

**Governor’s State Workforce Development Board**  
**May 4, 2023, Board Development Committee Meeting Minutes**

**Members Present:**

Mr. Patrick “Pat” Michaels  
Mr. Thomas Freeland

**Members Absent:**

Mr. Cliff Bourke, Jr.  
Mr. Charles Brave, Jr.

**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 not present.

**Priorities Progress Update .....Ms. Pamela H. Jones**

Ms. Pamela Jones provided an update on the Committee’s priorities.

**Carryover from Program Year (PY) 2021:**

- *Review/Revise SWDB policies.*
  - The SWDB revised its Bylaws to ensure alignment with current board operations and State requirements. No revisions were made to SWDB policies.
  - Staff will review Bylaws and policies bi-annually and recommend changes to the Committee. The next review will take place during PY’24.
- *Provide Ethics and Diversity, Equity, and Inclusion Training to SWDB members.*
  - The first annual Ethics Training was provided in January 2022 and has been implemented as annual training occurring in January.
  - Staff presented the Diversity, Equity, and Inclusion (DE&I) training framework during the February 2023 Committee meeting. Feedback received from members will be used to create the training.
- *Solicit Board member accomplishments for recognition.*
  - The SWDB has a well-developed and ongoing process for recognizing members who are leaving the SWDB. Additionally, SWDB member accomplishments are recognized during Board meetings.
  - Board members are encouraged to share updates about themselves and other members when they receive information.

**Carryover from PY’22:**

- *Issue notice of SWDB and Committee meetings seven (7) days in advance*
  - Staff has implemented the practice of providing meeting materials to the Board at least seven (7) days prior to committee and SWDB meetings. Members are directed to the SWDB Member Portal to access meeting materials.
- *Use the SWDB portal for pre-meeting materials.*
  - To encourage use of the SWDB Portal, Staff has reset passwords, created a Portal Overview Video, and provided SWDB members with instructions on how to utilize the Portal. Members can email [swdb@dew.sc.gov](mailto:swdb@dew.sc.gov) if they encounter problems using the Portal and/or accessing information.
- *Allow members to revisit committee assignments that align with their skills and interests.*
  - Staff created and distributed the Committee Interest Form to members allowing members to indicate their interest in serving on a committee that best aligns with their

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skills and interests. The SWDB Chair's approval is required before a member is (re) assigned to a committee.

- New members appointed to serve on the Board are asked to complete the Committee Interest Form as part of the onboarding process.
- *Provide quarterly progress reports to the Board.*
  - Progress reports from each Committee are included quarterly in the SWDB Meeting materials.
- *Onboarding and Orientation Videos/Convert in-person orientation to video orientation to improve access to orientation materials.*
  - Staff created a 7-module video series that reviews the role and responsibility of the Board. In addition to completing the recorded training modules, staff will engage members soon after appointment to conduct scheduled sessions to allow new members to ask questions and engage in live discussion. The materials will be updated as needed.
  - Five (5) new members of the Board have completed their orientation using this process.
- *Include legislative affairs updates in Board meetings as needed.*
  - DEW’s Governmental Affairs liaison will provide legislative updates in 2<sup>nd</sup> and 4<sup>th</sup> quarter SWDB meetings. Additional updates will be scheduled when applicable.
- *Updated Board Roster on the SC Works Website.*
  - The Board Roster page was developed at the recommendation of the Committee as a result of member input. The Board Roster page includes the Bylaws and a membership roster and lists membership of the Executive Committee.

Coordination of Diversity, Equity, and Inclusion training will carry over into PY’23.

Discussion: Mr. Michaels emphasized that SWDB Members are responsible for notifying Staff of their or another member's accomplishments for recognition. The Committee decided the next SWDB Survey would occur during PY’24 to allow recently appointed members at least a year of service prior to completing the SWDB Satisfaction Survey.

**New Priorities Discussion .....Mr. Michaels**

Mr. Michaels facilitated the discussion on proposed priorities for PY’23. The priorities include:

- *High-Performance LWDB Initiative*
  - To encourage local board engagement, the development of an initiative to reward Local Workforce Development Boards for achieving high-performance levels and whose innovative practices align with State Board priorities.
  - Further discussion on ways to recognize innovative LWDBs and the structure of incentives will continue during PY’23.
- *Workforce Development Month/Symposium*
  - Encourage Board member participation in activities planned in their local areas during Workforce Development Month and attendance at the Workforce Symposium.
  - The 2023 Symposium will be held on September 19, 2023, at William's Brice Stadium. Staff will send a Save-the-Date to members.

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- *SWDB Survey Distribution*
  - The SWDB Survey will be promulgated during the 4<sup>th</sup> quarter of PY’23 and completed during PY’24.

**Workforce Development Month and Symposium .....Ms. Jones**  
Ms. Jones provided a summary of the 2022 Workforce Development Month activities. She also provided the framework for the 2023 Workforce Symposium.

South Carolina recognized Workforce Development Month as a time to promote and increase awareness of the opportunities and programs available to individuals and employers, celebrate the State's workforce development activities, and recognize the efforts of the workforce staff and partner agencies for the first-time during September 2022.

The month began with Governor McMaster issuing the Workforce Development Month Proclamation at a press conference at Michelin. The month continued with local workforce areas executing 17 job fairs and 177 workshops, four webinars facilitated by the Labor Market Information Division, and the recognition of 11 high-performing workforce development professionals receiving the Workforce Heroes award during the September SWDB meeting.

The staff and partners are developing events for September, including use of the SC Works Career Coach for rural area pop-up hiring events.

**Other Business/Adjourn .....Mr. Michaels**  
Mr. Michaels reminded Committee members that the next SWDB meeting is scheduled for June 28, 2023, at 11:00 a.m.

The meeting adjourned at 11:33 a.m.