

**Governor’s State Workforce Development Board
November 1, 2022 Board Development Committee Meeting Minutes**

Members Present:

Mr. Patrick “Pat” Michaels
Mr. Thomas Freeland
Mr. Charles Brave, Jr.

Members Absent:

Mr. Cliff Bourke, Jr.

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 noted the changes in committee membership, welcoming Mr. Cliff Bourke, Jr., in his absence to the committee.

Approval of August 23, 2022 Meeting Minutes*Mr. Michaels

Mr. Charles Brave, Jr. motioned to approve the August 23, 2022, meeting minutes. Mr. Thomas Freeland seconded the motion, and the Committee approved the minutes by acclamation.

Committee SelectionMr. Michaels

Mr. Michaels discussed the priority to allow Board members to revisit committee assignments and request an assignment that aligns with their skills and interest. He reported that eight members submitted Committee Interest Forms:

- Two were new members choosing their first committee,
- Five members were choosing new committees as a result of Collaboration and Partnership sunseting, and
- One member was interested in serving on a different committee.

The Board Development Committee now has four members, SC Works Management has eight members, and the Committee on Workforce Innovation has seven members. As new members are appointed to serve on the Board, the Committee Interest Form will be a part of the onboarding process.

Review of Board Roster Page.....Mr. Michaels

Ms. Jackie Taylor provided a demonstration of a newly developed web page on the SC Works website. The web page features information on Board composition, a photo of Executive Committee members, the Board’s bylaws, and a current membership roster.

Priorities Progress UpdateMr. Michaels

Mr. Michaels provided an update on the Committee’s Program Year (PY) 2022 priorities:

- *Coordinate Diversity, Equity, and Inclusion training in the new program year.*
 - Staff is currently researching to identify a diversity, equity, and inclusion training provider. Staff anticipates presenting a proposal to the Committee during the February meeting.
- *Onboarding and Orientation Videos/Convert in-person orientation to video orientation to improve access to orientation materials.*
 - Recently appointed members were oriented to the Board utilizing the video series. New members participated in three virtual meetings and were asked to

*Denotes Voting Item

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review the videos and other materials in between each meeting. During the last orientation session, new members were asked to provide feedback on their experience. Staff is developing a survey to formally collect input on the onboarding process.

- Ms. Susan Cohen, newly appointed board member, expressed satisfaction with her onboarding experience. Noting that completing the orientation sessions required minimal time.
- *Solicit Board member accomplishments for recognition routinely.*
 - A formal process is in place to recognize members who leave the Board.

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

Mr. Michaels reminded Committee members to contact staff via SWDB@dew.sc.gov concerning any issues accessing the Board portal. He also reminded members that the next full board meeting is scheduled for December 14, 2022, at 11:00 a.m., and it will be facilitated virtually.

The meeting adjourned at 11:20 a.m.