

**Governor's State Workforce Development Board
Board Governance Committee Meeting Minutes
May 31, 2018 • 10:00 a. m.**

Members Present:

Patrick Michaels*
Thomas Freeland*

DEW Staff Present:

Elána Frazier
Towanna Hicks
Nithya Pramekumar
Jordan Kneece

Nina Staggers*
Michelle Paczynski*
Abby Linden*

Guests:

Joette Dukes, Pee Dee*
Dana Wood, Upstate*
Dean Jones, Greenville*

**Via Conference Call*

Opening Remarks and Approval of Minutes

Committee Chair, Mr. Pat Michaels, called the meeting to order at 10:00 a.m. There was no quorum; therefore, a vote on the April 24, 2018 meeting minutes was tabled for the next committee meeting.

SWDB Standard Operating Procedures

Mr. Michaels introduced Ms. Jordan Kneece to provide an overview of the Procedures for Awarding Competitive Grants. Ms. Kneece explained that the procedures are based on a combination of Federal regulatory requirements and past best practices, and provide a summary of the process used to award competitive grants on behalf of SWDB. Additionally, the procedures outline the roles and responsibilities of the Board in the competitive grants process. The procedures are intended for internal use but may be made available to the public upon request.

The Board plays a role in the competitive grants process in two ways:

1. The development and determination of the subject matter and amount for each funded initiative;
2. The final review and selection of grantees.

Ms. Kneece then provided a brief overview of the contents of the Procedures for Awarding Competitive Grants, beginning with the identification of the funding priorities for a program year, followed by the development and release of the Notice of Funding Opportunity, and the review and selection of grantees.

The Committee expressed that staff have outlined a very straightforward process. The Committee asked staff to identify next steps in terms of implementation of this process. Staff explained that these procedures will be utilized for awarding grants moving forward.

Adjournment

The meeting was adjourned at 10:27 a.m.