

Meeting Minutes
WORKFORCE DEVELOPMENT COUNCIL
Wednesday, May 27, 2026 | 9:00 a.m. – 3:00 p.m. CDT
Vermillion Public Library, Kozak Room, 18 Church Street, Vermillion, SD

Chairman Lee Anderson called the meeting to order at 11:07 a.m. CDT. Molly Banuat called the roll. A quorum was present.

Members Present: Courtney Bannwarth, Michelle Black, Carla Gatzke, Secretary Marcia Hultman, Candy Klingensmith, Kim Ludwig, Jon Mahan, Hannah Sage, Amy Tlam, Chairman Lee Anderson.

Members Absent: Dave Bonde, Liza Clark, Shana Davis, Mark Rogers, Joel Sylvester, Keri Wientjes, Vice Chairman John Herweh.

Others Present: Felicia Alspach, Molly Banuat, Tara Bartekoske, Jon Cole, Ashley Denton, Shelly Disbrow, Dawn Dovre, Carol Frew-Kelley, Jacob Fuerst, Susan Hackemer, Lacey Johnson, Jess Karim, Jennifer Keyes, McKenna Kutz, Melodee Lane, Bill McEntaffer, Kristal McKee, Rita Nelson, Kim Olson, Jim Peterson, Anne Pithan, Carla Steffensen, Aimee Vander Feen, Sarah Wilcox.

AGENDA ITEM C. APPROVAL OF MINUTES FROM JANUARY 27, 2026

Jon Mahan made a motion to approve the meeting minutes of January 27, 2026. Michelle Black seconded the motion. **MOTION PASSED.**

AGENDA ITEM D. 2025 EMPLOYER SURVEY: COUNCIL FEEDBACK

Carla Gatzke made a motion that DLR survey employers' awareness and usage of current virtual training services, continue to promote mentorships, determine if South Dakota Tourism's customer service training can be used, explore the topic of AI in the workforce, and include an open-ended response in future surveys regarding why employers are or are not using justice-involved individuals. Hannah Sage seconded the motion. **MOTION PASSED.**

AGENDA ITEM E. ONE-STOP OPERATOR SELECTION

DLR Assistant Director of Workforce Development Felicia Alspach discussed the process of a Request for Proposal (RFP) and selecting a One-Stop Operator. Two letters of intent were submitted. Only one proposal was received by the submission date.

Michelle Black made a motion to approve the One-Stop Operator Selection of the Department of Labor and Regulation Division of Field Operations. Amy Tlam seconded the motion. **MOTION PASSED.**

AGENDA ITEM F. ADULT EDUCATION AND LITERACY RFP

DLR Assistant Director of Workforce Development Felicia Alspach provided updates on the changes to the recent Adult Education and Literacy Request for Proposal (RFP). The RFP will now go out every two years, instead of every four years, to align with the South Dakota State Plan. The RFP went out on March 15; letters of intent were due April 10. An announcement is expected at the end of the month.

AGENDA ITEM G. SENIOR COMMUNITY SERVICE EMPLOYMENT PROGRAM

DLR Assistant Director of Workforce Development Felicia Alspach shared DLR will not be applying for the Senior Community Service Employment Program (SCSEP) grant. Outcomes were consistently low, along with the grant being restrictive. Other programs will allow more flexibility with the same outcomes. No staffing reductions will occur.

AGENDA ITEM H. WORKFORCE PELL

DLR Assistant Director of Workforce Development Felicia Alspach explained the Workforce Pell grant program. Workforce Pell is designed for high-quality, short-term educational programs to prepare students with eight to fifteen weeks of training for in-demand, high-skill, and high-wage jobs. DLR is hoping to release the first course this fall.

AGENDA ITEM I. UNIVERSITY OF SOUTH DAKOTA UPDATES

University of South Dakota (USD) Nursing Assistant Professor Dr. Anne Pithan presented details about USD's nursing program, including goals and action items. USD Assistant Vice President of Career and Student Success Susan Hackemer shared details on USD's Coyote Ready Competencies that will be rolled out in the fall.

AGENDA ITEM J. VERMILLION: CITY AND CHAMBER UPDATES

Vermillion Mayor Jon Cole and Vermillion Area Chamber and Development Company President and CEO Jim Peterson described the recent growth in population and businesses in Vermillion. Housing, residents staying in town, and city expansion are main priorities.

AGENDA ITEM K. TEAMMATES MENTORING PROGRAM

TeamMates of South Dakota State Director Jess Karim, TeamMates National Outreach Specialist Sarah Wilcox, and TeamMates National Regional Manager Ashley Denton provided information on the TeamMates Mentoring Program. There are chapters in eight South Dakota communities, as well as a statewide chapter. TeamMates is a nonprofit that partners with schools on a one-to-one basis, serving youth from third grade through post-secondary school.

AGENDA ITEM L. DOE UPDATES

Postponed "DOE Updates" to a future meeting when Shana Davis is present to lead the discussion.

AGENDA ITEM M. LABOR MARKET INFORMATION

DLR Labor Market Information Center (LMIC) Administrator Melodee Lane shared an update on projects underway, including new annual occupational wage estimates. The long-term employment projections process is also underway, with 2024 to 2034 industry employment and occupational employment and demand projections to be published by late summer. New Hot Careers (high-demand, high-wage) will also be identified using the new occupational demand and wage data.

AGENDA ITEM N. PUBLIC COMMENT

None.

AGENDA ITEM O. EXECUTIVE DIRECTOR UPDATES

Executive Director Dawn Dove shared the next Council meeting is planned for August in Pierre. DLR Apprenticeship Program Manager Tara Bartekoske presented updates on youth, nursing, and teacher apprenticeships.

AGENDA ITEM P. ADJOURN

Jon Mahan made a motion to adjourn the meeting. **MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 2:49 p.m. CDT.

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