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**Board Development Committee Meeting  
Thursday, January 29, 2026, at 11:00 a.m.**

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**AGENDA**

- I. Welcome and Opening Remarks ..... Mr. Pat Michaels, Committee Chair
- II. Approval of October 23, 2025 Meeting Minutes\* ..... Mr. Michaels
- III. Discussion on Committee Priorities..... Mr. Michaels
  - 2025 SWDB Satisfaction Survey
  - Executive Roundtable
- IV. Other Business/Adjourn..... Mr. Michaels

\*Denotes Voting Item

**Governor's State Workforce Development Board  
October 23, 2025, Board Development Committee Meeting Minutes**

**Members Present:**

Mr. Patrick "Pat" Michaels  
Mr. Thomas Freeland  
Mr. Charles Brave, Jr.  
Mr. Cliff Bourke, Jr.

**Members Absent:**

Mr. Chris Hall

**Welcome and Opening Remarks ..... Mr. Pat Michaels, Committee Chair**

Mr. Pat Michaels, Board Development Committee Chair, called the meeting to order at 12:00 p.m. A quorum was present.

Mr. Michaels welcomed new State Workforce Development Board member, Ms. Robyn Knox.

**Approval of August 7, 2025, Meeting Minutes\* ..... Mr. Michaels**

Mr. Thomas Freeland motioned to approve the August 7, 2025, meeting minutes. Mr. Charles Brave, Jr. seconded the motion. The Committee unanimously approved the meeting minutes.

**2025 Workforce Development Month Update ..... Ms. Pamela Jones**

Ms. Pamela Jones shared outcomes from the 2025 Workforce Development Month. For September, there were over 225 recruitment events across the state in which 475 employers participated.

To support the SWDB priority of increasing engagement between State and Local Workforce Development Board (LWDB) members, the SWDB allocated \$6,300 in funding for workforce development month activities, including registration costs for three LWDB members from each area to attend the symposium. During the Workforce Development Symposium, Lt. Governor Pamela Evette issued a proclamation declaring September as Workforce Development Month.

Additionally, SWDB members were invited to the 3<sup>rd</sup> Annual Workforce Champion Award Ceremony hosted at the Governor's Mansion. The 2025 Workforce Champion Award was presented to Michelin. Tideland Health received the People's Choice title for the SC @ Work: Photo Contest.

**Discussion on Committee Priorities ..... Mr. Michaels**

Mr. Michaels facilitated the discussion on implementation of the Committee's priorities reviewing, SWDB and LWDB joint trainings, meetings, and information sessions topics and tentative dates:

- *Executive Roundtable:* An annual or biennial convening for high-level, solutions-focused dialogue on advancing workforce opportunities. The meeting is designed to strengthen alignment across the state.
- *High-Performing Workforce Board:* A combined training series for current and recently appointed state and local board members will focus on reviewing the roles and responsibilities of each board and its members. Topics will include a presentation by the National Governors Association (NGA) on creating a highly effective board, an overview of Robert's Rules of Order for meetings, and a segment dedicated to board leadership.

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- *Employer and Partner Engagement:* This training will provide practical steps for members to contribute to the workforce system and offer career exploration opportunities.

To encourage SWDB members to engage with their LWDB, SWDB staff will regularly share notifications about LWDB meetings, events, and activities as they are received, keeping members informed of opportunities.

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

Mr. Michaels reminded committee members that during the next SWDB meeting on Thursday, December 11, 2025, at 11:00 a.m., the SWDB will host the inaugural High-Performing Workforce Award Ceremony, where SWDB members will celebrate and honor the outstanding achievements, remarkable contributions, and unwavering commitment of High-Performing Workforce Professionals and LWDBs in serving South Carolina's workforce. He encouraged members to attend in person to recognize and celebrate the hard work and dedication that inspires us all.

Meeting adjourned at 12:41 p.m.