

**Governor’s State Workforce Development Board
May 17, 2022 Board Development Committee Meeting Minutes**

Members Present:

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

Members Excused:

Mr. Charles Brave, Jr.

Welcome and Opening RemarksMr. 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 February 15, 2022 Meeting Minutes*Mr. Michaels

Mr. Thomas Freeland motioned to approve the February 15, 2022, meeting minutes. Dr. Windsor Sherrill seconded the motion. The minutes were approved by acclamation.

Review of PY ’21 Committee PrioritiesMr. Michaels

Mr. Michaels reviewed the priorities that have been completed or will be completed by June 30, 2022 including the delivery of ethics training, deployment of SWDB survey, compiling SWDB development practices from other states, and revising the SWDB bylaws. He also reviewed priorities that will carry over into PY’22, including the review of SWDB policies and the delivery of diversity, equity, and inclusion training. Committee members discussed how to proceed with the priority of ‘facilitating board recognition’ and concluded that the current process of recognizing board members, including their achievements and tenure, aligns with board member expectations. The priority is complete.

Review of SWDB Bylaws* Ms. Nina Staggers

Ms. Staggers shared that the SWDB Bylaws are reviewed every 2-3 years. The last revisions were completed in September 2019. The suggested revisions remove duplication and align the bylaws with the current operations of the board. Ms. Staggers reported the following as recommended revisions of the bylaws to the Committee:

- **Article IV** – name changed from Officers to Organization; Article IV now combines sections from Officers (original Article V) and Committees (original Article VII) to provide a more holistic overview of the leadership and structure of the SWDB.
- **Article V** – name changed from Meetings and Attendance to Meetings; this revised Article combines sections related to SWDB meeting (original Article V) and committee meetings (original Article VII) to remove duplication.
 - The current version of the bylaws does not require a specific number of committee meetings as is required for SWDB meetings. Because the practice is to meet quarterly, that language was added in 5.1(B)
- **Article VI** –Attendance is currently included in Article V – Meetings, but now has a separate article, which addresses the expectation of regular attendance as well as the Alternative Designee Process.

*Denotes Voting Item

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- **Article VII** – Voting, voting and conflict of interest are currently included in Article V – Meetings, but are now combined in Article VII.
- **Article VIII** – Transparency, combines requirements of the Freedom of Information Act and WIOA Sunshine Provisions, which are currently under Article V, Meetings.

Mr. Michaels inquired about bylaw alignment with operational practices. Ms. Staggers indicated an area of opportunity concerning notice of committee meetings. Although members receive a calendar reviewing committee and full board meetings for the program year, notice is also given to board members seven days in advance of a meeting. The notice has historically been emailed to the committee members instead of the full board, which is an identified area of opportunity to ensure alignment between the bylaws and practices.

Dr. Windsor Sherrill motioned to approve the amended SWDB Bylaws. Mr. Thomas Freeland seconded the motion. The Committee unanimously approved the amended bylaws. The Executive Committee will review the revisions to the SWDB Bylaws during the June 14, 2022, meeting before placing them before the full board for acceptance.

Discussion on Survey Results.....Ms. Jackie Taylor

Ms. Taylor reviewed the results from the SWDB Survey. There was a 66% response rate to the survey. The survey totaled 11 questions with 14 respondents and an average time of survey completion of five minutes and thirty-one seconds. Ms. Taylor reviewed each of the 11 questions and corresponding survey results.

Dr. Sherrill noted that the answers to the question about what specific training the members would like to see showed that additional training is needed. Mr. Freeland suggested having current and new board members participate in the orientation. The orientation would include a clear understanding of member roles. Mr. Freeland also suggested that Legislative Affairs updates be added to the meetings in the manner of the Director’s updates. Mr. Michaels suggested letting people know it will take five minutes to complete the survey to increase the response rate for future surveys.

Ms. Taylor then reviewed the National Governors Association (NGA) Center survey, noting SC’s current practices. The NGA survey was sent to NGA member states to gather insight into the management and practices of other state workforce boards. Areas of focus included membership, utilization of committees and task forces, staff support, onboarding new members, training and professional development, stakeholder engagement, communications, and local board engagement. Workforce board directors and staff across member states responded.

Survey results showed SC aligned with and mirrored other states’ practices. Some areas include:

- *Committee Structure*: Similarities among states in using standing committees and task forces to carry out the board priorities and initiatives. SC Innovation Committee was highlighted for how board member interests align with Committee’s work for the board.
- *Onboarding New Members*: SC supports the standard practices of onboarding new members. SC is revamping how Member Orientation is delivered, using the less common

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method of videos. The input from the surveys will help ensure the videos are comprehensive and meet the educational needs of board members.

- *Training & Professional Development:* SC has formal training such as Ethics Training through the SC State Ethics Commission and will offer Diversity, Equity, and Inclusion Training through the Department of Labor in PY’22. Less formal training is also provided by other external entities and experts speaking at board meetings.
- *Stakeholders Engagements:* The board ambassador tool kit is a strategic way for board members to showcase their position and have common language to communicate board priorities and initiatives at local and state-level meetings.
- *Local Board Engagements:* SC and Colorado were highlighted for their efforts to display the local boards’ best practices on the state websites. The Committee on Workforce Innovation has championed the SC Works Success page which displays local board best practices and success stories.

A discussion on how to best disseminate the survey results to the full board was held. Dr. Sherrill suggested analyzing the results before sharing them with board members. Mr. Freeland requested that a meeting be scheduled to thoroughly review the SWDB and NGA Survey results and discuss how to implement suggestions and best practices from the surveys.

Other Business/Adjourn.....**Mr. Michaels**
Mr. Michaels reminded Committee members of the upcoming SWDB meeting on June 28, 2022, at 11:00 a.m. followed by lunch and a Strategic Planning Session. Members should RSVP to Nina Stagers. The meeting adjourned at 11:42 a.m.