

## Draft 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:	
	Approval of Minutes	Mr. Hayward approved the
	Reviewed draft minutes from 5/6/20 Governance Committee	minutes from the 5/6/20
	meeting (attachment).	Governance Committee
		Meeting. Mr. Gill seconded;
		motion passed unanimously.
5	Information / Discussion / Actions Items	
	Charter – Annual Review	
	Committee concurred Charter (attachment) is good as is, with	
	the minor adjustment to 4 <sup>th</sup> bullet under "Responsibilities"	
	section: change to from "PY 19-20" to "PY 20-21" so reads	
	"Metric – To be defined in PY 20-21."	
	Board Compliance to CSCF's By-laws	
	Current Board Demographics	
	Reviewed Board's compositions and demographics vs.CSCF	
	customer.	
	Committee feedback:	
	Look to further diversify the Board. Review seats	Staff to provide demographics of
	expiring in 6/30/21 and seek opportunities to recruit for	overall region to compare with
	more diverse representation.	Board
	<ul> <li>Determine if representation on CSCF Board is</li> </ul>	Stoff to provide data on key
	reflective of key industries in the region.	Staff to provide data on key industries in region to compare
		with Board
	Board Member Recruitment, Participation, Engagement and	Willi Board
	Development	
	Seats for Consortium Approval in December	
	Seats for Consortium Approval in December     Reviewed two open seats on Board: Orange County Business	
	Reviewed two open seats on Board: Orange County Business	



	<ul> <li>Board Engagement         Reviewed following suggested modifications:         <ul> <li>Revisions (attachment) – as displayed in "Description" section of "Board Engagement Metrics – FY 2020-2021."</li> <li>Survey Board quarterly vs. monthly.</li> <li>Change survey format to be mobile-friendly.</li> </ul> </li> </ul>	Staff to include slides in Board Engagement section as an information item for next board meeting
	Committee feedback:  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.  Reviewed Board Meeting participation through 9/30/20 (attachment).  Enterprise Risk Assessment - Updates 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.	
6	Other Business None offered.	
7	Adjournment Meeting adjourned at 4:22 p.m.	

Respectfully submitted,

Kaz Kasal Executive Coordinator