

**Governance Committee Meeting  
Wednesday, January 15, 2020 / 2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Richard Sweat, Orlando Alancastro, Steve Ball, John Gill, Jeff Hayward, and Eric Jackson

**MEMBERS ABSENT:** Rick Walsh and Mark Wylie

**STAFF PRESENT:** Pam Nabors, Lisa Burby, Steven Nguyen, Michelle Tincher, and Crystal Lee

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr.Sweat, Committee Chair, called meeting to order at 2:05 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Burby reported a quorum present.	
3	<b>Public Comment</b> None Offered.	
4	<b>Action Item:</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 11/20/19 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Gill approved the minutes from the 11/20/19 Governance Committee Meeting. Mr. Jackson seconded; motion passed unanimously.</b>
5	<b>Information</b>	
	<u>Board Member Engagement – Proposed Metrics</u> <ul style="list-style-type: none"> <li>• Reviewed proposed metrics for board engagement (attachment).               <ul style="list-style-type: none"> <li>○ Committee feedback:                   <ul style="list-style-type: none"> <li>– Utilize the board engagement scorecard and establish a baseline for this FY.</li> </ul> </li> </ul> </li> <li>• Committee concurred to finalize board metrics at next meeting.</li> </ul> <u>Bylaws – Review</u> <ul style="list-style-type: none"> <li>• Reviewed current Bylaws (attachment).               <ul style="list-style-type: none"> <li>○ Committee feedback:                   <ul style="list-style-type: none"> <li>– After discussion and input, Committee recommended that Ms. Nabors and Mr. Ball meet to red-line the Bylaws for the Committee’s further review and comments. This may include updating language in the Bylaws based on pending state legislation getting passed and approval of upcoming WIOA plan.</li> </ul> </li> </ul> </li> </ul> <u>Enterprise Risk - Updates</u> <ul style="list-style-type: none"> <li>• Mr. Nguyen provided Enterprise Risk updates and the Enterprise Risk Committee’s upcoming schedule on development of policy, strategies, scoring system, and</li> </ul>	<p><i>Staff to provide a 1<sup>st</sup> report on FY 19-20 Board Engagement metrics at the next Governance Committee meeting.</i></p> <p><i>Ms. Nabors and Mr. Ball to work together updating/redlining Bylaws for the Committee’s further review.</i></p> <p><i>Mr. Nguyen to provide an executive summary on the strategic approach and implementation plan for CSCF’s risk assessment. The Committee</i></p>

	dashboard.	<i>will provide ongoing counsel and guidance as the plan evolves.</i>  <i>Staff to coordinate legal review of CSCF's Enterprise Risk strategies vs. public records.</i>
6	<b>Other Business</b>	<i>Ms. Nabors to work with Mr. Sweat on draft slate of officers' recommendations in readiness for Committee's review at its next meeting.</i>
7	<b>Adjournment</b> Meeting adjourned at 3:36 p.m.	

Respectfully submitted,

Crystal Lee  
Marketing Outreach Coordinator