

Board Development Committee Meeting Thursday, February 1, 2024, at 11:00 a.m.

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AGENDA

I.	Welcome and Opening Remarks Mr. Pat Michaels,	Committee Chair
II.	Approval of August 10, 2023 Meeting Minutes*	Mr. Michaels
III.	SWDB Survey	Mr. Michaels
IV.	High Performance Board Incentive Criterion	Ms. Pamela Jones
V.	Other Business/Adjourn	Mr. Michaels

Governor's State Workforce Development Board August 10, 2023, Board Development Committee Meeting Minutes

Members Present:

Members Absent:

Mr. Charles Brave, Jr.

Mr. Patrick "Pat" Michaels Mr. Thomas Freeland Mr. Cliff Bourke, Jr. Mr. Chris Hall Rep. Randy Ligon

Approval of February 2, 2023, and May 4, 2023, Meeting Minutes*.....Mr. Michaels Mr. Thomas Freeland motioned to approve the February 2, 2023, and May 4, 2023 meeting minutes. Mr. Cliff Bourke, Jr. seconded the motion, and the Committee unanimously approved the meeting minutes.

Carryover from Program Year (PY) 2022:

- Diversity, Equity, and Inclusion Training to SWDB members
 - The Committee will host the Diversity, Equity, and Inclusion (DE&I) training on October 5, 2023, during their scheduled 2nd quarter meeting.
- Develop an incentive to reward LWDBs for achieving high levels of performance
 Creation of a High-Performance Board Incentive
- Workforce Development Month/Symposium
 - Encourage Board member participation in activities planned in their local areas during Workforce Development Month and attendance at the Workforce Symposium. The 2023 Symposium will be held on September 19, 2023, at William's Brice Stadium. Staff will send a Save-the-Date to members.

Discussion: Mr. Michaels facilitated a discussion about the Board Development Committee hosting SWDB Professional Development training at least once per program year, in place of hosting a quarterly meeting.

High-Performance Board Incentive.....**Mr. Michaels** Mr. Michaels facilitated a discussion on the proposed priority for PY'23 to create a High-Performance Board Incentive.

The incentive aims to encourage collaboration and alignment with local boards and recognize Local Workforce Development Boards (LWDBs) for achieving high-performance levels and

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implementing innovative practices that align with SWDB priorities. The local areas will receive the criteria and incentive information during the fourth quarter of PY'23. LWDBs will be evaluated on the performance measures and activities during PY'24 (July 1, 2024 - June 30, 2025).

Discussion: The committee requested that staff survey the local area administrators to get their feedback on the criteria they feel should be used to identify a high-performing board. The survey results will be shared during the third quarter committee meeting.

Workforce Development Month and Symposium Ms. Pamela Jones Ms. Pamela Jones provided a summary of the 2022 Workforce Development Month activities. She also provided the framework for the 2023 Workforce Symposium, announcing the SC@Works: Photo Contest.

South Carolina recognized Workforce Development Month for the first time during September 2022, as a time to promote and increase awareness of the opportunities and programs available to individuals and employers, celebrate the State's workforce development activities, and recognize the efforts of workforce staff and partner agencies.

The month began with Governor Henry McMaster presenting a proclamation naming September Workforce Development Month (WDM) in South Carolina during a press conference at Michelin. WDM activities included local workforce areas executing 17 job fairs and 177 workshops, four webinars facilitated by the Labor Market Information Division, culminating with the recognition of 11 high-performing local workforce development professionals receiving the Workforce Heroes award during the September SWDB meeting.

As part of DEW's ongoing rural initiative to make DEW and SC Works services accessible to job seekers in rural and underserved areas, the SC@Work Road Trip will have eight stops during 2023 Workforce Development month, beginning September 5, 2023, in Bamberg County.

Other Business/Adjourn......**Mr. Michaels** Mr. Michaels reminded Committee members that in lieu of a 1st quarter meeting, members are encouraged to attend the 2023 Workforce Development Symposium on September 19, 2023, at the Williams Brice Stadium. Members were asked to email <u>swdb@dew.sc.gov</u> to register for the Symposium.

The meeting adjourned at 11:33 a.m.



2. Role, Purpose and Priorities of the SWDB



3. Participation and Engagement More Details

1. Strongly Disagree 2. Disagree 3. Neutral 4. Agree 5. Strongly Agree

4. Operation/Management of the SWDB More Details



5. During the past year, I participated in one or more of the following events/activities:





6. What support do you need to be a more effective and engaged SWDB member? More Details



 In what areas are you interested in receiving training/professional development as it relates to your membership on the SWDB? <u>More Details</u>





8. In your opinion, what is the best way to recognize the contributions and achievements of board members?



9. In what ways can the overall operation/management of the SWDB be improved?



10. If you serve on other boards, please share practices you have observed or implemented concerning board member engagement, recognition, operations, onboarding and professional development, which could benefit the SWDB:



11. Please share any other ideas, areas of concern, or general comments:



Latest Responses "Overall, well run and efficient. I think much will be gained with unde...

Written Responses:

8. In your opinion, what is the best way to recognize the contributions and achievements of board members?

13 Responses

ID↑	Name	Language	Responses
1	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings","Present outgoing members with Certificate of Appreciation","Nomination/award of high- performing board members"]
2	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings"]
3	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings", "Present outgoing members with Certificate of Appreciation", "Nomination/award of high- performing board members"]
4	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings", "Present outgoing members with Certificate of Appreciation"]
5	anonymous	English (United States)	["Present outgoing members with Certificate of Appreciation","Acknowledge board member achievement(s) as part of committee or board meetings"]
6	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings"]
7	anonymous	English (United States)	["Present outgoing members with Certificate of Appreciation"]

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Question 8: Continued:

8	anonymous	English (United States)	["Present outgoing members with Certificate of Appreciation", "Acknowledge board member achievement(s) as part of committee or board meetings"]
9	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings", "Present outgoing members with Certificate of Appreciation"]
10	anonymous	English (United States)	["Present outgoing members with Certificate of Appreciation"]
11	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings"]
12	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings"]
13	anonymous	English (United States)	["Acknowledge board member achievement(s) as part of committee or board meetings"]

9. In what ways can the overall operation/management of the SWDB be improved?

6 Responses

ID ↑	Name	Language	Responses
1	anonymous	English (United States)	With the change of the innovations committee and new members, it would be good to review the different committees, who heads them, and go over their purposes.
2	anonymous	English (United States)	Operation/management of the SWDB can be improved if all members have a clearer understanding of what board members should be doing to improve the workforce system.
3	anonymous	English (United States)	I believe the SWDB does a great job and would not change anything.
4	anonymous	English (United States)	Great job moving the Board through the COVID-19 Pandemic. Hopefully we can transition back to in-person meetings to improve connections with other Board members.
5	anonymous	English (United States)	N/A Working well
6	anonymous	English (United States)	Quarterly progress reports.

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10. If you serve on other boards, please share practices you have observed or implemented concerning board member engagement, recognition, operations, onboarding and professional development, which could benefit the SWDB:

4 Responses

ID↑	Name	Language	Responses
1	anonymous	English (United States)	My board does a 2-3 hours onboarding that explains what a board member does and what is expected of her/him at a Board meeting. This is done annually when the new board class comes on the board before its first board meeting.
2	anonymous	English (United States)	I serve on no other boards.
3	anonymous	English (United States)	Board involvement in strategic planning for the organization
4	anonymous	English (United States)	N/A

- 11. Please share any other ideas, areas of concern, or general comments:
- 5 Responses

ID↑	Name	Language	Responses
1	anonymous	English (United States)	Nina does a great job organizing things and answering questions. So does Michelle.
2	anonymous	English (United States)	two related suggestions: 1. Provide meeting preparatory material one-week prior to the board or committee meeting 2. Transition most information provided from email and attachments to SharePoint by providing link asking board members to use the SharePoint site to access information needed to to prepare for board and committee meetings
3	anonymous	English (United States)	I have no other concerns.
4	anonymous	English (United States)	The staff is very helpful in support of board efforts. They are a wonderful team.
5	anonymous	English (United States)	Overall, well run and efficient. I think much will be gained with understanding roles and responsibilities once all meetings go "in person".

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Feedback Received	Action Taken
Utilize task forces and workgroups as a 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.
Allow board members to revisit committee	Created a Committee Interest Form available to
assignments that align with their skills and interests.	Board members within the Portal.
Ongoing Promising practices	 Issue notice of committee and SWDB meetings 7 days in advance. Use the SWDB portal for pre-meeting materials. Provide quarterly progress reports to the board. Include legislative affairs updates in board meetings, as applicable. (2nd & 4th quarters)
Ensure onboarding and orientation material includes	Staff created a 7 module video series that includes a
a comprehensive overview of the role and	review of the role and responsibility of the board
responsibility of the SWDB.	through the following:
Coordinate Diversity, Equity, and Inclusion training	DEI training was held on October 5, 2023



High Performance Workforce Boards Incentive

High performing local workforce development boards (LWDBs) are the driving force to ensure local workforce development areas (LWDAs) stay on track to meet or exceed the state's strategic goals. To encourage and recognize LWDBs for their leadership in achieving high levels of performance in their local area, and utilizing innovation to support the State's workforce system, a High Performance Workforce Board Incentive is being developed.

In an effort to understand how local areas define "a high performance workforce board," the Board Development Committee has commissioned this survey for LWDAs. Your responses will be used to create criteria to identify the high performing workforce boards.

* Required

1. Please specify the LWDA you are representing. *

\bigcirc	01 - WorkLink
\bigcirc	02 - Upper Savannah
\bigcirc	03 - Upstate
\bigcirc	04 - Greenville
\bigcirc	05 - Midlands
\bigcirc	06 - Trident
\bigcirc	07 - Pee Dee
\bigcirc	08 - Lower Savannah
\bigcirc	09 - Catawba
\bigcirc	10 - Santee-Lynches
\bigcirc	11 - Waccamaw
\bigcirc	12 - Lowcountry

2. Do you agree with the concept of encouraging and recognizing high performance workforce boards? *



3. In addition to performance, what other criteria should the State Workforce Development Board (SWDB) consider when recognizing high performance workforce boards? Please note achievement of negotiated performance and state-specific performance measures is a requirement for using WIOA funds for incentives. Select all that apply. *

	Improving customer satisfaction ratings
	Implementing strategies that create talent pipelines
	Providing training for high-demand jobs or emerging industries
	Increasing or enhancing utilization of work-based learning
	Enhancing rural initiatives or outreach
	Using virtual technology to improve career exploration or training
	Using regionalism or cost sharing practices
\square	Other

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4. Rank the following current SWDB priorities in the order of importance as it relates to your local area. *



5. How frequently should the High Performance Workforce Board Incentive be awarded? Choose one. *



Biannually (every two years)

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Triennially (every three years)

Other

6. What process and documentation/evidence should the SWDB use to evaluate and select LWDBs for a High Performance Workforce Board Incentive? Select all that apply. *

Review of application and supporting materials submitted by LWDB
Review of LWDA performance
Review of LWDB meeting minutes
Review of LWDA website (i.e. success stories; emails)
Other

 How would your LWDA benefit from utilizing the High Performance Workforce Board Incentive? *

8. Please provide any additional criteria or feedback that the SWDB should consider in its development of a High Performance Workforce Board Incentive. *

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High Performance Workforce Boards Incentive

14	156:29	Closed
Responses	Average time to complete	Status

1. Please specify the LWDA you are representing.



2. Do you agree with the concept of encouraging and recognizing high performance workforce boards?



3. In addition to performance, what other criteria should the State Workforce Development Board (SWDB) consider when recognizing high performance workforce boards? Please note achievement of negotiated performance and state-specific performance measures is a requirement for using WIOA funds for incentives. Select all that apply.





4. Rank the following current SWDB priorities in the order of importance as it relates to your local area.



5. How frequently should the High Performance Workforce Board Incentive be awarded? Choose one.



6. What process and documentation/evidence should the SWDB use to evaluate and select LWDBs for a High Performance Workforce Board Incentive? Select all that apply.





7. How would your LWDA benefit from utilizing the High Performance Workforce Board Incentive?

	Latest Responses
14	"Being able to put into practice initiatives to address priorities r
Responses	"Depends on what is allowable with the funds. "
,	"could support some bigger picture projects in pipeline building"

8. Please provide any additional criteria or feedback that the SWDB should consider in its development of a High Performance Workforce Board Incentive.

Latest Responses

14	"Provide a forum to share "Best Practices" from High Performin
Responses	"I think fiscal integrity should be a part of this too. Also, how m
	"Consider a range of criteria for qualification rather than a spec

7. How would your LWDA benefit from utilizing the High Performance Workforce Board Incentive?

14 Responses

ID ↑	Name	Responses
1	anonymous	Incentive funds will permit LWDA reach beyond the common performance measures and to adopt innovative practices that work best for their region.
2	anonymous	Provide staff/board development and training opportunities, equipment upgrades, support of technology for virtual reality, employer recognition events
3	anonymous	Will create the platform for creating and funding new initiatives that current funding does not allow for.
4	anonymous	High Performance Workforce Board Incentives will assist the board of tracking progress towards long-term goals.
5	anonymous	Technology tools to streamline and integrate performance data between Board, staff, and providers/partners; technology tools to increase outreach and penetration to rural markets
6	anonymous	Training for board members specifically in Workforce Development
7	anonymous	Increased Productivity, Quality Improvement, Talent Retention,
8	anonymous	Additional funding to support frontline staff and participant expenses
9	anonymous	Not sure what the incentive "prize" would be. If it were funds then our LWDA would like to purchase outreach items.
10	anonymous	Incentives board to seek the award. Utilize the award funds for training and programs
11	anonymous	High-performance workforce incentives can positively impact the local community. Innovation and creativity can be stimulated by incentives.
12	anonymous	could support some bigger picture projects in pipeline building
13	anonymous	Depends on what is allowable with the funds.
14	anonymous	Being able to put into practice initiatives to address priorities ranked in question #4.

8. Please provide any additional criteria or feedback that the SWDB should consider in its development of a High Performance Workforce Board Incentive.

14 Responses

ID ↑	Name	Responses
1	anonymous	My responses are based upon the premise that a portion of the incentive funds awarded to the LWDA will be based on meeting the WIOA's primary indicators of performance.
2	anonymous	Not sure if the intent is to measure local areas on each of the priorities, in addition to program performance. If so, that's too much. I think that the additional priorities beyond program performance should be limited to one or two.
3	anonymous	None at this time.
4	anonymous	None
5	anonymous	1) The challenge with negotiated performance goals and results is the lag time between actual and reported performance (6+ months difference). It is difficult to determined effectiveness of levers and tools which may move performance in real time; 2) Regionalism, while a worthy goal, should encourage collaboration and communication rather than create artificial competition between regions. 3) Consideration should be given to local areas which are most effective serving those participants with the greatest number of barriers
6	anonymous	N/A
7	anonymous	Zero board member turnover for 2 consecutive years, Lowest board staff turnover for 2 years, Zero required CAPs for Two years.
8	anonymous	I recommend keeping it simple with room to adjust based on local needs. If we focus on local strategic planning, identifying goals & strategies, and showing progress, then it will be locally driven. The State could require local areas to assess and address certain topics in our strategic planning as listed in number three and four of this survey, but allow that not all areas will identify all of those topics as relevant to their area.
9	anonymous	We already have performance measures that we must strictly adhere to with negative consequences if those performance measures are not met. I would not like to see any consequences like that and I also would not like to see the local areas competing for the title.
10	anonymous	All regions are not created equal. Where much is given, much is required. Make the rules reasonable and fair such that smaller regions have an opportunity to receive the award the same as large regions.
11	anonymous	Alignment with organizational goals should be considered in high-performance workforce incentive programs.
12	anonymous	Consider a range of criteria for qualification rather than a specific couple. If there is a prescriptive list of priorities, some local areas may struggle b/c it isn't in their priority list. For example, an urban local board probably isn't prioritizing rural initiatives and is instead focusing on bringing multiple resources together for pipeline building. In contrast, a rural area may be focusing on rural initiatives and breaking down employment barriers instead of pipeline building because the resources are too scattered to move the needle with limited funds. Incentive funds could be used to further a project in existence to make a bigger impact but it could also be used to support an idea that wasn't a priority due to lack of funding.
13	anonymous	I think fiscal integrity should be a part of this too. Also, how much does the workforce board charge the WIOA program in indirect costs, etc.
14	anonymous	Provide a forum to share "Best Practices" from High Performing Workforce Boards statewide.

High Performance Board Incentive Survey & Results

South Carolina Department of Employment and Workforce





High Performance Workforce Boards Incentive

High performing local workforce development boards (LWDBs) are the driving force to ensure local workforce development areas (LWDAs) stay on track to meet or exceed the state's strategic goals. To encourage and recognize LWDBs for their leadership in achieving high levels of performance in their local area, and utilizing innovation to support the State's workforce system, a High Performance Workforce Board Incentive is being developed.

In an effort to understand how local areas define "a high performance workforce board," the Board Development Committee has commissioned this survey for LWDAs. Your responses will be used to create criteria to identify the high performing workforce boards.

Do you agree with the concept of encouraging and recognizing high performance workforce boards?



SOUTH CAROLINA DEPARTMENT OF Employment and Workforce "The Workforce Agency" In addition to performance, what other criteria should the State Workforce Development Board (SWDB) consider when recogniz ing high performance workforce boards? Please note achievement of negotiated performance and state-specific performance...





Rank the following current SWDB priorities in the order of importance as it relates to your local area.		
Providing training for high-demand jobs or emerging industries		
Implementing strategies that create talent pipelines		
Increasing or enhancing utilization of work-based learning		
Enhancing rural initiatives or outreach		
Using virtual technology to improve career exploration or training		
Improving customer satisfaction ratings		

south carolina department of Employment and Workforce

Please provide any additional criteria or feedback that the SWDB should consider in its development of a High-Performance Workforce Board Incentive.

"Alignment with organizational goals should be considered in high-performance workforce incentive programs."

"Consider a range of criteria for qualification rather than a specific couple. If there is a prescriptive list of priorities, some local areas may struggle b/c it isn't in their priority list. For example, an urban local board probably isn't prioritizing rural initiatives and is instead focusing on bringing multiple resources together for pipeline building. In contrast, a rural area may be focusing on rural initiatives and breaking down employment barriers instead of pipeline building because the resources are too scattered to move the needle with limited funds. Incentive funds could be used to further a project in existence to make a bigger impact but it could also be used to support an idea that wasn't a priority due to lack of funding."

"I recommend keeping it simple with room to adjust based on local needs. If we focus on local strategic planning, identifying goals & strategies, and showing progress, then it will be locally driven. The State could require local areas to assess and address certain topics in our strategic planning as listed in number three and four of this survey, but allow that not all areas will identify all of those topics as relevant to their area. "

> SOUTH CAROLINA DEPARTMENT OF Employment and Workforce "The Workforce Agency"

What process and documentation/evidence should the SWDB use to evaluate and select LWDBs for a High Performance Workforce Board Incentive? Select all that apply.





How frequently should the High Performance Workforce Board Incentive be awarded? Choose one.

42% Annually (every year)

42% Biannually (every two years)

14% Other



How would your LWDA benefit from utilizing the High-Performance Workforce Board Incentive?

"Being able to put into practice initiatives to address priorities ranked in question #4."

"Training for board members specifically in Workforce Development"

"Technology tools to streamline and integrate performance data between Board, staff, and providers/partners; technology tools to increase outreach and penetration to rural markets"

"could support some bigger picture projects in pipeline building"

"High-performance workforce incentives can positively impact the local community. Innovation and creativity can be stimulated by incentives."

"Incentives board to seek the award. Utilize the award funds for training and programs"



Next Steps

Finalize incentive criteria and application process

Q4 – Review, approve, and vote on final incentive application process

- Present to Executive Committee to vote to forward to the full SWDB
- Present to SWDB meeting for final vote to approve the High Performance Board Incentive

The local areas will receive the criteria and incentive information during the fourth quarter of PY'23.

LWDBs will be evaluated on the performance measures and activities during PY'24 (July 1, 2024 - June 30, 2025).



Thank You

Any Questions?

Equal opportunity employer/program.

Auxiliary aids and services are available upon request to individuals with disabilities.

For program funding details in compliance with the Stevens Amendment, please visit <u>www.dew.sc.gov/funding</u>.

