Board Development Committee Meeting
Tuesday, February 15, 2022 at 11:00 a.m.

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AGENDA

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

II. Approval of November 2, 2021 Meeting Minutes* .... Mr. Michaels

III. SWDB Survey .... Ms. Nina Staggers

IV. Promising Practices Research .... Ms. Jackie Taylor

V. WIOA State Plan .... Ms. Jackie Taylor

VI. Other Business/Adjourn .... Mr. Michaels

*Denotes Voting Item

Governor's State Workforce Development Board
November 2, 2021 Board Development Committee Meeting Minutes

Members Present:

Mr. Pat Michaels
Mr. Charles Brave
Dr. Windsor Sherrill
Mr. Thomas Freeland

Members Excused:

Dr. Joseph Patton, III

Welcome and Opening Remarks .... Mr. Pat Michaels, Committee Chair
Mr. Pat Michaels, Committee Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Approval of May 11, 2021, and August 18, 2021, Meeting Minutes*............. Mr. Michaels
Mr. Charles Brave, Jr. made a motion to approve the May 11, 2021, and August 18, 2021, meeting minutes. Mr. Thomas Freeland seconded the motion, and the Committee unanimously approved both sets of draft minutes.

Review and Approve Revised Charter*... Mr. Michaels
The Committee met in a work session on September 15, 2021, to review and assess its charter. During the work session, the Committee evaluated the continued relevancy of each committee function and recommended the removal of functions assigned to other committees or identified as no longer relevant. The Committee removed four functions from its Charter, and added a new function. The revisions also included changing the Committee's name to "Board Development Committee." Mr. Michaels presented the revised charter to the Committee and asked for further comments or discussion on the revisions. There were no comments. Mr. Freeland motioned to approve the Committee Charter. Dr. Windsor Sherrill seconded the motion and the Committee unanimously approved the revised charter.

PY'21 Priorities and Work Plan.. Ms. Nina Staggers
In alignment with the Committee's revised charter, Ms. Nina Staggers recommended five priorities for the Committee's consideration. The Committee ordered the priorities by importance, resulting in a decision to focus on two priorities in the 2nd quarter of the program year: research and compile promising practices and provide ethics and diversity, equity, and inclusion training. The Committee requested a work session in December 2021 to define the scope and committee actions required for executing both priorities. The Committee will address the remaining three priorities in the 3rd and 4th quarters.

Other Business/Adjourn... Mr. Michaels
Mr. Michaels informed members of the SWDB meeting on December 14, 2021, at 11:00 a.m. The Committee did not discuss any other business. The meeting adjourned at 11:31 a.m.

*Denotes Voting Item

Satisfaction and Board Development Survey

On the SWDB, I represent the following membership category:
- o   Business
- o   Labor
- o   Community-based organization or nonprofit
- o   Government
- o   Elected official
- o   Other

During this Program Year, I attended and/or participated in the following types of events/activities:
- o   State or local Chamber of Commerce Events
- o   Sector partnership meetings
- o   Business roundtables
- o   Local Workforce Development Board meeting(s)
- o   Other

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following statements:

Role, Purpose and Priorities of the SWDB
- o   I understand the role and priorities of the SWDB.
- o   I understand the purpose and functions of the committee on which I serve.
- o   The committee structure is appropriate for the purpose of the SWDB.
- o   I understand the relationship between the SWDB, DEW and the broader workforce system.

Management of the SWDB
- o   SWDB staff communicate timely and professionally.
- o   The pre-meeting materials provide appropriate preparation to support informed decision-making.
- o   The meetings are organized and run efficiently.

Participation and Engagement
- o   In the past year, I attended a majority of committee and SWDB meetings.
- o   In the past year, I contributed to the work of my committee.
- o   There is at least one other SWDB member I would feel comfortable calling to discuss a question or concern.

In what ways can the SWDB be a more effective governing body?

What support do you need to be a more effective SWDB member?

What training/professional development would you find beneficial in your role as a SWDB member?

In your opinion, what is the best way to engage and recognize the contributions and achievements of board members?

In what ways can the overall management of the SWDB be improved?

If you serve on other boards, please share practices you have observed or implemented, concerning board member engagement, recognition, operations, onboarding and professional development, which could benefit the SWDB:

Please share any other ideas, areas or concern, or general comments:

Questions/Areas of Focus for NGA Survey

Engagement:

- How are SWDB members actively participating in community functions, discussions with the business community, and legislators, regarding board priorities?
- Does your state utilize SWDB specific outreach tools?

Recognition

- How are the achievements of board members recognized?
- How does the SWDB recognize LWDA/LWDB members?

Operations:

- Which additional stakeholders beyond the required affiliates are represented on your SWDB?
- What is your Board Committee Structure?
- When are workgroups or taskforces utilized?
- Is support provided to the SWDB by staff of the SWDB or by staff of the WIOA administrative entity?

Onboarding & Professional Development:

- What methods are used for new board member orientation?
  - Independent learning, live, handbook (digital, hardcopy)
- How often is training provided to the SWDB and what content is provided for professional development?

South Carolina WIOA State Plan Priorities PYs 2020-2023

+ Vision

To expand and develop a skilled workforce and a responsive workforce system that meets the needs of business and industry leading to sustainable growth economic prosperity and regional and global competetiveness for South Carolina.

+ Mission

To align resources to position South Carolinians to meet business needs and promote our workforce in a global economy.

+ Guiding Principles

- Focus solely on activities that support the mission.
- Evaluate economic and labor market data, and actively listen to an inclusive group of partners, employers, and job seekers.
- Base strategies and decisions on data and input.
- Be accountable for outcomes that support business growth and economic opportunities for all South Carolinians.

Objectives	Priorities	Action Steps
1 Identify, invest in and support educational and developmental strategies to better prepare and expand a skilled workforce for current and emerging jobs.	**1.1** Increase participation in work-based learning (WBL) activities, including registered apprenticeships. **1.2** Increase the formal assessment of soft-skills and provision of soft-skills training. **1.3** Increase resource investment into direct services for job seekers through results-oriented discretionary grants.	**1.1.1** Benchmark current work-based learning activities and identify regional and national trends. **1.1.2** Develop technical assistance tools and guidance to ensure a proper framework is in place to promote work-based learning. **1.2.1** Review local practices in the assessment of soft-skills and provision of soft-skills training. **1.2.2** Recommend use of formal soft-skill assessments and curriculum as part of education or training. **1.3.1** Develop a data-driven framework to distribute discretionary funds.
2 Align resources, policies and strategies between state, local and regional systems to continuously improve outcomes for businesses, partners, and individuals, including those with barriers to employment.	**2.1** Increase co-enrollment across partner programs. **2.2** Develop and implement cross-partner front-line staff training to enhance service delivery to businesses and job seekers. **2.3** Streamline intake systems and referral processes. **2.4** Implement strategies that increase access to reliable transportation, affordable housing and access to identification and vital records. **2.5** Increase the number of regional, industry-led, sector partnerships.	**2.1.1** Develop guidance that sets the expectations of enrollment in multiple programs in order to meet the education, training and supportive service needs of individuals. **2.2.1** Pursue a shared learning management system – a software-based platform that facilitates the management, delivery and measurement of learning across partner programs. **2.2.2** Train front-line staff on best practices in serving individuals with barriers to employment. **2.3.1** Evaluate intake and referral systems across the state to identify problems and develop policy to implement process improvements. **2.4.1** Develop tools and resources to help job seekers be better connected to community resources. **2.5.1** Share progress of industry-led, sector partnerships through strategic discussions and a public facing website. **2.5.2** Develop and implement a long-term technical assistance plan with state partners to sustain and grow sector partnerships.
3 Identify current and future workforce needs of South Carolina business and industry to support career pathways in growth sectors.	**3.1** Identify the challenges and opportunities in rural communities. **3.2** Develop career pathway tools and templates.	**3.1.1** Support efforts of the Rural Taskforce formed through the State Workforce Development Board. **3.2.1** Inventory and analyze career pathway programs.
4 Engage job seekers, employers and other workforce partners through marketing and outreach and articulate a value proposition specific to each.	**4.1** Share best practices across partner programs in order to increase awareness of partner services, promote a workforce environment of growth and continuous improvement, and encourage a system viewpoint. **4.2** Improve strategic outreach to employers.	**4.1.1** Develop a method and common framework for submitting best practices to be shared across partner programs. **4.1.2** Develop system-wide innovation awards to incentivize best practices. **4.1.3** Adopt one workforce development area at a time to recognize and share innovative initiatives and programs underway, helping other areas across the state identify effective and replicable programs and learn from the success of their peers. **4.2.1** Develop a common framework for business engagement. **4.2.2** Create communication tools for business service representatives to use in sharing state and local services available to businesses.