

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

**Wednesday, November 20, 2013  
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 (9/17/13)**

After review, Mr. Beliveau made a motion to approve minutes from 9/17/13 Governance Committee Meeting. Mr. Jackson seconded, motion passed.

**INFORMATION/DISCUSSION ITEMS**

1. Board Governance Committee Description & Duties  
Ms. Nabors indicated at the 2/6/13 Governance Committee Meeting, the committee had approved bringing the "WCF Board Governance Committee Description & Duties" document to the board for their approval for adoption; however, there was an oversight and this action item did not get on the board agenda. Ms. Nabors stated that this action item has been added to the upcoming 12/12/13 Joint Meeting of the Board and Consortium.
  
2. Debrief on Board Retreat  
Ms. Nabors indicated she received a lot of positive feedback from both board members and the facilitators after the 10/10/13 Board Retreat. A lot of engagement and exchange of good ideas occurred at this retreat. Mr. Brewer will be presenting at next month's Board/Consortium joint meeting - he will review and highlight the 1 to 2 major Board priorities and discuss plan for implementation. The Executive Committee reviewed/discussed the feedback notes from the Board Retreat, and based on their review the two main themes center around being more business focused and becoming a backbone/clearinghouse workforce organization for the community. Mr. Brown commented a backbone organization involves two main functions: 1) an administration resource and

2) ability to convene around issues. WCF should be the organization that the community comes to for anything related to workforce matters. Mr. Jackson concurred that WCF is this now, but needs to earn this right with the community. He asked if a business survey will be facilitated. Ms. Nabors affirmed and indicated that Florida High Tech Corridor is partnering with WCF and providing monetary resources to support. Mr. Jackson suggested that the business community should be involved by providing their input on the survey. The committee concurred, pending prior review with Mr. Ushkowitz, that both Jacob Stuart/Central Florida Partnership and Rick Weddle/Metro Orlando EDC could help WCF to convene the business community and define business needs. Ms. Nabors indicated she will share this suggestion with Mr. Brewer when she meets with him this Friday.

Mr. Beliveau stated that in Lake County there is a problem reaching out to 18 to 32 year old males, as they are not responsive to education/training programs. This is not seen as a trend with females in this same age group. What can be done to reach out to this specific population? Ms. Nabors commented that there is a cultural shift with the younger population and it is a community issue that they do not understand skill needs and occupations available in Central Florida. The trade unions and manufacturing companies are having difficulty filling available, good jobs. Mr. Brown commented that this will be part of the Board's strategic objective going forward. Ms. Nabors indicated as priorities are refined, it will be important to have the right measures in place to gauge our impact. Mr. Brown concurred and added that accurate data measuring our impact will be a testament to our success, especially support being a backbone agency.

3. Board Demographics and Characteristics

Ms. Nabors referred to the draft matrix of board member details. Mr. Jackson asked if this data could be summarized/rolled-up in group totals so that the committee can quickly identify the gaps. He suggested to summarize/tally the following: key industry sectors represented, demographics, geographical areas represented. Ms. Nabors indicated that there is still information needed from some board members. Mr. Beliveau suggested utilizing Linked-In to attain information. Ms. Nabors replied she will work with staff to further update the matrix and also provide a summary document.

Ms. Nabors reviewed the two vacancies on the board. Mr. Jackson and Mr. Brown stated that they will reach out and see if they can provide any potential candidates to Mayor Jacobs. Mr. Brown asked for a listing of those board members whose seats expire/up for renewal on 6/30/14. Ms. Nabors replied she will forward this out to the committee. Mr. Jackson suggested that candidates should be identified a year or two out - an outreach should take place to bring in individuals to sit on committees first and then later on be recommended for board appointments.

4. Discussion of Board Evaluation Process

Ms. Nabors stated that as the mid-year point nears, the Committee charter includes the responsibility of conducting a board evaluation process. Mr. Brown and Mr. Jackson offered to forward Board assessment samples to Ms. Nabors. Ms. Nabors indicated she will review, customize and draft up an assessment that the Governance Committee can review at the next meeting.

5. Slate of Officers/Board Vacancies for PY 14-15

Ms. Nabors indicated that she reached out to a couple of board members for consideration of Chair/Vice Chair. Both of these individuals indicated they would think about the role and get back to her. Mr. Brown stated that the Governance Committee should have more members. Ms. Nabors

replied that she will review this with the chair.

**CHAIRMAN'S CLOSING REMARKS**

Mr. Brown thanked those that attended today's meeting.

There being no other business, the meeting was adjourned at 3:14 p.m.

Respectfully submitted,

Kaz Kasal  
Sr. Administrative Assistant