

**Meeting Minutes**  
**WORKFORCE DEVELOPMENT COUNCIL**  
Microsoft Teams/Conference Call  
December 16, 2020 9:30 a.m. CDT

Chairman Lee Anderson called the meeting to order at 9:33 a.m. (CDT). Jami Burrer called the roll. A quorum was present.

**Members Present:** Chairman Lee Anderson, Vice Chairwoman Keri Wientjes, David Bonde, Travis Dovre, Carla Gatzke, Secretary Marcia Hultman, Steve Kolbeck, Kim Ludwig, Brian Maher, Scott Peterson, Mark Rogers, Laura Scheibe, and Randy Stainbrook

**Members Absent:** Carl Carlson, Chris Houwman, and Rick Larson

**Others Present:** Mackenzie Decker, Jami Burrer, Adriane Weippert, Alexandra Warejcka, Andy Szilvasi, Ashley Glaspell, Barb Nyreen, Bill McEntaffer, Bob Mercer, Brenda Weishaar, Caitlin McBeain, Dawn Dovre, Diane Ball, Erica Adams, Felicia Alspach, Gloria Bormann, Gloria Miller, Jason Himrich, Jenna Bush, Jesseca Mundauhl, Jim Baltzer, Jodi Aumer, John Anderson, Jonathan Englund, Kara Palmer, Kendra Ringstmeyer, Kristal McKee, Kristin Neuhardt, Lisa Johnson, Melanie Garstenshlager, Melodee Lane, Penny Kutz, Rebecca Long, Rita Nelson, Robin Wallum, Sara Garbe, Scott Kwasniewski, Sommer VanDewater, Taige Tople, Tara Bartekoske, Timothy Chancellor, Tom Meyer, Traci Schaubert, and Ashley Alvarado

**AGENDA ITEM C. APPROVAL OF MINUTES FROM SEPTEMBER 23, 2020**

Carla Gatzke made a motion to approve the meeting minutes from September 23, 2020. Laura Scheibe seconded the motion. **MOTION PASSED** by 12-0 roll call vote.

**AGENDA ITEM D. STRATEGIC SERVICE DELIVERY**

DLR Workforce Development Director Kendra Ringstmeyer and DLR Workforce Services Director Mackenzie Decker introduced the DLR Virtual Job Service, an expanded service delivery model with a virtual enrollment process. Individuals are directed to a webpage to watch an introductory video and complete the initial intake steps for enrollment, including a forms packet. Once the pack is submitted, the DLR Enrollment Team is notified and the individual is contacted to schedule a virtual meeting. DLR also offers *Bring Your 'A' Game* and Job Search Assistance Program (JSAP) classes virtually, with plans to expand to more services.

**AGENDA ITEM E. UPSKILL PARTICIPANT PANEL**

Director Decker gave a brief overview of the UpSkill Program and introduced three UpSkill Case Managers. The program is a partnership between the South Dakota Board of Technical Education (BoTE) and DLR to provide tuition assistance to qualified South Dakota Reemployment Assistance (RA) claimants affected by COVID-19. The initial program included 24 online certificate programs offered by the four South Dakota technical colleges. The Case Managers each introduced an UpSkill participant to share their experiences with the Council members in a virtual panel format.

Tim Chancellor was laid off after four and a half years of employment with a company. Despite having his bachelor's degree, he was unsuccessful in finding employment. Chancellor applied for Web Programming Certificate through UpSkill, and is now employed at Monument Healthcare.

Traci Schaubert was furloughed from her retail job shortly after COVID-19 cases were identified in South Dakota. The store has reopened in a ship-from-store format, resulting in decreased hours and eliminated positions. Schaubert, also having her bachelor's degree, could not secure employment in a job that would allow her to work remotely and meet the needs of her family. Schaubert learned about UpSkill through Facebook and applied for the Medical Coding Certificate to allow her the flexibility she needed in a field of interest. Schaubert has also attended JSAP classes and would highly recommend it to others looking for work.

Prior to COVID-19, Kristin Neuhardt worked in the medical field for two years. In April, appointments were adjusted to "priority only" and she lost her employment. She applied for the Medical Coding Certificate through UpSkill to make her resume more appealing to employers.

All three participants highly recommended the UpSkill program and said DLR staff were supportive and encouraging throughout the entire process.

**AGENDA ITEM F. REGISTERED APPRENTICESHIP INVESTMENT**

Tara Bartekoske, DLR Registered Apprenticeship Program Specialist, presented a new Registered Apprenticeship investment funding opportunity for employers. DLR will be providing \$270,000 in investment funding to help businesses and organizations train new apprentices in South Dakota. The program allows eligible employers to receive \$500 for each new apprentice who is an existing employee and/or \$1,000 for each new employee, hired after January 1, 2021, who also becomes a new apprentice.

The apprenticeship program must be registered with the U.S. Department of Labor Office of Apprenticeship before applying for the incentive. Funding is provided on a first-come, first-serve basis starting January 1, 2021, until June 30, 2022, or until funds are exhausted.

**AGENDA ITEM G. WIOA ANNUAL NARRATIVE**

Director Ringstmeyer shared Program Year 2019 highlights from the Workforce Innovation and Opportunity Act (WIOA) Annual Narrative, outlining Wagner-Peyser, *Bring Your 'A' Game*, Career Launch, Senior Community Service Employment Program (SCSEP), Work Opportunity Tax Credit (WOTC), Veterans, National Career Readiness Certificate (NCRC), WIOA Title I Training Outcomes, Trade Adjustment Assistance (TAA), WIOA Title II Adult Education and Literacy (AEL), Foreign Labor Certification, Dakota Roots, General Education Development (GED), Temporary Assistance for Needy Families (TANF), Rapid Response, and Registered Apprenticeships.

**AGENDA ITEM H. ANNUAL WORKFORCE REPORT**

Melodee Lane, Labor Market Information Center (LMIC) Administrator, highlighted several topics in the 2018 Workforce Report including population and workforce demographics, labor force participation rate, population projections, and employment projections. LMIC has also developed a "Pandemic Picture" webpage that is updated regularly with workforce data throughout the COVID-19 pandemic.

**AGENDA ITEM I. DLR UPDATES**

DLR Secretary Marcia Hultman reviewed on-going efforts in the RA Division and addressed the increase in claims from seasonal employees.

Secretary Hultman also shared positive outcomes of the challenging year. DLR has allowed some staff to work remotely until further notice. Most of those employees will return to work in a DLR office, while others may be eligible to work remotely permanently.

The DLR workforce divisions have undergone a re-organization to better align programs and promote greater efficiencies under a newly named Workforce Development Division. Kendra Ringstmeyer serves as the Director of Workforce Development and federal workforce programs, while Mackenzie Decker has been named the Director of Workforce Services, overseeing state initiatives and supportive workforce programs.

**AGENDA ITEM J. PUBLIC COMMENT**

Randy Stainbrook asked for an update regarding a request by Northwestern Energy about South Dakota developing a state-certified certificate for individuals that complete an apprenticeship. Stainbrook will follow up with DLR staff to get specific information.

**AGENDA ITEM K. DIRECTOR UPDATES**

Director Decker introduced Dr. Brian Maher, Board of Regents Executive Director. DLR continues to work with the Governor's Office to fill David Giovanni's seat. The Council's next meeting will be scheduled in March virtually, with a possible in-person option in Pierre.

The Council articulated compliments to DLR for adapting to the needs of staff and participants, and highlighted the effectiveness of the participant panel and recent virtual Council meetings.

**AGENDA ITEM L. ADJOURN**

Carla Gatzke made a motion to adjourn the meeting. Mark Rogers seconded the motion. **MOTION PASSED.**

Chairman Lee Anderson called the meeting adjourned at 11:37 a.m. (CDT).