Governor's State Workforce Development Board
February 20, 2025, Board Development Committee Meeting Minutes

Members Present:

Mr. Patrick "Pat" Michaels
Mr. Charles Brave, Jr.
Mr. Cliff Bourke, Jr.

Members Absent:

Mr. Thomas Freeland
Mr. Chris Hall
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 October 31, 2024, Meeting Minutes* ....Mr. Michaels

Mr. Charles Brave, Jr. motioned to approve the October 31, 2024, meeting minutes. Mr. Cliff Bourke, Jr. seconded the motion. The Committee unanimously approved the meeting minutes.

Plan of Action for Committee Priorities .... Mrs. Pamela H. Jones

Mrs. Pamela Jones reviewed the Committee's ongoing priorities and the new priorities identified in the 2024-2027 SWDB Strategic Plan, providing updates for each.

Board Development Committee	
Priority	**Progress**
Review/Revise SWDB Bylaws and Policies	- Staff are reviewing SWDB bylaws and committee will review recommendations during the Q4 PY'24 meeting.
Explore SC Works Partner Conference	- Tentative date for conference is Q3/Q4 of PY'25. - Staff are developing a framework for the event, including conference duration.
Host SWDB/LWDB joint trainings, meetings, and information sessions	- LWDB members were invited to the Annual Ethics training scheduled for Q4. - Additional opportunities for joint meetings, trainings and information sessions are being identified.
Encourage SWDB/LWDB engagement	- SWDB members will receive the LWDBs meeting and event calendar for PY'25. - LWDB members are invited to attend the SWDB quarterly meetings and SWDB members are encouraged to attend LWDB meetings and accept invitations to speak.
Inventory federal investments flowing through the state through the IIJA, IRA, and CHIPS and Science Act	- Staff have identified several funding allocations and are internally tracking their progress.
Host SC Works Partners trainings and information sessions	- SC Works Information session series on digital literacy will conclude February 25. Additional sessions are being developed.

Priority Implementation Discussion..**Mr. Michaels**
Mr. Michaels facilitated discussions on the implementation of the 2024-2027 SWDB Strategic Plan priorities, "Exploring an SC Works Partner Conference" and "Hosting SWDB/LWDB joint trainings, meetings, and information sessions."

- *Exploring an SC Works Partner Conference*: The committee members discussed possible session topics and logistical requirements to host an in-person statewide conference for SC Works staffs, partners, and programs. Suggested session topics included the impact of artificial intelligence on the workforce and best practices in statewide strategic planning.

- *Hosting SWDB/LWDB joint trainings, meetings, and information session*s: The committee members suggested trainings including building a high-performing workforce board, enhancing parliamentary and meeting procedures, and strengthening collaboration between state and local board executive leadership.

Utilizing the information from the implementation discussions, Staff will develop the framework for the SC Works Conference and provide an update during the Board Development Committee's fourth quarter meeting.

Other Business/Adjourn..**Mr. Michaels**
Mr. Michaels reminded Committee members that the next SWDB meeting will be held on Thursday, March 20, 2025, at 11:00 a.m. He also reminded state and local workforce board members that the Annual Ethics Training will be facilitated virtually on Tuesday, April 15, 2025, at 11:00 a.m.

Part three of the SC Works Partners Information Series, "Embracing Digital Technology in the Workforce" is scheduled for Tuesday, February 25, 2025, at 11:00 a.m., featuring speakers from the Department of Employment and Workforce's Labor Market Information Division, SC Quantum, and the Savannah River National Laboratory.

The meeting adjourned at 11:38 a.m.