

Meeting Minutes
WORKFORCE DEVELOPMENT COUNCIL
Tuesday, December 9, 2025 | 2:00 p.m. – 4:00 p.m. CST
Microsoft Teams

Chairman Lee Anderson called the meeting to order at 2:01 p.m. CST. Molly Banuat called the roll. A quorum was present.

Members Present: Michelle Black, Dave Bonde, Liza Clark, Carla Gatzke, Secretary Marcia Hultman, Candy Klingensmith, Kim Ludwig, Mark Rogers, Hannah Sage, Joel Sylvester, Keri Wientjes, Vice Chairman John Herweh, Chairman Lee Anderson.

Members Absent: Shana Davis, Jon Mahan, Amy Tlam.

Others Present: John Anderson, James Babbitt, Molly Banuat, Tara Bartekoske, Devon Bartscher, Penny Brandt, Taunya Charlton, Bobbie Country, Dawn Dovre, Jacob Fuerst, Ashley Glaspell, Derek Gustafson, Morgan Heuer, Lisa Johnson, Laura Kelly, Caitlin Kemnitz, Jennifer Keyes, Melodee Lane, Laura Marshall, Jerry McCabe, Bill McEntaffer, Val McGovern, Jeanne McKenna, Gloria Miller, Heather Nelson, Rita Nelson, Alex Neuland, Jason Nylen, Kara Palmer, Jenni Portales, Kendra Ringstmeyer, Kendra Russell, ReAnn Smith, Lindsay Stroman, Andrew Szilvasi, Sommer VanDewater, Jennifer Weber, Brenda Weishaar.

AGENDA ITEM C. APPROVAL OF MINUTES FROM SEPTEMBER 3, 2025

Mark Rogers made a motion to approve the meeting minutes of September 3, 2025. Joel Sylvester seconded the motion. **MOTION PASSED.** 12-0

AGENDA ITEM D. SB 74 COMPLIANCE GUIDANCE

DLR Labor and Management Director Jerry McCabe gave a brief review of the open meeting law guidance, an annual requirement of SB 74 passed during the 2025 legislative session.

Joel Sylvester made a motion to acknowledge the compliance guidance. Michelle Black seconded the motion. **MOTION PASSED.** 13-0

AGENDA ITEM E. ONE STOP CERTIFICATIONS

DLR Workforce Development Director Kendra Ringstmeyer provided information regarding the One Stop Center Certification reviews for Aberdeen Job Service, Pierre Job Service, and Watertown Job Service.

The Aberdeen Job Service program review resulted in two findings that have been resolved. Americans with Disabilities Act (ADA) compliance review resulted in five findings that have been resolved. Review of the Equal Opportunity (EO) compliance resulted in no findings.

The Pierre Job Service program review resulted in one finding that has been resolved. Americans with Disabilities Act (ADA) compliance review resulted in one finding that has been resolved. Review of the Equal Opportunity (EO) compliance resulted in no findings.

The Watertown Job Service program review resulted in two findings that have been resolved. Americans with Disabilities Act (ADA) compliance review resulted in three

findings that have been resolved. Review of the Equal Opportunity (EO) compliance resulted in no findings.

Dave Bonde made a motion to approve the One Stop Certifications. Hannah Sage seconded the motion. **MOTION PASSED.** 13-0

AGENDA ITEM F. WIOA STATE PLAN REVISIONS

DLR Workforce Development Director Kendra Ringstmeyer reviewed key areas of the State Plan. There are four waivers being sought, along with three appendices.

AGENDA ITEM G. DLR WORKFORCE POLICY PROCESS

DLR State Workforce Initiatives Manager Heather Nelson explained the three phases of the workforce policy process. Workforce Development team members complete Workforce Memo submissions, and revised documents are added to the staging folder. Workforce Memo Coordinator complies submissions, finalizes documents, and obtains approval from the Cabinet Secretary. Updated documents are marked with the revision date, corresponding to the Workforce Memo's effective date.

AGENDA ITEM H. 2024 SOUTH DAKOTA WORKFORCE REPORT

DLR Labor Market Information Center (LMIC) Administrator Melodee Lane shared highlights from the 2024 South Dakota Workforce Report. Lane provided an update on the delayed release of labor force data due to the federal government shutdown.

AGENDA ITEM I. STATE APPRENTICESHIP AGENCY

DLR Workforce Development Director Kendra Ringstmeyer shared DLR will be introducing an agency bill in the 2026 legislative session to become a State Apprenticeship Agency. Ringstmeyer shared details regarding the benefits of becoming a State Apprenticeship Agency.

AGENDA ITEM J. PUBLIC COMMENT

None.

AGENDA ITEM K. EXECUTIVE DIRECTOR UPDATES

Executive Director Dawn Dove explained the federal partnership between the U.S. DOE and the U.S. DOL. In compliance with federal guidance, DLR has implemented a requirement for Work Authorization documentation before receiving services in the Job Service offices. Customers are notified in advance of their appointments. An invitation has been extended to the 2026 Governor's Conference on Economic Development. Dove encouraged council members and attendees to fill out the 2025 South Dakota Employer Survey.

AGENDA ITEM L. ADJOURN

Joel Sylvester made a motion to adjourn the meeting. Mark Rogers seconded the motion. **MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 3:29 p.m. CST.