

CCWD Portal Steering Committee

Committee Quarterly Update & Quarterly Summary

Q1 FY 2026-2027 | July 1 – September 30, 2026

Prepared By:	Jason Lee (Committee Coordinator)
Reviewed By:	Jason Lee (OSWD Liaison)
Approved By:	Dr. Richard Cosentino (Committee Chair)
Frequency:	Quarterly

Committee Quarterly Update & Quarterly Summary

Purpose

The Committee Quarterly Update provides a concise summary of committee progress during the reporting period. It communicates accomplishments, progress toward annual deliverables, risks, assistance requests, and priorities for the next quarter and explains what has changed since the previous report.

This document is intended to support:

- Executive Committee oversight
- Lead Staff coordination
- Full CCWD updates
- Master Briefing Packet updates
- Executive Dashboard updates

Reporting Period

Quarter Beginning: July 1, 2026

Quarter Ending: September 30, 2026

CCWD Portal Steering Committee – Q1 FY 2026-2027 Quarterly Update

COMMITTEE INFORMATION

Item	Response
Committee	CCWD Portal Steering Committee
Committee Chair(s)	Dr. Richard Cosentino, Lander University
Committee Coordinator	Jason Lee
OSWD Liaison	Jason Lee
Reporting Period	Q1 FY 2026-2027 (July 1 – September 30, 2026)
Date Submitted	August 28, 2026

EXECUTIVE SUMMARY

The CCWD Portal Steering Committee launched its FY 2026-2027 work during the first quarter, completing the foundational activities necessary to begin delivering on its three approved annual deliverables. Leadership was finalized with Dr. Richard Cosentino (Lander University) serving as Committee Chair, Dr. Lloyd Willis (Lander) as Lead Staff, and Jason Lee (OSWD) serving as both Committee Coordinator and OSWD Liaison. Committee membership was updated and confirmed, meeting invitations were distributed, and the first full committee meeting was held on August 7, 2026.

At the first meeting, the committee confirmed its three deliverables:

1. Complete and issue an RFP
2. Review Bids and Recommend a Solution to the Executive Committee
3. Complete the Minimal Viable Product (MVP) Implementation Phase

The committee also began assigning member responsibilities. A planning call with Dr. Cosentino and Dr. Willis was conducted to align deliverable milestones and approach. Portal requirements gathering are completed. The committee's first Q2 priority is reviewing bids and advancing a solution and vendor toward Executive Committee approval.

COMMITTEE DASHBOARD

Item	Status
Overall Committee Status	Green
Committee Meetings Held	1 (August 7, 2026)
Attendance	Quorum achieved; majority of member organizations represented
Deliverables On Track	1 of 3 (Deliverable #1 – RFP is in Planning; Deliverables #2 and #3 are dependent on #1)
Deliverables At Risk	0
Executive Decisions Needed	RFP final approval

DELIVERABLE PROGRESS

Deliverable	Overall Status	Progress This Quarter	Next Milestone	Assistance Needed
#1 – Complete and Issue RFP for Find Your Future SC Portal	Planning	Deliverable confirmed at first committee meeting; member responsibilities assigned	Members Vote to approve FYF RFP – August 2026	Members and select partner organizations review RFP materials to prepare for deliverable 2.
#2 – Review Bids and Recommend Solution to Executive Committee	Not Started	Deliverable scoped and approved	Dependent on RFP issuance (Deliverable #1)	None at this time
#3 – Completion of MVP Implementation Phase	Not Started	Deliverable scoped and approved; dependent on Deliverables #1 and #2	Dependent on RFP issuance (Deliverable #1)	None at this time

MAJOR ACCOMPLISHMENTS

The committee's most significant accomplishments this quarter:

- Leadership confirmed: Committee Chair (Dr. Cosentino), Lead Staff (Dr. Willis), Committee Coordinator and OSWD Liaison (Jason Lee) all confirmed and in place
- Committee membership finalized and communicated; updated email list distributed to all members; prior meeting invitations cancelled, and new invitations issued with Jason Lee as organizer
- First committee meeting successfully held on August 7, 2026; committee confirmed three annual deliverables and began assigning member responsibilities
- Planning call completed with Dr. Cosentino and Dr. Willis to align deliverable milestones, RFP approach, and committee communication plan
- Deliverable Plans and Quarterly Update templates completed and submitted by August 21, 2026 deadline (Deliverable Plans approved by OSWD Director – Rebecca Battle-Bryant)
- Requirements-gathering process completed

ORGANIZATION INITIATIVE HIGHLIGHTS

The following member organization initiatives materially supported or advanced the committee's Q1 work:

- **Find Your Future SC Portal (OSWD/Statewide):** Partner inventories and technical context informed the committee's RFP scope-of-work discussions.

- **FirstFive Platform (First Steps – Austin Reed):** The committee identified the FirstFive benefit eligibility platform as a key integration opportunity to be reflected in RFP technical requirements.
- **DEW Labor Market Information System (DEW – Nina Staggers, Crystal Ziesemer):** DEW's existing labor market data infrastructure was identified as a critical data feed that new portal vendors must demonstrate compatibility with.
- **DEW SCWOS 2.0 Modernization Project (DEW – Nina Staggers, Crystal Ziesemer):** DEW's SCWOS 2.0 modernized platform was identified as a critical data feed that new portal vendors must demonstrate compatibility with.
- **CHE Postsecondary Program Database (CHE – Dr. James Thompson):** CHE's academic program data was identified as an existing asset to be incorporated into the portal content framework.

RISKS / BARRIERS

No significant risks have materialized this quarter. The following potential risks are being monitored:

Risk	Potential Impact	Mitigation
Organizations may not submit portal data sharing agreements on time	Could delay RFP drafting timeline	Data sharing agreements will need to be signed prior to portal public launch; Jason Lee will follow up directly with organizations not responding
Committee member engagement may be inconsistent across large membership	Slower consensus-building; reduced input quality	Jason Lee will maintain active communication and provide clear, time-bounded input requests to keep participation manageable
SC procurement requirements may affect RFP format and process timeline	Could delay public issuance of RFP past September 2026 target	Engaging procurement guidance early

ASSISTANCE REQUESTED

Executive Committee

- No Executive decisions are needed at this time.
- As the committee moves toward RFP completion (targeted September 2026), Executive Committee approval of the RFP will be requested. OSD will provide advance notice of this request at the appropriate time.

Other CCWD Committees

- **Pathways Committee, Veterans Committee, and Employer Alignment Committee:** Final draft of RFP will be provided for awareness.
- **All Committees:** If your committee's work could be supported by or connected to the Find Your Future SC Portal, please notify Jason Lee so that your committee's support or connections can be addressed.

Member Organizations / Lead Staff

- **All member organizations:** Designate a content and data sharing point of contact by October 2026.
- **Lead Staff (Dr. Lloyd Willis):** Continue coordinating with Dr. Cosentino and Jason Lee on committee communications and milestone monitoring.

NEXT QUARTER PRIORITIES (Q2 FY 2026-2027 – OCTOBER 1 – DECEMBER 31, 2026)

1. Collect and verify required member organization portal data sharing agreements
2. Conduct committee review of vendor bids (November – December 2026)
3. Present recommended solution and vendor to Executive Committee for approval (December 2026 – January 2027)
4. Begin development of vendor evaluation documentation for Deliverable #2

LESSONS LEARNED

In this first quarter of structured committee operation, the committee observed the following:

- A clear membership communication and calendar reset (canceling prior invites and issuing new ones under a designated organizer) was essential for establishing a fresh, well-organized committee structure.
- Separating the Committee Coordinator and Chair roles, while having Jason Lee serve as both Coordinator and OSWD Liaison, created efficiencies in communication, though the committee should monitor workload balance as deliverables progress.
- Early identification of existing member organization data assets (DEW LMI, CHE database, FirstFive Platform) accelerated planning and reinforced the CCWD's principle of leveraging existing work rather than creating new infrastructure.

Committee Quarterly Summary – Q1 FY 2026-2027

SECTION 1 – OVERVIEW

Portal Steering Committee – Executive Summary

The CCWD Portal Steering Committee completed its launch activities in Q1 FY 2026-2027, confirming leadership, finalizing membership, holding its first committee meeting (August 7, 2026), and confirming three annual deliverables: (1) Complete and Issue an RFP, (2) Review Bids and Recommend a Solution to the Executive Committee, and (3) Complete the Minimal Viable Product Implementation Phase. Deliverable Plans were approved by the OSWD Director by the August 21 deadline. Data sharing information gathering from member organizations is underway. The committee is on track with an overall Green status. Q2 priorities include drafting committee review, and Executive Committee approval by December 2026.

Note: See Full Committee Quarterly Update Above for Complete Details

SECTION 2 – FULL DETAILS

Full Committee Quarterly Update is contained in the section above.