

GOVERNANCE COMMITTEE MEETING

Wednesday, October 7, 2020

MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

What: Governance Committee Virtual Meeting

When: Wednesday, October 7, 2020
3:00 p.m. – 4:30 p.m.

Where: Virtual Meeting via Zoom

Link: <https://careersourcecf.zoom.us/j/95574113341?pwd=d3RJRzlyQ2xMRUwydmVNOU5lcl1lFUT09>

Dial In: 1 (929) 205-6099

Meeting ID: 955 7411 3341 / **Password:** 270702

10/7/20 GOVERNANCE VIRTUAL MEETING AGENDA

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Richard Sweat	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Approval of Minutes	Richard Sweat	
	<u>A. 5/6/20 Governance Committee Meeting</u>		X
5.	Information / Discussion / Action Items	Committee Discussion	
	<u>A. Charter – Annual Review</u>		
	B. Board Compliance to CSCF's By-laws		
	<u>1) Current Board Demographics</u>		
	C. Board Member Recruitment, Participation, Engagement and Development		
	<u>1) Seats for Consortium Approval in December</u>		
	<u>2) Board Engagement</u>		
	D. Enterprise Risk - Updates		
6.	Other Business		
7.	Adjournment		

UPCOMING MEETINGS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

Board & Consortium Virtual Meeting

12/17/20

9:00 a.m. - 11:00 a.m.

Meeting Details

Meeting Agenda

► Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

WELCOME

Meeting Details

Meeting Agenda

Welcome

► Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

ROLL CALL / ESTABLISHMENT OF QUORUM

Meeting Details

Meeting Agenda

Welcome

Roll Call

► **Public Comment**

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

PUBLIC COMMENT

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

APPROVAL OF MINUTES

DRAFT
Governance Committee Teleconference
Wednesday, May 6, 2020 / 2:00 p.m.

MINUTES

MEMBERS PRESENT: Richard Sweat, Steve Ball, Jeff Hayward, Eric Jackson and Mark Wylie

MEMBERS ABSENT: Orlando Alancastro, John Gill and Rick Walsh

STAFF PRESENT: Mimi Coenen, Leo Alvarez, Lisa Burby, Steven Nguyen and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	Welcome Mr. Sweat, Committee Chair, called meeting to order at 2:01 p.m.	
2	Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present.	
3	Public Comment None Offered.	
4	Action Item: <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed draft minutes from 1/15/20 Governance Committee meeting (attachment). 	Mr. Jackson approved the minutes from the 1/15/20 Governance Committee Meeting. Mr. Hayward seconded; motion passed unanimously.
5	Information	
	<u>Board Compliance to CSCF's By-Laws</u> <ul style="list-style-type: none"> Mr. Sweat stated due to COVID-19 impacts, discussion on the Bylaws will be deferred to next fiscal year. The Committee concurred. <u>Board Member Recruitment, Participation, Engagement and Development</u> <ul style="list-style-type: none"> Proposed roster for FY 20-21 (attachment) <ul style="list-style-type: none"> Committee reviewed status on seat renewals, replacement, and new business seat in Osceola County. Approval of Slate of Officers <ul style="list-style-type: none"> Reviewed proposal to renew current officers for FY 2020-2021 (attachment) Approval of Board Engagement Metrics <ul style="list-style-type: none"> Reviewed proposed draft of Board Engagement Metrics and results 7/1/19 through 3/31/20 (attachments) <p>Committee feedback:</p> <ul style="list-style-type: none"> Have a big kick-off event with Board to promote this 	<p>Mr. Jackson approved forwarding to Board the proposed slate of officers, as presented. Mr. Hayward seconded; motion passed unanimously.</p> <p>Mr. Hayward made a motion to move proposed Board Engagement Metrics to Executive Committee and then to Board for final approval. Mr. Wylie seconded; motion passed unanimously.</p>



	<ul style="list-style-type: none"> – Under “Contribution” should add member introduces someone who donates – More in spirit vs. to the letter – This gives opportunity for Ms. Nabors to sit with each member to review their performance on Board. – Most grant applications ask about Board engagement. So these metrics will help to prove how heavily engaged this Board is. – Board engagement/performance scorecard provides opportunity to recognize/celebrate those with increased engagement. – Self-report: on a monthly basis, send an email to each Board member with a list of engagement activities and they can quickly check off what they did – Review to make sure descriptions are properly allocated under appropriate category. Also see if some activities captured under “Participate” should be moved to “Demonstrate “ – Board engagement scorecard presented at Board meetings under Chair’s Report. <p>Committee discussed forming a task force made up of 4 – 5 Board members to visit the counties and communicate CSCF’s value to community and solicit county investment toward CSCF’s initiatives such as youth and those affected by COVID-19.</p> <p><u>Enterprise Risk Assessment - Updates</u></p> <ul style="list-style-type: none"> • Mr. Nguyen provided an update on the COOP (Continuity of Operations Plan) what went well and opportunities for solutions since CSCF went virtual mid-March. Also reviewed CSCF’s phased approach re-opening plans in alignment to Orange County’s Economic Recovery Task Force’s / CDC guidelines. <p>Committee concurred to schedule an additional Board meeting prior to 6/25/20 meeting to update Board on CSCF’s current activities, reopening plans and the impact of the major unemployment in the future.</p>	<p><i>Staff to review descriptions per “Participate” “Demonstrate” and “Contribute” to make sure appropriately allocated and capturing all data points.</i></p> <p><i>Staff to put together a communication plan and incorporate; include monthly self-reporting process.</i></p>
6	<p>Other Business</p> <p>Mr. Alvarez, CFO, reviewed timeline of 990 Return for FY 18-19. Draft 990 Return will be emailed to Governance and Audit Committees for review and comments prior to IRS deadline</p>	
7	<p>Adjournment</p> <p>Meeting adjourned at 3:32 p.m.</p>	

Respectfully submitted,

Kaz Kasal
Executive Coordinator

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion/
Action Items

Other Business

Adjournment

INFORMATION / DISCUSSION / ACTION ITEMS



Governance Committee Charter

Purpose:

The Governance Committee reports to the Board of Directors and is charged with assessing and evaluating:

1. Board Compliance to the Organization's By-Laws including ensuring Board representation reflects the demographics, business sectors, and expertise of the Central Florida Region.
2. Board Member Recruitment, Participation, Engagement, and Development.
3. Assessment of Organizational/Enterprise "Risks".

Responsibilities:

- Review By-Laws every other year and recommend modifications and/or changes.
 - *Metric – Updated By-Laws that are in compliance with federal/state requirements and support Board's strategic goals*
- Evaluate Board demographics, geographic representation, businesses sectors, and expertise to ensure diversity and balanced representation of the Central Florida Region.
 - *Metric – Evaluate annually to align Board representation to characteristics of region (i.e., demographics, geography, sectors, etc.)*
- Recruit potential Board Members for submission to the Local Elected Consortium.
 - *Metric – Annual Board has all required seats filled in compliance with By-Laws by June of each Program Year.*
- Assess Board Member participation and engagement.
 - *Metric – Goals annually: 70% Board meeting participation rate and 70% overall Board activities.*
- Annually Nominate Board members to be Board Officers.
 - *Metric – present a slate of Officers to the Board in June for election.*
- Assess identified Organizational/Enterprise risks biannually.
 - *Metric – To be defined in PY 19-20.*

Skills/Expertise:

- Willingness to participate and engage with the organization.
- Interest in developing board leadership.
- Prior experience as a board member desired.
- Prior experience of Board governance practices desired.

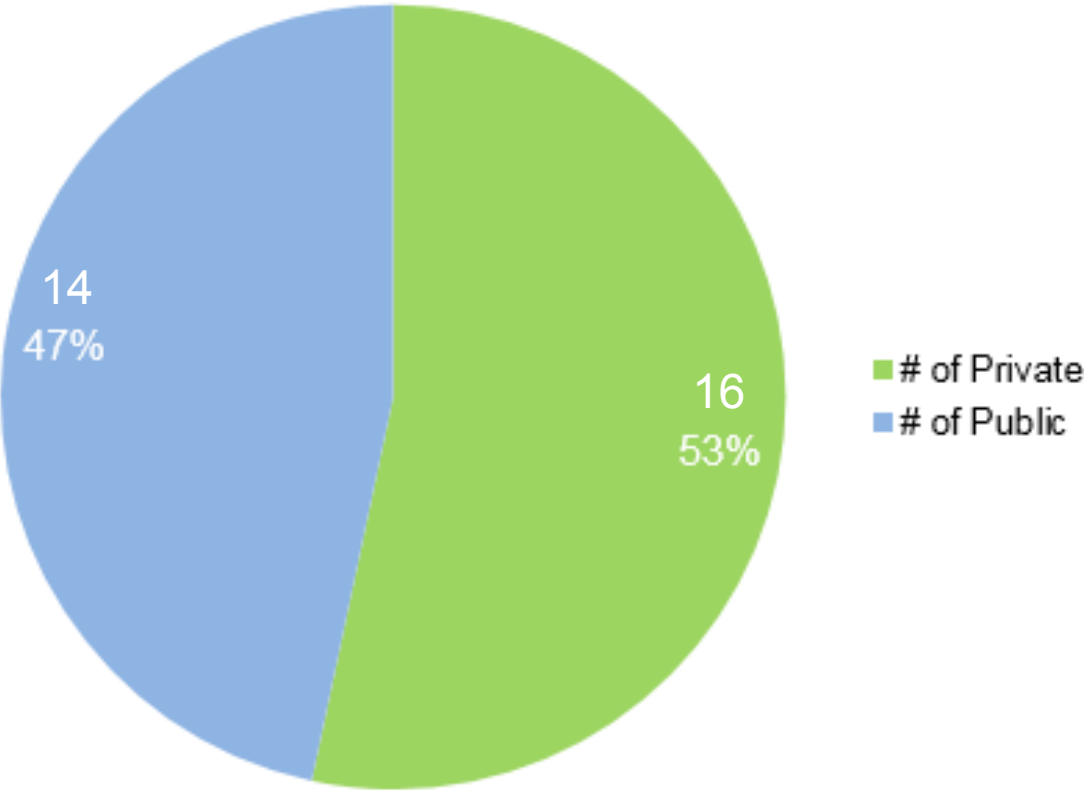
**Structure:**

- Membership of the Committee consists of Board members and community subject matter experts; the Board Chair appoints all committee members
- The Committee Chair is appointed by the Board Chair and is responsible to report on the Committee activities at the full Board meetings.
- The Governance Committee meets, at a minimum, once per quarter or 4 times annually.
- Agenda and minutes are kept and published on the CareerSource Central Florida website and supplied to committee in written form via email one week prior to meetings.

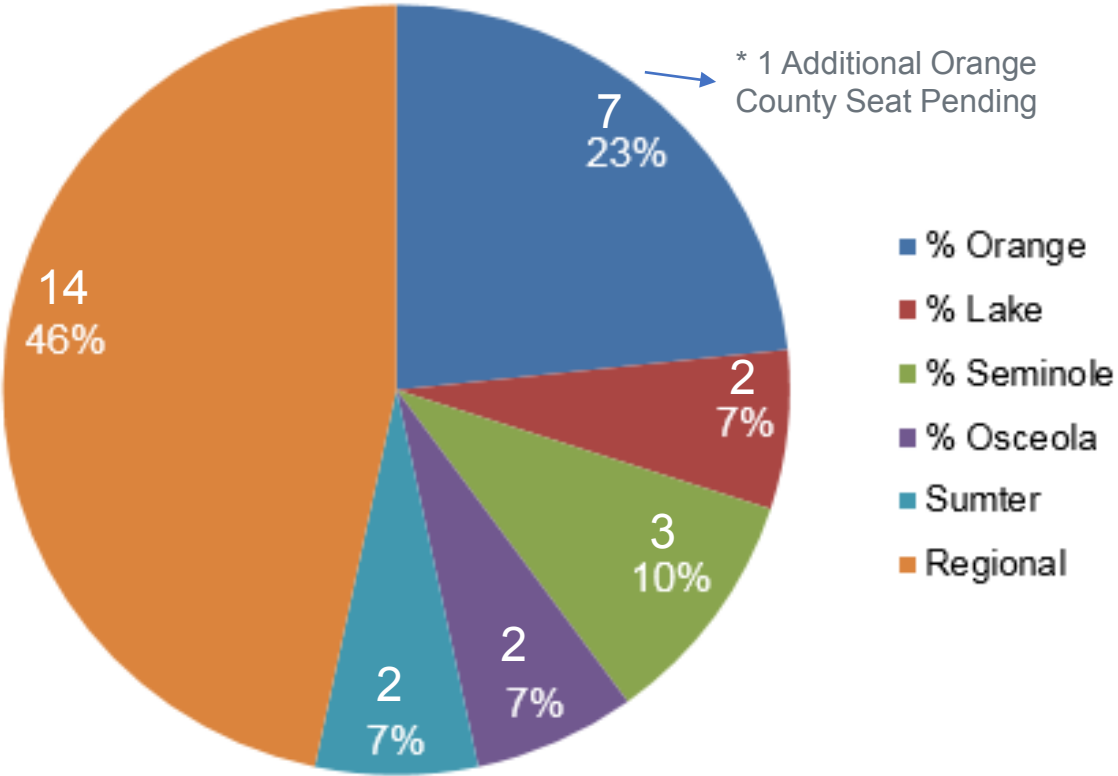
CURRENT BOARD DEMOGRAPHICS

Active Board Members: 30 (2 Vacancies)

Private vs. Public Seats



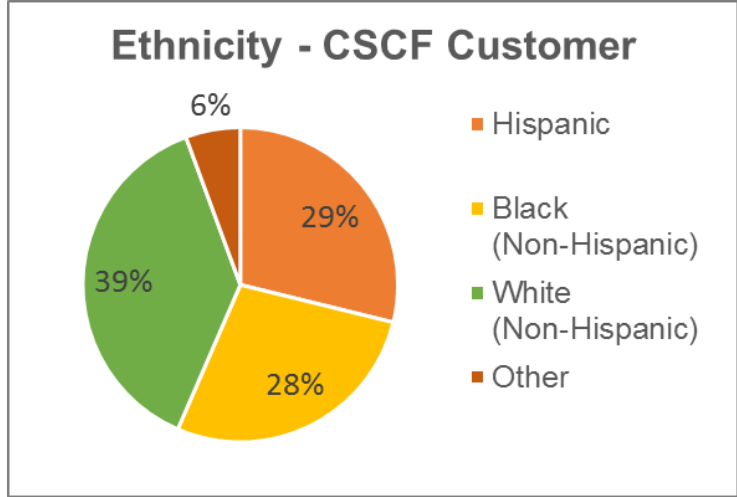
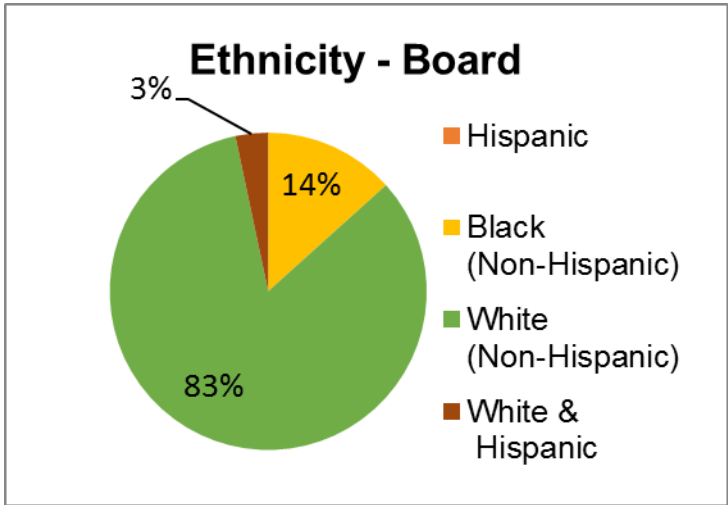
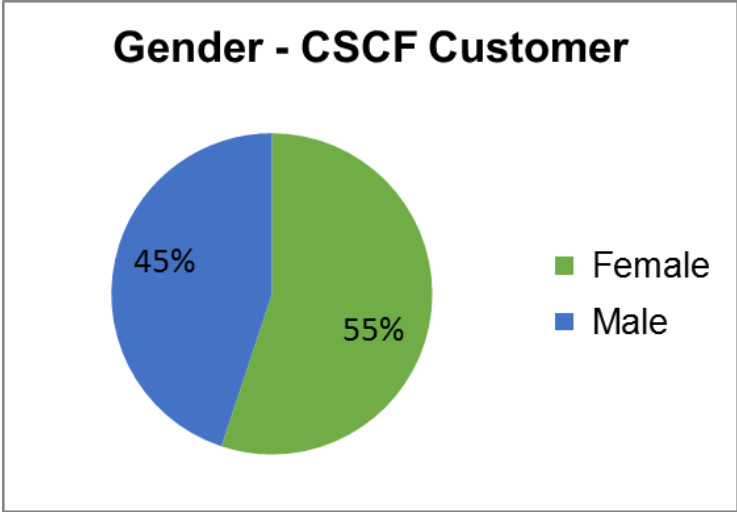
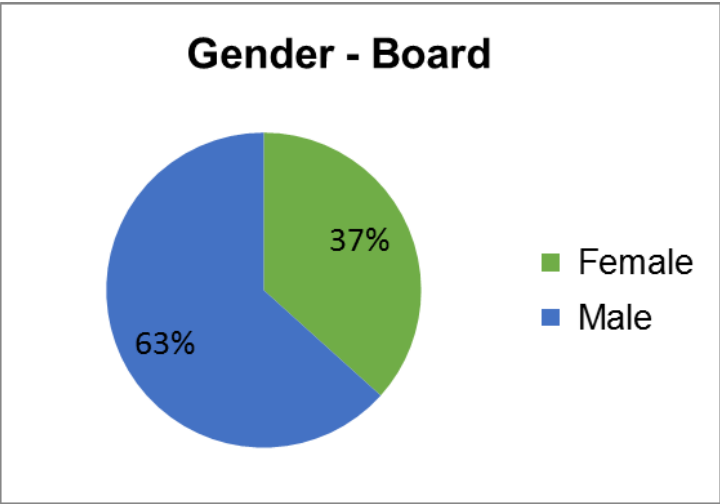
Geographical Breakdown



* 1 Additional Osceola
County Seat Pending

CURRENT BOARD DEMOGRAPHICS

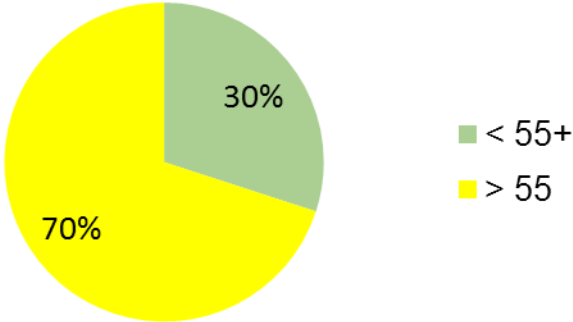
Board vs. CSCF Customer



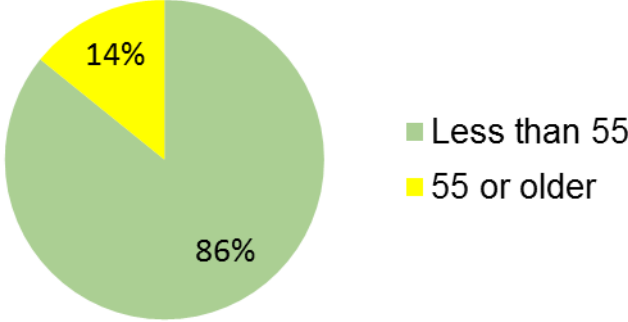
CURRENT BOARD DEMOGRAPHICS

Board vs. CSCF Customer

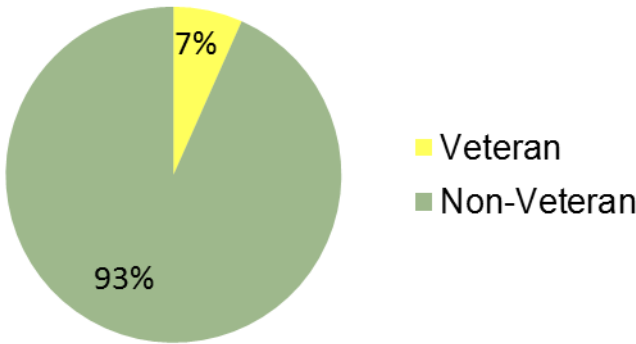
Age - Board



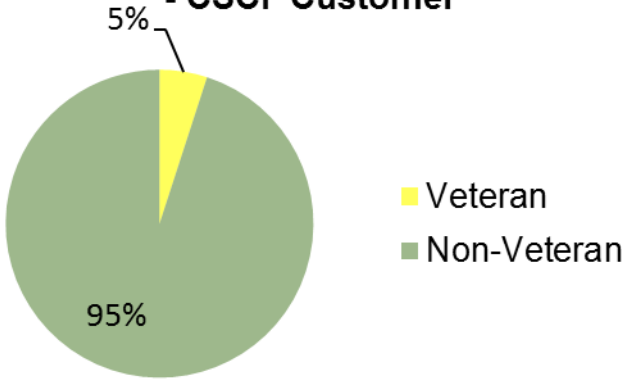
Age - CSCF Customer



Veteran vs. Non - Board



Veteran vs. Non - CSCF Customer



TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 30
NUMBER OF VACANCIES: 2
EFFECTIVE DATE: 7/1/20

REGIONAL WORKFORCE BOARD (RWB) MEMBERSHIP
REGION NAME: Central Florida Regional Workforce Development Board, d/b/a/ CareerSource Central Florida REGION NUMBER: 12

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Albu, Andrew	BU	Orange	Albu & Associates	7/1/18 – 6/30/21
Ball, Steve	BU	Orange	Holland & Knight	7/1/20 – 6/30/23
Bough, Paul	BU	Orange	Berkeley Research Group	7/1/19 – 6/30/22
Brandon, Wendy	BU	Orange	UCF Lake Nona Medical Center	7/1/19 – 6/30/22
Havard, Mark	BU	Orange	Hyatt Regency Orlando	7/1/19 – 6/30/22
Vacant	BU	Orange		7/1/19 – 6/30/22
Jackson, Eric	BU <i>Small Business</i>	Orange	Total Roof Services Corp.	7/1/20 – 6/30/23
Wood, Jody	BU	Orange	Walt Disney Parks & Resorts	7/1/19 – 6/30/22
Olson, Sheri	BU	Lake	South Lake Hospital	7/1/18 – 6/30/21
Orr, Brian	BU	Lake	Kalos Services, Inc.	7/1/19 – 6/30/22
Sprinkle, David	BU	Seminole	Veritas Recruiting Group, LLC	7/1/18 – 6/30/21
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	7/1/19 – 6/30/22
Walton, Matt	BU	Seminole	MiGre Engineers, LLC	7/1/18 – 6/30/21
Walter, Larry	BU	Osceola	Hanson, Walter & Associates, Inc.	7/1/18 – 6/30/21
Wilson, Christopher	BU	Sumter	Cemex	12/2/19 – 6/30/22
Wylie, Mark	BU	Osceola	Central Florida Chapter Associated Builders and Contractors, Inc.	7/1/20 – 6/30/23
New Seat	BU	Osceola		
Brooke Morris	BU	Sumter	CenterState Bank	7/1/20 – 6/30/23

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Embrace Families <i>(formerly Community Based Care of Central Florida)</i>	7/1/19 – 6/30/22
Culpepper, Diane	ETPA	Multi-county	Lake Technical College	7/1/19 – 6/30/22
Des Anges, Kiera	GRVRD	Multi-county	Division of Vocational Rehabilitation, Florida Department of Education	7/1/18 – 6/30/21
Ford, Wendy	CBO	Osceola	Osceola County on Aging	7/1/19 – 6/30/22
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	7/1/19 – 6/30/22
Guillet, Nicole	GRED	Seminole	Seminole County Government	7/1/20 – 6/30/23
Gyllin, John	ETPA	Seminole	Seminole State College	7/1/18 – 6/30/21
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	7/1/20 – 6/30/23
Plinske, Kathleen	ETPC	Multi-county	Valencia College	7/1/18 – 6/30/21
Sullivan, Jim	WOLO/WOJ	Multi-county	Central Florida Electrical Joint Apprenticeship & Training Committee (J.A.T.C.) / Central Florida AFL-CIO	7/1/20 – 6/30/23
Trnka, Jane	ETPC	Multi-county	Rollins Crummer Graduate School of Business	7/1/19 – 6/30/22
Trombetta, Al	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	7/1/20 – 6/30/23
Ushkowitz, Eric	GRED	Orange	Orange County Government	7/1/18 – 6/30/21
Washington, Sharron	GRO	Multi-county	Florida Department of Children & Families	7/1/19 – 6/30/22

Key Codes:

Areas of Representation:

- BU – Business **(17 Seats)**
- WOLO – Workforce-Labor Organization
- WOJ – Workforce-Joint labor-management Apprenticeship Program
- WOD – Workforce-Community-based Organizations representing Individuals with Disabilities (optional)
- WOV – Workforce-Community-based Organizations representing Veterans (optional)
- WOY – Workforce-Community-based Organizations representing Youth (optional)
- ETPA – Education and Training Provider-Adult Education and Literacy
- ETPC – Education and Training Provider-Institution of Higher Education
- ETPO – Education and Training Provider-Other Providers (optional)
- GRED – Government Representative-Economic Development
- GRES – Government Representative-Employment Service
- GRVRD – Government Representative-Vocational Rehabilitation
- GRO – Government Representative-Other (optional) **CareerSource Central Florida operates the Wagner Peyser (GRO) function
- OTHER – Other (please specific group/program being represented) (optional)

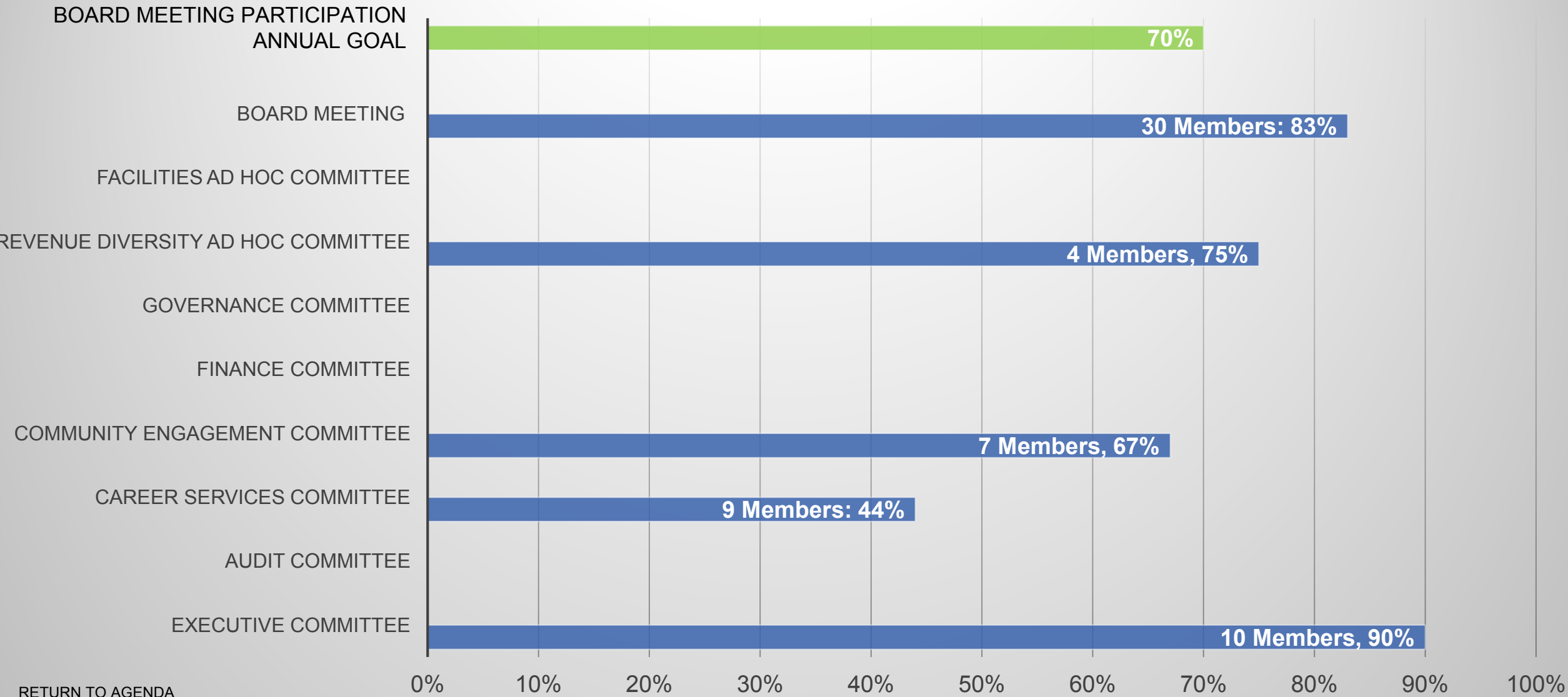
BOARD ENGAGEMENT METRICS – FY 2020-2021

	ENGAGEMENT		NEW
	PARTICIPATE	DEMONSTRATE	CONTRIBUTE
GOAL	90% of Board Membership	80% of Board Membership	70% of Board Membership
DESCRIPTION	<ul style="list-style-type: none"> Board & Committee Meetings Committee Meetings Board Orientation Board Conference Travel (NAWB, State Board Meetings) CSCF Miscellaneous Business Activities Job Shadowing Center Visits The Board Source Newsletter Engagement 	<ul style="list-style-type: none"> Attending Company Sponsored / Industry Events Participate in Media Interviews Speaking Engagements (internal or external) Sharing the CSCF Story: Inclusion of News/Information in Company's Communications Channels (internal or external) CSCF Miscellaneous Business Activities Job Shadowing Center Visits The Board Source Newsletter 	<ul style="list-style-type: none"> Suggested Annual Contribution (Suggested \$500) (10% of private sector target) Participation in Fundraising Activities to Leverage \$500 towards Revenue Diversity Goals Contribution of In-Kind Donations equivalent to \$500
KPI	Participate for 24 Hours, Per Year	Participate in One Occurrence, Per Year	Contribute to Revenue Generation and/or provide In-kind Contribution

BOARD ENGAGEMENT: BOARD MEETING PARTICIPATION

FY: 20-21

Actual Overall 7/1/20 thru 9/30/20: 72%



Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

Adjournment

OTHER BUSINESS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of
Minutes

Information /
Discussion /
Action Items

Other Business

▶ **Adjournment**

ADJOURNMENT

THANK YOU!