

**Governor's State Workforce Development Board  
Board Governance Committee Meeting Minutes  
November 6, 2018 ▪ 10:00:00 a.m.**

**Members Present:**

Patrick Michaels  
Thomas Freeland\*  
Dr. Windsor Sherrill\*

**DEW Staff Present:**

Elána Frazier  
Towanna Hicks  
Nithya Pramekumar  
Destiny Douglas\*  
Jordan Kneece

**Guests:**

Areatha Clark, *Santee-Lynches\**  
Chris White, *Midlands\**  
Bridgette Coates, *Pee Dee\**  
Dean Jones, *Greenville\**

**Excused**

Charles Brave, Jr.  
Dr. Joseph Patton

*\*Via Conference Call*

**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 August 9, 2018 meeting minutes was made by Dr. Windsor Sherrill, seconded by Mr. Thomas Freeland and unanimously approved by the Committee.

**Committee Action Plan Updates**

Mr. Micheals provided a progress update on the the Committee's Action Plan projects and initiatives.

**SWDB Satisfaction Survey**

Mr. Micheals stated that two of the Committee's goals were achieved through the completion of the SWDB Satisfaction Survey. The first goal was to achieve a 60% survey participation rate. The second goal was to achieve an average satisfaction score of 4.2% out of 5%. Mr. Michaels provided an overview of the reponses received and after a brief discussion amongst Committee members, Mr. Michaels thanked the Committee for their participation.

**SWDB Onboarding and Professional Development**

Ms. Nithya Pramekumar provided an overview of the outline that has been developed for SWDB Onboarding and Professional Development for new members. Ms. Pramekumar stated that the new process as outlined will include a series of orientation sessions to be completed within the first 120 days after appointment to the SWDB. She elaborated that board members will receive a toolkit that may be accessed via the board member portal. The orientation sessions will cover the materials within the toolkit and additional opportunities for training and education will be made available through mentorship, regular SWDB and committee meetings, and individual communication as needed.

**SWDB Dashboard**

Mr. Michaels stated that the next step in developing a SWDB Dashboard is to identify the metrics that will best reflect an engaged SWDB. After an overview of a draft dashboard and brief discussion of the proposed data points to be included in the dashboard, the committee set a 55% attendance rate as a goal for SWDB and committee meetings as one of the metrics to be included. The committee also intends on implementing a process to gauge SWDB engagement.

**SWDB Bylaws and Policies**

Mr. Michaels reported that the SWDB bylaws and related policies will be brought to the Committee for review and discussion at the next meeting.

### **2018 Workforce Development Symposium**

Ms. Pramekumar reported that the Workforce Development Symposium was a successful event and expressed appreciation to the Board Members that attended.

### **Adjournment**

No other business was discussed. The meeting was adjourned at 10:40 a.m.