

**Governor’s State Workforce Development Board
June 6, 2024, Executive Committee Meeting Minutes**

MEMBERS PRESENT:

Mr. Thomas Freeland*
Ms. Valerie Richardson*
Mr. Charles Brave, Jr.
Mr. William Floyd
Dr. Windsor Sherrill
Mr. Warren Snead

MEMBERS ABSENT:

Mr. Pat Michaels
Mr. John Uprichard

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

Approval of Meeting Minutes for March 5, 2024* Mr. Freeland
Mr. Warren Snead motioned to approve the March 5, 2024, meeting minutes. Dr. Windsor Sherrill seconded the motion. The Committee unanimously approved the meeting minutes.

SC Works Certification Standards* Mr. Adam Paige
Every three years, the Workforce Innovation Opportunity Act (WIOA) requires the SWDB to establish objective criteria and procedures for Local Workforce Development Boards (LWDBs) to assess one-stop centers in three categories: management, job seeker services, and business services. Mr. Adam Paige, Director of Workforce Initiatives, presented the updated 2024 SC Works Certification Standards, providing an overview of the revisions made and reviewing comments received from Local Workforce Development Areas (LWDAs) during the public comment period.

SC Works Management Committee voted unanimously to approve the updated SC Works Certification Standards, advancing them to the Executive Committee.

Mrs. Valerie Richardson motioned to approve the updated SC Works Certification Standards, advancing them to the full board for a final vote. Mr. Snead seconded the motion. The Committee unanimously approved the updated SC Works Certification Standards, advancing them to the full board for a final vote to approve.

High-Performance Board Incentive Award* Ms. Pamela Jones
Ms. Pamela Jones reviewed the High-Performance Board Incentive Award requirements, created to encourage and reward LWDBs that achieve performance levels. The criteria and eligibility include meeting federal and state-specific performance Measures, WIOA Primary Indicators of Performance, promoting regionalism, and employing innovative practices that align with the WIOA State Plan goals.

Eligible LWDBs will receive a minimum of \$50,000 reimbursable grant for WIOA-approved activities to be awarded during Program Year (PY) 2025 based on PY’24 performance. Application instructions will be distributed at the end of PY’24.

Mr. Charles Brave, Jr. motioned to approve the High-Performance Board Incentive Award. Mr. Warren Snead seconded the motion. The Committee unanimously approved the High-Performance Board Incentive Award, advancing it to the full board for final approval.

*Denotes voting item

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SWDB/LWDB SurveyMs. Jones

To support the SWDB priority of increasing engagement with LWDBs, the Board Development Committee members voted to expand the 2023 SWDB Satisfaction Survey to hear from LWDB members, gathering feedback and input on strategies to improve communication, collaboration, and engagement between the state and local boards.

Ms. Jones reviewed the SWDB/LWDB Satisfaction Survey questions, which included targeted questions to hear from LWDB members. No revisions were suggested. Staff will distribute the 2023 SWDB/LWDB Survey to SWDB and LWDB members in June 2024.

Committee Activity Reports..... Committee Chairs

Board Development Committee – Mr. Pat Michaels

Ms. Pamela Jones presented the Board Development Committee activity report.

During the 4th quarter Board Development Committee meeting, members voted unanimously to create the High-Performance Local Workforce Development Board (LWDB) Incentive to encourage and reward LWDBs that achieve performance levels and whose innovative practices align with the State Board priorities, advancing it to the Executive Committee for approval. The Committee also voted to make this an annual award.

Ms. Pamela Jones reviewed the SWDB/LWDB Satisfaction Survey questions, which included targeted questions to hear from LWDB members and receiving feedback from Committee members. Ms. Jones will present the final survey to the Executive Committee. The survey will be dispersed to all SWDB and LWDB members after the adjournment of the Executive Meeting.

The Board Development Committee reviewed PY’23 priorities and activities:

- *Coordinate Diversity, Equity, and Inclusion Training*
 - SWDB members participated in the DE&I training on October 5, 2023.
- *Support and Encourage Participation in 2023 Workforce Development Month Activities and the Workforce Development Symposium*
 - The Symposium had record attendance. During the Symposium, the SWDB awarded 12 Workforce Hero Awards. SWDB members participated in the voting process for the SC@Work: Photo Contest winner(s).
- *Develop an initiative to recognize High-Performing Local Workforce Development Board*
 - The Committee developed the High-Performance Board Incentive Award to recognize LWDB(s) that achieve required performance levels and whose innovative practices align with State Board priorities.
- *2023 SWDB Satisfaction Survey*
 - The SWDB Satisfaction and Board Development Survey will be distributed to Local Workforce Development Board (LWDB) members to gather feedback and input on strategies to improve communication and collaboration between the state and local boards.

The Committee completed its PY’23 priorities.

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Committee on Workforce Innovation – Dr. Windsor Sherrill

During the 4th quarter Committee on Workforce Innovation meeting:

- Mr. Tom Allen, Chief Technology Officer of the Office of Regulatory Staff, reviewed the SC Digital Equity Plan developed by the SC Digital Opportunity Department. The plan identifies five goals for digital opportunity in SC: Broadband Affordability, Online Accessibility and Inclusion for Everyone, Digital Literacy, Online Privacy and Cybersecurity, and Device Availability and Affordability.

The Innovation Committee reviewed PY'23 priorities:

- *Shared Case Management System to Support Intake, Referral, and Co-enrollment*
 - The State Workforce Development Board (SWDB) allocated \$250,000 in funding to conduct a feasibility study, working with our partners to evaluate options for an integrated case management system across WIOA Core Program Partners during PY'22. The results of the study were shared at the PY'23 Q2 SWDB meeting. Phase II Implementation of the Shared Case Management System project involves developing the scope of work for vendor/product solicitation. SWDB allocated \$69,200 to support the preparation of the scope of work and functional requirements for the case management and labor exchange solicitation and to support market engagement.
- *Investments for In-Demand Training*
 - SWDB allocated \$2 million in funding to expand the utilization of Incumbent Worker Training, enabling the workforce system to provide training according to the needs of participants and employers and for in-demand training services that align with local area needs. Each local area received an average of \$167,000 in training grant awards for a total of \$1,999,888.
- *Career Exploration and Training through Virtual Reality:*
 - Identifying opportunities to expand the utilization of virtual reality for training and career explanation is an ongoing priority. One example identified during the program year was The EmpowerU: Futures Unlocked Model, in which youth at the Department of Juvenile Justice (DJJ) utilize VR for career exploration.

The Committee completed its PY'23 priorities. Staff will continue to identify opportunities to expand virtual reality utilization to the committee in PY'24.

SC Works Management Committee – Mr. Warren Snead

During the 4th quarter SC Works Management Committee meeting,

- Mr. Adam Paige, Director of Workforce Initiatives, presented the SC Works Certification Standards, providing an overview of the revisions made and reviewing comments received from LWDAs during the public comment period. The SC Works Management Committee voted unanimously to approve the updated SC Works Certification Standards, advancing them to the Executive Committee.

SC Works Management Committee reviewed PY'23 priorities:

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- *SC Works Customer Service (Secret Shopper)*
 - To increase the use of the SC Works system by businesses and job seekers the SC Works Secret Shopper Initiative was deployed during PY’22. The EvalGroup shared the SC Works Secret Shopper findings during the first quarter Executive Committee meeting. The findings and recommendations were incorporated into the SC Works Certification Standards. The Committee will continue to receive updates on the implementation recommendations from EvalGroup findings.
- *SC Soft Skills Certificate*
 - The SC Professional Skills Certificate, developed in partnership with WIN Learning, is awarded to job seekers who successfully complete WIN Essential Soft Skills and Digital Literacy Assessments. In October 2023, the WIN Career Readiness Initiative was launched to increase employer interest in recognizing the SC Professional Skills Certificate as a value-added asset for job applicants.
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- *SC Works/Staff Training Learning Management System:*
 - SWDB allocated \$200,000 in funding for the Learning Management System (LMS), which will provide a centralized location for training content accessible across the workforce system and include the functionality to track the completion of required training. Implementation of the LMS is expected to occur during the current calendar year.

The Committee completed its PY’23 priorities.

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

Mrs. Valerie Richardson announced her resignation from the SWDB and retirement from Prisma Health after 37 years of service. She served on the SWDB since 2016 and became Co-Chair in 2022.

Mr. Freeland reminded members and guests that the next full board meeting is scheduled for Tuesday, June 25, 2024, at 11:00 a.m. in the C. Lem Harper Building, followed by the SWDB Strategic Planning Workshop at 2:00 p.m.

Mr. Freeland noted that members received a Save-the-Date for the 2024 Workforce Development Symposium on September 12, 2024, at the Columbia Convention Center. To encourage members to attend the Symposium, the SWDB will not hold a 1st quarter meeting in PY’24.

The meeting was adjourned at 11:56 p.m.

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