

Meeting Minutes
WORKFORCE DEVELOPMENT COUNCIL
The Daktronics Room
201 Daktronics Drive, Brookings
December 5, 2019 10:00 a.m. CST

Chairman Lee Anderson called the meeting to order at 10:06 a.m. (CST). Jami Burrer called the roll. A quorum was present.

Members Present: Chairman Lee Anderson, Paul Beran, David Bonde, Carla Gatzke, Secretary Hultman, Mark Rogers, Laura Scheibe, and Eric Weiss; *via Conference Call:* Vice Chairwoman Kari Wientjes and David Giovannini

Members Absent: Carl Carlson, Chris Houwman, Steve Kolbeck, Rick Larson, Mary Lehecka Nelson, Scott Peterson, and Randy Stainbrook

Others Present: Mackenzie Decker, Jami Burrer, Kendra Ringstmeyer, Felicia Alspach, John Anderson, Gloria Miller, Lance Gladis, Ethan Carrey, Taige Tople, Sue Chapman, Amber Bates, Scott Kwasniewski, Shelly Disbrow, Tony Jockheck, Kim Olson, Crystal Trevino, Kim Ludwig, Jordan Trumbo, Anasten Anolt, Dawn Dovre, and Rebecca Long; *via Conference Call:* Gloria Miller, Stephenie Rittberger, Mary Gates, Monica Wepking, Derek Gustafson, Jim Dornbusch, and Mitchell Close

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

Paul Beran made a motion to approve the meeting minutes from August 27, 2019. Carla Gatzke seconded the motion. **MOTION PASSED** by 10-0 roll call vote.

AGENDA ITEM D. DLR AND LEGISLATIVE UPDATES

Cabinet Secretary Marcia Hultman reviewed upcoming legislation for DLR and told the Council about proposed changes to the Cosmetology Commission's training and licensing requirements for cosmetologists and barbers. Proposed changes would streamline the licensing processes for both boards and update the policy to reflect recognizing only the highest level of education.

AGENDA ITEM E. ONE-STOP CAREER CENTER CERTIFICATIONS

DLR Workforce Training Director Kendra Ringstmeyer provided information regarding the One-Stop Career Center Certification reviews for Watertown Job Service and Brookings Job Service.

The Watertown Job Service program review resulted in three findings and seven areas of concern. Technical assistance was provided while on site. The WIOA Title I Equal Opportunity (EO) review resulted in two findings and three areas of concern. Review of the American with Disabilities Act (ADA) compliance resulted in one high effort finding, three medium effort findings, and five low effort findings. Except for two low effort ADA findings, all findings have been resolved. DLR requested the Watertown Job Service manager continue to work with the landlord to resolve the two low effort findings in the restrooms: coat hook relocation and pipe coverage.

The Brookings Job Service review resulted in four findings and nine areas of concern. Technical assistance was provided while on site. The EO review resulted in two findings and three areas of concern. Review of ADA compliance resulted in three high effort finding, one medium effort findings, and seven low effort findings. Three high effort findings, a medium effort finding, and three low effort findings remain for ADA. All other ADA findings have been resolved. It is requested the Brookings Job Service manager

continue to work with the property owner to complete remaining ADA findings, including the parking lot and related findings, and resolve findings related to the restrooms.

AGENDA ITEM F. ONE-STOP CENTER CERTIFICATION APPROVAL

Carla Gatzke made a motion to approve the One-Stop Center Certifications for Watertown and Brookings. Mark Rogers seconded the motion. MOTION PASSED by 10-0 roll call vote.

AGENDA ITEM G. BROOKINGS JOB SERVICE

Scott Kwasniewski, Brookings Job Service Office Manager, gave an overview of Brookings Job Service. Staff experience ranges from two years to twenty-six years. The office includes six employment specialists and an employment services assistant, two career advisors, and one labor program specialist. Staff visit the South Dakota State University (SDSU) campus once per month, attend drug court proceedings every Thursday to give participant updates, and meet with Vocational Rehabilitation once a month. Challenges include informing the community of DLR services. On average, Brookings Job Service assists 200 participants per year.

AGENDA ITEM H. PARTICIPANT TESTIMONIAL

Lace Gladis, an Employment Specialist at Brookings Job Service, introduced 16-year-old Ethan, a participant in the WIOA Title I Youth program. Ethan is currently participating in a Work Experience and earning his GED. He plans to enroll in the Automotive program at Lake Area Technical Institute (LATI) this spring. Ethan shared his story and experience.

AGENDA ITEM I. STATE WORKFORCE PLAN EXECUTIVE SUMMARY

Director Ringstmeyer presented the South Dakota Unified State Workforce Plan Executive Summary. Ringstmeyer outlined the vision and goals determined by the council during the May 22, 2019, WDC meeting, and reviewed the strategies developed by DLR to reach the goals. Carla Gatzke requested milestones be incorporated into the strategies to help identify progress and success. Public comment on the Unified Workforce Plan will begin after January 1, 2020. The State Workforce Plan will be taken to the Council for approval in February 2020.

AGENDA ITEM J. AEL PROVIDER RFP PRIORITIES

John Anderson, Adult Education and Literacy (AEL) Labor Program Specialist, gave an overview of the AEL Program and explained the review timeline of WIOA Title II Request for Proposal (RFP) responses. Council members were asked to individually rank services in order by priority. DLR will use the rankings to draft the RFP to align with the priorities of the Council.

AGENDA ITEM K. 2018 WORKFORCE REPORT

Melodee Lane, Labor Market Information Center (LMIC) Administrator, highlighted several topics in the 2018 Workforce Report, including increases in population, labor force participation rate, annual pay for employees covered by Reemployment Assistance (RA) benefits, and poverty levels.

Population projections for 2010-2035 released by the South Dakota State Data Center show South Dakota's total population will reach 889,447 by the year 2020. This reflects an increase in the core workforce (age 16-64) by approximately 2.7 percent. As a result of the projected population increase, the occupation demand will also increase by 6.8 percent by the year 2026.

AGENDA ITEM L. ETPL POLICY CHANGES

Rebecca Long, Labor Program Specialist, discussed changes to WIOA Policy 4.10, Eligible Training Providers. Currently, programs are only considered for approval by the

WDC each year in May, those approved providers are added to the Eligible Training Provider List (ETPL) at the beginning of the next Program Year on July 1.

An accelerated process has been developed for applications submitted outside of the annual application process. The accelerated process can be initiated if the program meets the criteria outlined in the revised WIOA Policy 4.10. DLR would not provide WIOA funding until the quarter following the accelerated approval. Providers approved through the accelerated process are still required to apply in the next annual approval process. The new policy draft also outlines the ETPL module that will be added to SDWORKS before applications for 2020 are submitted. This new module will reduce data entry for the providers and DLR staff.

AGENDA ITEM M. REGISTERED APPRENTICESHIP UPDATES

Long reviewed the State Apprenticeship Expansion (SAE) Grant funding goal of 300 new apprentices. DLR surpassed the goal with 818 pre-and registered apprentices. During November, previous sub-grant awardees were visited and videos were captured at each visit showcasing program and apprentice successes.

DLR was awarded an additional \$1.2 million ASE Grant from U.S. DOL, which allowed DLR to hire an additional Labor Program Specialist for Registered Apprenticeships. The additional staff helped to onboard 20 new Registered Apprenticeship programs. The most recent ASE grant intends to increase the number of new apprentices by 500 over the next three years. Along with another round of Start Today SD incentive grant awardees, announced in November, an RFP with a focus on High School Registered Apprenticeship Programs was released. This new form of grant funding, coined the Start Today SD Pathways Partnership Grant, will award programs in the areas of healthcare, advanced manufacturing, computer science/information technology, and tourism. To date, 10 responses have been received. Awardees will be announced in March 2020.

AGENDA ITEM N. PRODUCTION TECHNOLOGY APPRENTICESHIP CONSORTIUM

Carla Gatzke, Vice President for Human Resources at Daktronics, reviewed the success of the Production Technology Apprenticeship Consortium in Brookings. The Consortium incorporates apprenticeships into the high school and provides a wide range of occupation awareness with short-term on-the-job experiences at each of the businesses involved. It has provided exposure to opportunities for employment in the community. After graduation, the students in the program can choose to finish the Registered Apprenticeship and work or used the earned credits to attend Lake Area Technical Institute (LATI) or SDSU. During the first year, more than 40 students toured four manufactures, 38 students applied and were interviewed with 12 students being hired. The second-year 33 students were interviewed and nine were hired. The Consortium hopes to develop similar models for other industries outside of manufacturing.

AGENDA ITEM O. PUBLIC COMMENT

Sue Chapman, SCSEP Director for National Indian Council on Aging, Inc. (NICOA), shared information about NICOA. NICOA is a non-profit advocacy and service organization, advocating for American Indian, Alaska Native, Pacific Islander Elders. Director Chapman is traveling the country to speak with workforce groups and raise awareness about NICOA's objectives, services, and partners.

AGENDA ITEM P. SD WEEK OF WORK

Dawn Dovre, DLR Deputy Secretary, provided South Dakota Week of Work progress. The event will be held statewide April 20-24, 2020, introducing high school sophomores to careers of interest to them. South Dakota businesses can register on the website to host job shadows, industry tours, and/or classroom presentations. Governor Noem recently visited Malloy Electric, to visit with students and promote the importance and value of on-the-job experiences for students.

AGENDA ITEM Q. ROUND TABLE: SD WEEK OF WORK LOCAL EFFORTS

Businesses and schools may customize efforts to fit their needs or schedules. To date, 187 businesses have registered for the event. DLR is asking the Council to encourage employers to register, in confidence schools will start registering.

AGENDA ITEM R. DIRECTOR UPDATES

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

AGENDA ITEM S. DAKTRONICS CONTINUOUS IMPROVEMENTS

Daktronics began implementing Lean Manufacturing in 2006 to eliminate waste and boost efficiency. Through improving production with continuous flow assembly lines, Daktronics has produced a better product with quicker lead times.

AGENDA ITEM Q. ADJOURN

Secretary Hultman made a motion to adjourn the meeting. David Bonde seconded the motion. **MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 3:20 p.m. (CST).