



**Board Development Committee Meeting
May 2, 2024, at 11:00 a.m.**

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AGENDA

- I. Welcome and Opening Remarks Mr. Pat Michaels, Committee Chair
- II. Approval of February 1, 2024 Meeting Minutes* Mr. Michaels
- III. SWDB Survey..... Mr. Michaels
- IV. High-Performance Board Incentive Award Mr. Michaels
- V. PY'23 Priorities Update..... Ms. Pamela H. Jones
- VI. Other Business/Adjourn..... Mr. Michaels

*Denotes Voting Item

**Governor’s State Workforce Development Board
February 1, 2024, Board Development Committee Meeting Minutes**

Members Present:

Mr. Patrick “Pat” Michaels
Mr. Thomas Freeland
Mr. Cliff Bourke, Jr.
Mr. Charles Brave, Jr.
Mr. Chris Hall

Members Absent:

Rep. Randy Ligon

Welcome and Opening RemarksMr. Pat Michaels, Committee Chair

Mr. Pat Michaels, Board Development Committee Chair, called the meeting to order at 11:00 a.m. A quorum was present.

Mr. Michaels noted the Committee hosted the Diversity, Equity, and Inclusion Training on October 5, 2023, facilitated by Ms. Nina Staggers, in lieu of a 2nd quarter meeting. SWDB members also participated in the Annual Ethics Training on January 23, 2024, provided by the SC Ethics Commission.

Approval of August 10, 2023, Meeting Minutes*Mr. Michaels

Mr. Charles Brave, Jr. motioned to approve the August 10, 2023, meeting minutes. Mr. Chris Hall seconded the motion, and the Committee unanimously approved the meeting minutes.

SWDB SurveyMr. Michaels

Mr. Michaels reviewed the SWDB Satisfaction and Board Development Survey that members completed in Program Year (PY) 2021. To increase engagement between the Local Workforce Development Boards (LWDBs) and SWDB, the PY'23 SWDB Satisfaction Survey will be sent to members of the 12 LWDBs.

Discussion: Mr. Micheals facilitated a discussion to determine if the survey should include each LWDB member or only members of the Executive Committee for each area.

Staff will develop the SWDB/LWDB Survey questions incorporating the Committee members requests on the types of questions and format. The Committee will review and approve the SWDB/LWDB Survey in the 4th quarter.

High-Performance Board Incentive CriterionMr. Michaels

Ms. Pamela Jones reviewed the responses received to the High-Performance Workforce Board Incentive Survey deployed to the Local Work Development Area Administrators to understand how local areas define “a high-performance workforce board.”

Mr. Charles Brave, Jr. motioned to create a High-Performance Board Incentive Award. Mr. Chris Hall seconded the motion, which the Committee unanimously approved.

Discussion: The Committee agreed the High-Performance Board Incentive Award would be awarded annually.

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The Committee will review and finalize the High-Performance Board Incentive criteria during the fourth quarter meeting, advancing the initiative to the Executive Committee and then to the full SWDB for final approval.

Other Business/Adjourn.....Mr. Michaels
Mr. Michaels reminded Committee members that the next SWDB meeting will be on March 28, 2024, at 11:00 a.m.

The meeting adjourned at 11:39 a.m.

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SWDB Satisfaction and Board Development Survey Program Year 2023 (July 2023 – June 2024)

The Board Development Committee is tasked with preparing, assisting, and equipping the State Workforce Development Board (SWDB) to govern the public workforce system. A key priority of the Committee is to survey current members of the Board to assess their level of satisfaction with the operation and management of the Board, as well as identify areas for development through training, recognition, and other suggested practices.

Members of Local Workforce Development Boards are asked to complete the survey to identify joint training opportunities, determine the technical assistance needed, and suggest other practices to increase engagement between the two boards.

Please take 5 minutes to respond to the following survey questions. The survey will close on June 21, 2024, at 11:59 p.m.

* Required

SWDB Satisfaction and Board Development Survey

1. To what degree are you involved with workforce development in South Carolina? *

- I am a member of the State Workforce Development Board.
- I am a member of a Local Workforce Development Board.

Local Workforce Development Board

2. Please select which LWDB region you represent. *

- 01 - Worklink
- 02 - Upper Savannah
- 03 - Upstate
- 04 - Greenville
- 05 - Midlands
- 06 - Trident
- 07 - Pee Dee
- 08 - Lower Savannah
- 09 - Catawba
- 10 - Santee-Lynches
- 11 - Waccamaw
- 12 - Lowcountry

3. How long have you been a member of the LWDB? *

- Less than 6 months
- 6 - 12 months
- 1 - 2 Years
- 2 - 5 Years
- More than 5 Years

4. On the LWDB, I represent the following membership category: *

- Business
- Labor Associations
- Community-based organization or nonprofit
- Government
- Elected Official
- Education
- Economic and Community Development
- Other

5. If you selected 'Other' in response to question 4, please describe the category of membership you represent.

6. Role, Purpose and Priorities of the SWDB *

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
I understand the role and priorities of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the relationship between the SWDB, DEW, LWDB and the broader workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
A high level of engagement between LWDBs and the SWDB is necessary to achieve a high-quality, customer-driven workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. In your opinion, rate the current level of engagement between your LWDB and the SWDB. *



8. How might we improve collaboration, communication, and engagement between the LWDB and SWDB? *

- Joint training and professional development opportunities
- Joint strategic planning
- Joint LWDB/SWDB meetings
- Recognition of high-performing LWDBs
- Other

9. If you selected 'Other' in response to question 8, please provide additional strategies to improve collaboration, communication and engagement.

10. In what areas are you interested in joint training opportunities? *

Instructions: Check all that apply

- Role and responsibility of the LWDBs and the SWDB
- SC Works System
- State and federal legislative process
- Education/career pathways
- Diversity, Equity, and Inclusion
- Ethics
- Other

11. If you selected 'Other' in response to question 10, please provide additional joint training opportunities.

12. In your opinion, rate the level of effectiveness of the SWDB. *



13. How can the SWDB help LWDB create a high quality customer driven workforce system *

- Providing clear understanding of the roles and responsibilities
- Providing clear understanding of SC's mission and vision for Education and workforce
- Providing a clear understanding of strategies described in the State Plan
- Providing ongoing training and professional development
- Other

14. Please share any other ideas, areas of concern, or general comments: *

State Workforce Development Board

15. On the SWDB, I represent the following membership category: *

- Business
- Labor Associations
- Community-based organization or nonprofit
- Government
- Elected Official
- Education
- Economic and Community Development
- Other

16. If you selected 'Other' in response to question 2, please describe the category of membership you represent.

17. How long have you been a member of the SWDB? *

- Less than 6 months
- 6 - 12 months
- 1 - 2 Years
- 2 - 5 Years
- More than 5 Years

18. Role, Purpose and Priorities of the SWDB *

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1: Strongly Disagree	2: Disagree	3: Neutral	4: Agree	5: Strongly Agree
I understand the role and priorities of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the purpose and functions of the committee on which I serve.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The committee structure is appropriate for the purpose of the SWDB.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I understand the relationship between the SWDB, DEW and the broader workforce system.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

19. Participation and Engagement *

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
In the past year, I attended a majority of committee and SWDB meetings.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
In the past year, I contributed to the work of my committee.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
There is at least one other SWDB member I would feel comfortable calling to discuss a question or concern.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

20. During the past year, I participated in one or more of the following events/activities:

Instructions: Check all that apply

- State or local Chamber of Commerce events
- Industry partnership meetings
- Business roundtables
- Local Workforce Development Board meeting(s)
- Other

21. What support do you need to be a more effective and engaged SWDB member?

Instructions: Check all that apply

- Clear understanding of my role and responsibilities.
- Clear understanding of Board objectives and priorities.
- Ongoing and regular training/professional development.
- Connection to a mentor.
- No response
- Other

22. If you selected 'Other' in response to question 8, please provide additional strategies you need to be a more effective and engaged SWDB member?

23. Operation/Management of the SWDB *

On a scale of 1-5, with 1 being strongly disagree and 5 being strongly agree, please rate the following:

	1. Strongly Disagree	2. Disagree	3. Neutral	4. Agree	5. Strongly Agree
SWDB staff communicate timely.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Pre-meeting materials provide appropriate preparation to support informed decision-making.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Meetings are organized and ran efficiently.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

24. In what ways can the overall operation/management of the SWDB be improved? *

25. Are there suggestions you have to improve board and/or committee meetings?

Please make suggestions for agenda items: presenters, topics, program success, etc.

26. In what areas are you interested in receiving training/professional development as it relates to your membership on the SWDB? *

Instructions: Check all that apply

- Role and responsibilities of the Board
- SC Works System
- State and federal legislative process
- Education/Career Pathways
- Robert's Rule of Order
- Diversity, Inclusion, and Equity
- Other

27. Please suggest training/professional development opportunities not listed.

28. In your opinion, what is the best way to recognize the contributions and achievements of board members? *

Instructions: Check all that apply

- Acknowledge board member achievement(s) as part of committee or board meetings
- Present outgoing members with Certificate of Appreciation
- Nomination/award for high-performing board members
- Other

29. If you serve on other boards, please share practices you have observed or implemented concerning board member engagement, recognition, operations, onboarding and professional development, which could benefit the SWDB.

30. Please share any other ideas, areas of concern, or general comments:

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