

**Governor’s State Workforce Development Board  
September 14, 2021 Executive Committee Meeting Minutes**

**MEMBERS PRESENT:**

Mr. Thomas Freeland  
Mr. Pat Michaels  
Mr. Jay Holloway  
Dr. Tim Hardee  
Mr. Warren Snead  
Mr. Dan Ellzey  
Mr. Charles Brave, Jr.  
Ms. Valerie Richardson  
Dr. Mike Mikota

**MEMBERS EXCUSED:**

Mr. John Uprichard

**Welcome and Opening Remarks ..... Mr. Thomas Freeland, SWDB Chair**  
Mr. Thomas Freeland, SWDB Chair, called the meeting to order at 11:00 a.m. A quorum was present.

**Approval of Minutes from June 9, 2021\* ..... Mr. Freeland**  
Mr. Charles Brave made a motion to approve the June 9, 2021, meeting minutes. Ms. Val Richardson seconded the motion and the Committee unanimously approved the minutes.

**Committee Activity Reports..... Committee Chairs**  
Committee Chairs shared 1<sup>st</sup> quarter committee activity reports, highlighting progress toward completion of PY’20 priorities and action items and new priorities for PY’21.

*Board Governance Committee*

Mr. Pat Michaels provided an update on two outstanding PY’20 priorities, distribution of SWDB Ambassador Tools and creation of the WIOA Productivity Dashboard. With regard to the first priority, Mr. Michaels explained that all Board members will receive a name badge and virtual meeting backgrounds, and that approximately 35% of SWDB members requested optional materials such as business cards or printed materials. He also shared that the Board Governance Committee reviewed a prototype of the Dashboard and provided feedback to staff. DEW will publish the Dashboard by the end of 2021. The Committee is assessing its functions to ensure ongoing relevancy and expects to revise its charter and identify PY’21 priorities during the 2<sup>nd</sup> quarter.

*Collaboration and Partnership Committee*

Ms. Valerie Richardson highlighted efforts to train COVID-displaced workers, including DEW’s partnership with Coursera to provide no-cost professional development opportunities to UI claimants; Project GED, which encourages and incentivizes UI claimants to earn a GED; and free short-term training through the Technical College System. She also explained strategic communication efforts to educate and inform claimants about training opportunities and open jobs. In PY’21, the Committee will continue its efforts to expand work-based learning and support development of stackable credentials and career pathways.

\*Denotes voting item

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*SC Works Management Committee*

Mr. Warren Snead reported on the statewide deployment of a virtual job platform and the soft skills analysis, which resulted in the identification of six essential soft skills: communication, digital literacy, problem solving, professionalism, teamwork, and time management. He also shared the Committee’s PY’21 priorities, which include the development of a virtual SC Works Center and overseeing the implementation of SC Works Certification, development of a center secret shopper program, and launch of the SC Works staff learning management system.

*Committee on Workforce Innovation*

The Committee on Workforce Innovation was formally established in August 2021. Mr. Jay Holloway provided a list of Committee functions to include:

- Use data to understand and plan for workforce trends
- Identify strategies deployed by other states that drive strong employment outcomes for job seekers and employers
- Incentivize innovation and proven strategies in the SC Works system
- Provide recommendations to facilitate improved access to and resiliency of the workforce system

In PY’21, the Committee will accomplish the following priorities:

- Create LMI training for existing board members as well as inclusion in the New Member Orientation
- Distribute relevant publications for awareness and strategic planning
- Provide opportunities for showcasing local innovation by developing criteria for identifying promising practices; showcasing promising practices on the SC Works website, at SWDB meetings, and through webinars and other forums
- Conduct an economic and workforce analysis with emphasis on rural areas of the state

**Other Business/Adjourn.....Mr. Freeland**

Mr. Freeland reminded those in attendance of the September 30, 2021, State Workforce Development Board meeting and welcomed all to attend in person. He highlighted the upcoming Workforce Symposium and encouraged members to register for the event. The Committee did not discuss any other business. The meeting adjourned at 11:37 a.m.