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| **Members Present:** | **Members Absent:** |
| Mr. Patrick “Pat” Michaels | Rep. Randy Ligon |
| Mr. Thomas Freeland |  |
| Mr. Cliff Bourke, Jr. |  |
| Mr. Charles Brave, Jr.  |  |
| Mr. Chris Hall |  |

**Welcome and Opening Remarks Mr. Pat Michaels, Committee Chair**

Mr. Pat Michaels, Board Development Committee Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Mr. Michaels noted the Committee hosted the Diversity, Equity, and Inclusion Training on October 5, 2023, facilitated by Ms. Nina Staggers, in lieu of a 2nd quarter meeting. SWDB members also participated in the Annual Ethics Training on January 23, 2024, provided by the SC Ethics Commission.

**Approval of August 10, 2023, Meeting Minutes\* Mr. Michaels**

Mr. Charles Brave, Jr. motioned to approve the August 10, 2023, meeting minutes. Mr. Chris Hall seconded the motion, and the Committee unanimously approved the meeting minutes.

**SWBD Survey Mr. Michaels**

Mr. Michaels reviewed the SWDB Satisfaction and Board Development Survey that members completed in Program Year (PY) 2021. To increase engagement between the Local Workforce Development Boards (LWDBs) and SWDB, the PY'23 SWDB Satisfaction Survey will be sent to members of the 12 LWDBs.

*Discussion*: Mr. Micheals facilitated a discussion to determine if the survey should include each LWDB member or only members of the Executive Committee for each area.

Staff will develop the SWDB/LWDB Survey questions incorporating the Committee members requests on the types of questions and format. The Committee will review and approve the SWDB/LWDB Survey in the 4th quarter.

**High-Performance Board Incentive Criterion Mr. Michaels**

Ms. Pamela Jones reviewed the responses received to the High-Performance Workforce Board Incentive Survey deployed to the Local Work Development Area Administrators to understand how local areas define “a high-performance workforce board.”

Mr. Charles Brave, Jr. motioned to create a High-Performance Board Incentive Award. Mr. Chris Hall seconded the motion, which the Committee unanimously approved.

*Discussion*: The Committee agreed the High-Performance Board Incentive Award would be awarded annually.

The Committee will review and finalize the High-Performance Board Incentive criteria during the fourth quarter meeting, advancing the initiative to the Executive Committee and then to the full SWDB for final approval.

**Other Business/Adjourn Mr. Michaels**

Mr. Michaels reminded Committee members that the next SWDB meeting will be on March 28, 2024, at 11:00 a.m.

The meeting adjourned at 11:39 a.m.