of Chairman Lee Anderson, Vice-Chair Keri Wientjes, Eric Weiss and Kendra Ringstmeyer reviewed and scored both proposals. The review committee recommended the DLR Division of Field Operations. In reviewing the proposals, the committee felt In The Door suggested some innovative strategies; however, the Director Field Operations familiarity with South Dakota's partnerships were reviewed as an invaluable benefit. In the future, the selection of the One-Stop Operator will be completed every four years.

Motion by David Giovannini to appoint the DLR Division of Field Operations as the One-Stop Operator. Seconded by Nathan Lukkes. **MOTION PASSED** by 10-0 roll call vote.

Andy Szilvasi, Director of Employment Services, provided information regarding Foreign Labor Certification (FLC) program. A temporary or permanent FLC can be obtained by an employer to fill vacancies unable to be filled by qualified applicants locally. The types of visas commonly processed by DLR and used in South Dakota are Agriculture Temporary (H2A) or Non-Agriculture Temporary (H2B).

Employers who have H2A and H2B employees are required to pay the Adverse Effect Wage Rate (AEWR) for H2A or the prevailing rate of pay for the occupation under H2B. The rates prevent employers from hiring foreign worker(s) for a wage significantly lower than those afforded to the U.S. citizens or to offer wage a U.S. worker would not accept.

David McGirr, President/CEO of the Greater Huron Development Corporation, discussed efforts to create and retain jobs in the Huron area by improving the community for population growth and the economic growth.

Secretary Hultman asked Council members to participate in a roundtable discussion, providing updates from each of their communities.

Meeting adjourned the meeting at 4:01 p.m. (CDT).

Chairman Anderson reconvened the meeting at 8:31 a.m. (CDT). Jami Burrer called the roll. A quorum was not present.

Kim Olson, Executive Director of Cornerstones Career Learning Center (CCLC), presented CCLC information to the Council. In 2017, CCLC served 679 people in basic education and English language learner classes and 1,002 people in skilled and work-based trainings.

Executive Director Olson introduced two teachers, Karen Hofer and John Taylor, and two students, May Say and Kaz Hoffert. Each student provided an overview of their personal history, accomplishments with CCLC, and future plans.

A business panel consisting of five business representatives throughout the state, including: Mark “Smokey” Heuston, Director of Human Resources for Dakota Provisions; Rita Nelson, Workforce Coordinator for the Yankton Chamber of Commerce; Julie Hibbert, Senior Human Resource Manager for Terex; Nancy Kappes, Director of Talent Management at Dacotah Bank; and Paul Georgoff, Director of Talent Development at Dacotah Bank, shared their strategies to recruit and retain employees. Heuston explained the process Dakota Provisions uses to recruit new employees from Puerto Rico after Hurricane Maria. Dakota Provisions projects 1,175 employees next year, with a 12 percent turnover every month. Hibbert offered information on the challenges of recruiting professional talent in rural locations. Dacotah Bank representatives shared concerns with filling positions with all levels, including management positions.

WDC Director Mackenzie Decker discussed upcoming meeting dates and agenda topics.

Mark Rogers made a motion to adjourn the meeting. Nathan Lukkes seconded the motion.
MOTION PASSED.

Chairman Anderson called the meeting adjourned at 11:02 a.m. (CDT).