

**Meeting Minutes**  
**WORKFORCE DEVELOPMENT COUNCIL**  
Via Microsoft Teams/Conference Call  
May 21, 2020 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, David Bonde, Carl Carlson, Travis Dorve, Carla Gatzke, David Giovannini, Chris Houwman, Secretary Hultman, Rick Larson, Kim Ludwig, Mark Rogers, Laura Scheibe, and Randy Stainbrook.

**Members Absent:** Steve Kolbeck and Scott Peterson.

**Others Present:** Mackenzie Decker, Jami Burrer, Kendra Ringstmeyer, Felicia Alspach, Karen Callahan, John Anderson, Laura Trapp, Jodi Aumer, Dawn Dovre, Rebecca Long, Samantha McGrath, Bill McEntaffer, Tom Meyer, Aaron Morlock, Taige Tople, Andy Szilvasi, Taunya Charlton, Jill Greenway, Jay Crandall, Deb Toms, Heather Keller, Mary Gates, Ashely Kingdon-Reese, Tracy Noldner, Rita Nelson, Gloria Miller, Nancy Schlichenmayer, Sandy Meed, and Debbie Arne.

**AGENDA ITEM C. APPROVAL OF MINUTES FROM FEBRUARY 28, 2020**

Mark Rogers made a motion to approve the February 28, 2020, meeting minutes.  
**MOTION PASSED** by 13-0 roll call vote.

**AGENDA ITEM D. DLR UPDATES**

Secretary Hultman provided an update regarding the on-going efforts of the Reemployment Assistance Division and anticipates an increased need for workforce training.

**AGENDA ITEM E. ELIGIBLE TRAINING PROVIDER LIST (ETPL)**

DLR Labor Program Specialist Rebecca Long presented information on the Eligible Training Provider List (ETPL). Providers of training services are required to be on the ETPL to receive WIOA Title I funding. ETPL applications are reviewed annually. Participants must meet WIOA eligibility to utilize funds. Overall, individuals with barriers can receive assistance leading to stronger relevant career-specific knowledge and skills, meaningful employment, retainable, and promotable by local employers.

DLR revised the ETPL policy and procedures during the current program year due to additional guidance from U.S. DOL and the implementation of a new web-based management module in SDWORKS. A major revision to the ETPL policy was the application and performance reporting period. All applications are submitted from January to March, although due to COVID-19 this timeframe was extended this year. The performance reporting for continued applications will be submitted to DLR by July 31, 2020, to allow for an entire program year of data. Continued applications will be reviewed during the next WDC meeting.

Today, the WDC is reviewing initial applications for approval. Approved initial programs will be listed on the ETPL and remain eligible until the end of the following program year. 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.

**AGENDA ITEM F. LABOR MARKET INFORMATION ON ETPL**

Melodee Lane, Labor Market Information Center (LMIC) Administrator, provided an overview of the labor market information for each training program. Sources of

information included the anticipated starting wage, annual openings, openings to candidate ratio, and “hot careers.”

**AGENDA ITEM G. ETPL APPLICATION REVIEW AND RECOMMENDATIONS**

Rebecca Long, DLR Labor Program Specialist, reviewed the DLR recommendations for the ETPL initial applications and sought discussion on a few applications.

**AGENDA ITEM H. ETPL OPEN DISCUSSION**

Council members discussed approval and denial of initial applications while providers answered question from the Council about potential programs.

**AGENDA ITEM I. APPROVE ETPL INITIAL APPLICATIONS**

Motion by David Giovannini to approve the ETPL initial applications as recommended by DLR. Seconded by Laura Scheibe. **MOTION PASSED** by 13-0 roll call vote.

**AGENDA ITEM J. AEL REQUEST FOR PROPOSAL**

John Anderson, Adult Education and Literacy (AEL) Labor Program Specialist, gave an overview of the AEL Program and explained the AEL Request for Proposal. Council members were asked to anonymously give feedback on the applicant’s abstracts to ensure alignment with the WIOA Unified State Plan.

**AGENDA ITEM K. DIRECTOR UPDATES**

Executive Director Mackenzie Decker discussed upcoming meeting dates and agenda topics. Council members would like to see more virtual offerings for meeting attendance. Decker agreed to accommodate virtual attendance more often.

**AGENDA ITEM L. ADJOURN**

Travis Dovre made a motion to adjourn the meeting. Chirs Houwman seconded the motion. **MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 12:02 p.m. (CDT).

**Meeting Minutes – Appendix 1**  
**WORKFORCE DEVELOPMENT COUNCIL**  
 Approved Eligible Training Provider List Initial Applications  
 May 21, 2020

<b>Provider Name</b>	<b>Program Title</b>	<b>Credential Type</b>
MedCerts	HI-5100 Professional Coder	Occupational Skills certificate or credential
MedCerts	HI-6000 Medical Assistant	Occupational Skills certificate or credential
MedCerts	HI-6100 Phlebotomy Technician	Occupational Skills certificate or credential
MedCerts	VA-3000 Veterinary Assistants	Occupational Skills certificate or credential
Southeast Technical Institute	Cardiac Sonography	AA/AS Degree
Southeast Technical Institute	Commercial Construction	Occupational Skills certificate or credential
Southeast Technical Institute	Computer Programming ONLINE (Part-Time)	AA/AS Degree
Southeast Technical Institute	Computer Support	Occupational Skills certificate or credential
Southeast Technical Institute	General Construction	Occupational Skills certificate or credential
Southeast Technical Institute	Invasive Cardiovascular Technology	AA/AS Degree
Southeast Technical Institute	Java Programming	Occupational Skills certificate or credential
Southeast Technical Institute	Licensed Practical Nursing Day (Part-Time)	Occupational Skills certificate or credential
Southeast Technical Institute	Licensed Practical Nursing EVENING (Part-Time)	Occupational Skills certificate or credential
Southeast Technical Institute	Network Administrator EVENING (Part-Time)	AA/AS Degree
Southeast Technical Institute	Phlebotomy Technician	Occupational Skills certificate or credential
Southeast Technical Institute	Registered Nurse (Part-Time)	AA/AS Degree
Southeast Technical Institute	Residential Construction	Occupational Skills certificate or credential
Southeast Technical Institute	Telecommunications Tower Technician I	Occupational Skills certificate or credential
Southeast Technical Institute	Telecommunications Tower Technician II	Occupational Skills certificate or credential
Southeast Technical Institute	Web Programming	Occupational Skills certificate or credential
Western Dakota Technical Institute	Registered Nursing	AA/AS Degree