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**Board Development Committee Meeting  
Tuesday, November 1, 2022, at 11:00 a.m.**

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+1 803-400-6195  
Phone Conference ID: 927 183 780#

**AGENDA**

- I. Welcome and Opening Remarks ..... Mr. Pat Michaels, Committee Chair
- II. Approval of August 23, 2022 Meeting Minutes\* ..... Mr. Michaels
- III. Committee Selection..... Mr. Michaels
- IV. Review of Board Roster Page ..... Mr. Michaels
- V. Priorities Progress Update..... Mr. Michaels
- VI. Other Business/Adjourn..... Mr. Michaels

\*Denotes Voting Item

**Governor’s State Workforce Development Board**  
**August 23, 2022 Board Development Committee Meeting Minutes**

**Members Present:**

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

**Members Absent:**

Mr. Charles Brave, Jr.

**Welcome and Opening Remarks .....Mr. 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 May 17, 2022 Meeting Minutes\* .....Mr. Michaels**

Mr. Thomas Freeland motioned to approve the May 17, 2022, meeting minutes. Dr. Windsor Sherrill seconded the motion. The minutes were approved by a unanimous vote.

**Review of Committee Priorities .....Mr. Michaels**

Mr. Michaels reviewed the Committee’s Program Year (PY) 2022 priorities developed from responses to the SWDB Satisfaction and Board Development Survey and carried over from PY’21.

**Feedback Received:**

- *Utilize task forces and workgroups as one method of completing the work of the Board and engaging additional state and local stakeholders.*
  - Staff will recommend task forces and workgroups to the Board, as applicable. The task forces will include both members and nonmembers of the SWDB Board. The Work-based Learning workgroup across WIOA Core Partners has been initiated.
- *Allow Board members to revisit committee assignments that align with their skills and interests.*
  - The Committee Interest Form is available within the Board Portal. By completing the form, new and existing members can indicate their interest in serving on a particular committee. The SWDB Chair’s approval is required before a member is (re)assigned to a committee. Board members will receive the Committee Interest Form prior to the SWDB meeting on September 28, 2022.
- *Issue notice of committee and SWDB 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.
- *Use the SWDB portal for pre-meeting materials.*
  - In support of Board members' utilization of the Portal, staff has reset passwords, created a Portal Overview video, and provided Board Portal Instructions to members. Ms. Taylor walked committee members through the portal during the Member Orientation Resources presentation later in the meeting.
- *Provide quarterly progress reports to the Board.*
  - Staff developed a 4<sup>th</sup> quarter SWDB Progress Report that was included in the June 28, 2022, meeting materials. An SWDB Progress Report will be included quarterly in the SWDB Meeting materials.
- *Onboarding and Orientation Videos/Convert in-person orientation to video orientation to improve access to orientation materials.*

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- These priorities are complete. Staff created a 7-module video series that reviewed the role and responsibility of the Board. In addition to accessing the recorded trainings, 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.
- *Include legislative affairs updates in Board meetings, as applicable.*
  - DEW’s Governmental Affairs representative presented in June 2022 to the Executive Committee. The Governmental Affairs representative will be recommended as a speaker when applicable.
- *Coordinate Diversity, Equity, and Inclusion training in the new program year.*
  - Staff is still in the process of research to identify a training provider for diversity, equity, and inclusion training. Ethics training will be provided during the early part of the calendar year of 2023. It will be open to new and existing members.
- *Solicit Board member accomplishments for recognition routinely.*
  - Board members are recognized during SWDB Board meetings for their accomplishments. Board members are encouraged to share updates about themselves and other members when they come across information. A formal recognition process is in place for member’s retirement from the Board.
  - Discussion: Dr. Sherrill inquired about Board members not being listed on the SC Works website. Ms. Michelle Paczynski explained that the SWDB has a stand-alone website and a membership roster is also available on the Secretary of State’s site. At the Committee’s request, the SWDB membership roster would be added to the site.
- *Review/revise SWDB policies.*
  - Carried over from PY’21. Staff will review policies biannually to offer recommended changes to the Committee.

**Policy Review.....Mr. Michaels**  
Review/revising SWDB Policies was a priority from PY’21. The staff and the Office of General Counsel have reviewed and did not have any recommended revisions to the three policies: Attendance, Conflict of Interest, and Travel.

Mr. Michaels opened the floor for discussion for revision recommendations:

- Attendance Policy
  - Dr. Sherrill asked whether it is easier to have a set number of missed meetings before a member is automatically removed from the Board. Mr. Freeland explained that the policy, as written currently gives flexibility in the number of missed meetings and allows for a discussion before removal from the Board.
  - Mr. Michaels inquired about what occurs when the category for which the member was appointed changes. Ms. Paczynski explained that staff reaches out to the member to confirm the change in status, after which the member follows through with a resignation letter.
- Conflict of Interest Policy
  - No changes or discussion
- Travel Policy

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- No changes or discussion

**Member Orientation Resources.....Ms. Jackie Taylor**

Ms. Jackie Taylor reviewed the Board portal and provided an overview of the newly developed Member Orientation videos. Ms. Taylor explained how the videos would be used as part of the New Member Orientation process for newly appointed Board members.

Found in the Board Portal Document Library, the 7-module Member Orientation Video series has 65 minutes of instruction. Various departments within DEW were part of developing and creating the videos according to the required subject matter expertise for each module.

- 1<sup>st</sup> module: WIOA Overview
- 2<sup>nd</sup> module: Board Bylaws and Policies
- 3<sup>rd</sup> module: Strategic Planning
- 4<sup>th</sup> module: The WIOA Overview
- 5<sup>th</sup> module: WIOA Programmatic Overview
- 6<sup>th</sup> module: WIOA Financial Overview
- 7<sup>th</sup> module: WIOA Monitoring overview

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

Mr. Michaels reminded Committee members that Workforce Development Month is in September. Staff will be communicating with members this week about events occurring in their area. Staff communicated, via email, about the 2022 Workforce Symposium on October 4, 2022, in Greenville, SC. Members were encouraged to follow up with staff to register.

The next SWDB meeting is September 28, 2022, at 11:00 a.m. The meeting adjourned at 11:53 a.m.