# Governance Committee Meeting

## February 3, 2022

CareerSource CENTRAL FLORIDA

# 2/3/22 GOVERNANCE COMMITTEE MEETING DETAILS

Meeting Details

Meeting Agenda

Welcome

Roll Call

Public Comment

Approval of Minutes

Information / Discussion / Action Items

Other Business

Adjournment

**What: Governance Committee Meeting**

**When:** Thursday, February 3, 2022
10:30 a.m. – 12:00 p.m.

**Where:** Virtual via Zoom:

LINK: https://careersourcecf.zoom.us/j/86090130595?pwd=dUNRMjMxT1F1cXhQQ0ZZejZMajlqdz09

Dial In: 1 (929) 205-6099 / Meeting ID: 860 9013 0595
Passcode: 982418



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# 2/3/22 GOVERNANCE COMMITTEE MEETING AGENDA


- Meeting Details
- Meeting Agenda
- Welcome
- Roll Call
- Public Comment
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- Other Business
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| 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<br>**A. 8/11/21 Governance Committee Meeting** | Richard Sweat | X |
| 5. | Information / Discussion / Action Items<br>A. Board Compliance to CSCF's By-laws<br>**1) Board Representation- Update**<br>B. Board Member Recruitment, Participation, Engagement and Development<br>**1) Board Engagement (7/1/2021 through 12/31/2021)**<br>**2) Board Retention Challenges**<br>**C. Enterprise Risk - Update** | Committee Discussion<br><br><br><br><br>Pam Nabors Lead Discussion<br><br>Steven Nguyen | |
| 6. | Other Business | | |
| 7. | Adjournment | | |



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# WELCOME

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# ROLL CALL

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# PUBLIC COMMENT

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# APPROVAL OF MINUTES

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**Draft**
**Governance Committee Virtual Meeting**
**Wednesday, August 11, 2021 / 3:00 p.m.**
**MINUTES**

**MEMBERS PRESENT:** Richard Sweat, Steve Ball, John Gill, Jeff Hayward and Eric Jackson

**MEMBERS ABSENT:** Rick Walsh

**STAFF PRESENT:** Pam Nabors, Lisa Burby, Steven Nguyen, Sean Masherella and Kaz Kasal

| Agenda Item | Topic | **Action Item** / *Follow Up Item* |
|---|---|---|
| 1 | **Welcome**<br>Mr. Sweat, Committee Chair, called meeting to order at 3:05 p.m. | |
| 2 | **Roll Call / Establishment of Quorum**<br>Ms. Kasal reported a quorum present. | |
| 3 | **Public Comment**<br>None offered. | |
| 4 | **Approval of Minutes:**<br>Approval of Minutes<br>• Reviewed draft minutes from 5/12/21 Governance Committee meeting (attachment). | **Mr. Hayward made a motion to approve the minutes from the 5/12/21 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously.** |
| 5 | **Information / Discussion / Actions Items** | |
| | Charter – Annual Review<br>Reviewed Governance Committee Charter (attachment). Committee concurred to add the following metric under "Responsibilities" section (last bullet): "Goal annually: Decreasing the top three risks on Pareto Chart and Risk Priority Numbers year-over-year."<br><br>Board Compliance to CSCF's Bylaws<br>• Current Board Demographics<br>Reviewed Board's demographics vs. region (attachment). Committee discussed the data and provided following recommendations:<br>– Breakdown Race from Ethnicity<br>– Include historical data to help determine trends<br><br>Board Member Recruitment, Participation, Engagement and Development<br>• Board Engagement (7/1/2020 thru 6/30/2021)<br>Reviewed final Board Engagement metrics for FY 2020-2021 (attachment). Committee concurred to keep metrics as is for FY 2021-2022 and provided following recommendations:<br>– Under "Participation" category, add individual board member meetings with CSCF staff and workforce development related meetings and events.<br>– During one-on-one Board Member meetings, Ms. Nabors can provide engagement "report card" and also discuss ways they can contribute via in-kind and/or provide guidance on a current CSCF issue. | **Mr. Gill made a motion to approve proposed metric, as discussed, and forward to Board for final approval. Mr. Ball seconded; motion passed unanimously.**<br><br>*Staff to provide further data, per Committee recommendations.* |

| | | |
|---|---|---|
| | – Ms. Nabors could periodically include in her President's Report a summary of board member engagement.<br>– Survey Board Members immediately after each Board meeting.<br>– Provide external CSCF recognition awards quarterly or annually – i.e. best business, legislator, training partner, staff and CSCF Board would vote on these categories<br>– Provide recognition awards quarterly or annually for Board Members. | |
| 6 | **Other Business**<br>None offered. | |
| 7 | **Adjournment**<br>Meeting adjourned at 4:11 p.m. | |

Respectfully submitted,

Kaz Kasal
Executive Coordinator

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# INFORMATION / DISCUSSION / ACTION ITEMS

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# Board Representation Update

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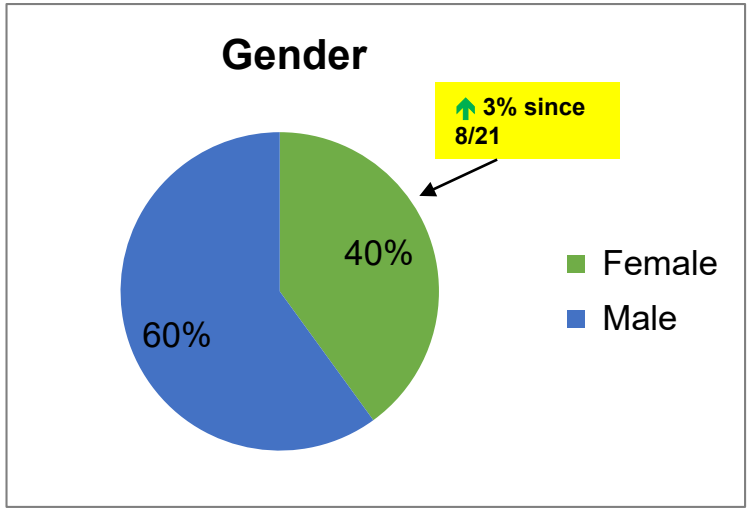
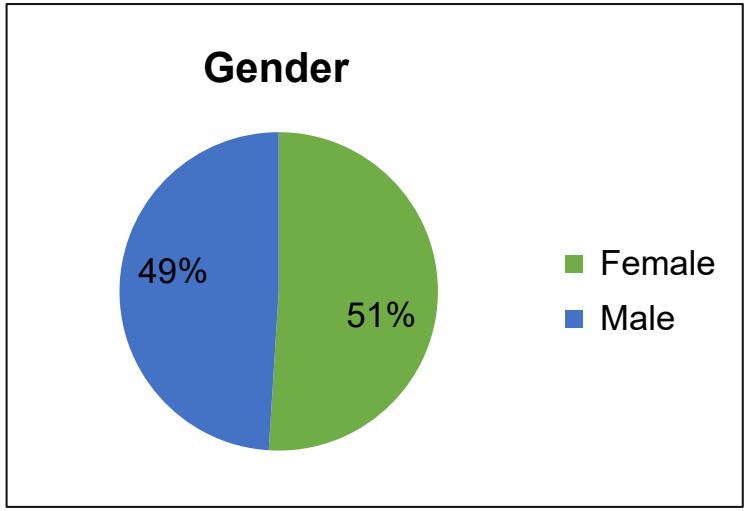
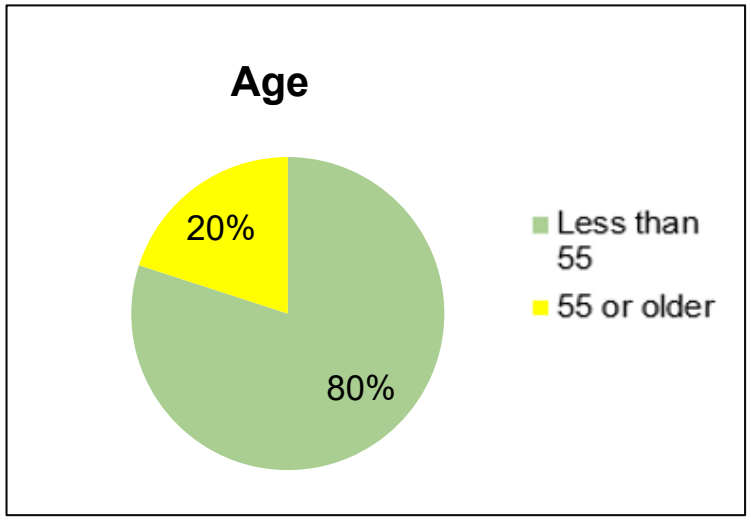
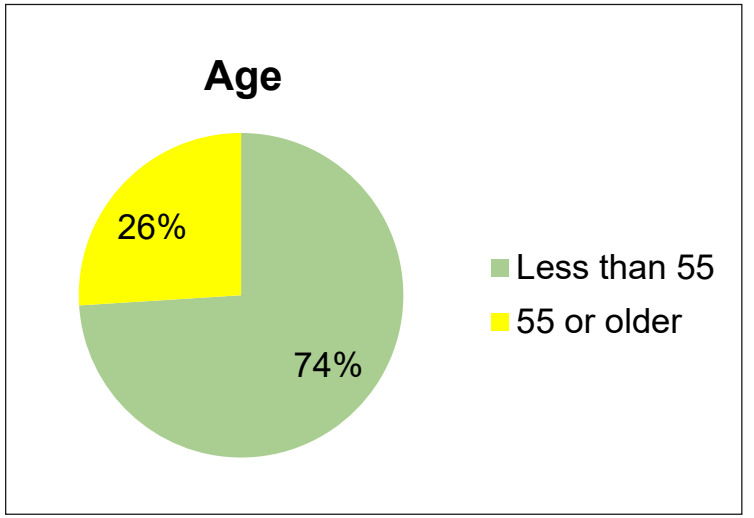
# MID-YEAR BOARD DEMOGRAPHICS (12/31/21)

## Board vs. Region

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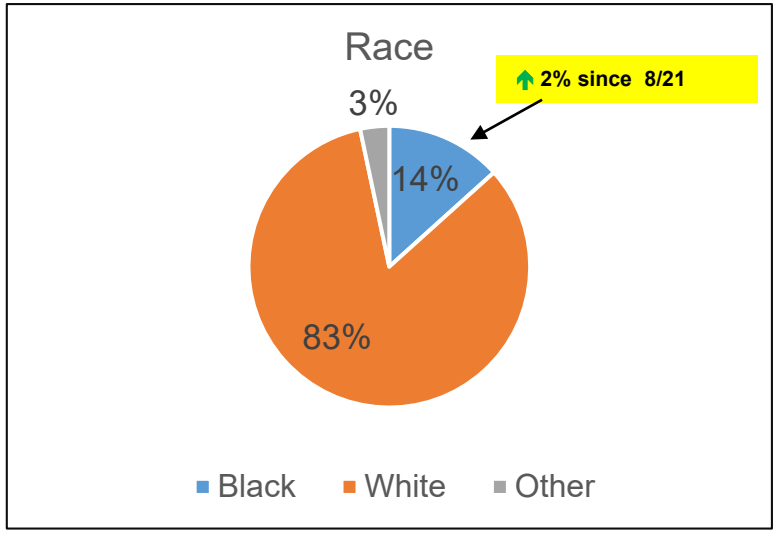


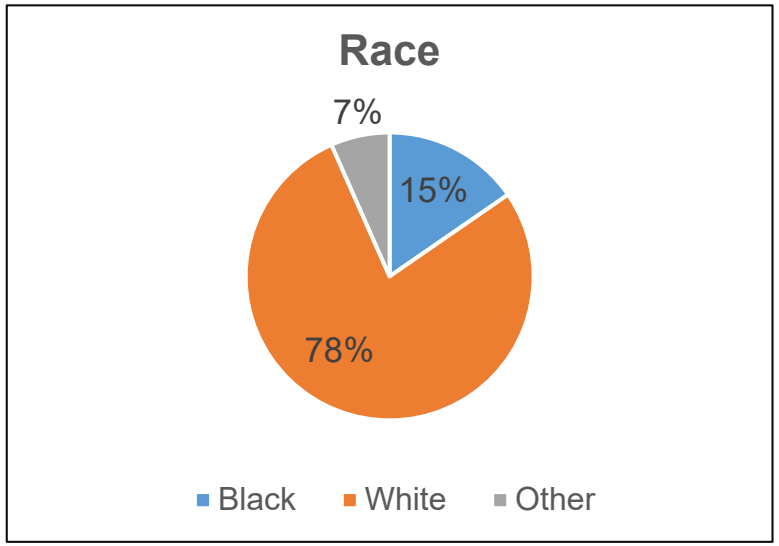


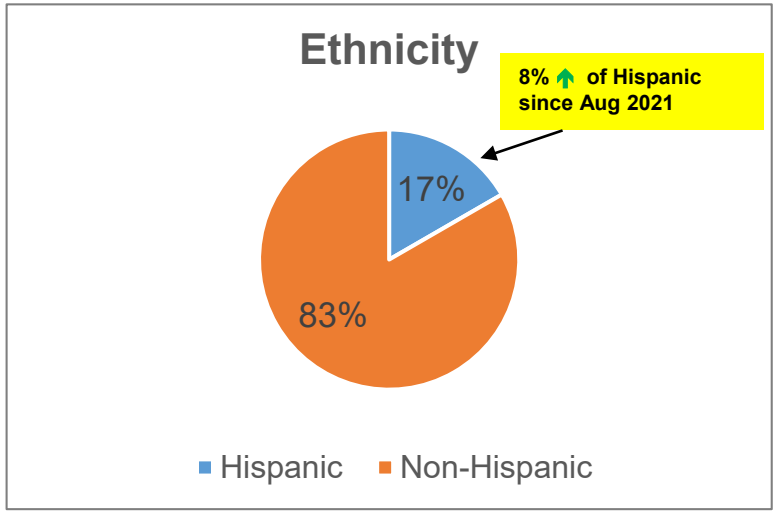


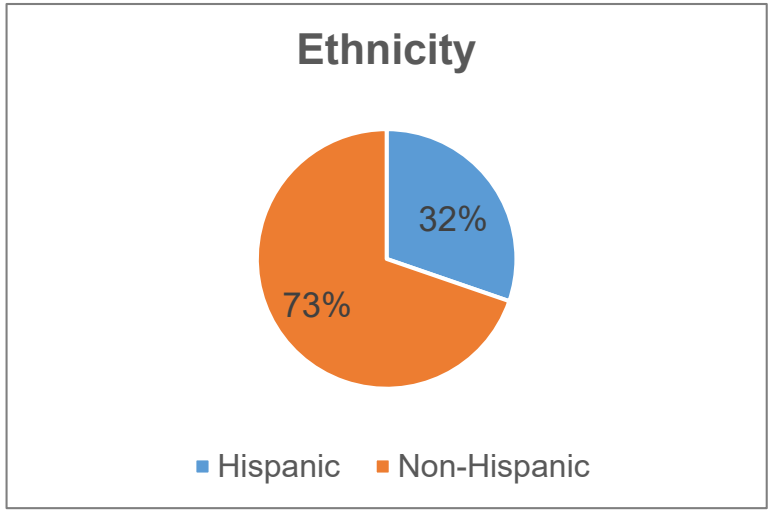


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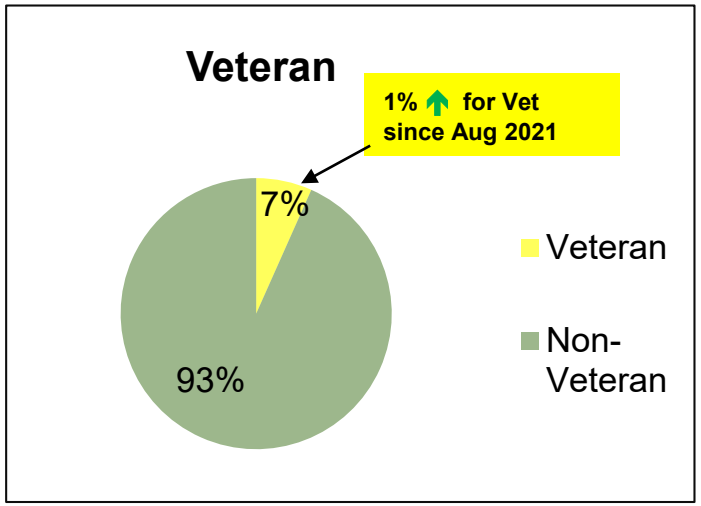


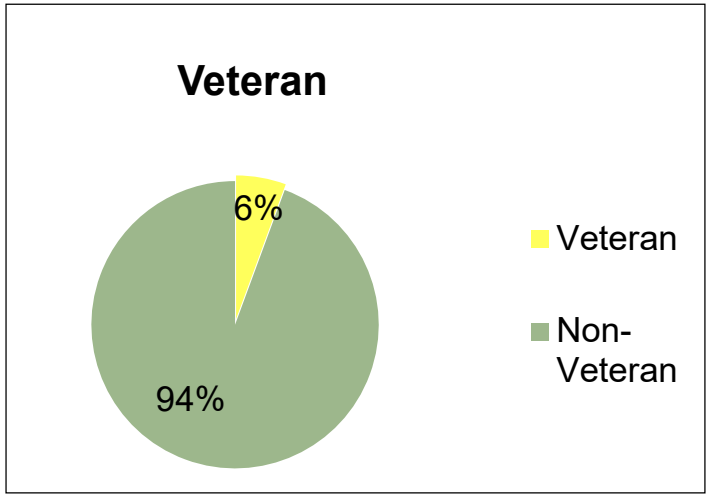


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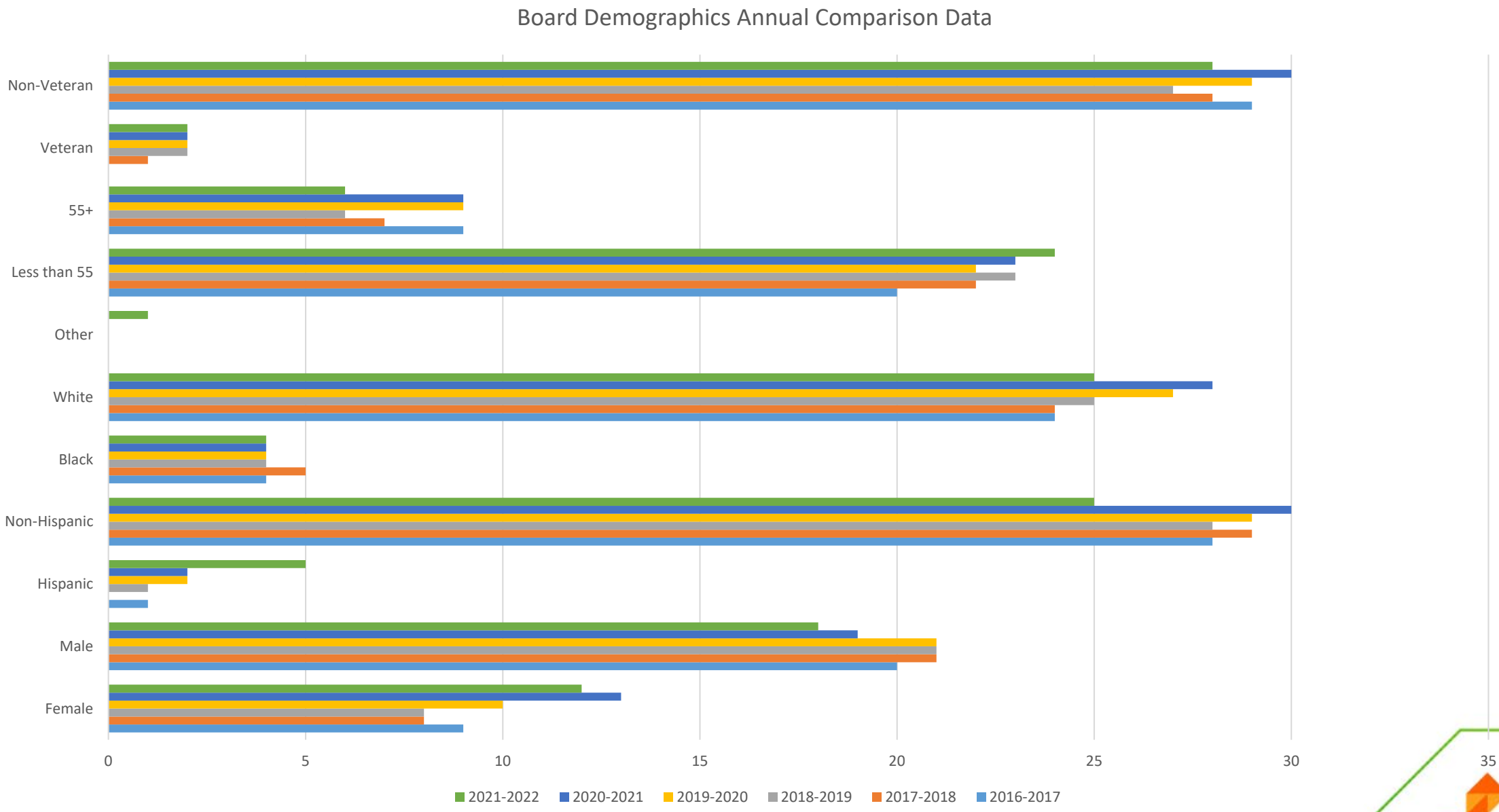
# HISTORICAL BOARD DEMOGRAPHICS FY 2016 - PRESENT



# Board Engagement

## (7/1/21 – 12/31/21)

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# MID-YEAR BOARD ENGAGEMENT (12/31/21)

| | PARTICIPATE* | DEMONSTRATE* | CONTRIBUTE* |
|---|---|---|---|
| GOAL | 90% of Board Membership | 80% of Board Membership | 70% of Board Membership |
| KPI | Each Board Member Participates with 24 Hours per Year | Each Board Member Demonstrates One Occurrence per Year | Each Board Member Contributes to Revenue Generation and/or In-kind Contribution Per Year |
| Mid-Year Status | **Averaging 9 Hours per Board Member** | **Overall 73% Demonstrated** | **Overall 18% Contributed** |

* *PARTICIPATE: board, committee, industry and staff meetings*
* *DEMONSTRATE: taking action e.g. center visit, social media, RFQ participating*
* *CONTRIBUTE: monetary, host board meeting, accept interns, sponsorship referrals*

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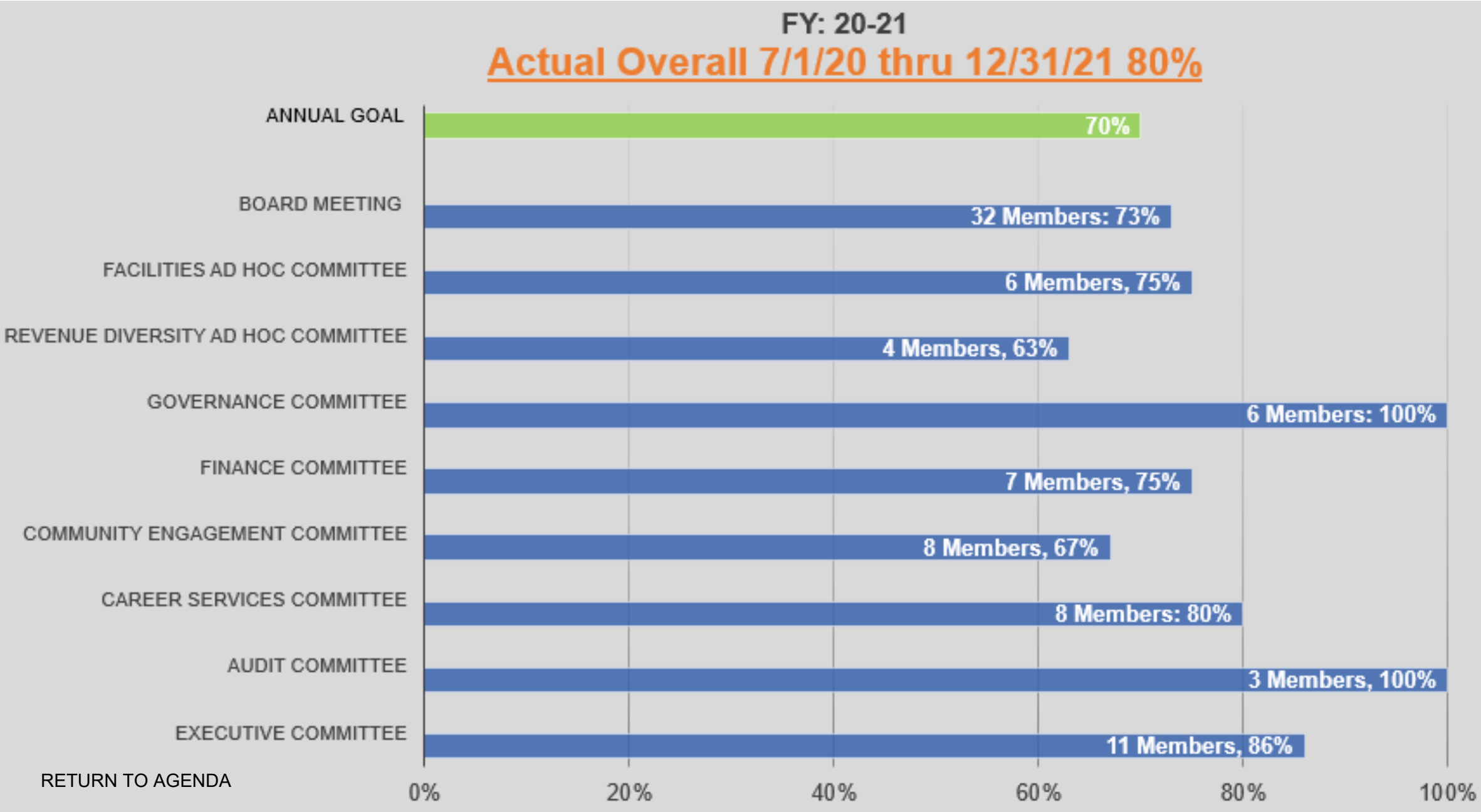
# MID-YEAR BOARD & COMMITTEE MEETING ATTENDANCE (12/31/21)




RETURN TO AGENDA

# Board Retention Challenges

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# Enterprise Risk Update

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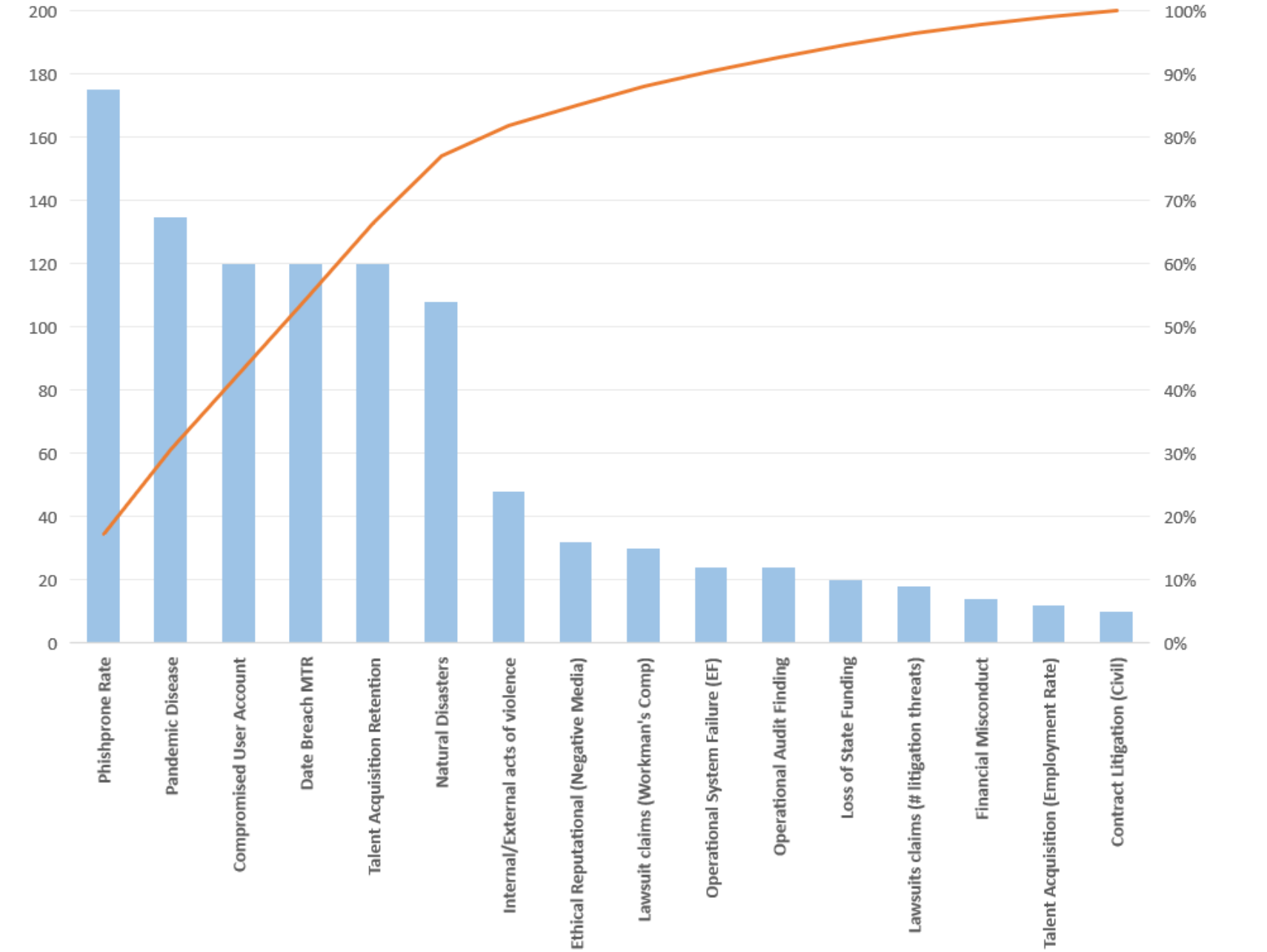
# CSCF TOP RISKS ANALYSIS

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# 2021 Enterprise Risk Priorities

1. **Pandemic Disease**
   - Risk Priority Number = 200
2. **Phishprone Rate**
   - Risk Priority Number = 200
3. **Compromised User Account**
   - Risk Priority Number = 160
4. **Data Breach**
   - Risk Priority Number = 120
5. **Talent Acquisition & Retention**
   - Risk Priority Number = 80

# 2022 Enterprise Risk Priorities

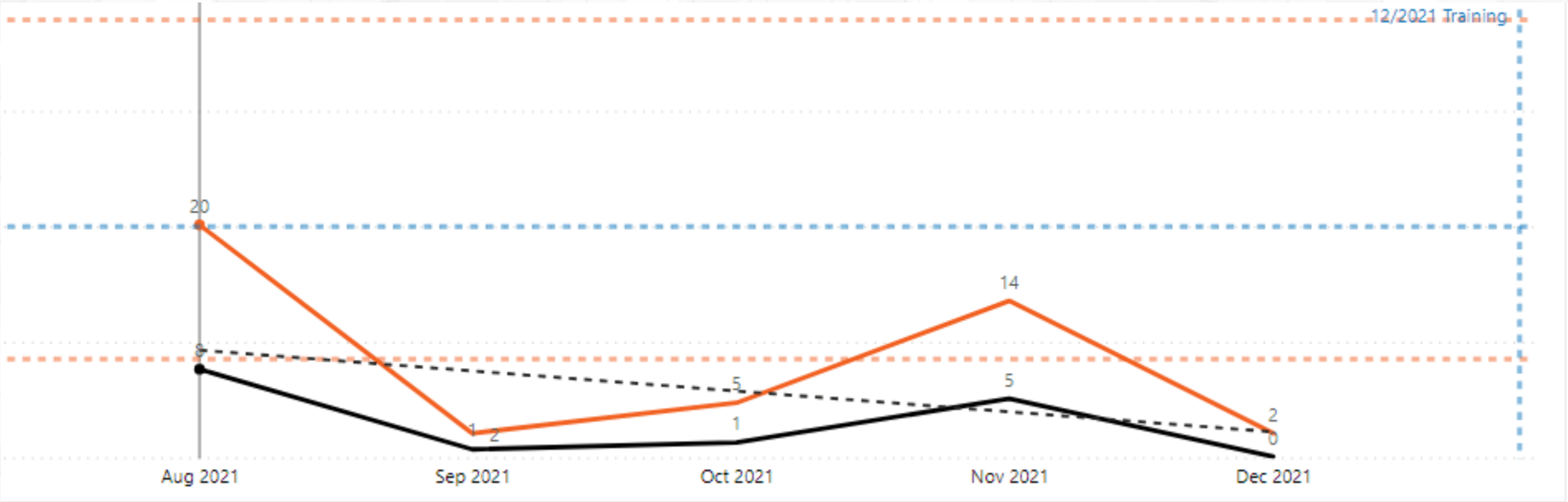
1. **Phishprone Rate (+1)**
   - Reduction 200 to 175
2. **Pandemic Disease (-1)**
   - Reduction 200 to 135
3. **Compromised User Account (+1)**
   - Reduction 200 to 120
4. **Data Breach (+1)**
   - Static at 120
5. **Talent Acquisition & Retention(+1)**
   - Increase 80 to 120

# Prioritizing Phishing Awareness

- Phishing is now the #1 risk to the CSCF organization by Risk Priority Number.
- 91% of cybersecurity attacks start with a malicious email, clicking a link, or entering your info into websites.
- CSCF is entrusted with millions of public data records.

# Prioritizing Phishing Awareness

- Elevate CareerSourcer Technical Competency
  - CareerSourcers completed required Phishing training December 2021.
  - IT phishing campaigns sent out monthly.
  - Increase “IT Talks” and cybersecurity examples with gamification.



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# ADJOURNMENT

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# THANK YOU!

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