



**What:** **Governance Committee Meeting**  
**When:** Tuesday, March 12, 2019  
 9:00 a.m. – 10:30 a.m.  
**Where:** CareerSource Central Florida / 390 N. Orange Ave., Suite 700, Orlando, FL  
 GoToMeeting (remote attendees):  
 ➤ Link: <https://global.gotomeeting.com/join/828391181>  
 ➤ Dial-In: **(Toll Free) (877) 309-2073 / Access Code: 828-391-181**  
**Board Priorities:** Analyze the Business | Engage the Talent

Agenda Item	Topic	Presenter	Action Item
1.	Welcome	Mark Wylie	
2.	Roll Call / Establishment of Quorum	Kaz Kasal	
3.	Public Comment		
4.	Action Item		
	A. Approval of Minutes – 8/29/18 Governance Committee Meeting	Mark Wylie	X
5.	Information		
	A. Human Resources Updates	Pam Nabors	
	B. Board of Directors	Pam Nabors	
	1) Engagement		
	2) Roster		
	3) Slate of Officers		
	C. Enterprise Risk Update	Leo Alvarez	
6.	Other Business		
7.	Adjournment		

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Upcoming Meetings:

- Board Meeting & Retreat: 4/25/19, 9:00 am – 2:00 pm  
 Location: Valencia College – District Office / 1768 Park Center Drive, Orlando, FL (5<sup>th</sup> Floor Conference Room)
- Governance Committee Meeting: 5/8/19, 2:00 pm - 3:30 pm  
 Location: CSCF Admin Office, 390 N. Orange Ave., Suite 700 (7<sup>th</sup> Floor), Orlando, FL

**DRAFT**  
**Governance Committee Meeting**

**CareerSource Central Florida**  
**390 North Orange Ave., Suite 700, Orlando, FL 32801**

**Wednesday, August 29, 2018 / 2:00 p.m.**

**MINUTES**

**MEMBERS PRESENT:** Mark Wylie, Steve Ball, Greg Beliveau, Debbie Clements, John Gill and Eric Jackson

**MEMBERS ABSENT:** Jeff Hayward and Rick Walsh

**STAFF PRESENT:** Pam Nabors, Lisa Burby and Kaz Kasal

Agenda Item	Topic	Action Item / Follow Up Item
1	<b>Welcome</b> Mr. Wylie, Committee Chair, called meeting to order at 2:05 pm.	
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> <ul style="list-style-type: none"> <li>• Reviewed draft minutes from 5/2/18 Governance Committee meeting (attachment).</li> </ul>	<b>Mr. Ball approved the minutes from the 5/2/18 Governance Committee Meeting. Mr. Gill seconded; motion passed unanimously.</b>
5	<b>Information/Discussion/Action Items</b>	
	<u>Board Structure</u> <ul style="list-style-type: none"> <li>• <u>Charter Review</u> Committee concurred no changes needed.</li> <li>• <u>Sumter Seat Recommendation</u> <ul style="list-style-type: none"> <li>○ Sumter Board of County Commissioners approved appointment of Mr. Craig Ducharme, VP of Operations with Primus Pipe and Tube to CSCF Board.</li> <li>○ Consortium to affirm Mr. Ducharme’s appointment at its 12/13/18 meeting.</li> </ul> </li> <li>• <u>Current Board Demographics</u> Reviewed Board member characteristics (attachment).               <ul style="list-style-type: none"> <li>○ Committee concurred areas of focus when identifying future CSCF Board candidates: 1) female, 2) age 35 &amp; under, and 3) agriculture.</li> </ul> </li> </ul> <u>Board Strategy</u> <ul style="list-style-type: none"> <li>• Reviewed FY 18-19 Board and CSCF priorities (attachment).</li> </ul>	

Agenda Item	Topic	Action Item / Follow Up Item
	<p><b><u>Board Engagement</u></b></p> <ul style="list-style-type: none"> <li>• <b><u>Board Information Session</u></b> <ul style="list-style-type: none"> <li>○ Committee concurred on following:               <ul style="list-style-type: none"> <li>– Annual information session to cover broad overview of CSCF operations and Board responsibilities.</li> <li>– Board workshop(s) to cover in-depth review of funds and programs.</li> </ul> </li> <li>○ Staff proposed “sector focus” at Board meetings; September Board meeting to highlight culinary in Hospitality and CSCF’s progress and challenges for Board input.</li> <li>○ Staff to continue focusing on ways to effectively engage Board.</li> </ul> </li> <li>• <b><u>Board Self-Evaluation Survey</u></b> <ul style="list-style-type: none"> <li>○ Reviewed 2017 vs. 2014 comparison of CSCF Board self-evaluation survey results (attachment).</li> <li>○ Comparison showed the Board not as satisfied with its outreach to community on CSCF’s work.</li> </ul> </li> <li>• <b><u>Enterprise Risk</u></b> <ul style="list-style-type: none"> <li>○ Reviewed “Enterprise Risk Management” memo (attachment) and status of each risk.</li> <li>○ Overall, risk matrix levels decreased compared to six months ago.</li> <li>○ Only area of increase “economic conditions with CSCF receiving a 10% decrease in federal funding. To mitigate risk, a Revenue Diversity Ad Hoc committee, formed last fiscal year, continues to develop strategies to generate new revenues.</li> </ul> </li> </ul>	<p><i>Staff to develop: 1) a tool kit “talking points” that Board can use in its outreach and 2) monthly newsletter for Board - consisting of CSCF updates and highlights.</i></p> <p><i>Staff to include 2017 vs. 2014 comparison report in 9/27/18 Board meeting packet for their input.</i></p>
6	<p><b>Other Business</b></p> <ul style="list-style-type: none"> <li>• Status of HR Handbook           <ul style="list-style-type: none"> <li>○ CSCF procured an HR consultant to review HR processes and provide recommendations.</li> </ul> </li> </ul>	<p><i>Staff to provide progress report to Committee mid-year.</i></p>
7	<p><b>Adjournment</b>        Meeting adjourned at 3:27 p.m.</p>	

Respectfully submitted,  
 Kaz Kasal



Board of Directors Engagement Opportunities

Please print your name under desired activity(s)				
Career Center Tour	Business Services Consultant Job Shadow	Career Services Consultant Job Shadow	Speakers Bureau	Be a Media Spokesperson
<i>Visit any one of our 5 CSCF Centers to explore how we serve our customers.</i>	<i>Spend some time with a CSCF representative to hear about the services we provide to businesses.</i>	<i>Spend some time with a CSCF representative to hear about the services we provide to career seekers.</i>	<i>Show your knowledge about CSCF to your network, colleagues, family or friends. Information to share or speak about will be provided.</i>	<i>Share your experience and involvement with CSCF to media representatives.</i>
Matt Walton - coordinating timeframe	John Gill - 1/9/19 visit with Frank Jones	John Gill- rescheduling	Mark Havard - as an opportunity arises	John Gyllin - as an opportunity arises
Greg Beliveau - scheduled for 3/22/19	Mark Havard - 1/23/19 visit with Yaralise Colon/Osceola Center	Debbie Clements - 12/19/18 visit with Leah Rawlins/West Orange	Keira des Anges - as an opportunity arises	
Eric Ushkowitz - 3/1/19 visit with Ryan Ridley West Orange Center	Andrew Albu - 12/14/18 visit with Paul Cox/West Orange	Glen Casel - scheduled for 3/27/19		
Jeff Hayward - scheduled for 4/5/19	John Gyllin - coordinating timeframe	Steve Ball - scheduled for 3/5/19		
Jody Wood - scheduled for 3/6/19	Debbie Clements - 12/14/18 visit with Russell Vickery/Southeast Orange			
Paul Bough - scheduling	Mark Wylie - 2/28/19 visit with Russell Vickery/Southeast Orange			
Larry Walter - scheduled for 3/19/19				
Richard Sweat - scheduled for 3/14/19				

Contact: Strategic Communications at communications@careersourcecf.com / Kristine Concepcion (407) 531-1222 x2034

SEATS TO BE RENEWED OR RETIRING  
SEAT MOVE TO ORANGE  
SEAT VACANCY  
NEW SEAT

TOTAL NUMBER OF ACTIVE BOARD MEMBERS: 28

NUMBER OF VACANCIES: 2  
EFFECTIVE DATE: 7/1/19

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	Multi-county (Orange)	Holland & Knight	7/1/17 - 6/30/20
Beliveau, Greg	BU	Lake	LPG Urban & Regional Planners, Inc.	7/1/16 - 6/30/19
Bough, Paul	BU	Orange	Berkeley Research Group	7/1/16 - 6/30/19
Brandon, Wendy	BU	Seminole Orange	Central Florida Regional Hospital	7/1/17 - 6/30/20
Casel, Glen	WOY (CBO representing Youth)	Multi-county	Community Based Care of Central Florida	7/1/16 - 6/30/19
Clements, Debbie (Retiring) New Rep will be needed	BU	Multi-county (Orange)	Duke Energy	7/1/18 - 6/30/21
Ducharme, Craig VACANT	BU	Sumter County	Primus, Pipe and Tube	12/13/18 - 6/30/21
D'Aiuto, William	GRO	Multi-county	Florida Department of Children & Families	7/1/16 - 6/30/19
des Anges, Keira	GRVRD (VR & individuals w/disabilities)	Multi-county	Division of Vocational Rehabilitation, Florida Department of Education	7/1/18 - 6/30/21
Gill, John	WOD (CBO representing Individuals & Disabilities)	Multi-county	Quest, Inc.	7/1/16 - 6/30/19
Guillet, Nicole	GRED	Seminole	Seminole County Board of County Commissioners	7/1/17 - 6/30/20
Gyllin, John	ETPA	Seminole	Seminole State College	7/1/18 - 6/30/21
Havard, Mark	BU	Multi-County (Orange)	Hyatt Regency Orlando / Central Florida Hotel & Lodging	7/1/16 - 6/30/19
Hayward, Jeff	WOD/WOV (CBO representing Disabilities/Veterans)	Multi-county	Heart of Florida United Way	7/1/17 - 6/30/20
Jackson, Eric	BU <i>Small Business</i>	Orange	Total Roof Services Corp.	7/1/17 - 6/30/20
Madsen, Leland (Retiring) New Rep will be needed	BU	Sumter	Bedrock Resources, Inc.	7/1/16 - 6/30/19
Olson, Sheri	BU	Lake	South Lake Hospital	7/1/18 - 6/30/21

NAME OF RWB MEMBER	AREAS (S) OF REPRESENTATION	COUNTY LOCATION	ORGANIZATION	PERIOD OF APPOINTMENT
Pittman, John VACANT	ETPC	Multi-county	University of Central Florida	7/1/17 - 6/30/20
Plinske, Kathleen	ETPC	Multi-county	Valencia College	7/1/18 - 6/30/21
Sprinkle, David	BU	Seminole	Veritas Recruiting Group, LLC	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	7/1/17 - 6/30/20
Sweat, Richard	BU <i>Small Business</i>	Seminole	.decimal	7/1/16 - 6/30/19
Trnka, Jane	ETPC	Multi-county	Rollins Crummer Graduate School of Business	7/1/16 - 6/30/19
Trombetta, Al	WOLO/WOJ	Multi-county	International Union of Painters & Allied Trades, Florida Finishing Trades (IUPAT DC 78)	7/1/17 - 6/30/20
Ushkowitz, Eric	GRED	Orange	Orange County Government	7/1/18 - 6/30/21
Walter, Larry	BU	Osceola	Hanson, Walter & Associates, Inc.	7/1/18 - 6/30/21
Walton, Matt	BU	Seminole	MiGre Engineers, LLC	7/1/18 - 6/30/21
Wood, Jody	BU	Multi-county (Orange)	Walt Disney Parks & Resorts	7/1/16 - 6/30/19
Wylie, Mark	BU	Multi-county (Osceola)	Central Florida Chapter Associated Builders and Contractors, Inc.	7/1/17 - 6/30/20
OPEN	CBO	Multi-county		

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)



### CURRENT OFFICERS

Board Position	Nomination	Job Title	Organization
Chair	Debbie Clements	Government & Community Relations Manager	Duke Energy
Vice Chair	Mark Wylie	President/CEO	Central Florida Chapter Associated Builders & Contractors, Inc.
Treasurer	Eric Ushkowitz	Economic Development Administrator	Orange County Government
Secretary	Leland Madsen	Administrator	Bedrock Resources, Inc.

### PROPOSED OFFICER NOMINATIONS

Board Position	Nomination	Job Title	Organization
Chair			
Vice Chair			
Treasurer			
Secretary			

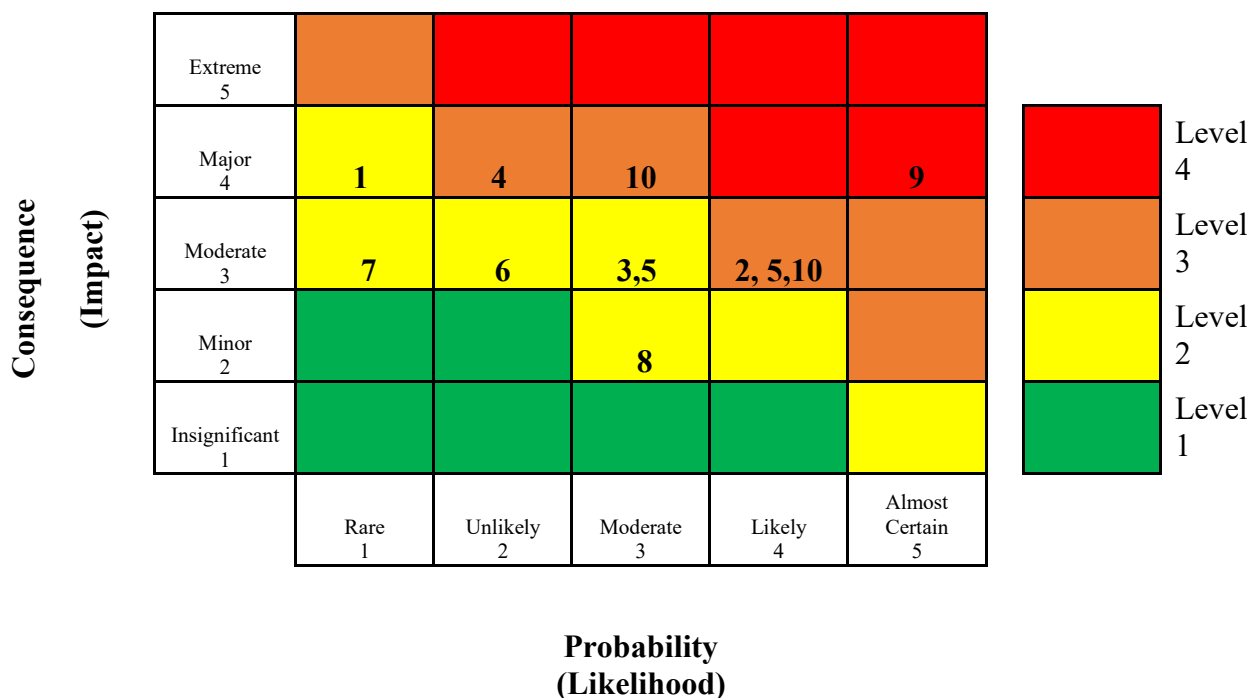


**To: Governance Committee**  
**From: Leo Alvarez**  
**Subject: Enterprise Risk Management**  
**Date: March 12, 2019**

**Purpose / Background:**

The purpose of this memo is to evaluate CareerSource Central Florida’s semi-annual top 10 risks facing the organization. The Enterprise Risk Committee met on February 25<sup>th</sup>, to review the risks and assess them based on probability and consequence. Below is a listing of the top ten risks identified and where they fall within the risk matrix.

**Risk Matrix:**



<b><u>Top 10 Risks Facing CSCF Today:</u></b>	
1. A breach of sensitive and confidential data/info.	6. Operational system failure
2. Lawsuit/Claims	7. Fiscal mismanagement/audit findings
3. Natural/Environmental disasters	8. Operational compliance findings
4. Internal/external acts of violence	9. Economic conditions
5. Talent Acquisition & Retention	10. Ethical/reputational issues



## **Overall Breakdown of Risks:**

Based on the discussions had by the Enterprise Risk Committee, the overall risk matrix levels have decreased in comparison to six months ago. Below is a summary breakdown of each risk level in comparison to the previous assessment provided 6 months ago:

1. A breach of sensitive & confidential data/info
  - Stayed the same
2. Lawsuit/Claims
  - Stayed the same
3. Natural/Environmental disasters
  - Has decreased in probability from moderate to unlikely and decreased in consequence from major to moderate. The decrease is due to the overall impact of previous year hurricanes to the Central Florida region. The probability decreased because we are currently outside of hurricane season. Risk to be evaluated again in 6 months.
4. Internal/External acts of violence
  - Stayed the same
5. Talent Acquisition & Retention
  - Has increased in probability from unlikely to moderate and increased in consequence from minor to moderate. The increases are due to the low unemployment number and a tight job market.
6. Operational system failure
  - Stayed the same
7. Fiscal mismanagement/audit findings
  - Stayed the same
8. Operational compliance
  - Stayed the same
9. Economic conditions
  - Stayed the same
10. Ethical/reputational issues
  - Has increased in probability from moderate to likely. The consequence decreased from major to moderate. The increase in probability is due to a few instances of complaint letters received. The decrease in consequence is based on the content of those complaints and CSCF's ability to quickly respond.

## **Treatment of Risks:**

### **Level 4 (Red):**

- #9 - CareerSource Central Florida staff continues to work with its ad-hoc Committee Revenue Diversity Committee to develop a model and strategy for revenue diversification. The goal is to generate nearly \$500K between its Ticket to Work Program and Youth Pilot.