

**Governor’s State Workforce Development Board  
May 2, 2024, Board Development Committee Meeting Minutes**

**Members Present:**

Mr. Patrick “Pat” Michaels  
Mr. Thomas Freeland  
Mr. Cliff Bourke, Jr.  
Mr. Chris Hall

**Members Absent:**

Mr. Charles Brave, Jr.  
Rep. Randy Ligon

**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.

**Approval of February 1, 2024, Meeting Minutes\* .....Mr. Michaels**

Mr. Thomas Freeland motioned to approve the February 1, 2024, meeting minutes. Mr. Cliff Bourke seconded the motion. The Committee unanimously approved the meeting minutes.

**SWBD Survey .....Mr. Michaels**

Mr. Micheals reviewed the 2023 SWDB Satisfaction and Board Development Survey.

To increase engagement between the Local Workforce Development Boards (LWDB) and the State Workforce Development Board, the Committee expanded the 2023 SWDB Survey to survey LWDB members. Additional survey questions were added to assess LWDB members' satisfaction with current engagement, collaboration, and communication between the two Boards and identify opportunities for joint training.

Staff will update the survey with Committee feedback and present the final 2023 SWDB Satisfaction Survey during the SWDB Executive Committee meeting before distributing it on June 26, 2024.

**High-Performance Board Incentive Award .....Mr. Michaels**

Mr. Michaels facilitated a review of the High-Performance Board Incentive Award Memo, explaining the award criteria and eligibility.

To be eligible, the LWDB must:

- Meet WIOA Primary Indicators of Performance and State-Specific Performance Measures,
- Employ innovative practices aligning with one or more of the 2024 WIOA State Plan goals/objectives, and
- Utilize regionalism to continue providing quality services and leverage areas of collaboration.

LWDBs who meet the award criteria, will be provided a reimbursement grant for at least \$50,000 in High-Performance Board Incentive Award funds based on their Program Year 2024 activities.

The Committee voted unanimously to create the High-Performance Board Incentive Award and for the award to be given annually, advancing the High-Performance Board Incentive Award to the Executive Committee. Upon approval by the Executive Committee, the Incentive will advance

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to the full board for final approval. If approved, a High-Performance Board Incentive Award Memo will be dispersed to LWDBs.

**PY’23 Priorities Update .....Ms. Pamela H. Jones**

Ms. Pamela H. Jones provided an update on the Committee’s PY’23 priorities.

- *Diversity, Equity, and Inclusion Training:* The Committee hosted the DE&I training in place of their 2<sup>nd</sup> quarter meeting. The training and resources are available in the SWDB Portal.
- *Develop an incentive to reward LWDBs for achieving high levels of performance:* The Committee created the High-Performance Board Incentive Award. The first awards will be given during PY’25 for PY’24 activities.
- *Workforce Development Month/Symposium:* Encouraging SWDB member participation in their local area’s 2023 Workforce Development Month activities and attendance at the Workforce Development Symposium. The Symposium had record attendance and 12 Workforce Hero Awards were given at the Symposium. SWBD members also participated in voting for the SC@Work: Photo Contest winner(s).
- *2023 SWDB Survey Distribution:* The Committee expanded the SWDB Satisfaction Survey to hear from the LWDB members. The 2023 SWDB Survey will be dispersed on June 26 2024.

The Board Development Committee completed all PY’23 priorities. PY’24 priorities will be identified during the first quarter meeting.

**Other Business/Adjourn .....Mr. Michaels**

Mr. Michaels reminded Committee members that the next SWDB meeting will be on June 25, 2024, at 11:00 a.m.

The meeting adjourned at 11:37 a.m.