

**Draft  
Governance Committee Meeting  
Wednesday, February 14, 2024 / 1:00 p.m.  
MINUTES**

**MEMBERS PRESENT:** Sheri Olson, Dr. Heather Bigard, Keira des Anges, Jeff Hayward and Nicole Martz

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Pam Nabors, Dyana Burke, Steven Nguyen, Lance Willingham, Fabia Diaz and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Ms. Olson, Committee Chair, called meeting to order at 1:02 p.m.	
2	<b>Roll Call / Establishment of Quorum</b> Ms. Kasal reported a quorum present.	
3	<b>Public Comment</b> None offered.	
4	<b>Approval of Minutes:</b> <u>Approval of Minutes</u> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 8/16/23 Governance Committee meeting (attachment).</li> </ul>	<b>Ms. des Anges made a motion to approve the minutes from the 8/16/23 Governance Committee Meeting. Dr. Bigard seconded; motion passed unanimously.</b>
5	<b>Information / Discussion / Actions Items</b>	
	<p><u>Board Compliance to CSCF's Bylaws</u></p> <ul style="list-style-type: none"> <li>• <u>Board Demographics</u> Reviewed demographics of CSCF Board vs. regional comparison by gender, ethnicity, race, age, and veteran. All categories trending in right direction, with a continued focus to seek more diverse candidates when recruiting (attachment).</li> <li>• <u>Board Seats</u> Reviewed board seats: <ul style="list-style-type: none"> <li>- Board Members in seats expiring on 6/30/24 have all agreed to renew for another 3-year term.</li> <li>- Vacancies are being reviewed for candidates.</li> </ul> </li> </ul> <p><u>Board Member Recruitment, Participation, Engagement and Development</u></p> <p><u>Board Engagement (7/1/2023 thru 12/31/2023)</u></p> <ul style="list-style-type: none"> <li>• Reviewed metrics on Board Engagement through 2<sup>nd</sup> quarter, 7/1/2023 thru 12/31/2023 (attachment). <ul style="list-style-type: none"> <li>- <u>Demonstrate:</u> at 90%, already exceeding annual goal of 80%</li> <li>- <u>Participate:</u> 22 of 30 attained 12+ hours, on track towards annual goal of 24 hours per board member</li> <li>- <u>Contribute:</u> at 50%, on track towards annual goal of 70%</li> </ul> </li> </ul>	

	<p><b><u>Enterprise Risk Update</u></b></p> <ul style="list-style-type: none"> <li>• For period July 2023 through December 2023, reviewed methodology, pareto chart and updates on CSCF’s current top five risks. Also reviewed actions staff have taken (attachment):             <ul style="list-style-type: none"> <li>– Reviewed the proactive steps to address and mitigate the top three IT risks.</li> <li>– Legislative Change/Risk #4: “A Stronger Workforce for America Act” bill introduction – executive staff are proactively discussing any upcoming changes in preparation to stay compliant and serve the community</li> <li>– Talent Acquisition (Retention)/Risk #5:HR Department launched an Employee Satisfaction Survey to identify areas for improvement and lower potential risks.</li> </ul> </li> </ul>	
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Ms. Kasal to send out a poll to Committee to reschedule next committee meeting.</li> </ul>	
7	<p><b>Adjournment</b> Meeting adjourned at 1:43 p.m.</p>	

Respectfully submitted,

Kaz Kasal  
Executive Board Coordinator