



Governance Committee

Heart of Florida United Way
1940 Traylor Blvd.
Orlando, FL 32804
Universal Conference Room (right off lobby)

Thursday, June 5, 2014
2:00 p.m. – 3:30 p.m.

Conference Call-in phone number: (866) 576-7975 / Participant Access Code: 299848

Strategic Goals developed by the Board:

- *CareerSource Central Florida will become business focused in all efforts*
- *CareerSource Central Florida will identify ways to measure progress and Return On Investment (ROI)*
- *CareerSource Central Florida will become the backbone organization for workforce development in Central Florida*

Welcome & Chair's RemarksRobert Brown

- Roll Call/Establishment of Quorum
- Public Comment

Approval of Minutes from Previous Meeting (2/12/14)

Information/Discussion Items

1. Board Demographics and Characteristics
2. Review of Board Roster – Appointments/Re-appointments / Process
3. Slate of Officers - Proposed
4. Review of Board Evaluation Results
5. Next Steps – Strategic Planning

Upcoming Meetings:

- Joint Meeting of the Workforce Investment Consortium and CareerSource Central Florida Board of Directors: 6/20/14, 12:30 pm – 3:00 pm / CareerSource Central Florida Admin Office, 707 Mendham Blvd., Suite 250, Orlando, FL

DRAFT

Governance Committee Meeting
Heart of Florida United Way
1940 Traylor Blvd. Orlando, FL, 32084

Wednesday, February 12, 2014
2:00 p.m.

MINUTES

MEMBERS PRESENT: Robert Brown, Wendy Brandon, and Eric Jackson

MEMBERS ABSENT: Greg Beliveau

STAFF PRESENT: Pam Nabors and Kaz Kasal

WELCOME & CHAIR'S REMARKS

Mr. Brown called the meeting to order at 2:08pm and welcomed those in attendance.

- Roll Call/Establishment of Quorum
Ms. Kasal reported that there was a quorum present.
- Public Comment
None Offered.

APPROVAL OF MINUTES FROM PREVIOUS MEETING (11/20/13)

After review, Mr. Jackson made a motion to approve minutes from 11/20/13 Governance Committee Meeting. Mr. Brown seconded, motion passed.

INFORMATION/DISCUSSION ITEMS

1. Governance Committee Support of CareerSource Central Florida Strategic Goals
Ms. Nabors stated that the goals as listed on the agenda were identified from the 10/10/13 Board Retreat. Ms. Brandon, the Board Chair, asked that each committee keeps these three goals on their meeting agendas – she stated that staff can place these goals at the top part of the agenda under the meeting location/time details. This way board members can refer/be reminded of these goals to make sure the committee work they are doing ties back into these goals.
2. Board Demographics and Characteristics
Ms. Nabors referred the “CareeSource Central Florida Board Demographics” chart in the meeting packet. At the request of the Governance Committee at their last meeting, staff rolled up the totals of board members’ demographics and plotted into pie graph format per each demographic category. The committee reviewed and concurred that this information should now be compared to the demographics of the community that CareerSource Central Florida serves - to see if the demographics of the board are in line with the demographics of the community. Ms. Nabors stated that she will

have staff pull this information so comparisons can be made to help determine areas that need to be targeted when recruiting for board members. Ms. Nabors added that the local elected officials and economic development centers can help in the recruitment process to identify candidates meeting these targeted areas. With regard to board members' skills and education, an email request for this information went out to the board, but not all board members have responded. Mr. Brown asked that Ms. Kasal bring the supplemental form to the 2/27/14 Consortium/Board meeting and ask those board members, whom have not already done so, to complete this information.

3. Review of Board Member Seats Expiring 6/30/14

Ms. Nabors referred to the list of those board members whose terms are expiring on 6/30/14. Mr. Brown asked if any of these board members have indicated they do not want to continue. Ms. Nabors replied that the following two board members' seats may open: mandatory seat for Senior Community Service Employment Programs and mandatory Labor seat. Ms. Nabors stated that she will bring this up at the 2/27/14 Consortium/Board meeting and ask the Consortium to reach out to their economic development departments to attain candidates in readiness for the June 2014 Consortium/Board meeting.

4. Slate of Officers

The committee reviewed and concurred on the following slate of officers to be presented at the 4/29/14 Board Meeting – all have agreed to serve and/or continue to serve as follows:

Chair, Wendy Brandon
Vice Chair, Eric Jackson
Treasurer, Bill Merck
Secretary, Greg Beliveau

5. Discussion of Board Evaluation Process

Ms. Nabors referred to the "Individual Board Member Self-Evaluation" in the meeting packet. She indicated that this would be an online survey that each board member can fill out electronically. This survey will serve as an evaluation tool and each board member will self-assess his or her performance as a member on the CareerSource Central Florida Board of Directors. This will help the Governance Committee identify areas of dissatisfaction or areas to strengthen. Mr. Jackson commented this is a good way to be proactive with board members to make sure this is a more rewarding and successful experience for all. Additionally, board member commitment confirmation should be part of this process. Mr. Brown and Ms. Brandon concurred and suggested having an ethics statement that is signed annually by each board member. Ms. Brandon added that the self-assessment survey and ethics statement would be a good check each year for board members to see if they are meeting expectations. Mr. Brown stated that the survey should remain anonymous for more candid responses, but this committee and full board should see the general feedback from the questions. Ms. Nabors stated she will finalize the self-assessment to keep it anonymous and include the free form commentary section. She will also create an annual ethics statement as part of the annual process, which will also be included in the Board Orientation Manual. At the 2/27/14 Consortium/Board Meeting, Ms. Nabors will make an announcement about the survey and launch it in March 2014.

6. Review of Bylaws

Ms. Nabors referred to the Bylaws in the meeting packet and reviewed the current draft revisions. With regard to number 1 under "Article VII Officers and Their Duties" – the committee concurred on the following changes:

All officers will serve 1 year terms. The Chairman can serve for 2 consecutive terms. At the conclusion of the Chairman's term, he or she will serve as immediate Past Chair on the Executive Committee.

With the inclusion of the above noted revisions, Mr. Brown made a motion to approve the "Amended and Restated Bylaws of Central Florida Regional Workforce Development board, Inc. d/b/a CareerSource Central Florida" and forward to the board for review and approval. Mr. Jackson seconded, motion passed.

Ms. Nabors stated that she will include the revised Bylaws in the 2/27/14 Consortium/Board Joint Meeting packet and at this meeting put the board on notice that they will vote to approve the Bylaws at the 4/29/14 meeting. There needs to be 30 days' notice to the board before they can approve the Bylaws.

Ms. Nabors stated that last Friday they received guidance from the state that encourages regional workforce boards to have a policy in place on CEO's and board members' financial disclosure process. Mr. Alvarez is currently creating a policy which will be brought to an Executive Committee meeting for their review. This will also be included in the Board Orientation Manual.

There being no other business, the meeting was adjourned at 3:07 p.m.

Respectfully submitted,

Kaz Kasal
Sr. Administrative Assistant

**CareerSource Central Florida Demographics Comparison:
Board vs. Community Served**

Data Highlights:

- Females are underrepresented on the board by 20% when compared to percentage of females served by CSCF.
- Blacks, Hispanics and individuals under the age of 55 are underrepresented by about 25% on the board when compared to the community served by CSCF.
- Veteran representation on the board closely matches the number of Veterans served by CSCF.

Gender	Board	Board %	CSCF Served	CSCF Served %
Male	20	66.67%	52902	46.83%
Female	10	33.33%	60060	53.17%

Race	Board	Board %	CSCF Served	CSCF Served %
White	24	80.00%	55760	60.86%
Black	3	10.00%	31267	34.13%
Other	3	10.00%	4588	5.01%

Ethnicity	Board	Board %	CSCF Served	CSCF Served %
Hispanic	3	10.00%	35297	32.25%
Non-Hispanic	27	90.00%	74158	67.75%

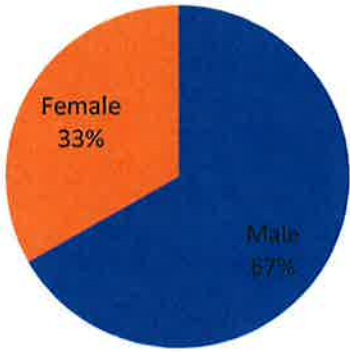
Age	Board	Board %	CSCF Served	CSCF Served %
55 or Over	12	40.00%	16097	14.25%
Less than 55	18	60.00%	96869	85.75%

Veteran Status	Board	Board %	CSCF Served	CSCF Served %
Veteran	3	10.00%	7202	6.51%
Non-Veteran	27	90.00%	103399	93.49%

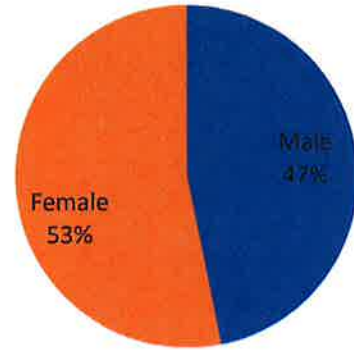
Note: Time period for Community Served is 7/1/2013-5/20/2014

CareerSource Central Florida Demographics Comparison:
Board vs. Community Served

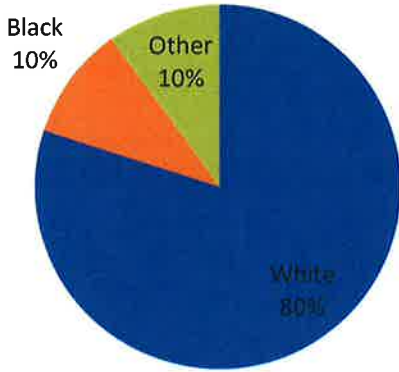
Gender- Board



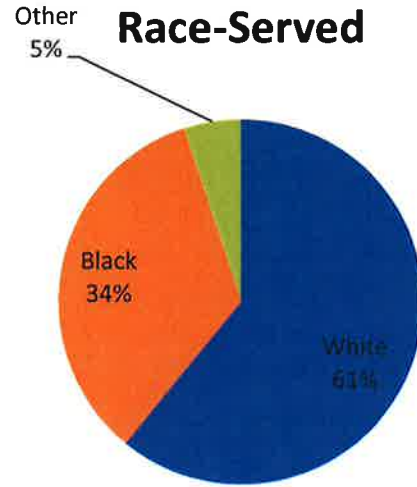
Gender- Served



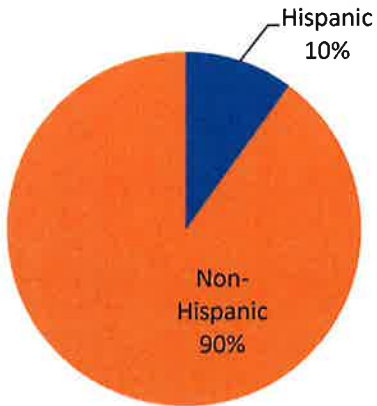
Race- Board



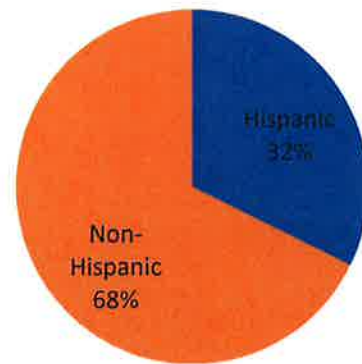
Race-Served



Ethnicity- Board

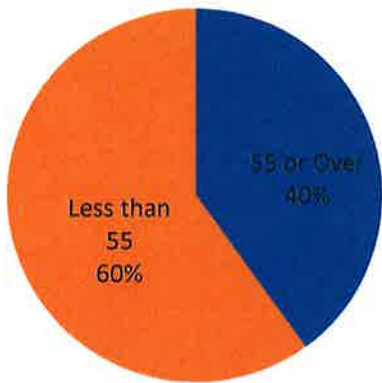


Ethnicity-Served

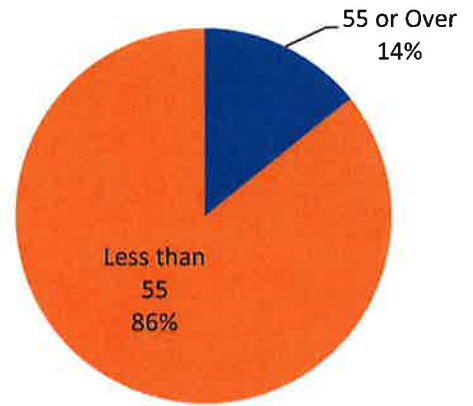


CareerSource Central Florida Demographics Comparison:
Board vs. Community Served

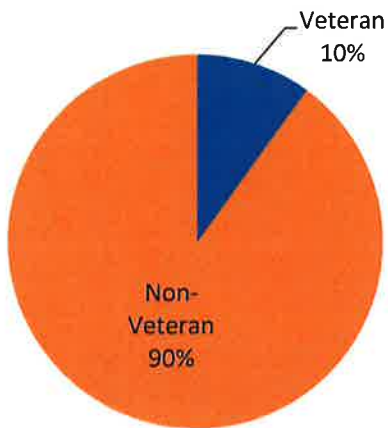
Age- Board



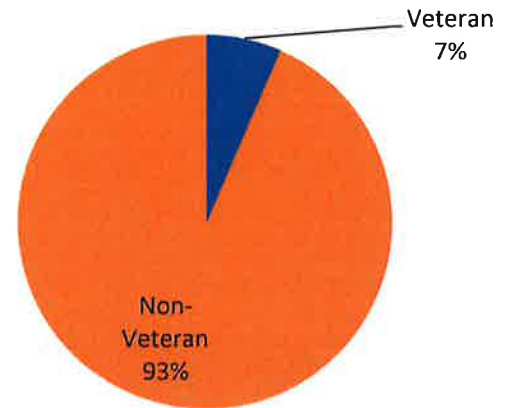
Age-Served



Veteran- Board



Veteran- Served



CAREERSOURCE CENTRAL FLORIDA BOARD OF DIRECTORS

As of 5/29/14

EDUCATION AND AREAS OF EXPERTISE

Board Member	AA	BA/BS	Masters	JD	Doctorate	Other Certificates	Administration	Construction	Education	HealthCare	Human Resources / Recruitment	Hospitality/Tourism	Law	Manufacturing	Engineering	Business Management/Consulting	Non-Profit / Public Assistance Organizations	Family/Youth Development Planning	Contract Negotiation	Economic Development	Organized Labor	Finance	Information Technology	Government/Planning	Real Estate/Land Development	Development/Fundraising/Marketing	Project Management	Sales and/or Marketing	Public and/or Community Relations-Outreach/Communications	Rehabilitation/Vocational	Agriculture	Workforce/Job Development		
Dr. Angela Adams					x				x	x																								
Greg Beliveau			x			x	x																	x	x									
Diana Bolivar		x														x				x						x	x	x						
Paul Bough		x						x																			x					x		
Wendy Brandon			x				x			x																								
Robert Brown							x										x									x								
Steve Clelland																					x													
Deborah Clements			x				x																	x					x					
Melanie Cornell		x																		x									x					
William D'Aiuto			x				x										x		x			x					x		x					
Lorna Garrow	?	?																														x		
Jovanna Heavener			x													x		x						x										
Leslie Hielema																																		
Eric Jackson		?														x												x				x		
Lee Madsen		?					x				x				x																			
Bill Merck			x					x								x						x												
Brian Michaels			x				x		x																					x		x		
Tirso Moreno																					x													
Sheri Olson		x								x																x			x					
Taylor Pancake		x		x									x							x														
Jack Plettinck						x	x	x												x		x												
Joseph Sarnovsky					x	x			x							x					x		x											
Dr. Sanford Shugart					x		x		x																									
Dr. Robert Spooney					x		x		x																			x						
Richard Sweat	x					x				x					x																			
Jody Sweet		x					x				x	x				x																		
Chuck Todd	?	?															x					x						x				x		
Eric Ushkowitz		x																			x						x	x						
Larry Walter			x			x									x									x	x									
Mark Wylie		x					x															x								x				

CAREERSOURCE CENTRAL FLORIDA BOARD OF DIRECTORS PROPOSED ROSTER

Legend:

Yellow – 3-Year Term Renewals

Green – New Board Members

Private Sector	Seat #	Name	Effective Date of Appointment	Term Ends
LAKE - 2 Seats				
	001	Sheri Olson, Director of Development, South Lake Hospital	7-1-13	6-30-15
	002	Greg Beliveau, President/Owner, LPG Urban and Regional Planners	7-1-13	6-30-16
ORANGE - 8 Seats				
	003	Jody Sweet, Vice President of Recruitment, Diversity & Inclusion and Talent Management, Walt Disney Parks & Resorts	2-27-14	6-30-16
	004	Paul Bough, Senior Project Manager, URS Corporation	7-1-13	6-30-16
	005	Eric Jackson, President/CEO, Total Roof Services Corp.	7-1-14	6-30-17
	006	Deborah Clements, Community Relations Manager, Duke Energy	10-5-11	6-30-15
	007	Dr. Robert Spooney, President/CEO, Robert M. Spooney & Associates	10-21-11	6-30-15
	008	Diana Bolivar, President, Hispanic Chamber of Commerce of Metro Orlando	7-1-14	6-30-17
	009	Dr. Angela Adams, Executive Director, Central Florida Pharmacy Council	5-3-12	6-30-15
	010	Jovanna Heavener, Director of Philanthropy, Full Sail University	7-1-13	6-30-16
OSCEOLA - 2 Seats				
	011	Larry Walter, President, Hanson, Walter & Associates, Inc.	12-13-12	6-30-15
	012	Mark Wylie, President/CEO, Central Florida Chapter Associated Builders and Contractors, Inc.	7-1-14	6-30-17

CAREERSOURCE CENTRAL FLORIDA BOARD OF DIRECTORS PROPOSED ROSTER

Legend:

Yellow – 3-Year Term Renewals

Green – New Board Members

Private Sector	Seat #	Name	Effective Date of Appointment	Term Ends
SEMINOLE - 3 Seats				
	013	Wendy H. Brandon, CEO, Central FL Regional Hospital	7-1-14	6-30-17
	014	Melanie Cornell, Principal, HKS Architects, Inc.	10-5-11	6-30-15
	015	Richard Sweat, President, .decimal	7-1-13	6-30-16
SUMTER - 2 Seats				
	016	Leland Madsen, Administrator, Bedrock Resources, Inc.	7-1-13	6-30-16
	017	Chuck Todd, Owner, Circle C Farms	5-3-12	6-30-15

CAREERSOURCE CENTRAL FLORIDA BOARD OF DIRECTORS PROPOSED ROSTER

Legend:

Yellow – 3-Year Term Renewals

Green – New Board Members

Public Sector Seats Required per DEO (see letter dated July 2011)	Seat #	Name	Effective Date of Appointment	Term Ends
Education	001	Sanford Shugart, President/CEO, Valencia College	10-5-11	6-30-15
Education, adult education and post-secondary	002	William F. Merck II, VP for Administration and Finance and Chief Financial Officer, University of Central Florida	7-1-14	6-30-17
DCF	003	William D'Aiuto, Central Regional Managing Director, DCF	7-1-13	6-30-16
Vocational Rehab	004	Brian Michaels, District Administrator, Division of Blind Services, Dept. of Education (Division of Blind Services serves individuals with disabilities)	7-1-14	6-30-17
Private Sector Non-Profit Training Institution	005	Leslie Hielema, Vice President, The Orlando Center/ Florida Institute of Technology	2-27-14	6-30-16
Private Sector For-Profit Training Institution		Jovanna Heavener, Director of Philanthropy, Full Sail University	7-1-13	6-30-16
Senior Community Service Employment programs	006	Lorna Garrow, Employment & Training Coordinator, Experience Works, Inc.	7-1-14	6-30-17
Economic Development	007	Eric Ushkowitz, Economic Development Administrator, Orange County Government	10-5-11	6-30-15
Economic Development	008	Nicole Guillet, Acting County Manager & Director of Economic Development, Seminole County Board of County Commissioners	7-1-14	6-30-17
Labor	009	Jack Plettinck, International Union of Painters & Allied Trades (IUPAT)	10-21-11	6-30-15
Labor	010	David Brier, Assistant Business Manager, Laborers' International Union of North America (LIUNA)/ Southeast Laborers	7-1-14	6-30-17
CSBG, employment and training programs		(Eric Ushkowitz is fulfilling these requirements representing Orange County Government)		6-30-15
CBO	011	Tirso Moreno, General Coordinator, Farmworker Association of Florida	7-1-14	6-30-17
CBO	012	Bob Brown, President/CEO, Heart of Florida United Way (United Way funds programs to veterans)	7-1-14	6-30-17
Migrant and Seasonal Farmworker	013	Joseph A. Sarnovsky, Vice President & CFO, Seminole State College	10-5-11	6-30-15

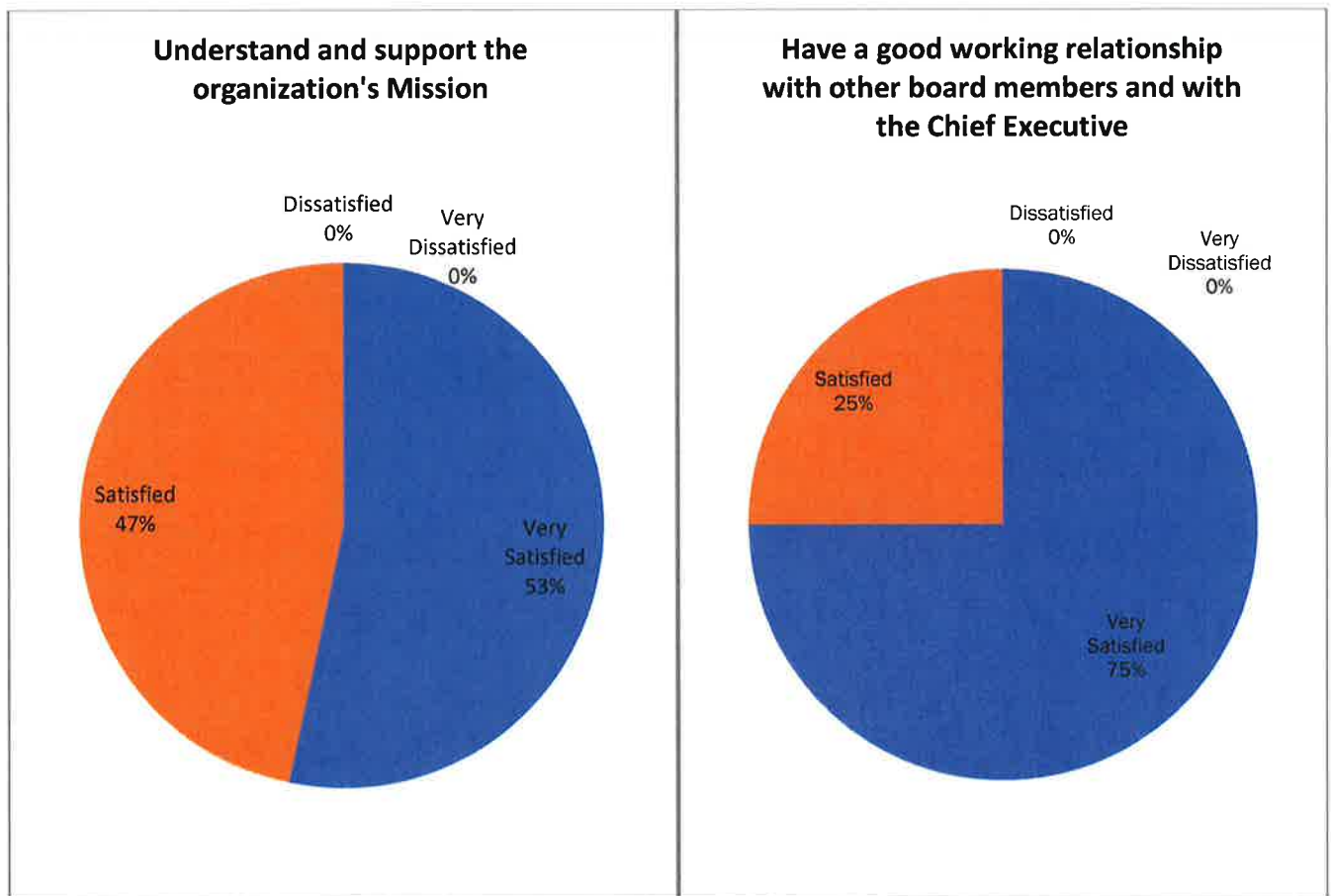


PROPOSED OFFICER NOMINATIONS

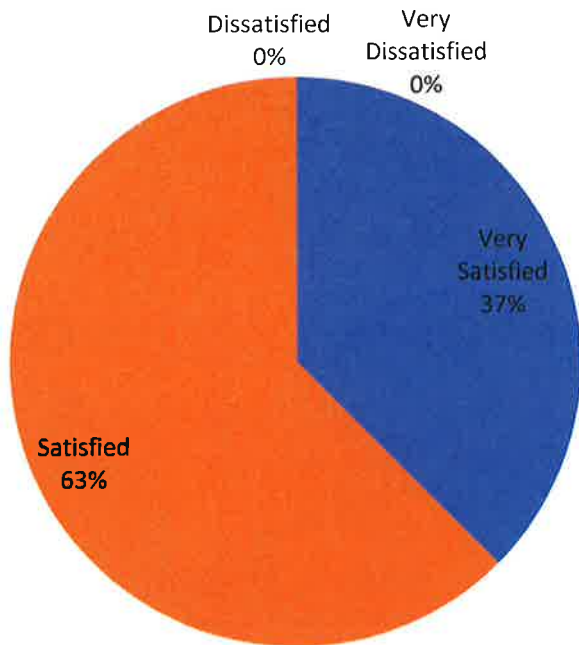
Board Position	Nomination	Job Title	Organization
Chair	Wendy Brandon	CEO	Central Florida Regional Hospital
Vice Chair	Eric Jackson	President/CEO	Total Roof Services Corp.
Treasurer	Bill Merck	VP for Administration & Finance and CFO	University of Central Florida
Secretary	Greg Beliveau	President/Owner	LPG Urban & Regional Planners

Board Satisfaction Results

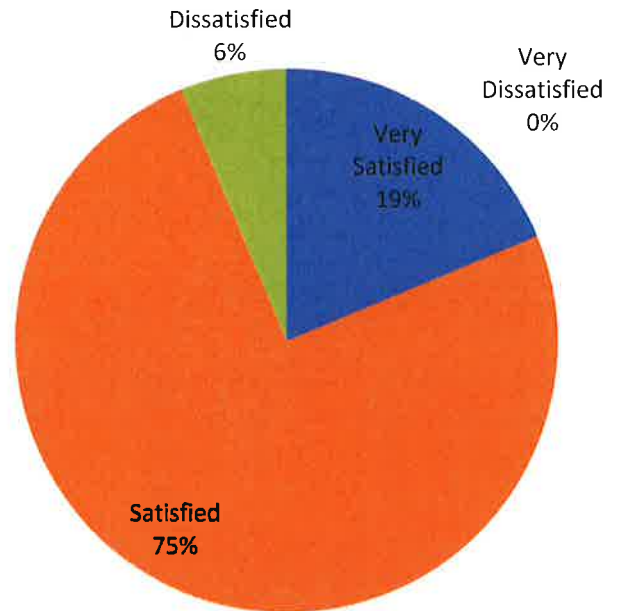
- **57% Response Rate (16 completed surveys). Survey open March 5 – April 25, 2014**
- **Overall, the majority of board members are very satisfied or satisfied with all areas mentioned on the survey**
- **Only one item had one response of very dissatisfied**
 - **Prepare for and participate at board and committee meetings, as well as other activities of the organization**
- **Six items had one or two responses indicating dissatisfied**
 - **Follow trends and important developments in the organizations substantive field**
 - **Read and understand the organization’s financial statements**
 - **Focus attention on long-term and significant policy issues rather than short-term administrative matters**
 - **Willingly volunteer and use your special skills to further the organization’s mission**
 - **Take advantage of opportunities to enhance the organization’s public image through public speaking to leaders in the community about the work of the organization**
 - **Suggest agenda items for future board and committee meetings**



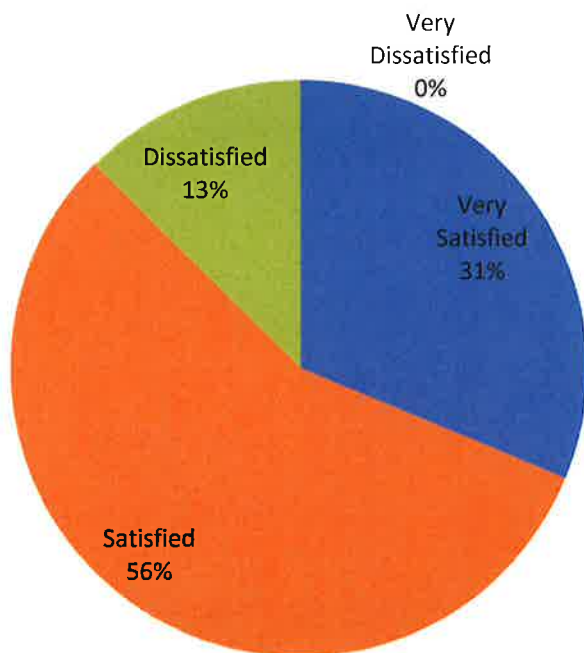
Are knowledgeable about organization's major programs and services



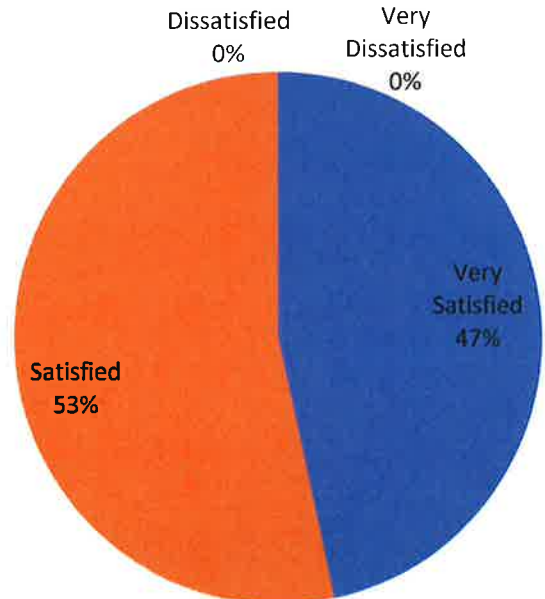
Follow trends and important developments in the organization's substantive field of interest



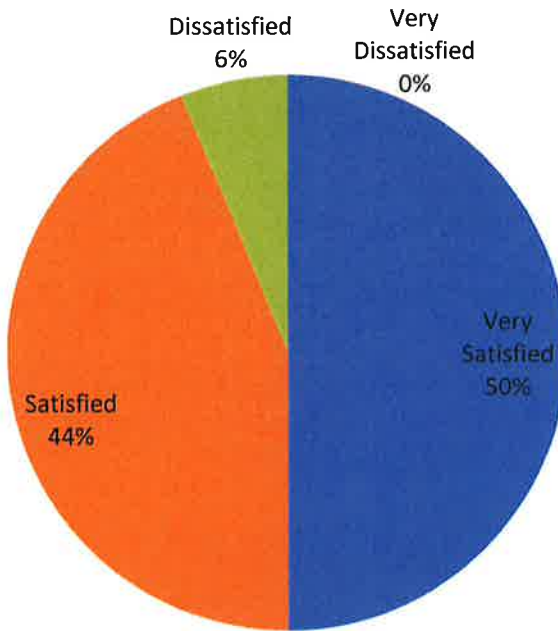
Read and understand the organization's financial statements



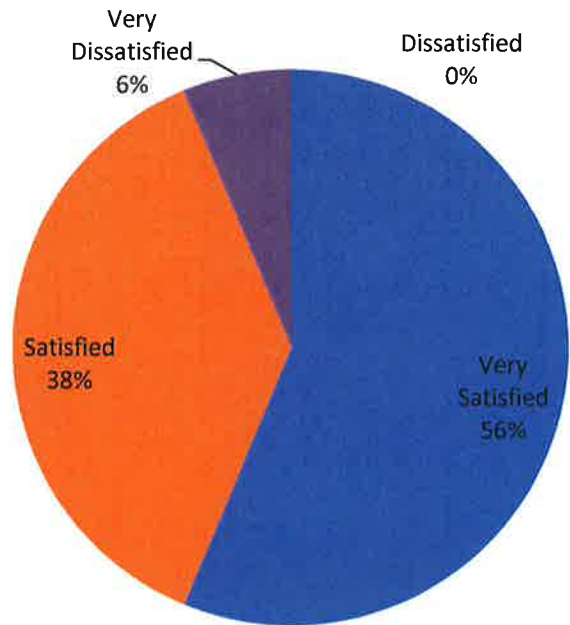
Act knowledgeably and prudently when making recommendations about how the organization's funds should be budgeted or spent



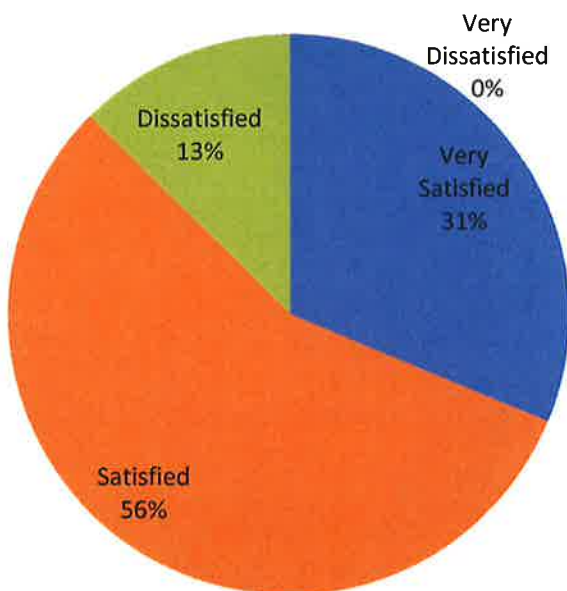
Focus your attention on long-term and significant policy issues rather than short-term administrative matters



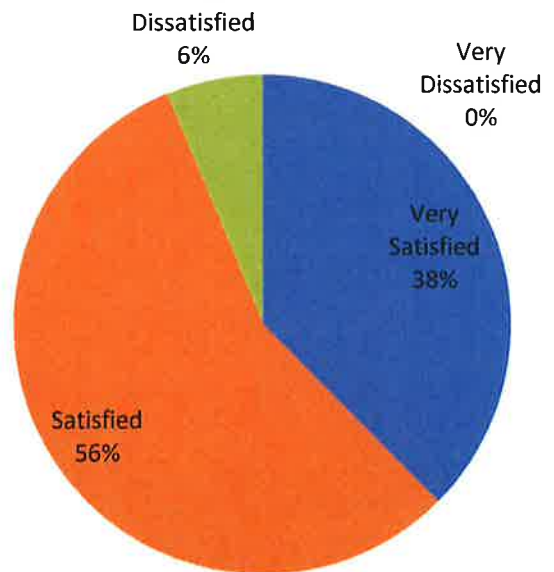
Prepare for and participate at board and committee meetings, as well as other activities of the organization



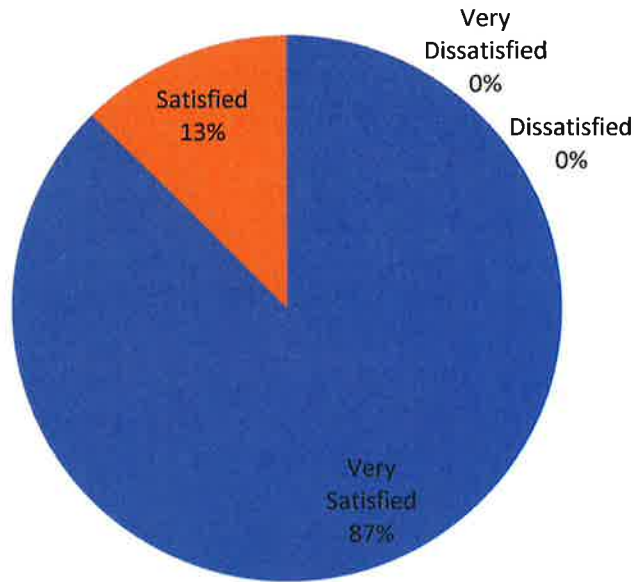
Willingly volunteer and use your special skills to further the organization's mission?



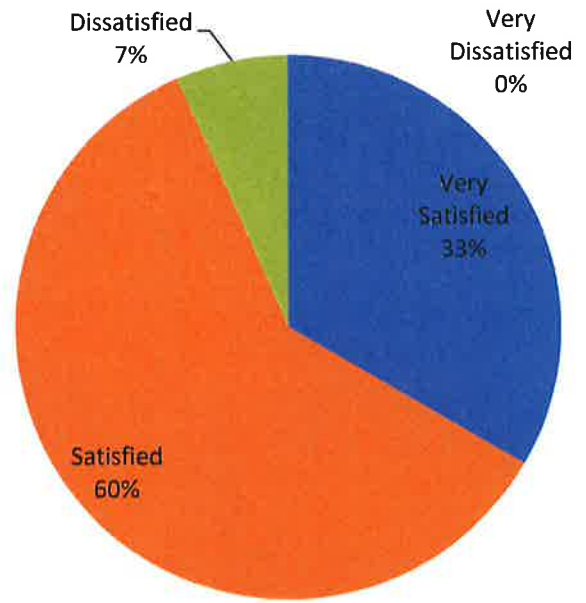
Take advantage of opportunities to enhance the organization's public image by periodically speaking to leaders in the community about the work of the organization



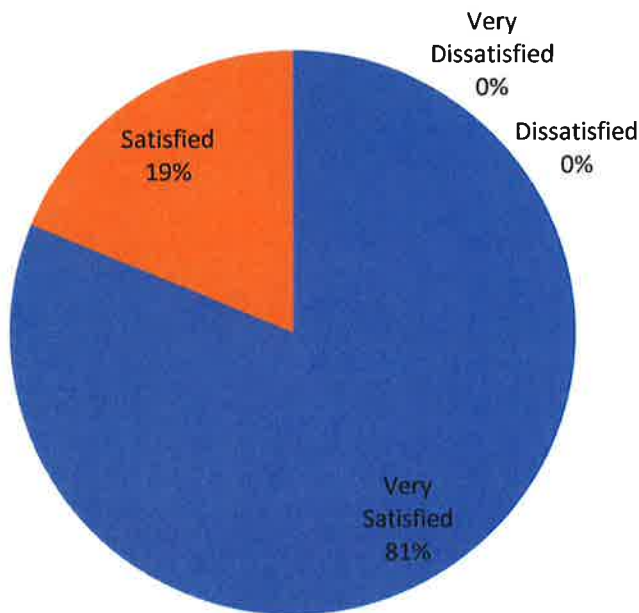
Respect the confidentiality of the board's executive decisions



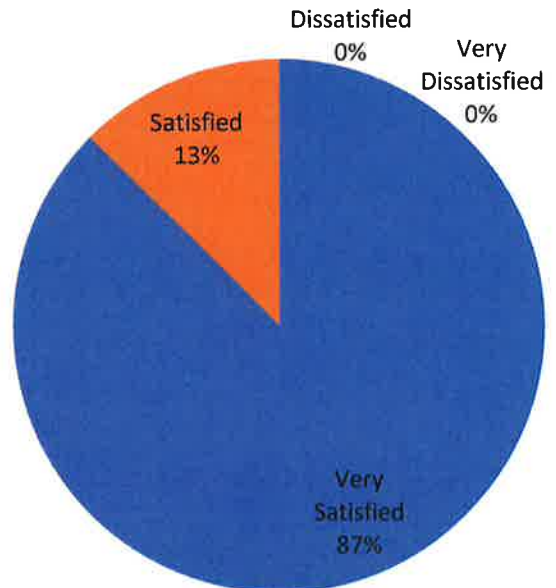
Suggest agenda items for future board and committee meetings



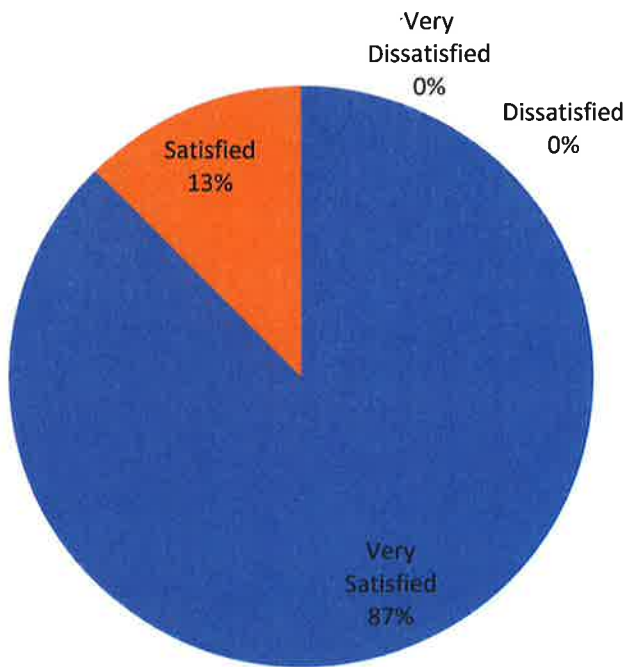
Advise and assist the chief executive when your help is requested



Avoid, in fact and in perception, conflicts of interest related to the board or organization, and disclose to the board in a timely manner any possible conflicts



Are heard and considered when you give your opinions and views



Find serving on the board to be a satisfying and rewarding experience

