

**Governor’s State Workforce Development Board  
November 2, 2021 Board Development Committee Meeting Minutes**

**Members Present:**

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

**Members Excused:**

Dr. Joseph Patton, III

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

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

**Approval of May 11, 2021, and August 18, 2021, Meeting Minutes\* .....Mr. Michaels**

Mr. Charles Brave, Jr. made a motion to approve the May 11, 2021, and August 18, 2021, meeting minutes. Mr. Thomas Freeland seconded the motion, and the Committee unanimously approved both sets of draft minutes.

**Review and Approve Revised Charter\* .....Mr. Michaels**

The Committee met in a work session on September 15, 2021, to review and assess its charter. During the work session, the Committee evaluated the continued relevancy of each committee function and recommended the removal of functions assigned to other committees or identified as no longer relevant. The Committee removed four functions from its Charter, and added a new function. The revisions also included changing the Committee’s name to “Board Development Committee.” Mr. Michaels presented the revised charter to the Committee and asked for further comments or discussion on the revisions. There were no comments. Mr. Freeland motioned to approve the Committee Charter. Dr. Windsor Sherrill seconded the motion and the Committee unanimously approved the revised charter.

**PY’21 Priorities and Work Plan..... Ms. Nina Staggers**

In alignment with the Committee’s revised charter, Ms. Nina Staggers recommended five priorities for the Committee’s consideration. The Committee ordered the priorities by importance, resulting in a decision to focus on two priorities in the 2<sup>nd</sup> quarter of the program year: research and compile promising practices and provide ethics and diversity, equity, and inclusion training. The Committee requested a work session in December 2021 to define the scope and committee actions required for executing both priorities. The Committee will address the remaining three priorities in the 3<sup>rd</sup> and 4<sup>th</sup> quarters.

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

Mr. Michaels informed members of the SWDB meeting on December 14, 2021, at 11:00 a.m. The Committee did not discuss any other business. The meeting adjourned at 11:31 a.m.

\*Denotes Voting Item