



## **Governance Committee**

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

Wednesday, August 20, 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 Remarks** .....Robert Brown

- Roll Call/Establishment of Quorum
- Public Comment

**Approval of Minutes from Previous Meeting (6/5/14)**

### **Information/Discussion Items**

1. Governance Work Plan 14-15
2. Review of Board of Directors Retreat
3. Consideration of Enterprise Risk Committee and Plan
4. Review of Board Orientation Agenda
5. Implication of Workforce Innovation & Opportunity Act (WIOA) on Board Governance

### **Upcoming Meetings:**

- Governance Committee Meeting: 2:00 pm, September 10, 2014, Heart of Florida United Way
- Board Meeting: 9:00 am, September 26, 2014, CareerSource Central Florida Admin Office
- Board Orientation: 10:45 am, September 26, 2014, CareerSource Central Florida Admin Office

DRAFT

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

Thursday, June 5, 2014  
2:00 p.m.

**MINUTES**

**MEMBERS PRESENT:** Robert Brown, Greg Beliveau and Eric Jackson

**MEMBERS ABSENT:** Wendy Brandon

**STAFF PRESENT:** Pam Nabors and Kaz Kasal

**WELCOME & CHAIR'S REMARKS**

Mr. Brown called the meeting to order at 2:00pm 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 (2/12/14)**

After review, Mr. Jackson made a motion to approve minutes from 2/12/14 Governance Committee Meeting. Mr. Brown seconded, motion passed.

**INFORMATION/DISCUSSION ITEMS**

1. Board Demographics and Characteristics

The committee reviewed the document entitled "CareerSource Central Florida Demographic Comparison: Board vs. Community Served." The committee commented that based on the data from this document, minority groups are underrepresented on the board. The committee discussed different options to outreach to the target group to generate a pool of candidates. Ms. Nabors added that the Community Engagement Committee can be charged with this outreach as they are in the process of creating an ambassador program.

The committee also reviewed the document entitled "CareerSource Central Florida Board of Directors Education and Areas of Expertise" – Mr. Brown suggested that this document be distributed at the next Board meeting so each Board member can review their information and provide any additional input.

2. Review of Board Roster – Appointments/Re-appointments / Process

Ms. Nabors referred to the “CareerSource Central Florida Board of Directors Proposed Roster” and indicated that those board members highlighted in yellow are the 3-year term renewals (7/1/14 to 6/30/17) and the two highlighted in green are new proposed members. The committee reviewed and concurred to bring this proposed roster for Consortium review and approval at the 6/20/14 Joint Consortium/Board meeting.

3. Slate of Officers - Proposed

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

Mr. Beliveau made a motion to nominate and bring the above listed slate of officers to the Board for their review and approval. Mr. Jackson seconded, motion passed.

4. Review of Board Evaluation Results

The committee reviewed the results from the board evaluation survey, which resulted in an overall very satisfied/satisfied feedback from the Board. The committee reviewed and discussed the few areas of dissatisfaction and brainstormed ideas to improve.

Mr. Brown asked that the board survey results be included in 6/20/14 Board meeting packet.

5. Next Steps – Strategic Planning

The committee reviewed and discussed strategic planning and concurred that the next steps would be to craft a more in-depth and comprehensive strategic plan (performance-based/business focused), building from the three strategic goals developed at last year’s Board retreat. The committee also concurred that Mr. Brewer should again facilitate the next Board retreat, if he is available. Ms. Nabors will coordinate a meeting with Mr. Brewer over the next few weeks.

There being no other business, the meeting was adjourned at 3:08 p.m.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant

CareerSource Central Florida  
Board Retreat Agenda  
October 16, 2014  
*Draft*

1. Introductions/Mission for Today
2. CareerSource Central Florida Snapshot – Connecting the Past dots
  - a. Where we've been
  - b. Where we are – goals and outcomes to date (Board member reflections)
  - c. Where do we need to go – Crystal Balling
3. External Forces – Where can we lead?
  - a. Capital, Changing Market
  - b. Value Study –implications for employment focus
  - c. Generations and Jobs
4. Strategic Discussions –Decisions for CareerSource CF
5. Report Out –Next steps



## **CareerSource Central Florida Board of Directors Orientation Agenda**

Friday, September 26, 2014  
10:45 a.m. – 12:00 p.m.  
CareerSource Central Florida – Admin Office  
707 Mendham Blvd., Suite 250  
Orlando, FL 32825

- 1. The Mission of CareerSource Central Florida / New Board Member Introductions**
- 2. Consortium and the CareerSource Central Florida Board**
  - Overview
  - Responsibilities of Board Members
  - Public Records, Sunshine Law, & Ethics (presented by Tom Wilkes, Esq. / GrayRobinson)
- 3. Workforce Investment Act & Department of Labor Programs**
  - Overview of Program and Services – WIA, WT
  - Overview of one stop career centers
  - Overview of Business Services
- 4. Budget & Fiscal Management**
- 5. Information Technology**
- 6. Strategic Framework for the Future**