



**Board Development Committee Meeting
Thursday, April 23, 2026, at 11:00 a.m.**

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AGENDA

- I. Welcome and Opening Remarks Mr. Pat Michaels, Committee Chair
- II. Approval of January 29, 2026 Meeting Minutes* Mr. Michaels
- III. SWDB Funding Allocation Policy* Ms. Nina Arnone
- IV. PY'25 Priority Updates..... Ms. Pamela Jones
- V. Discussion on Committee Priority Mr. Michaels
 - SC Works Partner Conference
- VI. Other Business/Adjourn..... Mr. Michaels

*Denotes Voting Item

**Governor’s State Workforce Development Board
January 29, 2026, Board Development Committee Meeting Minutes**

Members Present:

Mr. Patrick “Pat” Michaels
Mr. Thomas Freeland
Mr. Charles Brave, Jr.
Mr. Cliff Bourke, Jr.
Mr. Chris Hall
Mr. Jeremy Stephens
Ms. Robyn Knox

Members Absent:

Welcome and Opening Remarks Mr. 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 welcomed the new Committee member, Ms. Robyn Knox.

Approval of October 23, 2025, Meeting Minutes* Mr. Michaels

Motion was made by Mr. Charles Brave, Jr. to approve the October 23, 2025, meeting minutes. Mr. Jeremy Stephens seconded the motion. The meeting minutes were corrected to note Mr. Chris Hall’s attendance. The Committee unanimously approved the meeting minutes with corrections.

Discussion on Committee Priorities Mr. Michaels

Mr. Michaels facilitated the discussion on the implementation of the Committee’s priorities:

- *2025 SWDB Satisfaction Survey:* Ms. Pamela Jones reviewed actions implemented in response to the 2023 SWDB Satisfaction Survey. Actions included restructuring meeting agendas to increase member discussion, improving the new-member onboarding process, and opportunities to increase state and local board engagement.

Members discussed the 2025 Satisfaction Survey and agreed to continue surveying local board members, adding questions focused on the SWDB Member Portal, interest in leadership roles, and local members’ interest in serving on the State Board.

- *Executive Roundtable:* Members discussed agenda topics and structure for a solutions-focused meeting between state and local board members designed to strengthen alignment across the state.

Other Business/Adjourn Mr. Michaels

Mr. Michaels encouraged members to attend the Executive Committee meeting on Thursday, February 26, 2026, at 11:00 a.m., to hear the proposed modifications to the SC PY 2024-2027 WIOA Combined State Plan. The SC PY 2024-2027 WIOA Combined State Plan Modification is currently available for public comment through February 1, 2026, on the SC Works Website at scworks.org.

Members were reminded that the next full board meeting is scheduled for Tuesday, March 31, 2026, at 11:00 a.m. in the Harper Auditorium and were encouraged to attend in person.

Meeting adjourned at 11:57 a.m.

STATE INSTRUCTION NUMBER XX-XX

To: Local Workforce Area Signatory Officials
Local Workforce Area Board Chairs
Local Workforce Area Administrators
DEW Area Directors
DEW Regional Managers

Subject: Reallocation or Adjustment of SWDB Approved Funding

Issuance Date: DATE

Effective Date: DATE

Purpose: To provide guidance on the reallocation or adjustment of State Workforce Development Board (SWDB)-approved funding by the Department of Employment and Workforce (DEW) staff.

References:

- Workforce Innovation and Opportunity Act (WIOA) §§ 101(d); 127(b)(1)(C); 128(a); 129(b)(3); 132(b)(1)(B); 132(b)(2)(B); 134(a)(3)(B)
- 20 CFR Part 682; 20 CFR Part 683, Subpart B; 20 CFR Part 679
- South Carolina WIOA Combined State Plan for 2024-2027
- SWDB Strategic Plan Priorities for 2024-2027

Background: Statewide employment and training activities are supported by funds reserved by the Governor under WIOA section 128(a). Funds reserved by the Governor for statewide workforce investment activities may be combined and used for any of the activities authorized in WIOA section 129(b) or 134(a), regardless of whether the funds were allotted through the WIOA Title I Adult, Dislocated Worker, or Youth funding streams.

The SWDB assists the Governor in the review of statewide policies, of statewide programs, and of recommendations on actions that should be taken to align workforce development programs in a manner that supports a comprehensive and streamlined workforce development system. This, in turn, assists in the development and continuous improvement of the workforce development system in South Carolina.

The SWDB retains 10% of the funds reserved by the Governor, set aside to incubate promising workforce development, education, and training models. Funding proposals are developed by DEW leadership staff and key stakeholders, based on the priorities identified in the WIOA State Plan and SWDB priorities. Proposals are presented to the SWDB for review, discussion, and approval. If the implementation costs exceed the requested funding allotment, requests for the necessary additional funds must be presented for approval at the following SWDB quarterly meeting.

This additional time requirement slows, or even stops, ongoing projects until the next funding request can be approved at a SWDB quarterly meeting.

Policy: In an effort to support ongoing SWDB projects and prevent interruptions in implementation of board directives, DEW may expend up to 10% above the approved amount for an ongoing board approved project without approval from the board. When these situations occur, DEW will inform the chairperson of the SWDB.

Additionally, the use of Governor's Reserve funds under \$10,000 does not require approval from the board. DEW may instead inform the SWDB chairperson of such funding requirements to assist in the progression of statewide employment and training activities.

The reallocation or adjustment of funds must follow all necessary, internal DEW approval practices and guidelines.

DEW will report on, give justification for, and answer any questions on all funding reallocations or adjustments to the SWDB and relevant SWDB committees. The full SWDB will receive an update on the reallocation or adjustment of funding at the quarterly meeting.

Action: Please ensure that all appropriate staff receive and understand this policy.

Inquiries: Questions may be directed to WorkforcePolicy@dew.sc.gov.

Nina Stagers, Assistant Executive Director
Workforce Development Division