

Meeting Minutes
WORKFORCE DEVELOPMENT COUNCIL
BankWest
1920 N. Sanborn Blvd., Mitchell
May 22, 2019 10:00 a.m. CDT

Chairman Lee Anderson called the meeting to order at 10:03 a.m. (CDT). Jami Burrer called the roll. A quorum was present.

Members Present: Chairman Lee Anderson, David Bonde, Carl Carlson, Chris Houwman, Secretary Hultman, Laura Scheibe, Randy Stainbrook; *via Conference Call:* Carla Gatzke, David Giovannini, Rick Larson, Mary Lehecka Nelson.

Members Absent: Vice Chairwoman Keri Wientjes, Paul Beran, Steve Kolbeck, Scott Peterson, Mark Rogers, and Eric Wiess.

Others Present: Mackenzie Decker, Jami Burrer, Kendra Ringstmeyer, Laura Trapp, Claire Mohr, Crystal Trevino, John Anderson, Gloria Miller, Kim Olson, Felicia Alspach, Devon Bartscher, Yessica Lainez, Shelly Disbrow, Jasmine Johnson, Melodee Lane, Paul Lasley, J. Blake, Angela Moschell, Dawn Dovre, Sarah Petrik, Hunter Roberts, and Emily Ward.

AGENDA ITEM C. APPROVAL OF MINUTES FROM MARCH 27, 2019

David Bonde made a motion to approve the March 27, 2019 meeting minutes. Chris Houwman seconded the motion. Mary Lehecka Nelson abstained from the motion.

MOTION PASSED by 10-0 roll call vote.

AGENDA ITEM D. FISCAL UPDATES

Emily Ward, Director of Administrative Services, presented the budget of the Department of Labor and Regulation (DLR) and decreasing funding sources in the next fiscal year.

AGENDA ITEM E & F. OCCUPATIONAL SKILLS TRAINING (OST) FUNDING LEVELS & OST FUNDING LIMITS

Laura Trapp and Felicia Alspach, Labor Program Specialists, requested a funding limit change to Title I Adult programs. In a program year, there are enough funds to cover support services and training for individuals. Since the Workforce Innovation and Opportunity Act (WIOA) has been enacted DLR is serving more individuals ever before. DLR continues to enroll individuals to the greatest extent. In order to make the most of the funding, DLR is requesting the maximum funding allowed for WIOA Title I Occupational Skills Training (OST) change from \$10,400 per training program to \$8,000 per training program. The Youth program funding limit would remain the same, at \$10,400.

Carla Gatzke made a motion to approve the request to allow WIOA Title I OST funding to be decreased to \$8,000 per training program. Laura Scheibe seconded the motion.

MOTION PASSED by 11-0 roll call vote.

AGENDA ITEM G. DLR UPDATES

Cabinet Secretary Marcia Hultman told council members about past and upcoming DLR events. In April, Pierre Job Service held a job shadow event for 126 high school seniors. Students selected their top three choices after exploring occupations by career cluster. Industries ranged from electrical, financial services, healthcare, teaching, welding, mass communications, plumbing, construction and more. Over the course of two days, employers shared their expectations about communication, working with others, punctuality, and other soft skills the students will need to be successful.

This is the first event to kick off the South Dakota Week of Work partnership with local businesses and school administrators that will take place on April 20-25, 2020. The goal is for every 10th grade student to take part in a work experience.

AGENDA ITEM H. ELIGIBLE TRAINING PROVIDER LIST (ETPL)

DLR Workforce Training Director Kendra Ringstmeyer 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 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 if the participant is prepared for post-secondary level work. DLR can 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.

AGENDA ITEM I. LABOR MARKET INFORMATION FOR ETPL

Melodee Lane, Labor Market Information Center (LMIC) Administrator, presented 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.”

AGENDA ITEM J. PARTICIPANT TESTIMONIAL

Paul Lasley, an Employment Specialist at Mitchell Job Service, introduced Blake to the council. Blake is a DLR participant in the WIOA Title I Youth program. Blake receives assistance through DLR to attend the Accounting program at Mitchell Technical Institute (MTI) where he just finished his first year. Blake enjoys attending classes at MTI. He utilized their tutoring programs and has received help from instructors. Blake believes instructors at MTI want to see students succeed in their courses and are willing to help students however they can.

Angela Moschell, an Employment Specialist at Mitchell Job Service, introduced Jasmine to the council. Jasmine is the single mother of three young children. Through the WIOA Title I Adult program, Jasmine graduated with honors from MTI with an associate degree in Accounting/Business Management program. Jasmine is currently employed at an insurance agency and enjoys her job.

AGENDA ITEM K. ETPL APPLICATION REVIEW AND RECOMMENDATIONS

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. The six programs that did not meet the required completion rate of 20 percent last year were sent notices and are now in compliance.

DLR recommended approval of the following continued applications: **AETech Electrical Training Center:** Electrical Training Program. **Avera Education & Staffing Solutions:** Certified Nurse Assistant. **Career Learning Center of the Black Hills:** Administrative Office Assistant (AOA) and Office and Accounting Assistant. **Lake Area Technical Institute:** Automotive Technology, Building Trades Technology, Computer Information Systems, Computer Information Systems Online, Custom Paint and Fabrication – AAS,

Custom Paint and Fabrication – Diploma, DCAT - Diesel ThinkBIG Option, Diesel Technology - Ag/Industrial and Truck Options, Electronic Systems Technology, Electronic Systems Technology Online, Energy Operations, Energy Technology, Environmental Technology – AAS, Environmental Technology – Diploma, Financial Services, Financial Services Online, Heavy Equipment Operator – AAS, Heavy Equipment Operator – Diploma, Law Enforcement, Medical Assisting, Medical Lab Technician, Medical Lab Technician Blended, Practical Nursing, Practical Nursing Blended, Precision Machining, Precision Machining Blended, Robotics, Robotics Blended, Welding – AAS, and Welding – Diploma. **Mitchell Technical Institute:** Accounting, Administrative Office Specialist, Agriculture Business, Agronomy, Animal Science, Architectural Design and Building Construction, Automation Controls/SCADA, Commercial Driver's License, Diesel Power Technology, Electrical Construction & Maintenance, Electrical Utilities and Substation Technology, GPS/GIS Mapping Technology, Heating and Cooling Technology – AAS, Heating and Cooling Technology – Diploma, Information Systems Technology, Licensed Practical Nursing, Medical Assistant, Medical Laboratory Technology, Power Sports Technology, Powerline Construction and Maintenance, Precision Ag Technology, Professional Truck Driving, Telecommunication, Utilities Technology, Welding Manufacturing Technology - AAS, Welding Manufacturing Technology - Diploma, Welding/Progressive Welding, and Wind Turbine Technology. **RTEC, Inc:** Basic Welding, CDL Training/Northeast Community College, and CNC Machining. **Southeast Technical Institute:** Accounting Online – AAS, Accounting – AAS, Administrative Assistant – AAS, Architectural Engineering – AAS, Automotive Technology - AAS/Diploma, Bookkeeping – Certificate, Bookkeeping – Diploma, Certified Nursing Assistant, Civil Engineering – AAS, Collision Repair and Refinish Technology – AAS, Commercial Driver's License Class A, Computer Programming – AAS, Computer Programming Online – AAS, Computer Technician – Diploma, Construction Management – AAS, Diesel Technology – AAS, Diesel Technology, Ag/Construction – AAS, Electrician – AAS, Electronics – AAS, Financial Services – AAS, HVAC/R – AAS, Information Technology Security – AAS, Land Survey Science Technology – AAS, Law Enforcement, Licensed Practical Nursing, Mechanical Engineering – AAS, Mechatronics – AAS, Network Administrator – AAS, Plumbing/Mechanical Systems Technology, Registered Nurse – AAS, Residential Heating and AC, Software Support Specialist, Surgical Technology – AAS, System Administrator – AAS, Welding Diploma, Welding Flux Core Arc – Certificate, Welding Gas Metal Arc – Certificate, Welding Gas Tungsten Arc – Certificate, and Welding Shielded Metal Arc – Certificate. **Western Dakota Technical Institute:** Accounting – AAS, Automotive Technology – AAS, Bookkeeping – Diploma, Bookkeeping Online – Diploma, Class B Truck Driving, Computer Aided Design – AAS, Computer Science - Information Technology Specialist – AAS, Computer Science - Information Technology Specialist – Diploma, Criminal Justice - Law Enforcement Emphasis – AAS, Diesel Technology – AAS, Drafting and Machining Technology – AAS, Electrical Trades – AAS, Environmental Engineering Technician – AAS, Health Information Management - Coding Specialty – AAS, Health Information Management – Diploma, HVAC/R Technology – AAS, Medical Assisting – Certificate, Medical Assisting – Diploma, Medical Laboratory Technician – AAS, Office Professional – Diploma, Office Professional Online – Diploma, Paramedic – AAS, Phlebotomy/Laboratory Assistant – Diploma, Plumbing Technology – Diploma, Practical Nursing – Diploma, Precision Marching Technology – Diploma, Professional Truck Driving, Surgical Technology – AAS, Welding and Fabrication – AAS, and Welding and Fabrication – Diploma.

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: **Independent Health Solutions:** Medication Administration Training for Unlicensed Professionals, and Certified Nursing Assistant. **Lake Area Technical Institute:** Registered Nursing. **Mount Marty College:** Accounting. **Sisseton Wapton College:** Licensed Practical Nursing, General Building and Trade Technology. **Western Dakota Technical Institute:** Diesel Technology - Industrial Maintenance - AAS, Environmental Engineering Technician – Aquaponics - AAS, Business Hospitality, Emergency Medical Technician (EMT). **Registered Apprenticeships:** *Compass Military Services:* EMT/Paramedics, and Paramedic; *Dynamic Engineering:* Machinist; *Lake Area Technical Institute:* Welder - Combination, Residential Carpenter, Production Technologist; *Midwestern Mechanical, Inc.:* HVAC; *Bear Butte Gardens:* Diversified Organic Farmer; *Select Construction:* Carpentry; *Independent Health Solutions:* Home Health Aide; *Aberdeen Fire and Rescue:* Fire Medic.

AGENDA ITEM L. APPROVE CONTINUED APPLICATIONS

Motion by David Bonde to approve the ETPL continued applications as recommended by DLR. Seconded by Carl Carlson. **MOTION PASSED** by 11-0 roll call vote.

AGENDA ITEM M. APPROVE INITIAL APPLICATIONS

Motion by Chris Houwman to approve the ETPL initial applications as recommended by DLR. Seconded by Carl Carlson. **MOTION PASSED** by 11-0 roll call vote.

AGENDA ITEM N. LABOR MARKET INFORMATION CENTER UPDATES

Melodee Lane explained Hot Careers occupations must be projected to show employment growth, be among the 30 occupations with the highest projected demand for workers (2016-2026) and have an average wage above the median wage across all occupations (\$32,338) using 2017 wage data. Melodee showed the council a news story about South Dakota Hot Careers from KELOLAND on May 14, 2019.

AGENDA ITEM O. MITCHELL JOB CLUB

Devon Bartscher, Mitchell Job Service Office Manager, explained the Mitchell Job Club. This program is open to the public and held every Thursday at Mitchell Job Service. The meetings casually discuss a variety of job search topics in detail, including online job searching, workforce training options, interview skills and techniques, and money management.

AGENDA ITEM P. UNIFIED STATE WORKFORCE PLAN VISION, GOALS, AND PRIORITIES

Director Ringstmeyer discussed the vision, goals, and the priorities of the Unified State Workforce Plan. The vision is to collaborate amongst government, education, business, and community to develop a skilled workforce which allows employers in South Dakota to expand business when the opportunity arises. During the March 27, WDC meeting the council discussed goals and priorities for the State Plan. In December 2019, DLR will present their strategy to the council, with final approval of the State Plan being in March 2020.

AGENDA ITEM Q. APPROVE STATE PLAN VISION, GOALS, AND PRIORITIES

Chris Houwman made a motion to approve the State Plan vision, goals, and priorities as recommended by DLR. Randy Stainbrook seconded the motion. **MOTION PASSED** by 9-0 roll call vote. Mary Lehecka Nelson and Carla Gatzke were not present for the action item.

AGENDA ITEM R. ROUND TABLE

Council discussed ideas for the South Dakota Week of Work. It will provide a better outreach to students and improve opportunities for South Dakota employers. It was

suggested this experience include resume writing for future employment. Council members from the business sector look forward to hosting students at their businesses next spring.

AGENDA ITEM S. NEXT MEETING

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

AGENDA ITEM T. ADJOURN

Carl Carlson made a motion to adjourn the meeting. Secretary Hultman seconded the motion. **MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 1:45 p.m. (CDT).