

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

**Wednesday, August 20, 2014  
2:00 p.m.**

**MINUTES**

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

**MEMBERS ABSENT:** Richard Sweat

**STAFF PRESENT:** Pam Nabors 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 (6/5/14)**

After review, Mr. Jackson made a motion to approve minutes from 6/5/14 Governance Committee Meeting. Mr. Walsh seconded, motion passed.

**INFORMATION/DISCUSSION ITEMS**

1. Governance Work Plan  
Mr. Brown stated that the Governance Work Plan will include: 1) revising bylaws, 2) implication of WIOA on board membership/re-structuring, 3) contributing to a strategic plan as the next step from the Board's strategic goals, and 4) consideration of having an Enterprise Risk Committee.
  
2. Review of Board of Directors Retreat  
Ms. Nabors stated that she met with Mark Brewer, who will be facilitating this year's Board Retreat again. Ms. Nabors referred to the Board Retreat Agenda which she and Mr. Brewer drafted up to include a current snapshot of where we are and connecting past dots. The committee discussed and agreed that the board should begin discussion on how they would answer: what does Best mean to you? and what does Success look like? Answering these questions will help lay the foundation on how to move forward. A representative from Pegosa & Associates will be presenting at the Board meeting and reviewing data on CareerSource Central Florida's current position (the "where we are" information). It will be important for the Board to see this presentation from Pegosa & Associates in preparation for the Board Retreat. The committee also agreed that bringing in outside experts to

present at the Board Retreat would be very helpful. Ms. Brandon added that she will get with Ms. Nabors to send a message out to the Board to encourage them to attend the 9/26/14 Board Meeting and Continuing Education/Orientation session.

3. Consideration of Enterprise Risk Committee and Plan

As discussed at the Community Engagement Committee last month, Mr. Walsh brought forward his suggestion of having an Enterprise Risk Committee – this committee would review, sort through and prioritize internal and external risks, as identified by the other committees and by staff, as well as any missing risks. The main purpose of the committee is to take a proactive, strategically offensive approach (vs. defensive) approach on evaluating and handling risks. Many organizations across the nation are going with this model in order to most effectively respond to risks. Ms. Brandon stated that the Executive Committee should analyze this further in order to determine if an Enterprise Risk Committee would be of value to CareerSource Central Florida. The committee concurred and agreed that an expert in the field of risk should provide a presentation at an upcoming Executive Committee Meeting. Mr. Walsh indicated he will forward his resource materials on the subject to Mr. Brown and Ms. Nabors.

4. Review of Board Orientation Agenda

Ms. Nabors referenced the draft Board Orientation Agenda in the meeting packet and indicated this Agenda follows the same format as last year's orientation. This year the orientation session will occur after the board meeting on 9/26/14. Ms. Brandon advised the renaming this "Annual Continuing Education for Board Members" and encourage as many board members as possible to attend. The board is new and attending these sessions provides refresher training and opportunity to ask questions. The committee concurred and also agreed that Form 1 financial disclosure and an overview of WIOA should be included in this training session.

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

Ms. Nabors stated that the President signed the Workforce Innovation and Opportunity Act into law on 7/22/14 and will become effective on 7/1/15 or 7/1/16. Ms. Nabors reviewed the implications on this new legislation which includes flexibility with board size, possible restructuring regions to better align with the local economic development, higher focus on out-of-school youth and individuals with disabilities (to include veterans), streamlining service delivery for the job seeker and focusing more emphasis on meeting the talent needs of businesses, which is one of the board's strategic goals. Mr. Walsh advised that CareerSource Central Florida should be proactive and lead the effort - preparing as much as possible now; think about what the organization's footprint should look like 10-20 years from now.

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

Respectfully submitted,

Kaz Kasal  
Administrative Supervisor