

Governor's State Workforce Development Board
Board Governance Committee Meeting Minutes
April 24, 2018 ▪ 10:00 a.m.

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Members Present:
Patrick Michaels
Thomas Freeland*
Charles Brave, Jr.*
Dr. Windsor Sherrill*

DEW Staff Present:
Elána Frazier
Towanna Hicks
Nithya Pramekumar
Shauna Davis
**Via Conference Call*

Guests:
Areatha Clark, *Santee-Lynches**
Chris White, *Midlands*
Joette Dukes, *Pee Dee*

Welcome and Opening Remarks, Approval of Minutes

Mr. Pat Michaels, Committee Chair, called the meeting to order at 10:00 a.m. A quorum was present. A motion to approve the January 23, 2018 meeting minutes was made by Mr. Charles Brave, Jr., seconded by Mr. Thomas Freeland and unanimously approved by the Committee.

SWDB Standard Operating Procedures

Ms. Pramekumar stated that staff is in the process of drafting three standard operating procedures for review, approval and adoption by the Committee and the SWDB. Ms. Pramekumar reported that the procedures include a SWDB Appeals Review process, SWDB Procedures for Awarding Competitive Grants and a process for the SWDB to implement relevant policies. Ms. Pramekumar added that drafts will be presented at the next Board Governance Committee meeting.

Review Committee Action Plan

Ms. Pramekumar reviewed the Committee's Action Plan and provided a progress update on the Committee's projects and initiatives:

Ms. Pramekumar reported that a draft SWDB Member Evaluation form was submitted to Dr. Windsor Sherrill for review and feedback. She elaborated that this document has been developed by staff and following Dr. Sherill's feedback, it will be submitted to the Committee for review. A procedural document is being prepared to execute evaluations as well.

Ms. Pramekumar announced that the SWDB Satisfaction survey will be distributed after the last Board meeting of the program year. The survey will include questions to elicit recommendations on training and professional development.

Ms. Pramekumar also reported that a comprehensive onboarding, training and professional framework is being developed for the SWDB. This project is on track to be presented to the SWDB at the end of the program year.

Ms. Pramekumar added that exiting or retiring members will be recognized at the SWDB meeting in September.

In conclusion, Mr. Michaels added that the Committee will need to define diversity and inclusion values for the SWDB.

SC Works Outreach

Ms. Pramekumar outlined the SC Works Outreach Project Proposal to the Committee. Ms. Pramekumar explained that the purpose of the project is to increase business and public engagement and develop awareness of the workforce system, and the resources available. Ms. Pramekumar asked for Committee members to provide feedback on the proposal.

PY 18 Funded Initiatives

Ms. Pramekumar announced that as the program year comes to an end, the SWDB will be voting on program year 2018 funded initiatives. Ms. Pramekumar explained that the initiatives are identified through stakeholder input, national best practices, and in alignment with the Board Strategic Plan.

Ms. Pramekumar added that this year, the SWDB will vote on PY 2018 funded initiatives at the June 20, 2018 meeting and requested for Committee members to submit any ideas and recommendations for discussion within the next two weeks. Mr. Michaels made the recommendation to increase funding for the SC Works Outreach Project.

Adjournment

The meeting was adjourned at 10:45 a.m

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