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**Board Development Committee Meeting  
May 2, 2024, at 11:00 a.m.**

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Phone Conference ID: 672 617 594#

**AGENDA**

- I. Welcome and Opening Remarks ..... Mr. Pat Michaels, Committee Chair
- II. Approval of February 1, 2024 Meeting Minutes\* ..... Mr. Michaels
- III. SWDB Survey..... Mr. Michaels
- IV. High-Performance Board Incentive Award ..... Mr. Michaels
- V. PY'23 Priorities Update..... Ms. Pamela H. Jones
- VI. Other Business/Adjourn..... Mr. Michaels

\*Denotes Voting Item

**Governor’s State Workforce Development Board  
February 1, 2024, Board Development Committee Meeting Minutes**

**Members Present:**

Mr. Patrick “Pat” Michaels  
Mr. Thomas Freeland  
Mr. Cliff Bourke, Jr.  
Mr. Charles Brave, Jr.  
Mr. Chris Hall

**Members Absent:**

Rep. Randy Ligon

**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 2<sup>nd</sup> 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.

**SWDB 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 4<sup>th</sup> 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.

**Governor’s State Workforce Development Board  
February 1, 2024, Board Development Committee Meeting Minutes**

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.

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## SWDB Satisfaction and Board Development Survey Program Year 2023 (July 2023 – June 2024)

The Board Development Committee is tasked with preparing, assisting, and equipping the State Workforce Development Board (SWDB) to govern the public workforce system. A key priority of the Committee is to survey current members of the Board to assess their level of satisfaction with the operation and management of the Board, as well as identify areas for development through training, recognition, and other suggested practices.

Members of Local Workforce Development Boards are asked to complete the survey to identify joint training opportunities, determine the technical assistance needed, and suggest other practices to increase engagement between the two boards.

Please take 5 minutes to respond to the following survey questions. The survey will close on June 21, 2024, at 11:59 p.m.

\* Required

### SWDB Satisfaction and Board Development Survey

1. To what degree are you involved with workforce development in South Carolina? \*

- I am a member of the State Workforce Development Board.
- I am a member of a Local Workforce Development Board.

## Local Workforce Development Board

2. Please select which LWDB region you represent. \*

- 01 - Worklink
- 02 - Upper Savannah
- 03 - Upstate
- 04 - Greenville
- 05 - Midlands
- 06 - Trident
- 07 - Pee Dee
- 08 - Lower Savannah
- 09 - Catawba
- 10 - Santee-Lynches
- 11 - Waccamaw
- 12 - Lowcountry

3. How long have you been a member of the LWDB? \*

- Less than 6 months
- 6 - 12 months
- 1 - 2 Years
- 2 - 5 Years
- More than 5 Years

4. On the LWDB, I represent the following membership category: \*

- Business
- Labor Associations
- Community-based organization or nonprofit
- Government
- Elected Official
- Education
- Economic and Community Development
- Other

5. If you selected 'Other' in response to question 4, please describe the category of membership you represent.

6. Role, Purpose and Priorities of the SWDB \*

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

	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
I understand the role and priorities of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the relationship between the SWDB, DEW, LWDB and the broader workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A high level of engagement between LWDBs and the SWDB is necessary to achieve a high-quality, customer-driven workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. In your opinion, rate the current level of engagement between your LWDB and the SWDB. \*



8. How might we improve collaboration, communication, and engagement between the LWDB and SWDB? \*

- Joint training and professional development opportunities
- Joint strategic planning
- Joint LWDB/SWDB meetings
- Recognition of high-performing LWDBs
- Other

9. If you selected 'Other' in response to question 8, please provide additional strategies to improve collaboration, communication and engagement.

10. In what areas are you interested in joint training opportunities? \*

Instructions: Check all that apply

- Role and responsibility of the LWDBs and the SWDB
- SC Works System
- State and federal legislative process
- Education/career pathways
- Diversity, Equity, and Inclusion
- Ethics
- Other

11. If you selected 'Other' in response to question 10, please provide additional joint training opportunities.

12. In your opinion, rate the level of effectiveness of the SWDB. \*



13. How can the SWDB help LWDB create a high quality customer driven workforce system \*

- Providing clear understanding of the roles and responsibilities
- Providing clear understanding of SC's mission and vision for Education and workforce
- Providing a clear understanding of strategies described in the State Plan
- Providing ongoing training and professional development
- Other

14. Please share any other ideas, areas of concern, or general comments: \*



## State Workforce Development Board

15. On the SWDB, I represent the following membership category: \*

- Business
- Labor Associations
- Community-based organization or nonprofit
- Government
- Elected Official
- Education
- Economic and Community Development
- Other

16. If you selected 'Other' in response to question 2, please describe the category of membership you represent.

17. How long have you been a member of the SWDB? \*

- Less than 6 months
- 6 - 12 months
- 1 - 2 Years
- 2 - 5 Years
- More than 5 Years

### 18. Role, Purpose and Priorities of the SWDB \*

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

	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
I understand the role and priorities of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the purpose and functions of the committee on which I serve.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The committee structure is appropriate for the purpose of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the relationship between the SWDB, DEW and the broader workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 19. Participation and Engagement \*

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

	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
In the past year, I attended a majority of committee and SWDB meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the past year, I contributed to the work of my committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is at least one other SWDB member I would feel comfortable calling to discuss a question or concern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. During the past year, I participated in one or more of the following events/activities:

Instructions: Check all that apply

- State or local Chamber of Commerce events
- Industry partnership meetings
- Business roundtables
- Local Workforce Development Board meeting(s)
- Other

21. What support do you need to be a more effective and engaged SWDB member?

Instructions: Check all that apply

- Clear understanding of my role and responsibilities.
- Clear understanding of Board objectives and priorities.
- Ongoing and regular training/professional development.
- Connection to a mentor.
- No response
- Other

22. If you selected 'Other' in response to question 8, please provide additional strategies you need to be a more effective and engaged SWDB member?

23. Operation/Management of the SWDB \*

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

	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
SWDB staff communicate timely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-meeting materials provide appropriate preparation to support informed decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings are organized and ran efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24. In what ways can the overall operation/management of the SWDB be improved? \*

25. Are there suggestions you have to improve board and/or committee meetings?

Please make suggestions for agenda items: presenters, topics, program success, etc.

26. In what areas are you interested in receiving training/professional development as it relates to your membership on the SWDB? \*

Instructions: Check all that apply

- Role and responsibilities of the Board
- SC Works System
- State and federal legislative process
- Education/Career Pathways
- Robert's Rule of Order
- Diversity, Inclusion, and Equity
- Other

27. Please suggest training/professional development opportunities not listed.

28. In your opinion, what is the best way to recognize the contributions and achievements of board members? \*

Instructions: Check all that apply


- Acknowledge board member achievement(s) as part of committee or board meetings
- Present outgoing members with Certificate of Appreciation
- Nomination/award for high-performing board members
- Other

29. 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.

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

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Henry McMaster  
Governor

William H. Floyd, III  
Executive Director

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**To:** Local Workforce Area Signatory Officials  
Local Workforce Area Board Chairs  
Local Workforce Area Administrators

**From:** State Workforce Development Board

**Subject:** **High-Performance Board Incentive Award**

**Date:** June xx, 2024

The Workforce Innovation and Opportunity Act (WIOA) authorizes the use of funds reserved by the Governor for statewide employment and training activities. The State Workforce Development Board (SWDB) directs the investment of these funds in alignment with state priorities. To recognize and incentivize Local Workforce Development Boards (LWDB) for their leadership and support of the state's workforce system through innovative practices, the SWDB has approved the development of a High-Performance Board Incentive Award.

A high-performing LWDB provides leadership to the local workforce development system, oversees opportunities to strengthen and build the local area's workforce and economic capacity, and leads the alignment with the state's education and workforce systems to meet the needs of employers and job seekers.

#### **INCENTIVE AWARD ELIGIBILITY**

To be eligible, the LWDB must:

- ✓ Meet Federal Requirements, WIOA Primary Indicators of Performance, and State-Specific Performance Measures.
- ✓ Promote regionalism through the use of multi-area strategies.
- ✓ Employ innovative practices aligning with one or more of the State Plan Goals/Objectives:
  - Develop and create an effective customer-driven workforce system through alignment of programs and policies, the use of leading-edge technology, and high-quality staff.
  - Prepare job seekers for high-wage, high-growth, high-demand, and high-mobility/retention (4H) occupations through relevant

- training and skills acquisition, and match job seekers to open employer positions.
- Improve the education and workforce infrastructure network by decreasing obstacles to work in order to improve recruitment and retention of workers, which is necessary to maintain economic development competitiveness.

**Innovative practices or initiatives may be identified by the following criteria:**

Initiative is, or will be, implemented in partnership with other education, workforce, economic development, social service, or non-profit entities.	The lead entity is a LWDB or a LWDB’s service provider.
Initiative focuses on creating talent pipelines in high-growth, high-demand industries.	
Initiative targets priority populations and/or underserved communities.	The LWDB is willing to assist other LWDBs or entities with implementing the promising practice.
Initiative met or exceeded target outcomes or is on track to do so.	

**APPLICATION AND EVALUATION**

Application instructions will be sent to LWDBs at the end of Program Year 2024.

High-Performance Board Incentive Award(s) will be provided to the selected area(s) through a reimbursement grant. The LWDBs must complete all activities within a period of performance not to exceed 12 months from the date of award. **This deadline will not be extended.**

**INCENTIVE PAYMENT INFORMATION**

During Program Year 2025, LWDBs who meet specific requirements will receive up to \$50,000 in High-Performance Board Incentive Awards based on their Program Year 2024 activities.

Questions may be directed to [SWDB@dew.sc.gov](mailto:SWDB@dew.sc.gov).

# **Board Development Committee Meeting**

## **Thursday, May 02, 2024**



**Board Development Committee Meeting**  
**Thursday, May 02, 2024, at 11:00 a.m.**  
**AGENDA**

- I. Welcome and Opening Remarks**
- II. Approval of Minutes from February 1, 2024\***
- III. SWDB Survey**
- IV. High-Performance Board Incentive Award**
- V. PY'23 Priorities Update**
- VI. Other Business/Adjourn**

# Approval of Meeting Minutes from February 1, 2024\*

**Members Present:**

Mr. Patrick "Pat" Michaels  
Mr. Thomas Freeland  
Mr. Cliff Bourke, Jr.  
Mr. Charles Brave, Jr.  
Mr. Chris Hall

**Members Absent:**

Rep. Randy Ligon

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

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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 4<sup>th</sup> quarter.

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

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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.

# SWDB Satisfaction and LWDB Survey

# SWDB/LWDB Survey



## SWDB Satisfaction and Board Development Survey Program Year 2023

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# High Performance Board Incentive Award

# Incentive Award Eligibility

- Federal Measures, WIOA Primary Indicators of Performance and State-Specific Performance Measures.
- Promote Regionalism
- Employ Innovative Practices aligning with one or more of the State Plan Goals

# Innovative practices or initiatives may be identified by the following criteria:

Initiative is, or will be, implemented in partnership with other education, workforce, economic development, social service, or non-profit entities.

Initiative focuses on creating talent pipelines in high-growth, high-demand industries.

Initiative targets priority populations and/or underserved communities.

Initiative met or exceeded target outcomes or is on track to do so.

Lead entity is a Local Workforce Development Board (LWDB) or LWDB's service provider.

The LWDB is willing to assist other LWDBs or entities with implementing the promising practice.

# Application, Evaluation, Payment

- Application Instructions will be sent at the end of Program Year 2024
- High-Performance Board Incentive Awards based on Program Year 2024
- Reimbursement grant up to \$50,000 for activities within a 12 months period



# Next Steps

- June 5, 2024 - Executive Committee to vote to forward to the full SWDB
- June 25, 2024 – Full SWDB Approval
- June 26, 2024 – High-Performance Incentive Award Memo sent to LWDBs

# Board Development Committee PY'23 Priorities Update

- Coordinate Diversity, Equity, and Inclusion Training
- High-Performance LWDB Initiative
- Workforce Development Month/Symposium
- SWDB Survey Distribution

# Thank You