

**Governance Committee Meeting
Phone Meeting**

**Tuesday, November 4, 2014
2:00 p.m.**

MINUTES

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

MEMBERS ABSENT: Richard Sweat

STAFF PRESENT: Pam Nabors, Mimi Coenen and Kaz Kasal

WELCOME & CHAIR'S REMARKS

Mr. Brown called the meeting to order at 2:03pm 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 (8/20/14)

After review, Mr. Jackson made a motion to approve minutes from 8/20/14 Governance Committee Meeting. Mr. Beliveau seconded, motion passed.

INFORMATION/DISCUSSION ITEMS

1. Board Members – Term Update
The committee reviewed the roster of board members whose terms expire on 6/30/15. Ms. Nabors commented it would be good to reappoint, where we are able to, as these board members' historical experience serving on this board will help guide us with the upcoming planning and formulation of WIOA. The committee concurred for Ms. Nabors to review with Ms. Noriega at Orange County Government the two Orange County private seats. With regard to the remaining board members, the committee asked that Ms. Nabors reach out to each of them and see if they would be interested in serving another term.

2. Review of Board of Directors Retreat – Review Notes/Next Steps
The committee reviewed the notes and themes from the board's feedback at the 10/16/14 Board Retreat. The committee asked staff to consolidate these notes further into a few key themes and prioritize. Then the Executive Committee and Board will review at their respective meetings next month. These key themes will help to serve as a guide for the strategic business plan.

3. Consideration of Enterprise Risk Committee and Plan – Further Review
Ms. Nabors stated that staff is proposing that CareerSource Central Florida adopt an Enterprise Risk

Management (ERM) process and the Governance Committee would be a liaison and provide oversight. The Enterprise Risk Committee would consist of senior staff who would do an assessment of risks to this organization and provide a report to the Governance Committee, of which will be included as a part of CareerSource Central Florida's strategic plan. The committee further discussed and concurred that all committees be involved for feedback – ERM could be an agenda item for each committee once or twice a year. Ms. Nabors stated that an operating policy and protocol should be ready for the Executive Committee to review at their meeting next month.

4. Preparation for Officer Slate - 2015

The committee asked Ms. Nabors to provide a list of eligible board members to the Governance Committee for further review at the next Governance Committee meeting.

5. Implication of Workforce Innovation & Opportunity Act (WIOA) on Board Governance

Ms. Nabors stated that Thursday, 11/6/14, there will be a short Executive Committee meeting and then a Board Education Session on WIOA, presented by Ms. Rochelle Daniels from CareerSource Broward who is an legislative expert. Ms. Daniels will provide an overall review of the implications of WIOA, in particular as it pertains to the governance of this board. Ms. Nabors extended her thanks to Ms. Brandon who is sponsoring lunch at this Board Session. As many board members will be unable to attend this Board Session, Mr. Brown asked Ms. Nabors to develop a Frequently Asks Questions (FAQ) document for the Board to use as a reference. Ms. Nabors concurred and added that both she and Ms. Coenen can also provide an in-depth WIOA update at the December Board meeting.

Mr. Beliveau stated he would like to connect with CareerSource Central Florida office in Lake County to make sure partnerships are being appropriately/strategically aligned and resources maximized but not duplicated. Mr. Beliveau stated a good focus would be to bring more manufacturers to Lake County. Ms. Nabors replied that Ms. Coenen and Ms. Ridley who is the Center Manager at the Lake County office, will reach out to Mr. Beliveau to review current partnerships in Lake County and also discuss additional opportunities to explore.

There being no other business, the meeting was adjourned at 2:53 p.m.

Respectfully submitted,

Kaz Kasal
Administrative Supervisor