



**Board Governance Committee Meeting
Tuesday, November 2, 2021 at 11:00 a.m.**

Microsoft Teams meeting
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: 924 340 112#

AGENDA

- I. Welcome and Opening Remarks Mr. Pat Michaels, Committee Chair
- II. Approval of May 11, 2021 Meeting Minutes* Mr. Michaels
- III. Approval of August 18, 2021 Meeting Minutes* Mr. Michaels
- IV. Review and Approve Revised Charter* Mr. Michaels
- V. PY'21 Priorities and Work Plan Ms. Nina Staggers
- VI. Other Business/Adjourn..... Mr. Michaels

*Denotes Voting Item

**Governor’s State Workforce Development Board
May 11, 2021 Board Governance Committee Meeting Minutes**

MEMBERS PRESENT:

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

MEMBERS EXCUSED:

Dr. Joseph Patton, III

Welcome and Opening RemarksMr. Pat Michaels, Committee Chair
Mr. Pat Michaels, Committee Chair, called the meeting to order at 11:01 a.m. A quorum was present.

Approval of January 27, 2021 Meeting Minutes*Mr. Michaels
Mr. Charles Brave, Jr. made a motion to approve the January 27, 2021 meeting minutes. Dr. Windsor W. Sherrill seconded the motion and the Committee unanimously approved the minutes.

SWDB Ambassador ToolsMs. Dorothy Weaver
Ms. Dorothy Weaver provided an overview of the SWDB Ambassador Toolkit and Request Form. Members and staff discussed distribution and use of available tools.

WIOA Productivity Dashboard..... Ms. Michelle Paczynski
Ms. Michelle Paczynski discussed the scope and purpose of the WIOA Productivity Dashboard and defined each of the recommended Key Performance Indicators (KPIs). The focus of Program Year 2021 will be on data collection and tracking, which has previously been unavailable.

Assessment of Priorities and Next StepsMr. Michaels
Mr. Michaels reviewed the status of PY’20 committee priorities, stating that the committee completed six items. He asked for feedback on whether to resume the SWDB Member Survey this year (for PY’20) or wait until next year. The committee agreed to revisit the survey next year. The committee discussed focus areas for the upcoming program year, including board development and Mr. Michaels suggested the next meeting involve reviewing the Committee Charter to identify opportunities for supporting the board.

Other Business/AdjournMr. Michaels
The Committee did not discuss any other business. The meeting adjourned at 11:45 am.

*Denotes Voting Item

**Governor’s State Workforce Development Board
August 18, 2021 Board Governance Committee Meeting Minutes**

MEMBERS PRESENT:

Mr. Pat Michaels
Mr. Charles Brave
Dr. Windsor Sherrill

MEMBERS EXCUSED:

Mr. Thomas Freeland
Dr. Joseph Patton, III

Welcome and Opening Remarks.....Mr. Pat Michaels, Committee Chair

Mr. Pat Michaels, Committee Chair, called the meeting to order at 11:02 a.m.

Approval of May 11, 2021, Meeting Minutes* Mr. Michaels

The Committee was unable to approve the May 11, 2021 meeting minutes due to technical difficulties, which prevented a quorum of members from participating in the vote.

WIOA Productivity Dashboard Ms. Michelle Paczynski

Ms. Paczynski summarized efforts to build the reporting infrastructure that will support the WIOA Productivity Dashboard, which included implementation of the Advanced Individual Fund Tracking (AIFT) module in the SC Works Online Services system (SCWOS) and issuance of a State Instruction Letter requiring utilization of the module to track expenditures on individual participant services. Additionally, DEW facilitated several statewide trainings with full participation by all 12 local areas and hosted peer-to-peer sessions, providing a forum for areas comfortable with the module to share their protocols and practices.

Ms. Paczynski also provided an overview of the draft WIOA Productivity Dashboard and explained that the Dashboard provides three distinct sets of data:

- *Participant Activity* captures the total number of participants served and quantifies the number of participants who received training and supportive services. Of the number of participants that received training, the Dashboard indicates how many received classroom training and how many received work-based learning. *Participant Activity* also quantifies the number of participants that received soft skills instruction.
- The *Percentage of Participants Trained* is a visualization of the total number of participants trained, divided by the total number of participants served during the program year.
- *Fund Utilization and Participant Cost* reflects the expenditure of WIOA funds to serve participants, separated by Ault, Dislocated Worker, and Youth programs. The Dashboard also includes the Participant Cost Rate, which indicates the percentage of funds expended on direct participant costs for training and supportive services, and the average cost per participant served.

DEW will post the Dashboard on the SC Works SWDB web page and share it with the Board, members of the public, and in relevant reports. The prototype displayed includes draft data. DEW will update the Dashboard when PY’20 data is finalized in October 2021. The Committee recommended the inclusion of targets for utilization and participant cost rates.

Review Committee Charter & Priorities..... Mr. Michaels

Mr. Michaels facilitated a discussion on Committee functions and recent accomplishments related to each. He asked the Committee to consider whether BGC functions are still relevant or are more appropriate for other committees. During the review, committee members and staff provided insight, ideas, and recommendations for revision of Committee functions. Following a review of each function, Mr. Michaels requested that staff evaluate and assess the relevancy of Committee functions and recommended that the Committee meet again to review staff recommendations.

**Governor’s State Workforce Development Board
August 18, 2021 Board Governance Committee Meeting Minutes**

Ms. Nina Staggers reviewed the progress of PY’20 priorities, explaining that the only outstanding priority is the distribution of SWDB Ambassador Tools, which staff will fully execute during the quarter. Mr. Michaels postponed a discussion on PY’21 priorities following the assessment of Committee functions.

Other Business/Adjourn **Mr. Michaels**
The Committee did not discuss any other business. The meeting adjourned at 11:43 a.m.

DRAFT

Governor's State Workforce Development Board
Board ~~Development-Governance~~ Committee Charter

COMMITTEE PURPOSE:

To prepare, assist, and equip the State Workforce Development Board (SWDB) to govern the state's public workforce system, ~~be the leading advocate for innovative, coordinated workforce development in South Carolina~~

Formatted: Strikethrough

Formatted: Strikethrough

COMMITTEE FUNCTIONS/DUTIES:

- Equip -SWDB members with resources and tools to be leaders and drivers of workforce development
- Provide opportunities for SWDB members to be engaged with workforce efforts and support SWDB initiatives
- ~~Support SWDB direction and decisions with data and systematic processes~~
- ~~Develop members to be effective advocates on a local, state, and national level~~
- Develop and monitor board-related policies
- ~~Establish and internally communicate the board's position on governance issues~~
- ~~Evaluate the workforce development system on a continual basis~~
- Gather and present data for establishment of promising best practices for development of board members and overall management of the board development and continuous quality improvement
- Facilitate recognition of workforce development board members.
- Other responsibilities as assigned by the SWDB

Recommended PY'21 Board Governance Committee Priorities

Priorities	Description
SWDB Member Survey	Survey SWDB members to identify training/professional development needs; strategies for increasing engagement, including recognition of members; and opportunities for process improvements.
Research and Compile Promising Practices	Research and approach other states to learn promising practices for board member engagement and overall management of the board.
Provide ethics, and diversity and inclusion training to SWDB members	Work with the State Ethics Commission to identify ethics training, and identify an entity to facilitate diversity and inclusion training.
Review/Revise SWDB Bylaws and Policies	Review SWDB Bylaws and existing policies identifying necessary revisions to ensure alignment with current and actual board operation.
Facilitating Board Recognition	Develop a process for recognizing high-performing board members.