



**Board Development Committee Meeting
Tuesday, May 17, 2022, at 11:00 a.m.**

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AGENDA

- I. Welcome and Opening Remarks Mr. Pat Michaels, Committee Chair
- II. Approval of February 15, 2022 Meeting Minutes* Mr. Michaels
- III. Review of PY'21 Committee Priorities Mr. Michaels
- IV. Review of SWDB Bylaws* Ms. Nina Staggers
- V. Discussion on Survey Results Ms. Jackie Taylor
- VI. Other Business/Adjourn Mr. Michaels

*Denotes Voting Item

**Governor’s State Workforce Development Board
February 15, 2022 Board Development Committee Meeting Minutes**

Members Present:

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

Members Excused:

Welcome and Opening RemarksMr. Pat Michaels, Committee Chair

Mr. Pat Michaels, Committee Chair, called the meeting to order at 11:00 a.m. A quorum was present. Mr. Michaels acknowledged the passing of Dr. Joe Patton, a long-time member of the State Workforce Development Board.

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

Mr. Charles Brave, Jr. motioned to approve the November 2, 2021, meeting minutes. Mr. Thomas Freeland seconded the motion and the Committee unanimously approved the minutes.

SWDB Survey..... Ms. Nina Staggers

Ms. Nina Staggers reviewed the draft SWDB Satisfaction and Board Development Survey. Committee members provided suggestions on the order, format, and wording of questions. Survey results will inform board member satisfaction and identify opportunities for development and process improvements. The Committee will review survey results in the 4th quarter and recommend actions to the Executive Committee.

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

Ms. Jackie Taylor shared an opportunity to collaborate with the National Governors Association (NGA) to execute the Committee’s ‘promising practices research’ priority. NGA will deploy an electronic survey to collect information from other states and prepare a memo summarizing survey results. Ms. Taylor reviewed areas of focus for the NGA survey to include board member engagement, recognition, onboarding and professional development, and operations of the state workforce board. There were no recommended revisions to the survey. The Committee will review survey results in the 4th quarter and recommend actions to the Executive Committee.

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

Ms. Taylor shared progress and accomplishments on each of the WIOA State Plan priorities established in 2020, which support the SWDB’S vision, mission, and objectives. She explained that states are required to submit a state plan every four years outlining a strategic plan for the state’s workforce system. South Carolina’s WIOA State Plan took effect in July 2020, covering Program Years 2020 through 2023. The state plan includes ten federal workforce programs administered by the following partner agencies: Department of Employment and Workforce, Department of Education, Office of Adult Education, Department of Social Services, Vocational Rehabilitation Department, and Commission for the Blind. States are required to modify their plan every two years. The modification is due March 15, 2022. Pending approval by the Executive Committee, DEW will submit the plan for federal review. Mr. Michaels expressed appreciation for having a one-page summary of state plan priorities.

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

Mr. Michaels reminded Committee members of the upcoming SWDB meeting on March 29, 2022, at 11:00 a.m. The meeting adjourned at 11:42 a.m.

Board Development Committee		
Priorities	Description	Progress
1.a. Research and Compile Promising Practices	Research and approach other states to learn promising practices for board member engagement and overall management of the board.	<ul style="list-style-type: none"> - NGA surveyed other states to identify member engagement and board management practices. - NGA compiled findings in a memo for SC. Staff will present findings in the 4th QTR committee meeting.
1.b. Provide ethics, and diversity and inclusion training to SWDB members	Work with the State Ethics Commission to identify ethics training, and identify an entity to facilitate diversity and inclusion training.	- SC Ethics Commission provided ethics training to SWDB members in February 2022.
		- Staff need to identify resources for SWDB DEI training.
2.a. SWDB Member Survey	Survey SWDB members to identify training/professional development needs; strategies for increasing engagement, including recognition of members; and opportunities for process improvements.	<ul style="list-style-type: none"> - Survey deployed in 3rd quarter. - Staff will present findings in the 4th QTR committee meeting.
2.b. Review/Revise SWDB Bylaws and Policies	Review SWDB Bylaws and existing policies identifying necessary revisions to ensure alignment with current and actual board operation.	- Staff reviewed and tracked recommended revisions to SWDB bylaws for discussion in the 4 th QTR committee meeting.
2.c. Facilitating Board Recognition	Develop a process for recognizing high-performing board members.	- SWDB survey shows that current methods of recognizing board members for their achievements and tenure align with board member expectations.