

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

**Thursday, March 5, 2015
10:00 a.m.**

MINUTES

MEMBERS PRESENT: Robert Brown, Wendy Brandon, Debbie Clements, Eric Jackson and Rick Walsh

MEMBERS ABSENT: Greg Beliveau

STAFF PRESENT: Pam Nabors and Kaz Kasal

1. Welcome & Chair's Remarks

Mr. Brown called the meeting to order at 10:02 am and welcomed those in attendance.

2. Roll Call/Establishment of Quorum

Ms. Kasal commenced with roll call and reported there was a quorum present.

3. Public Comment

None offered.

4. Approval of Minutes

A. 11/4/14 Governance Committee Minutes

After review, Mr. Walsh made a motion to approve minutes from 11/4/14 Governance Committee Meeting. Mr. Sweat seconded, motion passed.

5. INFORMATION/DISCUSSION ITEMS

A. Slate of Officers/Board Vacancies for PY 15-16

The committee reviewed and discussed slate of officers for PY 15-16.

The committee also reviewed and discussed the board vacancies, board seats expiring on 6/30/15. Ms. Nabors commented as PY 15-16 will be a transition year, board seats can be re-established under WIOA requirements in readiness for 7/1/16.

Mr. Sweat made a motion to bring to Board for approval the below slate of officers. Ms. Brandon seconded, motion passed:

**Chair: Eric Jackson
Vice Chair: Debbie Clements
Treasurer: William Merck
Secretary: Greg Beliveau**

Mr. Brown stated he will bring proposed slate of officers to the Board meeting in June.

B. Public Comment Policy

Ms. Nabors stated that legislation passed a law requiring that a formal policy be established for public comment at Board meetings. Ms. Nabors referred to the draft policy in the meeting packet entitled "Public Comment at Board of Director Meetings." The committee concurred that wording in paragraph 5 should be modified to include that each person who registers to speak will be advised they have up to 3 minutes to speak.

Mr. Jackson made a motion to approve the "Public Comment at Board of Director Meetings" policy and to include the noted modification by the committee. Mr. Sweat seconded, motion passed.

C. Enterprise Risk Implementation

Ms. Nabors provided an overview on the progress and implementation of the recently adopted Enterprise Risk Management Policy. The Enterprise Risk Committee, comprised of senior leadership staff, has identified top 10 potential risks. Mr. Brown commented that the Enterprise Risk Management process has been going extremely well. The committee concurred. Staff will provide further assessment details on identified risks at the next Governance Committee meeting. Mr. Brown stated he will provide a report at the Board Meeting

D. Role of Board under Workforce Innovation and Opportunity Act (WIOA)

Ms. Nabors referenced the document entitled "National Discussion on Role of WIB's under WIOA" and stated that she has been involved in the national discussion/input as USDOL forms WIOA legislation and how this will effect workforce investment boards. The committee discussed and concurred the importance to be mindful/prepared for possible 3rd party vs. board providing services shift. Another key focus is Board's continued level of strategic guidance and staff's tactical level of accountability/expertise. Case in point, staff should bring to Board's review more innovative ways to address issues/matters – to include ways to provide services using 21st technology. Staff will include this document as an information item in the next Board meeting packet.

E. Robert's Rules

Ms. Nabors provided an example of basic information on Robert's Rules. The committee concurred that the Board should be provided an overview refresher on Robert's Rules at the next Board meeting. Mr. Walsh recommended that meeting agendas be formatted to include a column to flag any actions required. Staff will include a reference tool on Robert's Rules in the next Board meeting packet and make this a board education agenda item.

6. Other Business

None offered.

7. Upcoming Meetings

Executive Committee Phone Meeting – 9:00am, Thursday, April 16, 2015

Board of Directors – 9:00am, Thursday, April 23, 2015 / Orlando Health

Governance Committee Meeting: 2:00 pm, May 13, 2015 / Location: TBD

8. Chair's Closing Remarks

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

9. Adjournment

There being no further business the meeting adjourned at 11:00 a.m.

Respectfully submitted,

Kaz Kasal
Administrative Supervisor