

**Governor’s State Workforce Development Board
August 18, 2021 Board Governance Committee Meeting Minutes**

MEMBERS PRESENT:

Mr. Pat Michaels
Mr. Charles Brave
Dr. Windsor Sherrill

MEMBERS EXCUSED:

Mr. Thomas Freeland
Dr. Joseph Patton, III

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

Mr. Pat Michaels, Committee Chair, called the meeting to order at 11:02 a.m.

Approval of May 11, 2021, Meeting Minutes* Mr. Michaels

The Committee was unable to approve the May 11, 2021 meeting minutes due to technical difficulties, which prevented a quorum of members from participating in the vote.

WIOA Productivity Dashboard Ms. Michelle Paczynski

Ms. Paczynski summarized efforts to build the reporting infrastructure that will support the WIOA Productivity Dashboard, which included implementation of the Advanced Individual Fund Tracking (AIFT) module in the SC Works Online Services system (SCWOS) and issuance of a State Instruction Letter requiring utilization of the module to track expenditures on individual participant services. Additionally, DEW facilitated several statewide trainings with full participation by all 12 local areas and hosted peer-to-peer sessions, providing a forum for areas comfortable with the module to share their protocols and practices.

Ms. Paczynski also provided an overview of the draft WIOA Productivity Dashboard and explained that the Dashboard provides three distinct sets of data:

- *Participant Activity* captures the total number of participants served and quantifies the number of participants who received training and supportive services. Of the number of participants that received training, the Dashboard indicates how many received classroom training and how many received work-based learning. *Participant Activity* also quantifies the number of participants that received soft skills instruction.
- The *Percentage of Participants Trained* is a visualization of the total number of participants trained, divided by the total number of participants served during the program year.
- *Fund Utilization and Participant Cost* reflects the expenditure of WIOA funds to serve participants, separated by Ault, Dislocated Worker, and Youth programs. The Dashboard also includes the Participant Cost Rate, which indicates the percentage of funds expended on direct participant costs for training and supportive services, and the average cost per participant served.

DEW will post the Dashboard on the SC Works SWDB web page and share it with the Board, members of the public, and in relevant reports. The prototype displayed includes draft data. DEW will update the Dashboard when PY’20 data is finalized in October 2021. The Committee recommended the inclusion of targets for utilization and participant cost rates.

Review Committee Charter & Priorities..... Mr. Michaels

Mr. Michaels facilitated a discussion on Committee functions and recent accomplishments related to each. He asked the Committee to consider whether BGC functions are still relevant or are more appropriate for other committees. During the review, committee members and staff provided insight, ideas, and recommendations for revision of Committee functions. Following a review of each function, Mr. Michaels requested that staff evaluate and assess the relevancy of Committee functions and recommended that the Committee meet again to review staff recommendations.

*Denotes voting item

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Ms. Nina Staggers reviewed the progress of PY'20 priorities, explaining that the only outstanding priority is the distribution of SWDB Ambassador Tools, which staff will fully execute during the quarter. Mr. Michaels postponed a discussion on PY'21 priorities following the assessment of Committee functions.

Other Business/Adjourn **Mr. Michaels**
The Committee did not discuss any other business. The meeting adjourned at 11:43 a.m.