

**Governance Committee Virtual Meeting  
Wednesday, January 20, 2021 / 3:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Richard Sweat, Steve Ball, John Gill, Eric Jackson, and Mark Wylie

**MEMBERS ABSENT:** Jeff Hayward and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Mimi Coenen, Lisa Burby, Steven Nguyen, Lance Willingham, Lesley Harris, and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Sweat, Committee Chair, called meeting to order at 3:01 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> A member of the public, Mr. Mohamed Chaoudi, provided his comments.	
4	<b>Approval of Minutes:</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>Reviewed draft minutes from 10/7/20 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Gill approved the minutes from the 10/7/20 Governance Committee Meeting. Mr. Jackson seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Actions Items</b>	
	<u>Board Compliance to CSCF's By-laws</u> <ul style="list-style-type: none"> <li><u>Current Board Demographics</u> Reviewed Board's demographics vs. region.</li> <li><u>By-laws - Status</u> CSCF's attorney is currently reviewing Bylaws to align with DEO's new grantee/sub-grantee agreement. Ms. Nabors will also review with Mr. Ball for further revisions. Bylaws with revisions will be provided to Committee for review at its next meeting.</li> </ul> <u>Board Member Recruitment, Participation, Engagement and Development</u> <ul style="list-style-type: none"> <li><u>Board Engagement</u> Reviewed Board engagement 7/1/20 thru 12/31/20. Committee feedback:           <ul style="list-style-type: none"> <li>Concurred for "Contribute" metric to include donations to community organizations made on behalf CSCF.</li> </ul> </li> <li><u>Required Board Training</u> Reviewed DEO's (Department of Economic Opportunity) new requirement of annual Board orientation training for Board Members. Reviewed proposed training; Mr. Sweat asked the Committee to go through the training for feedback in preparedness for recommendation at February Board</li> </ul>	<i>Staff to provide proposed training to Committee for their review and feedback.</i>

	<p>meeting.</p> <p><u>Enterprise Risk Assessment - Updates</u></p> <ul style="list-style-type: none"> <li>• Reviewed enterprise risk management's elements and objectives.</li> <li>• Reviewed methodology performed to determine risk priorities, resulting top three enterprise risks, and mitigation plans.</li> <li>• Committee commended Mr. Nguyen and Mr. Willingham for their outstanding work.</li> </ul>	
6	<p><b>Other Business</b> None offered.</p>	
7	<p><b>Adjournment</b> Meeting adjourned at 4:05 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Coordinator