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**Board Development Committee Meeting  
Thursday, August 10, 2023, at 11:00 a.m.**

**Join on your computer or mobile app**  
[Click here to join the meeting](#)

**Or call in (audio only)**  
+1 803-400-6195  
Phone Conference ID: 136 230 530#

**AGENDA**

- I. Welcome and Opening Remarks ..... Mr. Pat Michaels, Committee Chair
- II. Approval of February 2, 2023, and May 4, 2023, Meeting Minutes\* ..... Mr. Michaels
- III. Committee Priorities Update..... Mr. Michaels
- IV. High Performance Board Incentive ..... Mr. Michaels
- V. Workforce Development Month and Symposium ..... Ms. Pamela Jones
- VI. Other Business/Adjourn..... Mr. Michaels

\*Denotes Voting Item

**Governor’s State Workforce Development Board  
February 2, 2023 Board Development Committee Meeting Minutes**

**Members Present:**

Mr. Patrick “Pat” Michaels  
Mr. Thomas Freeland  
Mr. Charles Brave, Jr.

**Members Absent:**

Mr. Cliff Bourke, Jr.

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

Mr. Michaels thanked the SWDB members for attending the Annual Ethics Training on January 27, 2023, provided by the SC Ethics Commission.

**Discuss DE&I Training Framework ..... Ms. Nina Stagers**  
Ms. Nina Stagers presented the draft framework for the Committee’s priority to coordinate Diversity, Equity, and Inclusion training. The DE&I training will be facilitated in-house. The proposed training would begin with an introduction to the State Workforce Development Board, its role in governing the workforce development system, and the responsibilities and roles of board members. Using available data, compare the state’s demographics, the population of participants served by the SC Works System, and the demographics and geographic data of the board. Ms. Stagers explained in parts two and three of the DE&I training framework the significance of understanding DE&I as a board member and how understanding the population served by SWDB influences the policies and initiatives enacted.

Mr. Michaels facilitated a discussion on the DE&I training framework. The feedback received will be used to create the final training that will be provided to SWDB members.

**Approval of November 1, 2022, Meeting Minutes\* ..... Mr. Michaels**  
Mr. Charles Brave, Jr. motioned to approve the November 1, 2022, meeting minutes. Mr. Thomas Freeland seconded the motion, and the Committee approved the minutes by acclamation.

**Other Business/Adjourn ..... Mr. Michaels**  
Mr. Michaels reminded Committee members to contact staff via SWDB@dew.sc.gov concerning any issues accessing the Board portal. He also reminded members that the next full board meeting is scheduled for March 29, 2023, at 11:00 a.m.

The meeting adjourned at 11:26 a.m.

\*Denotes Voting Item

**Governor’s State Workforce Development Board  
May 4, 2023, Board Development Committee Meeting Minutes**

**Members Present:**

Mr. Patrick “Pat” Michaels  
Mr. Thomas Freeland

**Members Absent:**

Mr. Cliff Bourke, Jr.  
Mr. Charles Brave, Jr.

**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 not present.

**Priorities Progress Update .....Ms. Pamela H. Jones**

Ms. Pamela Jones provided an update on the Committee’s priorities.

**Carryover from Program Year (PY) 2021:**

- *Review/Revise SWDB policies.*
  - The SWDB revised its Bylaws to ensure alignment with current board operations and State requirements. No revisions were made to SWDB policies.
  - Staff will review Bylaws and policies bi-annually and recommend changes to the Committee. The next review will take place during PY’24.
- *Provide Ethics and Diversity, Equity, and Inclusion Training to SWDB members.*
  - The first annual Ethics Training was provided in January 2022 and has been implemented as annual training occurring in January.
  - Staff presented the Diversity, Equity, and Inclusion (DE&I) training framework during the February 2023 Committee meeting. Feedback received from members will be used to create the training.
- *Solicit Board member accomplishments for recognition.*
  - The SWDB has a well-developed and ongoing process for recognizing members who are leaving the SWDB. Additionally, SWDB member accomplishments are recognized during Board meetings.
  - Board members are encouraged to share updates about themselves and other members when they receive information.

**Carryover from PY’22:**

- *Issue notice of SWDB and Committee meetings seven (7) days in advance*
  - Staff has implemented the practice of providing meeting materials to the Board at least seven (7) days prior to committee and SWDB meetings. Members are directed to the SWDB Member Portal to access meeting materials.
- *Use the SWDB portal for pre-meeting materials.*
  - To encourage use of the SWDB Portal, Staff has reset passwords, created a Portal Overview Video, and provided SWDB members with instructions on how to utilize the Portal. Members can email [swdb@dew.sc.gov](mailto:swdb@dew.sc.gov) if they encounter problems using the Portal and/or accessing information.
- *Allow members to revisit committee assignments that align with their skills and interests.*
  - Staff created and distributed the Committee Interest Form to members allowing members to indicate their interest in serving on a committee that best aligns with their

\*Denotes Voting Item

**Governor’s State Workforce Development Board  
May 4, 2023, Board Development Committee Meeting Minutes**

skills and interests. The SWDB Chair's approval is required before a member is (re) assigned to a committee.

- New members appointed to serve on the Board are asked to complete the Committee Interest Form as part of the onboarding process.
- *Provide quarterly progress reports to the Board.*
  - Progress reports from each Committee are included quarterly in the SWDB Meeting materials.
- *Onboarding and Orientation Videos/Convert in-person orientation to video orientation to improve access to orientation materials.*
  - Staff created a 7-module video series that reviews the role and responsibility of the Board. In addition to completing the recorded training modules, staff will engage members soon after appointment to conduct scheduled sessions to allow new members to ask questions and engage in live discussion. The materials will be updated as needed.
  - Five (5) new members of the Board have completed their orientation using this process.
- *Include legislative affairs updates in Board meetings as needed.*
  - DEW’s Governmental Affairs liaison will provide legislative updates in 2<sup>nd</sup> and 4<sup>th</sup> quarter SWDB meetings. Additional updates will be scheduled when applicable.
- *Updated Board Roster on the SC Works Website.*
  - The Board Roster page was developed at the recommendation of the Committee as a result of member input. The Board Roster page includes the Bylaws and a membership roster and lists membership of the Executive Committee.

Coordination of Diversity, Equity, and Inclusion training will carry over into PY’23.

Discussion: Mr. Michaels emphasized that SWDB Members are responsible for notifying Staff of their or another member's accomplishments for recognition. The Committee decided the next SWDB Survey would occur during PY’24 to allow recently appointed members at least a year of service prior to completing the SWDB Satisfaction Survey.

**New Priorities Discussion .....Mr. Michaels**

Mr. Michaels facilitated the discussion on proposed priorities for PY’23. The priorities include:

- *High-Performance LWDB Initiative*
  - To encourage local board engagement, the development of an initiative to reward Local Workforce Development Boards for achieving high-performance levels and whose innovative practices align with State Board priorities.
  - Further discussion on ways to recognize innovative LWDBs and the structure of incentives will continue during PY’23.
- *Workforce Development Month/Symposium*
  - Encourage Board member participation in activities planned in their local areas during Workforce Development Month and attendance at the Workforce Symposium.
  - The 2023 Symposium will be held on September 19, 2023, at William's Brice Stadium. Staff will send a Save-the-Date to members.

\*Denotes Voting Item

**Governor’s State Workforce Development Board  
May 4, 2023, Board Development Committee Meeting Minutes**

- *SWDB Survey Distribution*
  - The SWDB Survey will be promulgated during the 4<sup>th</sup> quarter of PY’23 and completed during PY’24.

**Workforce Development Month and Symposium .....Ms. Jones**  
Ms. Jones provided a summary of the 2022 Workforce Development Month activities. She also provided the framework for the 2023 Workforce Symposium.

South Carolina recognized Workforce Development Month as a time to promote and increase awareness of the opportunities and programs available to individuals and employers, celebrate the State's workforce development activities, and recognize the efforts of the workforce staff and partner agencies for the first-time during September 2022.

The month began with Governor McMaster issuing the Workforce Development Month Proclamation at a press conference at Michelin. The month continued with local workforce areas executing 17 job fairs and 177 workshops, four webinars facilitated by the Labor Market Information Division, and the recognition of 11 high-performing workforce development professionals receiving the Workforce Heroes award during the September SWDB meeting.

The staff and partners are developing events for September, including use of the SC Works Career Coach for rural area pop-up hiring events.

**Other Business/Adjourn .....Mr. Michaels**  
Mr. Michaels reminded Committee members that the next SWDB meeting is scheduled for June 28, 2023, at 11:00 a.m.

The meeting adjourned at 11:33 a.m.

\*Denotes Voting Item

# SC@WORKS: PHOTO CONTEST

## Show Us SC@Work! 2023 Photo Contest



### Announcement

Announced to the business community and public:

- Press Release
- Email to Businesses
- Announcements to Chambers and Business Associations
- Social Media
- Web page



### Submit Online

Submissions are accepted through Monday, August 21.

Online Platform to upload.

Two weeks for online voting.

Winners and other photos to be printed in large format for display at the Symposium.



### Voting

Categories could include:

- Best Small Employer
- Best Mid-Size Employer
- Best Large Employer
- Best Photography
- People's Choice
- Overall Workforce

Judges include groups from DEW's Executive Staff and the SWDB.



### Winners Announced at Workforce Symposium

Winners and other photos will be printed in large format for display at the Symposium.

Awards presented by William Floyd and SWDB members during the day's agenda.

# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



**TUESDAY**  
**SEPTEMBER 5, 2023**

**10:00AM - 2:00PM**

Civic Center  
2477 Main Hwy  
Bamberg, SC 29003

**THE**  
**BE PRO BE PROUD**  
**MOBILE WORKSHOP**  
**WILL ALSO BE ON SITE!**

Be Pro Be Proud SC is a workforce development program created to further close the gap between jobseekers and employer needs.

Here, you can find a variety of hands-on simulators for multiple skilled trades including: welding, truck driving, heavy equipment operation, construction technology, and more!

## THE **SC WORKS** **Career Coach**

**WILL BE VISITING YOUR AREA!**

The SC Works Career Coach is a mobile extension of our statewide SC Works centers. The mobile unit is equipped with computers and printers at ten workstations.

Staff will be present to help you with:

- Job searching
- Creating/improving your resume
- Preparing for interviews
- And applying for unemployment insurance

The SC Career Coach is wheelchair accessible, and **all services are provided at no cost to you.**

For more information about the SC@Work: Road Trips, visit the website at [scworks.org/roadtrips](http://scworks.org/roadtrips).



# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



WEDNESDAY

SEPTEMBER 6, 2023

10:00AM - 2:00PM

Palmetto Training Center  
3791 Allendale-Fairfax Hwy  
Fairfax, SC 29827

**LOCAL BUSINESSES  
WILL ALSO  
BE ON-HAND TO  
DISCUSS  
EMPLOYMENT  
OPPORTUNITIES!**

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# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



**THURSDAY**  
**SEPTEMBER 7, 2023**

**10:00AM - 12:00PM**

Williston First Baptist Church  
13030 Main Street  
Williston, SC 29853

**THURSDAY**  
**SEPTEMBER 7, 2023**

**2:00PM - 4:00PM**

Blackville Community  
Development Corp.  
5983 Lartigue Street  
Blackville, SC 29817

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# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



**FRIDAY**  
**SEPTEMBER 8, 2023**

**10:00AM - 2:00PM**

John Ford  
Community Center  
304 Agnes Street  
St. Matthews, SC 29135

**GIVE-AWAYS  
AND  
FOOD TRUCKS!**

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JOB FAIR AND COMMUNITY RESOURCE FAIR

### COMMUNITY OUTREACH:

- DSS
- Clemson Health
- United Way of the Midlands
- Blood Connection
- and many more!

### ATTENDING EMPLOYERS:

- Okonite
- Zeus
- Pet Supplies
- UFP
- Tri-County Electric

- Palmetto Industrial Services
- Dominion Energy
- and many more!



# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



**TUESDAY**  
**SEPTEMBER 26, 2023**

**9:00AM - 11:00AM**

Andrews Library Pavilion  
105 N Morgan Ave  
Andrews, SC 29510

**TUESDAY**  
**SEPTEMBER 26, 2023**

**1:00PM - 3:00PM**

Greater St. Stephen AME  
Church Multi-Purpose Room  
2807 Highmarket St.  
Georgetown, SC 29440

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# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



**WEDNESDAY**

**SEPTEMBER 27, 2023**

**9:00AM - 11:00AM**

Digital Lane

7 Oneita Ave.

Lane, SC 29564

**WEDNESDAY**

**SEPTEMBER 27, 2023**

**1:00PM - 3:00PM**

Kingstree Square

Shopping Center

31 Williamsburg County Hwy

Kingstree, SC 29556

THE

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# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



**THURSDAY**  
**SEPTEMBER 28, 2023**

**9:00AM - 11:00AM**

K & H Resource Center  
1154 4th Street  
Summerton, SC 29148

**THURSDAY**  
**SEPTEMBER 28, 2023**

**2:00PM - 4:00PM**

F.E. DuBose  
Career Center  
3351 Sumter Hwy  
Manning, SC 29102

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# NEXT STOP

ON THE

**SC@WORK:**  
ROAD TRIPS



**FRIDAY**  
**SEPTEMBER 29, 2023**

**9:00AM - 11:00AM**

Patriot Park  
380 General Drive  
Sumter, SC 29150

**FRIDAY**  
**SEPTEMBER 29, 2023**

**2:00PM - 4:00PM**

Dillon Park  
1305 Clara Louise  
Kellogg Dr.  
Sumter, SC 29153

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