

**Governance Committee Virtual Meeting
Wednesday, October 7, 2020 / 3:00 p.m.**

MINUTES

MEMBERS PRESENT: Richard Sweat, Steve Ball, John Gill, Jeff Hayward, Rick Walsh, and Mark Wylie

MEMBERS ABSENT: Eric Jackson

STAFF PRESENT: Pam Nabors, Mimi Coenen, Steven Nguyen, Lance Willingham and Kaz Kasal

| Agenda Item | Topic | Action Item / Follow Up Item |
|-------------|---|---|
| 1 | Welcome Mr. Sweat, Committee Chair, called meeting to order at 3:03 p.m. | |
| 2 | Roll Call / Establishment of Quorum Ms. Kasal reported a quorum present. | |
| 3 | Public Comment A member of the public, Mr. Mohamed Chaoudi, provided his comments. | |
| 4 | Approval of Minutes: <u>Approval of Minutes</u> <ul style="list-style-type: none"> Reviewed draft minutes from 5/6/20 Governance Committee meeting (attachment). | Mr. Hayward approved the minutes from the 5/6/20 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously. |
| 5 | Information / Discussion / Actions Items | |
| | <u>Charter – Annual Review</u> <ul style="list-style-type: none"> Committee concurred Charter (attachment) is good as is, with the minor adjustment to 4th bullet under “Responsibilities” section: change to from “PY 19-20” to “PY 20-21” so reads “Metric – To be defined in PY 20-21.” <u>Board Compliance to CSCF’s By-laws</u> <ul style="list-style-type: none"> <u>Current Board Demographics</u> Reviewed Board’s compositions and demographics vs. CSCF customer. Committee feedback: <ul style="list-style-type: none"> Look to further diversify the Board. Review seats expiring in 6/30/21 and seek opportunities to recruit for more diverse representation. Determine if representation on CSCF Board is reflective of key industries in the region. <u>Board Member Recruitment, Participation, Engagement and Development</u> <ul style="list-style-type: none"> <u>Seats for Consortium Approval in December</u> Reviewed two open seats on Board: Orange County Business Seat and Osceola County Business Seat (attachment). Currently in nomination process for county approvals, then to Consortium approval at its 12/17/20 meeting. | <p><i>Staff to provide demographics of overall region to compare with Board</i></p> <p><i>Staff to provide data on key industries in region to compare with Board</i></p> |

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| | <ul style="list-style-type: none"> • Board Engagement <u>Reviewed following suggested modifications:</u> <ul style="list-style-type: none"> – Revisions (attachment) – as displayed in “Description” section of “Board Engagement Metrics – FY 2020-2021.” – Survey Board quarterly vs. monthly. – Change survey format to be mobile-friendly. <p>Committee feedback:</p> <ul style="list-style-type: none"> ○ Concurred with suggested modifications. ○ Increase Board ownership and content knowledge. ○ Define talent needs on the Board. ○ Consider placing new Board Members on the Career Services Committee so they learn the business of CSCF. <p>Reviewed Board Meeting participation through 9/30/20 (attachment).</p> <p><u>Enterprise Risk Assessment - Updates</u></p> <ul style="list-style-type: none"> • Introduced Lance Willingham, CSCF’s new Facilities Manager, who will work with Enterprise Risk Committee to review risk priorities and re-establish the scale, especially in consideration of COVID-19. Objective remains as is: to consistently decrease top three risks with mitigation over time. | <p><i>Staff to include slides in Board Engagement section as an information item for next board meeting</i></p> |
| 6 | <p>Other Business None offered.</p> | |
| 7 | <p>Adjournment Meeting adjourned at 4:22 p.m.</p> | |

Respectfully submitted,

Kaz Kasal
Executive Coordinator